

## **Millersville Board of Commissioners Agenda**

**Tuesday, May 18th, 2021 at 5:30 P.M.  
at the Millersville Community Center**

1. Call to Order.
2. Invocation and Pledge of Allegiance
3. Approval of Minutes of April 20<sup>th</sup>, 2021 Regular Commission Meeting.
4. Approval of the April 2021 Financial Report.
5. **Public Hearing on Ordinance 21-755** Occupational Health and Safety Program.
  - a. Open Public Hearing for comments on Ordinance 21-755
  - b. Close Public Hearing on Ordinance 21-755
6. **Second Reading of Ordinance 21-755** of Occupational Health and Safety Program.
7. **First Reading - Ordinance 21-756** to Rezone 202 Wilson Lane.
8. **First Reading - Ordinance 21-757** to Rezone 7420 Bethel Road.
9. Approve Janitor/Maintenance Position Job Description.
10. Planning Commission acceptance of Message Board
11. Racetrack Decibel Monitoring Devices
12. Citizens Comments
13. Commissioner Comments
14. City Manager Comments
15. Adjournment

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

10 -General Fund

## BALANCE

## ASSETS

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Current AssetsChecking/Savings

1000	General Fund - Farmers Bk	94,448.32
1001	Reserve Fund MM-Farmers Bk	1,813,203.16
1004	Renew Crew - Farmers Bk	2,067.67
1009	Police Explorers - Farmers Bk	716.21
1010	Christmas For Kids-Farmers Bk	4,918.46
1012	Healthcare Account-Farmers Bk	113,562.30
1013	General Escrow Acct-Farmers Bk	12,659.00
1014	Series 2019 Const Acct-Farmers	199,283.23
1015	City Court Account-Farmer's Bk	392,620.11
1016	City Hall Retainage Acct-FBank	143,685.47
Total Checking/Savings		2,777,163.93

Current Assets

1110	Cash on Hand - Petty Cash	140.34
1111	Cash on Hand - Cash Drawers	300.00
1112	Petty Cash - PD	400.00
1201	Allow for Bad Debts	( 37,963.75)
1205	Intergovernmental Receivable	124,448.00
1210	Prop.Tax Receivable - Current	40,671.00
1211	Prop.Tax Receivable - Delinq	53,199.25
1212	Prop.Tax Recvble-Next Yr Levy	1,171,039.00
1220	A/R - Other	( 5,769.48)
1222	A/R-Other (Mowing/liens)	2,548.75
Total Current Assets		1,349,013.11

Total Current Assets 4,126,177.04

Other AssetsFixed AssetsTransfers

1620	Due To / From Sewer Fund	37,752.82
1630	Due To / From Street Fund	( 49,930.66)
1640	Due To / From Solid Waste Fund	34,844.92
1650	Due To / From Drug Fund	8,499.48
1660	Due To / From Stormwater Fund	26,244.49
Total Transfers		57,411.05

Total Other Assets 57,411.05

TOTAL ASSETS 4,183,588.09

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## BALANCE SHEET

AS OF: APRIL 30TH, 2021

10 -General Fund

## BALANCE

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LIABILITIES & EQUITYCurrent LiabilitiesCurrent Liabilities

2001 A/P - Other	3,118.27
2004 A/P-State Traffic Fines&Fees	5,512.81
2007 GF Escrow Pending Acct	12,659.00
2008 Boger-5% Retainage/CHall	143,570.47
2010 Renew Crew Donations	2,067.67
2012 Police Exp Donations	716.21
2014 Christmas For Kids Donations	4,918.46
2015 Healthcare EAP Account	113,602.80
2020 Deposit - Fire Hydrants	1,250.00
2022 Deposit - Comm.Ctr Rental	5,465.00
2101 Accrued Wages Payable	37,888.24
2106 Social Security - Employee	( 939.82)
2107 Medicare - Employee	( 219.79)
2108 Accrued SS & Medicare	2,898.45
2110 Retirement - Employee	5,235.56
2114 MedChild - Employee	( 766.47)
2116 MedSpouse - Employee	1,019.21
2118 MedFam - Employee	3,333.70
2124 DentalChild - Employee	223.47
2126 DentalSpouse - Emp	( 6.49)
2128 DentalFam - Employee	103.21
2130 Vision - Employee	54.13
2132 Vision & 1 - Employee	286.72
2134 VisionFam - Employee	304.17
2136 Heart - Employee	239.22
2138 Hospital - Employee	( 120.66)
2140 Accident - Employee	84.39
2142 Life Ins/LICOA - Emp	( 417.32)
2144 Cancer - Employee	211.59
2148 Disability - Employee	646.95
2150 Pre-Paid Legal - Emp	522.29
2200 Deferred Revenue	1,171,039.00
Total Current Liabilities	1,514,500.44

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Total Current Liabilities 1,514,500.44

Long Term Liabilities

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TOTAL LIABILITIES 1,514,500.44

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5-14-2021

CITY OF MILLERSVILLE

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BALANCE SHEET

AS OF: APRIL 30TH, 2021

10 -General Fund

BALANCE

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Equity

2710	Fund Balance-Unreserved	1,400,945.29
2760	Fund Balance-Unassigned	1,588,945.28
	Net Income	( 320,802.92)

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Total Equity	2,669,087.65
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TOTAL LIABILITIES & EQUITY	4,183,588.09
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CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 - General Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Property Tax - Current</b>						
10-3000 Summer Co. - Current	844,912	9,595.00	810,027.38	0.00	34,884.62	95.87
10-3002 Robertson Co. - Current	324,000	3,423.00	321,126.64	0.00	2,873.36	99.11
TOTAL Property Tax - Current	1,168,912	13,018.00	1,131,154.02	0.00	37,757.98	96.77
<b>Property Tax - Delinq.</b>						
10-3010 Summer Co. - Delinq.	0	3,894.00	26,055.00	0.00	26,055.00	0.00
10-3012 Robertson Co. - Delinq.	0	115.00	12,310.00	0.00	12,310.00	0.00
10-3015 Interest - Property Tax	7,000	1,700.16	11,856.91	0.00	4,856.91	169.38
10-3018 Prop. Tax Refund (Prior yrs)	0	0.00	196.00	0.00	196.00	0.00
TOTAL Property Tax - Delinq.	7,000	5,709.16	50,025.91	0.00	43,025.91	714.66
<b>Local Tax</b>						
10-3020 Local Sales Tax - Summer	260,000	23,279.09	254,200.15	0.00	5,799.85	97.77
10-3021 Local Sales Tax - Robt	180,000	18,178.53	246,324.55	0.00	66,324.55	136.85
10-3022 Wholesale Beer Tax	100,000	7,759.13	77,964.59	0.00	22,035.41	77.96
10-3023 Cable TV Franchise Fee	54,000	13,665.21	65,555.45	0.00	11,555.45	121.40
10-3025 Business Tax-City	25,000	3,760.18	27,135.38	0.00	2,135.38	108.54
10-3027 Beer Privilege Tax	700	0.00	888.31	0.00	188.31	126.90
10-3028 Wholesale Liquor Tax	11,000	854.34	8,292.15	0.00	2,707.85	75.38
10-3029 Hotel/Motel Tax	4,500	334.90	2,089.17	0.00	2,410.83	46.43
TOTAL Local Tax	635,200	67,831.38	682,449.75	0.00	47,249.75	107.44
<b>State Tax</b>						
10-3030 State Sales Tax	540,000	47,103.15	531,285.14	0.00	8,714.86	98.39
10-3031 State Income Tax (Hall's Tax)	4,500	0.00	18,029.35	0.00	13,529.35	400.65
10-3032 State Beer Tax	3,072	1,460.68	3,048.88	0.00	23.12	99.25
10-3033 State-City Street/Petroleum	12,736	1,065.45	10,654.50	0.00	2,081.50	83.66
10-3034 State Telecom Interstate Tax	1,000	101.82	1,152.75	0.00	152.75	115.28
10-3035 Bank Excise Tax	4,000	0.00	4,948.57	0.00	948.57	123.71
10-3036 TVA Gross Receipts	76,800	18,403.24	63,028.57	0.00	13,771.43	82.07
10-3037 Telecom Privilege Tax	0	0.00	0.11	0.00	0.11	0.00
10-3039 State-Sportsbetting Payment	0	0.00	830.10	0.00	830.10	0.00
TOTAL State Tax	642,108	68,134.34	632,977.97	0.00	9,130.03	98.58
<b>Payment in Lieu of Taxes</b>						
<b>Court Fines &amp; Fees</b>						
10-3200 City Court Fines & Costs	325,000	18,735.25	168,222.00	0.00	156,778.00	51.76
10-3202 City Court Litigation Tax	30,000	2,098.50	14,561.25	0.00	15,438.75	48.54
10-3205 Summer Co. Court Fines	14,000	887.99	8,225.02	0.00	5,774.98	58.75
10-3206 Robertson Co. Court Fines	5,000	168.15	3,326.42	0.00	1,673.58	66.53
10-3220 Police Reports	50	1.95	9.45	0.00	40.55	18.90
10-3221 Police Dept-Other	2,000	240.00	1,070.00	0.00	930.00	53.50
10-3222 PD Tow/Storage Fees	5,000	0.00	265.00	0.00	4,735.00	5.30
TOTAL Court Fines & Fees	381,050	22,131.84	195,679.14	0.00	185,370.86	51.35

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 -General Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Licenses &amp; Permits</b>						
10-3301 Beer License	0	250.00	750.00	0.00	( 750.00)	0.00
10-3302 Building Permits	100,000	2,912.73	66,221.86	0.00	33,778.14	66.22
10-3304 Burn Permits	500	70.00	290.00	0.00	210.00	58.00
TOTAL Licenses & Permits	100,500	3,232.73	67,261.86	0.00	33,238.14	66.93
<b>Other Revenue</b>						
10-3499 P&Z-Engineering Fees/OHM	20,000	0.00	365.00	0.00	19,635.00	1.83
10-3500 P&Z Fees/Application Fees	10,000	725.00	11,445.50	0.00	1,445.50	114.46
10-3501 Interest Earnings	5,000	21.41	3,118.31	0.00	1,881.69	62.37
10-3504 Miscellaneous Income	12,000	988.06	12,651.20	0.00	651.20	105.43
10-3505 Insurance Proceeds	0	0.00	6,093.15	0.00	6,093.15	0.00
10-3506 Sale of Assets (Auction)	0	0.00	11,386.70	0.00	11,386.70	0.00
10-3507 Seizures/Auction	5,000	0.00	7,243.74	0.00	2,243.74	144.87
10-3510 Fire Dept-Other	0	0.00	150.00	0.00	150.00	0.00
10-3522 Community Center	30,000	570.00	2,425.00	0.00	27,575.00	8.08
10-3600 Grant Proceeds	18,753	0.00	0.00	0.00	18,753.00	0.00
10-3601 Grant-St of TN Local Support	179,646	0.00	179,646.00	0.00	0.00	100.00
10-3602 DTF Reimbursement	52,917	4,346.86	39,226.34	0.00	13,690.66	74.13
10-3603 Grant-TN CARES ACT	0	0.00	101,715.00	0.00	101,715.00	0.00
10-3607 Insurance Dividend	0	0.00	12,643.00	0.00	12,643.00	0.00
TOTAL Other Revenue	333,316	6,651.33	388,108.94	0.00	54,792.94	116.44
<b>Transfers</b>						
10-3710 From Fund Balance-General Fund	1,167,222	0.00	0.00	0.00	1,167,222.00	0.00
10-3711 From Street Fund	400,000	0.00	0.00	0.00	400,000.00	0.00
TOTAL Transfers	1,567,222	0.00	0.00	0.00	1,567,222.00	0.00
TOTAL REVENUE	4,835,308	186,708.78	3,147,657.59	0.00	1,687,650.41	65.10

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 -General Fund  
DEPARTMENT - Administration

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
10-410-1100 Salaries - Administrative	285,116	18,843.55	195,906.27	0.00	89,209.73	68.71
10-410-1101 Overtime - Administrative	1,000	228.95	342.05	0.00	657.95	34.21
10-410-1105 Salaries - City Commission	24,850	2,050.00	20,750.00	0.00	4,100.00	83.50
10-410-1108 Longevity Pay	5,350	0.00	5,350.00	0.00	0.00	100.00
<b>TOTAL Salaries</b>	<b>316,316</b>	<b>21,122.50</b>	<b>222,348.32</b>	<b>0.00</b>	<b>93,967.68</b>	<b>70.25</b>
<b>Other Personnel Costs</b>						
10-410-1200 SS & Medicare	24,198	1,590.84	16,747.78	0.00	7,450.22	69.21
10-410-1300 Employee Health Insurance	48,160	2,232.73	22,082.46	0.00	26,077.54	45.85
10-410-1400 Retirement	904	90.96	544.74	0.00	359.26	60.26
10-410-1500 Unemployment Insurance	210	83.99	105.52	0.00	104.48	50.25
<b>TOTAL Other Personnel Costs</b>	<b>73,472</b>	<b>3,998.52</b>	<b>39,480.50</b>	<b>0.00</b>	<b>33,991.50</b>	<b>53.74</b>
<b>Other Expenses</b>						
10-410-2000 Other Medical Expense	0	0.00	175.50	0.00	175.50	0.00
10-410-2002 Education & Training	2,500	70.00	814.26	0.00	1,685.74	32.57
10-410-2014 Worker's Comp. Insurance	1,290	656.00	146.82	0.00	1,143.18	11.38
10-410-2016 Liability & Property Ins.	93,000	0.00	107,478.00	0.00	14,478.00	115.57
10-410-2100 Utilities	19,000	2,896.94	24,288.54	0.00	5,288.54	127.83
10-410-2102 Telephone/Internet	6,000	977.36	7,466.01	0.00	1,466.01	124.43
10-410-2104 Gas, Oil, Diesel Fuel	500	31.98	299.87	0.00	200.13	59.97
10-410-2106 Publicity, Subscript & Dues	10,500	573.50	10,915.96	0.00	415.96	103.96
10-410-2202 Vehicle Repair/Maintenance	1,000	0.00	796.40	0.00	203.60	79.64
10-410-2206 Bldg Repair & Maintenance	5,000	368.28	910.59	0.00	4,089.41	18.21
10-410-2207 City Property Maintenance	1,000	0.00	987.12	0.00	12.88	98.71
10-410-2210 Contractual Services	114,558	5,697.38	42,088.02	0.00	72,469.98	36.74
10-410-2300 Operating Supplies	3,500	58.77	2,069.97	0.00	1,430.03	59.14
10-410-2302 Office Supplies	2,000	18.44	3,504.19	0.00	1,504.19	175.21
10-410-2304 Temp CH setup/supplies/exp'	0	1,150.08	2,744.79	0.00	2,744.79	0.00
10-410-2306 Misc Expense RE: COVID-19	0	14.99	489.78	0.00	489.78	0.00
10-410-2310 Miscellaneous/Sundry	2,000	29.99	4,475.11	0.00	2,475.11	223.76
10-410-2312 Minor Equipment	10,000	0.00	2,542.80	0.00	7,457.20	25.43
10-410-2316 Postage & Machine Rental	3,500	0.00	1,221.57	0.00	2,278.43	34.90
10-410-2322 Interest Expense	82,925	0.00	82,925.00	0.00	0.00	100.00
10-410-2326 Recording Documents	120	0.00	96.00	0.00	24.00	80.00
10-410-2332 Meals & Entertainment	2,000	88.25	456.09	0.00	1,543.91	22.80
10-410-2700 Donations	2,500	1,200.00	3,700.00	0.00	1,200.00	148.00
10-410-2702 Bad Debt Expense (Prop. Tax)	2,695	0.00	0.00	0.00	2,695.00	0.00
10-410-2745 Summer-Property TR Match	2,500	584.00	4,537.00	0.00	2,037.00	181.48
10-410-2750 Robt-Property TR Match	1,700	498.00	1,547.00	0.00	153.00	91.00
10-410-2800 Furniture/CHall Addition	0	20,543.94	41,537.88	0.00	41,537.88	0.00
10-410-4000 Professional Services	5,000	0.00	1,916.20	0.00	3,083.80	38.32
10-410-4014 Legal Services	30,000	0.00	0.00	0.00	30,000.00	0.00
10-410-4016 Accounting & Auditing	6,000	0.00	6,000.00	0.00	0.00	100.00
10-410-6000 Building Imp's/CH Reno	1,128,367	91,414.14	1,117,625.25	0.00	10,741.75	99.05
10-410-6020 Debt Service-Prin/Bond	105,000	0.00	105,000.00	0.00	0.00	100.00
10-410-6022 Other Capital Projects	0	0.00	39,987.30	0.00	39,987.30	0.00

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 -General Fund

DEPARTMENT - Administration

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
10-410-7002 Trfr To Street	400,000	0.00	0.00	0.00	400,000.00	0.00
TOTAL Other Expenses	2,044,155	126,709.18	1,618,743.02	0.00	425,411.98	79.15
TOTAL Administration	2,433,943	151,830.20	1,880,571.84	0.00	553,371.16	77.26



CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 -General Fund  
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
10-411-1100 Salaries - Bldg/Codes	20,498	1,323.85	13,808.86	0.00	6,689.14	67.37
10-411-1101 Overtime - Bldg/Codes	500	0.00	0.00	0.00	500.00	0.00
10-411-1108 Longevity Pay	50	0.00	0.00	0.00	50.00	0.00
TOTAL Salaries	21,048	1,323.85	13,808.86	0.00	7,239.14	65.61
<b>Other Personnel Costs</b>						
10-411-1200 SS & Medicare	1,610	101.29	1,056.46	0.00	553.54	65.62
10-411-1400 Retirement	65	5.41	38.75	0.00	26.25	59.62
10-411-1500 Unemployment Ins.	56	10.21	10.21	0.00	45.79	18.23
TOTAL Other Personnel Costs	1,731	116.91	1,105.42	0.00	625.58	63.86
<b>Other Expenses</b>						
10-411-2000 Other Medical Expense	150	55.00	127.75	0.00	22.25	85.17
10-411-2002 Education & Training	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2014 W.Comp Insurance	969	0.00	667.81	0.00	301.19	68.92
10-411-2102 Telephone/Internet	550	34.02	284.81	0.00	265.19	51.78
10-411-2104 Gas & Oil	500	39.00	184.49	0.00	315.51	36.90
10-411-2106 Publicity, Subscriptions&Due	500	0.00	205.00	0.00	295.00	41.00
10-411-2202 Vehicle Repair&Maintenance	500	0.00	295.42	0.00	204.58	59.08
10-411-2210 Contractual Services	43,455	3,032.38	36,036.42	0.00	7,418.58	82.93
10-411-2300 Operating Supplies	500	0.00	804.99	0.00	304.99	161.00
10-411-2302 Office Supplies	500	0.00	204.12	0.00	295.88	40.82
10-411-2310 Miscellaneous/Sundry	500	0.00	226.30	0.00	273.70	45.26
10-411-2312 Minor Equipment	0	0.00	70.97	0.00	70.97	0.00
10-411-2316 Postage	500	0.00	200.00	0.00	300.00	40.00
10-411-2324 Clothing & Uniforms	250	0.00	19.99	0.00	230.01	8.00
TOTAL Other Expenses	49,874	3,160.40	39,328.07	0.00	10,545.93	78.85
TOTAL Building/Codes	72,653	4,601.16	54,242.35	0.00	18,410.65	74.66

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202110 -General Fund  
DEPARTMENT - Municipal Court

% OF YEAR COMPLETED: 83.33

## DEPARTMENTAL EXPENDITURES

CURRENT  
BUDGETCURRENT  
PERIODYEAR TO DATE  
ACTUALTOTAL  
ENCUMBEREDBUDGET  
BALANCE% YTD  
BUDGET

## Salaries

10-412-1100 Salaries - Court Clerk	35,444	2,726.40	29,952.00	0.00	5,492.00	84.51
10-412-1101 Overtime - Court Clerk	100	0.00	0.00	0.00	100.00	0.00
10-412-1108 Longevity Pay	600	0.00	700.00	0.00	100.00	116.67
TOTAL Salaries	36,144	2,726.40	30,652.00	0.00	5,492.00	84.81

## Other Personnel Costs

10-412-1200 SS & Medicare	2,765	208.58	2,344.98	0.00	420.02	84.81
10-412-1300 Employee Health Insurance	7,850	636.42	6,276.20	0.00	1,573.80	79.95
10-412-1400 Retirement	112	12.69	84.46	0.00	27.54	75.41
10-412-1500 Unemployment Insurance	42	21.00	21.00	0.00	21.00	50.00
TOTAL Other Personnel Costs	10,769	878.69	8,726.64	0.00	2,042.36	81.03

## Other Expenses

10-412-2000 Other Medical Expenses	25	0.00	30.00	0.00	5.00	120.00
10-412-2002 Education & Training	500	0.00	0.00	0.00	500.00	0.00
10-412-2014 W.Comp Insurance	75	0.00	52.96	0.00	22.04	70.61
10-412-2106 Publicity,Subscriptions&Due	100	0.00	100.00	0.00	0.00	100.00
10-412-2210 Contractual Services	5,820	0.00	4,806.49	0.00	1,013.51	82.59
10-412-2300 Operating Supplies	500	0.00	27.99	0.00	472.01	5.60
10-412-2302 Office Supplies	500	0.00	225.32	0.00	274.68	45.06
10-412-2310 Miscellaneous/Sundry	5,000	388.72	3,330.28	0.00	1,669.72	66.61
10-412-2312 Minor Equipment-Court	0	0.00	847.91	0.00	847.91	0.00
10-412-4014 City Judge	6,000	500.00	3,500.00	0.00	2,500.00	58.33
TOTAL Other Expenses	18,520	888.72	12,920.95	0.00	5,599.05	69.77

## TOTAL Municipal Court

	65,433	4,493.81	52,299.59	0.00	13,133.41	79.93
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REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202110 - General Fund  
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 83.33

## DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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## Salaries

10-421-1100 Salaries - Dispatch/Records	32,032	2,547.20	27,726.08	0.00	4,305.92	86.56
10-421-1105 Salaries - Police	694,992	50,388.27	538,831.73	0.00	156,160.27	77.53
10-421-1106 Overtime - Police	20,000	1,122.87	17,046.01	0.00	2,953.99	85.23
10-421-1107 O.T. GHSO Grant/Traffic Enf	8,753	0.00	0.00	0.00	8,753.00	0.00
10-421-1108 Longevity Pay	6,450	0.00	5,750.00	0.00	700.00	89.15
TOTAL Salaries	762,227	54,058.34	589,353.82	0.00	172,873.18	77.32

## Other Personnel Costs

10-421-1200 SS & Medicare	58,310	3,955.51	43,320.87	0.00	14,989.13	74.29
10-421-1300 Employee Health Insurance	173,748	11,510.16	108,280.47	0.00	65,467.53	62.32
10-421-1400 Retirement	2,363	245.01	1,611.12	0.00	751.88	68.18
10-421-1500 Unemployment Insurance	1,184	312.57	381.99	0.00	802.01	32.26
TOTAL Other Personnel Costs	235,605	16,023.25	153,594.45	0.00	82,010.55	65.19

## Other Expenses

10-421-2000 Other Medical Expense	1,200	0.00	2,181.00	0.00	981.00	181.75
10-421-2002 Education & Training	16,600	974.27	8,984.27	0.00	7,615.73	54.12
10-421-2014 W.Comp Insurance	44,932	0.00	33,383.01	0.00	11,548.99	74.30
10-421-2100 Utilities	600	39.72	508.57	0.00	91.43	84.76
10-421-2102 Telephone & jetpacks	10,034	752.61	7,690.53	0.00	2,343.47	76.64
10-421-2104 Gas, Oil, Diesel Fuel	40,000	3,460.87	19,936.28	0.00	20,063.72	49.84
10-421-2106 Publicity, Subscripts & Dues	1,125	0.00	3,433.76	0.00	2,308.76	305.22
10-421-2202 Vehicle Repair&Maintenance	25,000	3,066.22	19,440.79	0.00	5,559.21	77.76
10-421-2204 Equip Repair & Maintenance	4,000	0.00	0.00	0.00	4,000.00	0.00
10-421-2210 Contractual Services	17,522	383.76	12,733.52	0.00	4,788.48	72.67
10-421-2212 SCECC Contractual Svc	217,750	0.00	78,826.33	0.00	138,923.67	36.20
10-421-2300 Operating Supplies	7,000	86.85	4,475.89	0.00	2,524.11	63.94
10-421-2302 Office Supplies	2,500	92.15	1,472.76	0.00	1,027.24	58.91
10-421-2310 Miscellaneous/Sundry	500	0.00	314.37	0.00	185.63	62.87
10-421-2312 Minor Equipment-Police	50,100	0.00	5,940.77	0.00	44,159.23	11.86
10-421-2316 Postage	100	0.00	70.80	0.00	29.20	70.80
10-421-2324 Clothing & Uniforms	12,000	249.00	4,490.45	0.00	7,509.55	37.42
10-421-4002 Vehicle Towing Service	3,000	0.00	165.00	0.00	2,835.00	5.50
10-421-6014 Machinery&Equipment-Police	93,000	0.00	92,268.00	0.00	732.00	99.21
TOTAL Other Expenses	546,963	9,105.45	296,316.10	0.00	250,646.90	54.17

TOTAL Police Dept

1,544,795	79,187.04	1,039,264.37	0.00	505,530.63	67.28
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REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202110 - General Fund  
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
10-422-1100 Salaries - Fire Department	100,510	7,533.52	81,637.98	0.00	18,872.02	81.22
10-422-1105 Volunteer Pay	20,000	0.00	9,723.00	0.00	10,277.00	48.62
10-422-1108 Longevity Pay	1,300	0.00	1,300.00	0.00	0.00	100.00
TOTAL Salaries	121,810	7,533.52	92,660.98	0.00	29,149.02	76.07
<b>Other Personnel Costs</b>						
10-422-1200 SS & Medicare	9,318	570.24	7,011.12	0.00	2,306.88	75.24
10-422-1300 Employee Health Insurance	15,276	1,272.84	12,676.48	0.00	2,599.52	82.98
10-422-1400 Retirement	316	34.26	229.72	0.00	86.28	72.70
10-422-1500 Unemployment Insurance	84	42.00	42.00	0.00	42.00	50.00
TOTAL Other Personnel Costs	24,994	1,919.34	19,959.32	0.00	5,034.68	79.86
<b>Other Expenses</b>						
10-422-2000 Other Medical Expense	50	0.00	0.00	0.00	50.00	0.00
10-422-2002 Education & Training	4,000	9.00)	1,965.88	0.00	2,034.12	49.15
10-422-2014 W.Comp Insurance	7,672	0.00	5,030.63	0.00	2,641.37	65.57
10-422-2100 Utility Services	8,000	358.48	5,453.56	0.00	2,546.44	68.17
10-422-2102 Telephone & aircards	2,000	118.16	1,144.65	0.00	855.35	57.23
10-422-2104 Gas, Oil, Diesel Fuel	6,000	372.28	2,836.97	0.00	3,163.03	47.28
10-422-2106 Publicity, Subscripts & Dues	2,000	0.00	2,461.00	0.00	461.00)	123.05
10-422-2202 Vehicle Repair&Maintenance	15,000	642.32	7,921.97	0.00	7,078.03	52.81
10-422-2204 Equip. Repair & Maintenance	4,000	101.88	1,475.47	0.00	2,524.53	36.89
10-422-2206 Bldg Repair & Maint - Sta 2	10,700	225.00	1,793.64	0.00	8,906.36	16.76
10-422-2210 Contractual Services	18,632	129.52	10,223.98	0.00	8,408.02	54.87
10-422-2300 Operating Supplies	5,000	155.68	1,295.62	0.00	3,704.38	25.91
10-422-2302 Office Supplies	1,000	75.98	180.18	0.00	819.82	18.02
10-422-2304 Fire Foam	3,000	0.00	0.00	0.00	3,000.00	0.00
10-422-2310 Miscellaneous/Sundry	500	0.00	0.00	0.00	500.00	0.00
10-422-2312 Minor Equipment-Fire	12,600	129.99	10,147.06	0.00	2,452.94	80.53
10-422-2314 Minor Equip-Turnout Gear	12,000	0.00	0.00	0.00	12,000.00	0.00
10-422-2316 Postage	100	0.00	21.90	0.00	78.10	21.90
10-422-2322 Interest Expense	0	0.00	5,558.35	0.00	5,558.35)	0.00
10-422-2324 Clothing & Uniforms	3,000	193.00	2,031.00	0.00	969.00	67.70
10-422-2332 Meals & Entertainment	300	0.00	255.38	0.00	44.62	85.13
10-422-4026 Promotional/Fire Prevention	1,000	0.00	831.00	0.00	169.00	83.10
10-422-6004 Debt Svc-Fire Engine	45,531	683.91	37,647.54	0.00	7,883.46	82.69
10-422-6014 Machinery & Equipment-Fire	0	0.00	2,100.00	0.00	2,100.00)	0.00
10-422-7000 Reserved for Equipment/FD	47,800	0.00	0.00	0.00	47,800.00	0.00
TOTAL Other Expenses	209,885	3,177.20	100,375.78	0.00	109,509.22	47.82
TOTAL Fire Dept	356,689	12,630.06	212,996.08	0.00	143,692.92	59.71

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

10 - General Fund  
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
10-440-1100 Salaries - Development Svcs	31,200	0.00	8,348.75	0.00	22,851.25	26.76
TOTAL Salaries	31,200	0.00	8,348.75	0.00	22,851.25	26.76
<b>Other Personnel Costs</b>						
10-440-1200 SS & Medicare	2,387	0.00	638.71	0.00	1,748.29	26.76
10-440-1300 Employee Health Insurance	7,637	0.00	0.00	0.00	7,637.00	0.00
10-440-1400 Retirement	97	0.00	0.00	0.00	97.00	0.00
10-440-1500 Unemployment Ins.	42	0.00	2.74	0.00	39.26	6.52
TOTAL Other Personnel Costs	10,163	0.00	641.45	0.00	9,521.55	6.31
<b>Other Expenses</b>						
10-440-2000 Other Medical Expense	200	0.00	0.00	0.00	200.00	0.00
10-440-2002 Education & Training	1,500	0.00	0.00	0.00	1,500.00	0.00
10-440-2010 P&Z (& Recording Fees)	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2014 W.Comp Insurance	70	0.00	0.00	0.00	70.00	0.00
10-440-2102 Telephone/Internet	700	0.00	0.00	0.00	700.00	0.00
10-440-2104 Gas & Oil	1,000	0.00	27.44	0.00	972.56	2.74
10-440-2106 Publicity, Subscriptions&Dues	1,000	0.00	125.00	0.00	875.00	12.50
10-440-2202 Vehicle Repair&Maintenance	1,000	0.00	9.00	0.00	991.00	0.90
10-440-2204 Equipment Repair & Maint	500	0.00	0.00	0.00	500.00	0.00
10-440-2210 Contractual Services	28,327	6,767.50	28,437.02	0.00	110.02	100.39
10-440-2212 Contractual - Plan Review	5,000	0.00	6,500.00	0.00	1,500.00	130.00
10-440-2300 Operating Supplies	200	0.00	0.00	0.00	200.00	0.00
10-440-2302 Office Supplies	500	0.00	31.68	0.00	468.32	6.34
10-440-2332 Meals & Entertainment	500	0.00	0.00	0.00	500.00	0.00
10-440-4000 Professional Services	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Other Expenses	46,497	6,767.50	35,130.14	0.00	11,366.86	75.55
TOTAL Development Services	87,860	6,767.50	44,120.34	0.00	43,739.66	50.22

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202110 - General Fund  
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
10-444-1100 Salaries - Parks	39,478	0.00	15,964.38	0.00	23,513.62	40.44
10-444-1101 Overtime - Parks	0	0.00	84.00	0.00	84.00	0.00
10-444-1108 Longevity Pay	900	0.00	0.00	0.00	900.00	0.00
TOTAL Salaries	40,378	0.00	16,048.38	0.00	24,329.62	39.75
<b>Other Personnel Costs</b>						
10-444-1200 SS & Medicare	3,089	0.00	1,208.79	0.00	1,880.21	39.13
10-444-1300 Employee Health Insurance	7,637	0.00	2,451.68	0.00	5,185.32	32.10
10-444-1400 Retirement	125	0.00	44.87	0.00	80.13	35.90
10-444-1500 Unemployment Ins.	42	5.59	11.93	0.00	30.07	28.40
TOTAL Other Personnel Costs	10,893	5.59	3,717.27	0.00	7,175.73	34.13
<b>Other Expenses</b>						
10-444-2000 Other Medical Expense	25	0.00	0.00	0.00	25.00	0.00
10-444-2014 W.Comp Insurance	2,019	0.00	1,234.46	0.00	784.54	61.14
10-444-2100 Utilities	15,000	1,391.22	10,571.02	0.00	4,428.98	70.47
10-444-2102 Telephone&Internet	2,700	488.40	2,711.76	0.00	11.76	100.44
10-444-2106 Publicity, Subscriptions, Du	200	172.50	172.50	0.00	27.50	86.25
10-444-2204 Equip Repair&Maintenance	2,000	0.00	147.97	0.00	1,852.03	7.40
10-444-2206 Bldg Repair & Maintenance	10,000	33.42	2,462.82	0.00	7,537.18	24.63
10-444-2207 Parks Property Maintenance	17,000	0.00	991.65	0.00	16,008.35	5.83
10-444-2210 Contractual Services	10,000	1,020.00	9,223.95	0.00	776.05	92.24
10-444-2212 Contractual Services-Librar	10,000	0.00	15,000.00	0.00	5,000.00	150.00
10-444-2300 Operating Supplies	2,000	40.65	437.04	0.00	1,562.96	21.85
10-444-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
10-444-2310 Miscellaneous/Sundry	500	22.84	244.51	0.00	255.49	48.90
10-444-2312 Minor Equipment-C.Center	0	0.00	17.99	0.00	17.99	0.00
10-444-2322 Interest Exp - Cctr Loan	6,884	149.14	2,045.02	0.00	4,838.98	29.71
10-444-3000 Special Events	5,000	0.00	942.47	0.00	4,057.53	18.85
10-444-4026 Promotional	500	0.00	0.00	0.00	500.00	0.00
10-444-6000 Building Imp's-C.Ctr	0	0.00	4,080.00	0.00	4,080.00	0.00
10-444-6004 Debt Svc-Comm.Ctr Loan Pmt	138,336	11,654.60	114,917.13	0.00	23,418.87	83.07
TOTAL Other Expenses	222,664	14,972.77	165,200.29	0.00	57,463.71	74.19
TOTAL Community Ctr/Parks	273,935	14,978.36	184,965.94	0.00	88,969.06	67.52
<b>TOTAL EXPENDITURES</b>	4,835,308	274,488.13	3,468,460.51	0.00	1,366,847.49	71.73
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	0 (	87,779.35) (	320,802.92)	0.00	320,802.92	0.00

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

20 -Sewer Fund

## BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Sewer Fund - Farmers Bank	1,134,939.37
1001 Phase II Sewer - Farmers Bk	589,697.38
1005 Sewer Fund MM-Farmers Bk	347,732.67
Total Checking/Savings	2,072,369.42

Current Assets

1100 Cash Reserves - State of TN	24.00
1110 Cash on Hand-Petty Cash	300.00
1200 Accounts Receivable	124,304.63
1201 Allowance For Uncollectible	( 165,444.76)
1202 A/R - KVS Bad Debt	45,432.44
1203 A/R - Incode Bad Debt	119,225.29
1204 UNAPPLIED CREDITS	( 27,161.22)
1220 A/R - Other	96,275.10
1260 Postage Dep (Utility Billing)	1,830.40
1300 Inventory Asset	31,835.74
Total Current Assets	226,621.62

Total Current Assets	2,298,991.04
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Other AssetsFixed Assets

1400 Land - City Hall	47,268.00
1401 Buildings	134,211.59
1402 Furniture & Equipment	264,285.72
1403 Vehicles	232,595.71
1406 Sewer Collection System	8,913,754.62
1407 Construction in Progress	470,367.88
1450 Net Pension Asset	31,571.00
1455 Deferred Outflows for Pension	12,035.69
1499 Accumulated Depreciation	( 4,812,404.21)
Total Fixed Assets	5,293,686.00

Transfers

1610 Due To / From General Fund	( 37,752.82)
1640 Due To / From Solid Waste Fund	( 123,314.80)
1660 Due To / From Stormwater Fund	( 40,709.61)
Total Transfers	( 201,777.23)

Total Other Assets	5,091,908.77
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TOTAL ASSETS	7,390,899.81
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## BALANCE SHEET

AS OF: APRIL 30TH, 2021

20 -Sewer Fund

## BALANCE

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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2001	A/P - Other	1,148.43
2030	REFUNDS PAYABLE	20.87
2056	SRF Loan Payable-Current	21,120.00
2101	Accrued Wages Payable	3,816.67
2108	Accrued SS & Medicare	291.98
2109	Accrued Compensated Absences	4,337.40
2250	Deferred Inflows for Pension	11,278.00
Total Current Liabilities		42,013.35

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Total Current Liabilities	42,013.35
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Long Term LiabilitiesLong Term Liabilities

2460	SRF Loan Payable-LT	410,903.00
2505	State Grants-SRF Forgiveness	48,197.00
Total Long Term Liabilities		459,100.00

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Total Long Term Liabilities	459,100.00
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TOTAL LIABILITIES	501,113.35
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Equity

2700	Retained Earnings	335,825.07
2710	Fund Balance/Net Assets	969,115.93
2713	Net Assets/Capital & Debt	5,225,785.44
Net Income		359,060.02

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Total Equity	6,889,786.46
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TOTAL LIABILITIES & EQUITY	7,390,899.81
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CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

20 - Sewer Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Sewer Revenue</u>						
20-3000 Operating Revenue-Sewer	1,193,400	108,187.69	998,308.08	0.00	195,091.92	83.65
20-3001 Tap Fees	30,000	1,525.00	16,775.00	0.00	13,225.00	55.92
TOTAL Sewer Revenue	1,223,400	109,712.69	1,015,083.08	0.00	208,316.92	82.97
<u>Other Revenue</u>						
20-3400 Sewer Fees/Insp, Permits, etc	3,000	300.00	2,425.00	0.00	575.00	80.83
20-3501 Interest Income	3,200	77.04	2,153.69	0.00	1,046.31	67.30
20-3504 Miscellaneous Income	30,000	3,816.42	27,718.08	0.00	2,281.92	92.39
20-3506 Sale of Assets	0	1,488.00	1,488.00	0.00	1,488.00	0.00
TOTAL Other Revenue	36,200	5,681.46	33,784.77	0.00	2,415.23	93.33
<u>Transfers</u>						
TOTAL REVENUE	1,259,600	115,394.15	1,048,867.85	0.00	210,732.15	83.27

AS OF: APRIL 30TH, 2021

20 - Sewer Fund  
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 83.33

## DEPARTMENTAL EXPENDITURES

CURRENT  
BUDGETCURRENT  
PERIODYEAR TO DATE  
ACTUALTOTAL  
ENCUMBEREDBUDGET  
BALANCE% YTD  
BUDGET

## Salaries

20-522-1100 Salaries - Sewer  
20-522-1101 Overtime - Sewer  
20-522-1108 Longevity Pay  
TOTAL Salaries111,753  
8,500  
2,550  
122,8038,306.76  
1,407.57  
0.00  
9,714.3392,006.68  
5,599.85  
150.00  
97,756.530.00  
0.00  
0.00  
0.0019,746.32  
2,900.15  
2,400.00  
25,046.4782.33  
65.88  
5.88  
79.60

## Other Personnel Costs

20-522-1200 SS & Medicare  
20-522-1300 Employee Health Insurance  
20-522-1400 Retirement  
20-522-1500 Unemployment Insurance  
TOTAL Other Personnel Costs9,394  
23,424  
381  
210  
33,409742.08  
1,008.72  
38.95  
63.00  
1,852.757,458.30  
18,186.18  
261.82  
65.94  
25,972.240.00  
0.00  
0.00  
0.00  
0.001,935.70  
5,237.82  
119.18  
144.06  
7,436.7679.39  
77.64  
68.72  
31.40  
77.74

## Other Expenses

20-522-2000 Other Medical Expense  
20-522-2002 Education & Training  
20-522-2014 Worker's Comp Insurance  
20-522-2016 Liability & Property Ins.  
20-522-2100 Utilities  
20-522-2102 Telephone  
20-522-2104 Gas, Oil, Diesel Fuel  
20-522-2106 Publicity, Subscriptions & Dues  
20-522-2200 System RepetMaintenance  
20-522-2202 Vehicle Repair&Maintenance  
20-522-2204 Equip. Repair & Maintenance  
20-522-2206 Bldg Repair & Maintenance  
20-522-2210 Contractual Services  
20-522-2300 Operating Supplies  
20-522-2302 Office Supplies  
20-522-2310 Miscellaneous/Sundry  
20-522-2312 Minor Equipment-Sewer  
20-522-2316 Postage  
20-522-2324 Clothing & Uniforms  
20-522-2334 Rental Equip. & Machinery  
20-522-2708 Depreciation  
20-522-4000 Professional Services  
20-522-4004 Sewage Transport-G'ville  
20-522-4006 Sewage Treatment-Metro  
20-522-4008 WHUD Readings  
20-522-4010 Pretreatment (Odor Control)  
20-522-4016 Accounting & Auditing  
20-522-5006 Debt Svc-State Rev Loan  
20-522-5008 Interest Expense  
20-522-6006 Pumps (System rfm)  
20-522-7000 Reserve  
TOTAL Other Expenses250  
2,000  
4,932  
10,000  
14,000  
1,100  
6,500  
3,300  
15,000  
7,000  
5,000  
0  
17,352  
20,000  
1,200  
9,000  
1,000  
500  
2,000  
1,200  
250,000  
5,000  
150,000  
375,000  
11,500  
25,000  
4,500  
22,695  
1,276  
90,000  
47,083  
1,103,388496.00  
0.00  
0.00  
0.00  
1,289.23  
91.56  
725.81  
36.30  
0.00  
690.06  
47.24  
77.44  
1,115.33  
2,015.35  
0.00  
956.68  
0.00  
0.00  
180.42  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
1,272.00  
0.00  
1,888.00  
0.00  
17,175.00  
0.00  
29,017.92811.50  
195.00  
2,885.48  
9,474.00  
11,336.32  
907.10  
4,134.23  
3,195.50  
111.00  
4,768.00  
3,015.04  
167.49  
14,346.75  
22,985.06  
1,188.04  
9,229.62  
1,836.93  
700.00  
1,218.93  
0.00  
0.00  
329.75  
85,418.32  
217,961.89  
7,782.00  
15,794.00  
4,500.00  
18,880.00  
0.00  
122,907.11  
0.00  
566,079.060.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
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0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00561.50  
1,805.00  
2,046.52  
526.00  
2,663.68  
192.90  
2,365.77  
104.50  
14,889.00  
2,232.00  
1,984.96  
167.49  
3,005.25  
2,985.06  
11.96  
229.62  
836.93  
200.00  
781.07  
1,200.00  
250,000.00  
4,670.25  
64,581.68  
157,038.11  
3,718.00  
9,206.00  
0.00  
3,815.00  
1,276.00  
32,907.11  
47,083.00  
537,308.94324.60  
9.75  
58.51  
94.74  
80.97  
82.46  
63.60  
96.83  
0.74  
68.11  
60.30  
0.00  
82.68  
114.93  
99.00  
102.55  
183.69  
140.00  
60.95  
0.00  
0.00  
6.60  
56.95  
58.12  
67.67  
63.18  
100.00  
83.19  
0.00  
136.56  
0.00  
51.30

TOTAL Sewer

1,259,600

40,585.00

689,807.83

0.00

569,792.17

54.76

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

20 - Sewer Fund  
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,259,600	40,585.00	689,807.83	0.00	569,792.17	54.76
REVENUE OVER/(UNDER) EXPENDITURES	0	74,809.15	359,060.02	0.00 (	359,060.02)	0.00

5-14-2021

CITY OF MILLERSVILLE

PAGE: 1

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

30 -Street Fund

## BALANCE

---

ASSETS

=====

Current AssetsChecking/Savings

1000 State Street Aid Fund-Farmers	37,016.41
1002 Road Maint.Fund-Farmers Bank	<u>25,582.67</u>
Total Checking/Savings	62,599.08

Current Assets

1220 A/R - Other	17,330.03
1300 Inventory	<u>2,629.94</u>
Total Current Assets	19,959.97

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Total Current Assets	82,559.05
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Other AssetsFixed AssetsTransfers

1610 Due To / From General Fund	<u>49,930.66</u>
Total Transfers	49,930.66

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Total Other Assets	49,930.66
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TOTAL ASSETS	132,489.71
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## LIABILITIES &amp; EQUITY

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Current LiabilitiesCurrent Liabilities

2001 A/P - Other	<u>3,485.78</u>
Total Current Liabilities	3,485.78

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Total Current Liabilities	3,485.78
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Long Term Liabilities

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TOTAL LIABILITIES	3,485.78
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5-14-2021

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: APRIL 30TH, 2021

30 -Street Fund

BALANCE

---

Equity

2700	Retained Earnings	(	185,667.19)
2720	Fund Balance-Nonspendable		2,629.94
2740	Fund Balance-Committed		564,284.84
	Net Income	(	252,243.66)

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Total Equity	129,003.93
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TOTAL LIABILITIES & EQUITY	132,489.71
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CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

30 -Street Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Street Revenue</u>						
30-3030 State Gas-Motor Fuel Tax	215,000	7,935.30	96,491.64	0.00	118,508.36	44.88
30-3032 State Gas 1989 Tax	0	1,215.86	15,060.43	0.00	15,060.43	0.00
30-3034 State Gas 3 Cent Tax	0	2,252.91	27,905.98	0.00	27,905.98	0.00
30-3036 State Gas 2017 Improve Tax	0	3,999.97	48,529.64	0.00	48,529.64	0.00
30-3100 Road Maintenance Fees	7,500	150.00	8,670.00	0.00	1,170.00	115.60
30-3501 Interest Earned	450	2.70	404.72	0.00	45.28	89.94
30-3504 Miscellaneous Income	0	0.00	15,000.00	0.00	15,000.00	0.00
30-3506 Sale of Assets/Auction	0	240.00	240.00	0.00	240.00	0.00
TOTAL Street Revenue	222,950	15,796.74	212,302.41	0.00	10,647.59	95.22
<u>Transfers</u>						
30-3710 Transfer from General Fund	400,000	0.00	0.00	0.00	400,000.00	0.00
30-3711 From Fund Balance-Street Fund	241,820	0.00	0.00	0.00	241,820.00	0.00
TOTAL Transfers	641,820	0.00	0.00	0.00	641,820.00	0.00
TOTAL REVENUE	864,770	15,796.74	212,302.41	0.00	652,467.59	24.55

CITY OF MILERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

30 -Street Fund  
DEPARTMENT - Street

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
30-431-1101 Overtime - Street	0	49.80	1,515.29	0.00	1,515.29	0.00
TOTAL Salaries	0	49.80	1,515.29	0.00	1,515.29	0.00
<b>Other Personnel Costs</b>						
30-431-1200 SS & Medicare	0	3.79	115.39	0.00	115.39	0.00
30-431-1400 Retirement	0	4.25	4.54	0.00	4.54	0.00
TOTAL Other Personnel Costs	0	8.04	119.93	0.00	119.93	0.00
<b>Other Expenses</b>						
30-431-2016 Liability & Property Ins.	4,000	0.00	3,864.00	0.00	136.00	96.60
30-431-2104 Gas, Oil, Diesel Fuel	4,000	241.93	1,371.14	0.00	2,628.86	34.28
30-431-2106 Publicity/Scripts & Dues	0	0.00	26.25	0.00	26.25	0.00
30-431-2110 Street Lighting	42,000	3,622.29	36,046.31	0.00	5,953.69	85.82
30-431-2200 Repair & Maintenance	0	0.00	2,125.00	0.00	2,125.00	0.00
30-431-2204 Equip. Repair & Maintenance	1,000	0.00	5,613.27	0.00	4,613.27	561.33
30-431-2208 Street Repair & Maintenance	2,500	0.00	1,129.20	0.00	1,370.80	45.17
30-431-2210 Contractual Services	0	48.57	994.26	0.00	994.26	0.00
30-431-2300 Operating Supplies	500	0.00	27.35	0.00	472.65	5.47
30-431-2306 Salt Supplies	4,000	0.00	0.00	0.00	4,000.00	0.00
30-431-2308 Rock, Gravel & Sand	900	0.00	0.00	0.00	900.00	0.00
30-431-2310 Miscellaneous/Sundry	870	44.64	44.64	0.00	825.36	5.13
30-431-2318 Sign Parts & Supplies	5,000	0.00	803.95	0.00	4,196.05	16.08
30-431-4000 Professional Services	0	0.00	27.82	0.00	27.82	0.00
30-431-6020 Street Paving	400,000	0.00	383,719.47	0.00	16,280.53	95.93
30-431-6025 Streetscape Capital Proj.	0	0.00	27,118.19	0.00	27,118.19	0.00
30-431-6599 Transfer to General Fund	400,000	0.00	0.00	0.00	400,000.00	0.00
TOTAL Other Expenses	864,770	3,957.43	462,910.85	0.00	401,859.15	53.53
TOTAL Street	864,770	4,015.27	464,546.07	0.00	400,223.93	53.72
<b>TOTAL EXPENDITURES</b>	864,770	4,015.27	464,546.07	0.00	400,223.93	53.72
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	0	11,781.47	(252,243.66)	0.00	252,243.66	0.00

5-14-2021

CITY OF MILLERSVILLE

PAGE: 1

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

40 -Solid Waste Fund

## BALANCE

---

ASSETS

=====

Current AssetsChecking/Savings

1000 Solid Waste Fund - Farmers Bk	347,289.59
Total Checking/Savings	347,289.59

Current Assets

1200 Accounts Receivable	46,396.80
1201 Allowance for Bad Debt	( 23,971.42)
1203 A/R - Incode Bad Debt	29,338.95
1300 Inventory	4,473.20
Total Current Assets	56,237.53

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Total Current Assets	403,527.12
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Other AssetsTransfers

1610 Due To / From General Fund	( 34,844.92)
1620 Due To / From Sewer Fund	123,314.80
Total Transfers	88,469.88

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Total Other Assets	88,469.88
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TOTAL ASSETS	491,997.00
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## LIABILITIES &amp; EQUITY

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Current LiabilitiesCurrent Liabilities

2101 Accrued Wages Payable	4,536.13
2108 Accrued SS & Medicare	347.01
2200 Deferred Revenue	40,130.50
Total Current Liabilities	45,013.64

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Total Current Liabilities	45,013.64
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Long Term Liabilities

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TOTAL LIABILITIES	45,013.64
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5-14-2021

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: APRIL 30TH, 2021

40 -Solid Waste Fund

BALANCE

---

Equity

2700	Retained Earnings	(	98,837.91)
2720	Fund Balance-Nonspendable		4,473.20
2730	Fund Balance-Restricted		460,420.66
	Net Income		80,927.41

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Total Equity	446,983.36
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TOTAL LIABILITIES & EQUITY	491,997.00
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CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

40 - Solid Waste Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>User Fees</u>						
40-3000 User Fees	464,000	40,722.36	407,948.69	0.00	56,051.31	87.92
TOTAL User Fees	464,000	40,722.36	407,948.69	0.00	56,051.31	87.92
<u>Other Revenue</u>						
40-3500 Sale of Recyclables	3,000	376.50	1,590.90	0.00	1,409.10	53.03
40-3501 Interest Income	500	15.23	338.11	0.00	161.89	67.62
TOTAL Other Revenue	3,500	391.73	1,929.01	0.00	1,570.99	55.11
<u>Transfers</u>						
40-3711 From Fund Balance-SW Fund	54,769	0.00	0.00	0.00	54,769.00	0.00
TOTAL Transfers	54,769	0.00	0.00	0.00	54,769.00	0.00
<b>TOTAL REVENUE</b>	<b>522,269</b>	<b>41,114.09</b>	<b>409,877.70</b>	<b>0.00</b>	<b>112,391.30</b>	<b>78.48</b>

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202140 -Solid Waste Fund  
DEPARTMENT - Solid Waste

% OF YEAR COMPLETED: 83.33

## DEPARTMENTAL EXPENDITURES

CURRENT  
BUDGETCURRENT  
PERIODYEAR TO DATE  
ACTUALTOTAL  
ENCUMBEREDBUDGET  
BALANCE% YTD  
BUDGET

## Salaries

40-432-1100 Salaries - Solid Waste  
40-432-1101 Overtime - Solid Waste  
40-432-1108 Longevity Pay  
TOTAL Salaries105,185  
1,500  
1,150  
107,8357,103.36  
0.00  
0.00  
7,103.3669,869.78  
901.59  
100.00  
70,871.370.00  
0.00  
0.00  
0.0035,315.22  
598.41  
1,050.00  
36,963.6366.43  
60.11  
8.70  
65.72

## Other Personnel Costs

40-432-1200 SS & Medicare  
40-432-1300 Employee Health Insurance  
40-432-1400 Retirement  
40-432-1500 Unemployment Insurance  
TOTAL Other Personnel Costs8,249  
21,612  
334  
84  
30,279538.85  
1,272.84  
35.44  
42.00  
1,889.135,336.03  
12,224.22  
194.21  
42.00  
17,796.460.00  
0.00  
0.00  
0.00  
0.002,912.97  
9,387.78  
139.79  
42.00  
12,482.5464.69  
56.56  
58.15  
50.00  
58.77

## Other Expenses

40-432-2000 Other Medical Expense  
40-432-2014 Worker's Comp. Insurance  
40-432-2016 Liability & Property Ins.  
40-432-2104 Gas, Oil, Diesel Fuel  
40-432-2106 Publicity, Subscript's & Due  
40-432-2202 Vehicle/Equipment r&m  
40-432-2210 Contractual Services  
40-432-2300 Operating Supplies  
40-432-2302 Office Supplies  
40-432-2310 Miscellaneous/Sundry  
40-432-2316 Postage  
40-432-2324 Clothing & Uniforms  
40-432-4002 Contractual Svc-Waste Ind.  
40-432-4016 Accounting & Auditing  
40-432-4026 Disposal Fees  
40-432-6014 Machinery&Equipment-SW  
TOTAL Other Expenses50  
4,838  
7,000  
5,000  
3,000  
7,000  
10,710  
1,000  
200  
200  
200  
500  
1,000  
267,157  
1,500  
15,000  
60,000  
384,1550.00  
0.00  
0.00  
353.26  
0.00  
32.97  
462.06  
0.00  
0.00  
0.00  
0.00  
0.00  
124.80  
23,292.03  
0.00  
501.50  
0.00  
24,766.62376.00  
3,733.71  
6,434.00  
1,926.48  
3,000.00  
3,257.89  
7,409.38  
33.84  
357.39  
257.00  
200.00  
794.38  
207,794.29  
1,500.00  
3,208.10  
0.00  
240,282.460.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
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0.00  
0.00  
0.00  
0.00  
0.00326.00  
1,104.29  
566.00  
3,073.52  
0.00  
3,742.11  
3,300.62  
966.16  
157.39  
57.00  
300.00  
205.62  
59,362.71  
0.00  
11,791.90  
60,000.00  
143,872.54752.00  
77.17  
91.91  
38.53  
100.00  
46.54  
69.18  
3.38  
178.70  
128.50  
40.00  
79.44  
77.78  
100.00  
21.39  
0.00  
62.55

TOTAL Solid Waste

522,269

33,759.11

328,950.29

0.00

193,318.71

62.98

TOTAL EXPENDITURES

522,269

33,759.11

328,950.29

0.00

193,318.71

62.98

REVENUE OVER/(UNDER) EXPENDITURES

0

7,354.98

80,927.41

0.00

80,927.41

0.00

5-14-2021

CITY OF MILLERSVILLE

PAGE: 1

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

50 -Drug Fund

## BALANCE

---

ASSETS

=====

Current AssetsChecking/Savings

1000 Drug Fund - Farmers Bank	18,869.64
1001 Drug Fund Escrow Acct-Farmers	56,000.52
Total Checking/Savings	74,870.16

Current Assets

1110 Cash on Hand - Petty Cash	245.00
Total Current Assets	245.00

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Total Current Assets	75,115.16
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Other AssetsTransfers

1610 Due To / From General Fund	( 8,499.48)
Total Transfers	( 8,499.48)

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Total Other Assets	( 8,499.48)
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TOTAL ASSETS	66,615.68
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## LIABILITIES &amp; EQUITY

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Current LiabilitiesCurrent Liabilities

2002 DF Escrow Pending Acct	56,000.52
Total Current Liabilities	56,000.52

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Total Current Liabilities	56,000.52
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Long Term Liabilities

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TOTAL LIABILITIES	56,000.52
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Equity

2700 Retained Earnings	( 11,864.70)
2730 Fund Balance-Restricted	28,601.02
Net Income	( 6,121.16)

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Total Equity	10,615.16
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5-14-2021

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: APRIL 30TH, 2021

50 -Drug Fund

BALANCE

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TOTAL LIABILITIES & EQUITY

66,615.68

=====

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

50 -Drug Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Drug Fund Donations</u>						
<u>Drug Fines/Fees</u>						
50-3200 Drug Fines	10,000	290.47	5,844.21	0.00	4,155.79	58.44
50-3222 Impound Storage Fees	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Drug Fines/Fees	15,000	290.47	5,844.21	0.00	9,155.79	38.96
<u>Other Drug Revenue</u>						
50-3501 Interest Income	60	0.78	17.68	0.00	42.32	29.47
50-3507 Seizure/Forfeit/Auction	4,980	0.00	4,788.95	0.00	191.05	96.16
TOTAL Other Drug Revenue	5,040	0.78	4,806.63	0.00	233.37	95.37
<u>Transfers</u>						
TOTAL REVENUE	20,040	291.25	10,650.84	0.00	9,389.16	53.15

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

50 -Drug Fund  
DEPARTMENT - Drug

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Other Expenses						
50-451-2312 Minor Equipment-Drug	20,000	0.00	16,732.00	0.00	3,268.00	83.66
50-451-2320 Bank Service Charge	40	0.00	40.00	0.00	0.00	100.00
TOTAL Other Expenses	20,040	0.00	16,772.00	0.00	3,268.00	83.69
TOTAL Drug	20,040	0.00	16,772.00	0.00	3,268.00	83.69
TOTAL EXPENDITURES	20,040	0.00	16,772.00	0.00	3,268.00	83.69
REVENUE OVER/(UNDER) EXPENDITURES	0	291.25 (	6,121.16)	0.00	6,121.16	0.00

## BALANCE SHEET

AS OF: APRIL 30TH, 2021

60 -Stormwater Fund

## BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000 Stormwater Fund - Farmers Bk	142,890.27
Total Checking/Savings	142,890.27

Current Assets

1200 Accounts Receivable	19,738.28
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,831.50
Total Current Assets	30,806.95

Total Current Assets	173,697.22
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Other AssetsTransfers

1610 Due To / From General Fund	( 26,244.49)
1620 Due To / From Sewer Fund	40,709.61
Total Transfers	14,465.12

Total Other Assets	14,465.12
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TOTAL ASSETS	188,162.34
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LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent Liabilities

2101 Accrued Wages Payable	1,487.31
2108 Accrued SS & Medicare	113.78
Total Current Liabilities	1,601.09

Total Current Liabilities	1,601.09
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Long Term Liabilities

TOTAL LIABILITIES	1,601.09
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5-14-2021

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: APRIL 30TH, 2021

60 -Stormwater Fund

BALANCE

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Equity

2700 Retained Earnings 141,986.45

Net Income 44,574.80

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Total Equity 186,561.25

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TOTAL LIABILITIES & EQUITY 188,162.34

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CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

60 - Stormwater Fund

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Stormwater Revenue</u>						
60-3000 Stormwater Fees	155,000	13,158.89	130,715.23	0.00	24,284.77	84.33
TOTAL Stormwater Revenue	155,000	13,158.89	130,715.23	0.00	24,284.77	84.33
<u>Other Revenue</u>						
60-3400 Stormwater Permits/Fees	2,500	0.00	3,100.00	0.00	600.00	124.00
60-3501 Interest Income	180	5.96	117.85	0.00	62.15	65.47
60-3504 Miscellaneous Income	500	0.00	0.00	0.00	500.00	0.00
TOTAL Other Revenue	3,180	5.96	3,217.85	0.00	37.85	101.19
<u>Transfers</u>						
TOTAL REVENUE	158,180	13,164.85	133,933.08	0.00	24,246.92	84.67

CITY OF MILLERSVILLE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 202160 - Stormwater Fund  
DEPARTMENT - Stormwater Fund

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>Salaries</b>						
60-461-1100 Salaries - Stormwater	43,966	3,129.05	33,806.72	0.00	10,159.28	76.89
60-461-1101 Overtime-Stormwater	500	0.00	49.80	0.00	450.20	9.96
<b>TOTAL Salaries</b>	<b>44,466</b>	<b>3,129.05</b>	<b>33,856.52</b>	<b>0.00</b>	<b>10,609.48</b>	<b>76.14</b>
<b>Other Personnel Costs</b>						
60-461-1200 SS & Medicare	3,363	238.97	2,585.68	0.00	777.32	76.89
60-461-1300 Employee Health Insurance	7,824	1,272.84	6,937.02	0.00	886.98	88.66
60-461-1400 Retirement	138	14.05	94.97	0.00	43.03	68.82
60-461-1500 Unemployment Ins.	42	31.21	35.98	0.00	6.02	85.67
<b>TOTAL Other Personnel Costs</b>	<b>11,367</b>	<b>1,557.07</b>	<b>9,653.65</b>	<b>0.00</b>	<b>1,713.35</b>	<b>84.93</b>
<b>Other Expenses</b>						
60-461-2000 Other Medical Expense	0	0.00	157.75	0.00	157.75	0.00
60-461-2002 Education & Training	1,800	0.00	250.00	0.00	1,550.00	13.89
60-461-2014 Work Comp Insurance	1,674	0.00	1,138.12	0.00	535.88	67.99
60-461-2016 Liability & Property Ins.	0	0.00	3,010.00	0.00	3,010.00	0.00
60-461-2102 Telephone/Internet	550	50.12	498.71	0.00	51.29	90.67
60-461-2104 Gas & Oil	500	39.01	184.49	0.00	315.51	36.90
60-461-2106 Publicity, Subscripts & Dues	4,200	0.00	4,512.50	0.00	312.50	107.44
60-461-2202 Vehicle Repair/Maintenance	500	0.00	0.00	0.00	500.00	0.00
60-461-2210 Contractual Services	6,700	484.67	6,185.23	0.00	514.77	92.32
60-461-2212 Contractual-OTHM	30,000	4,911.00	26,487.58	0.00	3,512.42	88.29
60-461-2300 Operating Supplies	500	0.00	0.00	0.00	500.00	0.00
60-461-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
60-461-2310 Miscellaneous/Sundry	500	0.00	108.36	0.00	391.64	21.67
60-461-2312 Minor Equipment	0	0.00	242.54	0.00	242.54	0.00
60-461-2324 Clothing & Uniforms	500	0.00	406.63	0.00	93.37	81.33
60-461-4016 Accounting & Auditing	1,000	0.00	1,000.00	0.00	0.00	100.00
60-461-4028 Stream Watch/Cleanup-Promo	500	0.00	0.00	0.00	500.00	0.00
60-461-6000 System Imp's/Repair	50,000	0.00	1,666.20	0.00	48,333.80	3.33
60-461-7000 Reserve	2,923	0.00	0.00	0.00	2,923.00	0.00
<b>TOTAL Other Expenses</b>	<b>102,347</b>	<b>4,515.46</b>	<b>45,848.11</b>	<b>0.00</b>	<b>56,498.89</b>	<b>44.80</b>
<b>TOTAL Stormwater Fund</b>	<b>158,180</b>	<b>9,201.58</b>	<b>89,358.28</b>	<b>0.00</b>	<b>68,821.72</b>	<b>56.49</b>
<b>TOTAL EXPENDITURES</b>	<b>158,180</b>	<b>9,201.58</b>	<b>89,358.28</b>	<b>0.00</b>	<b>68,821.72</b>	<b>56.49</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>3,963.27</b>	<b>44,574.80</b>	<b>0.00</b>	<b>44,574.80</b>	<b>0.00</b>

**City of Millersville**

**ORDINANCE NUMBER 21-755**

**ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN**

**WHEREAS**, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Millersville, Tennessee hereby updates the Occupational Safety and Health Program Plan for our employees.

**WHEREAS**, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

**NOW, THEREFORE,**

**SECTION 1. BE IT ORDAINED BY** The City of Millersville Board of Commissioners, that there be and is hereby amended as follows:

**TITLE:**

**This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of The City of Millersville.**

**PURPOSE:**

The City of Millersville is electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
  - a) Top Management Commitment and Employee Involvement;
  - b) Continually analyze the worksite to identify all hazards and potential hazards;
  - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
  - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form

and content of records.

5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

#### **COVERAGE:**

The provisions of the Occupational Safety and Health Program Plan for the employees of (City/County/etc) The City of Millersville shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

#### **STANDARDS AUTHORIZED:**

The Occupational Safety and Health standards adopted by the (City/County/etc) The City of Millersville are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

#### **VARIANCES FROM STANDARDS AUTHORIZED:**

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

#### **ADMINISTRATION:**

For the purposes of this ordinance, **Chief Brandon Head, Fire Chief of the City of Millersville** is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

#### **FUNDING THE PROGRAM PLAN:**

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by The City of Millersville.

#### **SEVERABILITY:**

**SECTION 2. BE IT FURTHER ORDAINED** that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 3. BE IT FURTHER ORDAINED:**

**THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE,  
THE PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Timothy F. Lassiter, Mayor

Attest:

Approved as to Form and Legality:

By: \_\_\_\_\_  
Holly Murphy, City Recorder

By: \_\_\_\_\_  
Bruce Oldham, City Attorney

## Attachment A

### PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE EMPLOYEES OF The City of Millersville

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## I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of The City of Millersville.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Millersville in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

## II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means The City of Millersville and includes each administrative department, board, commission, division, or other agency of The City of Millersville.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of The City of Millersville.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission,



division, or other agency of this employer.

- f. **EMPLOYEE** means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as ☐volunteers☐ provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. **PERSON** means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. **STANDARD** means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. **IMMINENT DANGER** means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. **ESTABLISHMENT** or **WORKSITE** means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. **SERIOUS INJURY** or **HARM** means that type of harm that would cause permanent or prolonged impairment of the body in that:
  - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
  - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. **ACT** or **TOSH Act** shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. **GOVERNING BODY** means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. **CHIEF EXECUTIVE OFFICER** means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

### III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried

out.

- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

#### IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

#### V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
  - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
  - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.

3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
  4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
  5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
  7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
  8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
  9. **The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

## VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

## VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:

1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
  3. A statement of the steps an employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
  - c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
    1. The employer:
      - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
      - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
      - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
    2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
  - d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
  - e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
  - f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

## VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to [www.osha.gov](http://www.osha.gov) and click on Recordkeeping Forms located on the home page.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

- a. Safety Director and/or Compliance Inspector(s):
  1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
  2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.
- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:



1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
  - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
  - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
  - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

## XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
  1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
  2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.

- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
  - 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
  - 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
  - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
  - 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

## XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
  - 1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
  - 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
  - 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
  - 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
  - 5. The imminent danger shall be deemed abated if:
    - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
    - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
  1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
  2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

### XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
  1. Issue an abatement order to the head of the worksite.
  2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
  1. The standard, rule, or regulation which was found to violated.
  2. A description of the nature and location of the violation.
  3. A description of what is required to abate or correct the violation.
  4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

### XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
  1. Oral reprimand.
  2. Written reprimand.
  3. Suspension for three (3) or more working days.
  4. Termination of employment.



XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

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Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS  
(ORGANIZATIONAL CHART)**

<b>Work Location - Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Phone #</b>	<b># Employees</b>
<b>City Hall</b>	1246 Louisville Highway Millersville, TN 37072	Steve Collie	615-859-0880	8
<b>Millersville Police Department</b>	1246 Louisville Highway Millersville, TN 37072	Chief Mark Palmer	615-859-0880	15
<b>Millersville Fire Station 1</b>	1246 Louisville Highway Millersville, TN 37072	Chief Brandon Head	615-859-0880	2 Full time  20 Paid per call volunteers
<b>Millersville Public Works</b>	1246 Louisville Highway Millersville, TN 37072	Jerry Schrader	615-859-0880	5
<b>Millersville Community Center</b>	1181 Louisville Highway Millersville, TN 37072	Holly Murphy	615-859-0880	0
<b>Millersville Fire Station 2</b>	7515 Bethel Road Millersville, TN 37072	Chief Brandon Head	N/A	Unmanned
<b>TOTAL</b>				<b>50</b>



## APPENDIX – II NOTICE TO ALL EMPLOYEES

### NOTICE TO ALL EMPLOYEES OF

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or FIRE CHIEF.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before The City of Millersville for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of The City of Millersville is available for inspection by any employee at The City of Millersville during regular office hours.

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Signature: MAYOR AND DATE

### APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,  
ESTIMATE OF TOTAL BUDGET FOR:

#### OR Use This Statement:

#### STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that The City of Millersville has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

## APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.

5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

**NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan.** This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

**CITY OF MILLERSVILLE, TENNESSEE**

**ORDINANCE 21-756**

**AN ORDINANCE TO REZONE 2020 WILSON LANE**

**WHEREAS**, it is in the City of Millersville's best interest to rezone parcels to allow for the highest and best use; and

**WHEREAS**, the original parcel was zoned Rural Residential; and

**WHEREAS**, the current zoning district of Rural Residential would not allow for subdivision to create industrial and residential uses; and

**WHEREAS**, the Planning Commission voted by majority to recommend to subdivide and rezone this parcel from Rural Residential to Industrial (Parcel 1 – Cycle Lane side), and Estate Residential (Parcel 2 – Wilson Lane side) at their meeting on March 9, 2021; and

**WHEREAS**, the property is shown as Parcel 232 of Robertson County Map 125, record book 222, page 237 in the Office of Robertson County, Tennessee.

**NOW THEREFORE, BE IT ORDAINED** by the Millersville Board of Commissioners that;

Certain property within the City of Millersville, Tennessee, specifically identified as Robertson County Map 125, Parcel 232, is hereby rezoned from Rural Residential to Industrial (Parcel 1) and Estate Residential (Parcel 2) as shown on the attached plat.

**THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

**BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Timothy F. Lassiter, Mayor

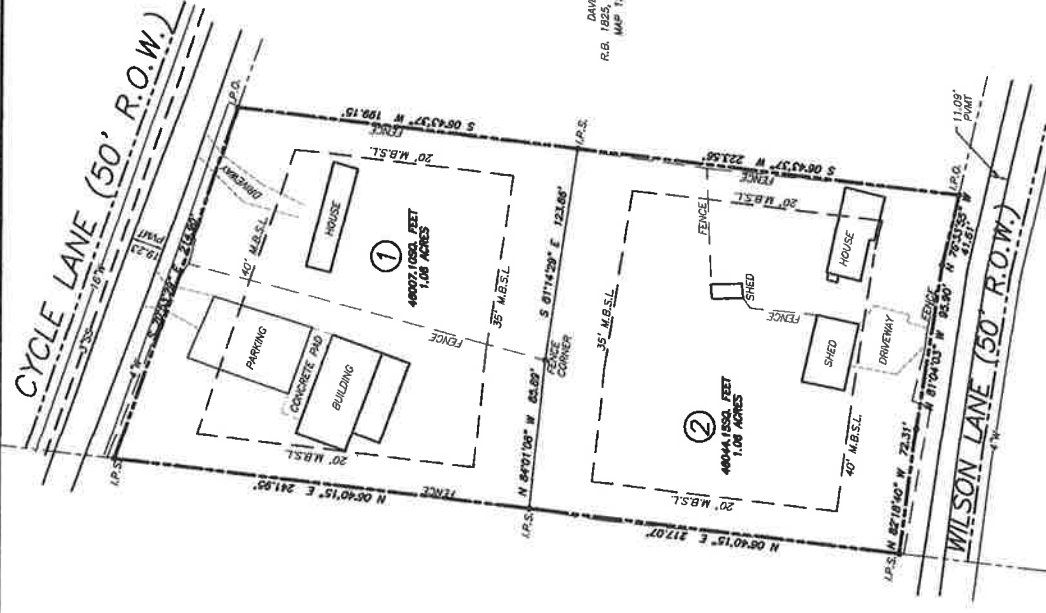
Attest:

Approved as to Form and Legality:

By: \_\_\_\_\_  
Holly Murphy, City Recorder

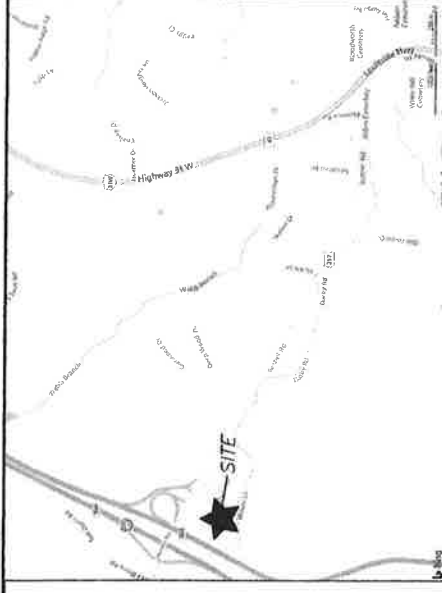
By: \_\_\_\_\_  
Bruce Oldham, City Attorney





JAMES U. RUST, IV  
R.B. 1025, PG 520, R.O.A.C. TN  
MAP 125, PAR 231.00

DAVID R. PERRAM  
R.B. 1025, PG 520, R.O.A.C. TN  
MAP 125, PAR 231.00



LOCATION MAP  
NOT TO SCALE

SURVEYORS NOTES:

- 1. NO TITLE REPORT FURNISHED, THIS SURVEY IS SUBJECT TO THE FINDINGS OF AN ACCURATE TITLE REPORT.
- 2. NORTH BASED ON TENNESSEE NAD 83 COORDINATE SYSTEM.
- 3. IRON PINS SET AT ALL PROPERTY CORNERS.

ZONING ER  
MIN LOT SIZE 1 ACRES  
SETBACKS FRONT 40, REAR 35, SIDE 20  
\*ZONING STANDARDS CURRENT AS OF  
DATE OF APPROVAL

**CERTIFICATE OF OWNERSHIP & DEDICATION**  
I, (we) hereby certify that I am (we are) the owner(s) of the above described land and that the same is shown as evidenced in book number 144, page 323, R.O.A.C. TN, and that I (we) hereby adopt this plan as the true and correct subdivision plat for the above described land, and that I (we) have caused to be recorded in the office of the County Register, the minimum building restriction line, and that I (we) have caused to be recorded in the office of the County Register, the irrevocable dedication for all public streets, utilities and other facilities have been filed as required by these regulations.

DATE : \_\_\_\_\_ OWNER : \_\_\_\_\_  
TITLE : \_\_\_\_\_

**APPROVAL FOR RECORDING**  
I hereby certify that the subdivision plat shown hereon has been found to comply with the requirements of the Tennessee Subdivision Control Act and has been approved for recording in the office of the County Register.

DATE : \_\_\_\_\_  
Secretary, Planning Commission



**CERTIFICATE OF ACCURACY**

I hereby certify that the subdivision plat shown hereon is correct and that all monuments shown hereon have been set. I, the Surveyor, have caused to be recorded in the office of the County Register, the minimum building restriction line, and that I (we) have caused to be recorded in the office of the County Register, the irrevocable dedication for all public streets, utilities and other facilities have been filed as required by these regulations.

DATE : \_\_\_\_\_  
REGISTERED SURVEYOR

FINAL SUBDIVISION PLAT FOR: DONALD R. MORRIS, ETAL SUBDIVISION

COUNTY: ROBERTSON CIVIL DISTRICT: 11TH  
MAP NO.: 125 PARCEL: 232.00  
RECORD BOOK: 222 PAGE: 237  
TOTAL ACREAGE: 2.12 ZONING: ER  
NO. OF LOTS: 2 MIN. LOT SIZE: 1 ACRES  
VARIANCE REQUIRED: NONE  
FEMA PANEL NO.: 47147C0415C ZONE: X  
PROPERTY WITHIN FLOOD ZONE: NO  
RESTRICTIVE COVENANTS WANTED? NO  
IF YES, DEED BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_  
LENGTH OF NEW ROADS (FT.): \_\_\_\_\_  
SETBACKS: FRONT 40 REAR 35 SIDE 20

OWNER:

NAME: DONALD R. MORRIS, ETAL  
ADDRESS: 2020 WILSON LANE  
GOODLETTSVILLE, TN 37072  
TELEPHONE: 615-604-1644



LAND DEVELOPMENT CONSULTANTS  
116 MAPLE RDV BLVD.  
HENDERSONVILLE, TN 37075  
Phone 615-882-0012  
Fax 615-882-1487

Legal Description

Lot 1

Donald Morris Subd

Land in the 11<sup>th</sup> Civil District of Robertson County, Tennessee and being Lot No. 1 on the plan of the Donald Morris Subdivision of record in Plat Book \_\_\_\_\_, page \_\_\_\_\_ R.O.R.C., Tn. and being described according to a survey by J. Bruce Rainey, Surveyor # 823 dated 4-12-2021 and known as Job No. 210020 as follows:

Beginning at an existing iron pin found on the southerly margin of Cycle Lane, said iron pin being the northeast corner of this tract and the northwest corner of the David Pegram property of record in Record Book 1825, page 520 R.O.R.C., Tn. and also being approximately 1865' southwesterly from the centerline intersection of Cycle lane with Bethel Road; thence leaving Cycle Lane and with the line of Pegram S06°43'37"W 199.15' to an iron pin set; thence leaving Pegram and with the line of Lot 2 of the said Donald Morris Subdivision N81°14'29"W 123.86' to a fence corner; thence continuing with the same N84°01'08"W 85.89' to an iron pin set this survey; thence with the line of James U. Rust (RB 1965, pg.970 R.O.R.C., Tn.) N06°40'15"E 241.95' to an iron pin set on the southerly margin of Cycle Lane; thence with the said margin of Cycle Lane (25' from the centerline) S70°53'29"E 214.90' to the point of beginning, containing 1.06 acres more or less.

Being part of the same property conveyed to Donald R. Morris by deed of record in Deed Book 222, page 237 Register's Office of Robertson County, Tennessee,

Legal Description

Lot 2

Donald Morris Subd

Land in the 11<sup>th</sup> Civil District of Robertson County, Tennessee and being Lot No. 2 on the plan of the Donald Morris Subdivision of record in Plat Book \_\_\_\_\_, page \_\_\_\_\_ R.O.R.C., Tn. and being described according to a survey by J. Bruce Rainey, Surveyor # 823 dated 4-12-2021 and known as Job No. 210020 as follows:

Beginning at an existing iron pin found on the northerly margin of Wilson Lane, said iron pin being the southeast corner of this tract and the southwest corner of the David Pegram property of record in Record Book 1825, page 520 R.O.R.C., Tn. Wilson lane with Cycle Lane; thence with Wilson Lane ( 25' from the centerline) and leaving the line of Pegram N76°33'55"W 41.61' to a point; thence N81°04'03"W 95.90' to a point; thence N82°18'40"W 72.31' to an iron pin set in the line of James U Rust property ( RB 1965, pg. 970 R.O.R.C., Tn.) ; thence with Rust, N06°40'15"E 217.07' to an iron pin set at the southwest corner of Lot 1 of this Donald Morris Subdivision; thence leaving Rust and with the line of the said Lot 1 S84°01'08"E 85.89' to a fence corner; thence continuing with Lot 1 S81°14'29"E 123.86' to an iron pin set in the westerly line of the said Pegram property; thence with Pegram S06°43'37"W 223.56' to the point of beginning, containing 1.06 acres more or less.

Being part of the same property conveyed to Donald R. Morris by deed of record in Deed Book 222, page 237 Register's Office of Robertson County, Tennessee,

**CITY OF MILLERSVILLE, TENNESSEE**

**ORDINANCE 21-757**

**AN ORDINANCE TO REZONE 7420 BETHEL ROAD**

**WHEREAS**, it is in the City of Millersville's best interest to rezone parcels to allow for the highest and best use; and

**WHEREAS**, the original parcel was zoned General Commercial (front) and Rural Residential (rear); and

**WHEREAS**, the current zoning district of General Commercial (front) is not suitable for industrial development; and

**WHEREAS**, the Planning Commission voted by majority to recommend the rezoning of this parcel from General Commercial to Industrial (front) and retain Rural Residential (rear) at their meeting on March 9, 2021 and

**WHEREAS**, the property is shown as Parcel 220 of Robertson County Map 125, record book 1613, page 438 & 439 in the Office of Robertson County, Tennessee.

**NOW THEREFORE, BE IT ORDAINED** by the Millersville Board of Commissioners that;

Certain property within the City of Millersville, Tennessee, specifically identified as Robertson County Map 125, Parcel 220, is hereby rezoned from General Commercial (front) to Industrial (front), with the rear of the property remaining Rural Residential with zoning boundary line shown on the attached map.

**THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

**BOARD OF COMMISSIONERS**

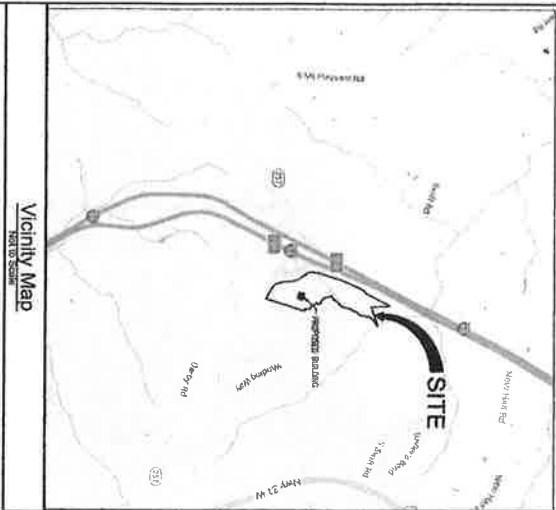
By: \_\_\_\_\_  
Timothy F. Lassiter, Mayor

Attest:

Approved as to Form and Legality:

By: \_\_\_\_\_  
Holly Murphy, City Recorder

By: \_\_\_\_\_  
Bruce Oldham, City Attorney



**PRESENT OWNER:**

JOHNATHAN TULLER  
LAWN ENTERPRISES, L.L.C.  
ROBERTSON COUNTY, TENNESSEE

**DEED REFERENCE:**

RECORD BOOK 1813, PAGE 436 & 439 BOST  
MAP 125, PARCEL 220

**PROPERTY INFORMATION:**

AREA: 2.610046 S.F. = 93.97 ACRES

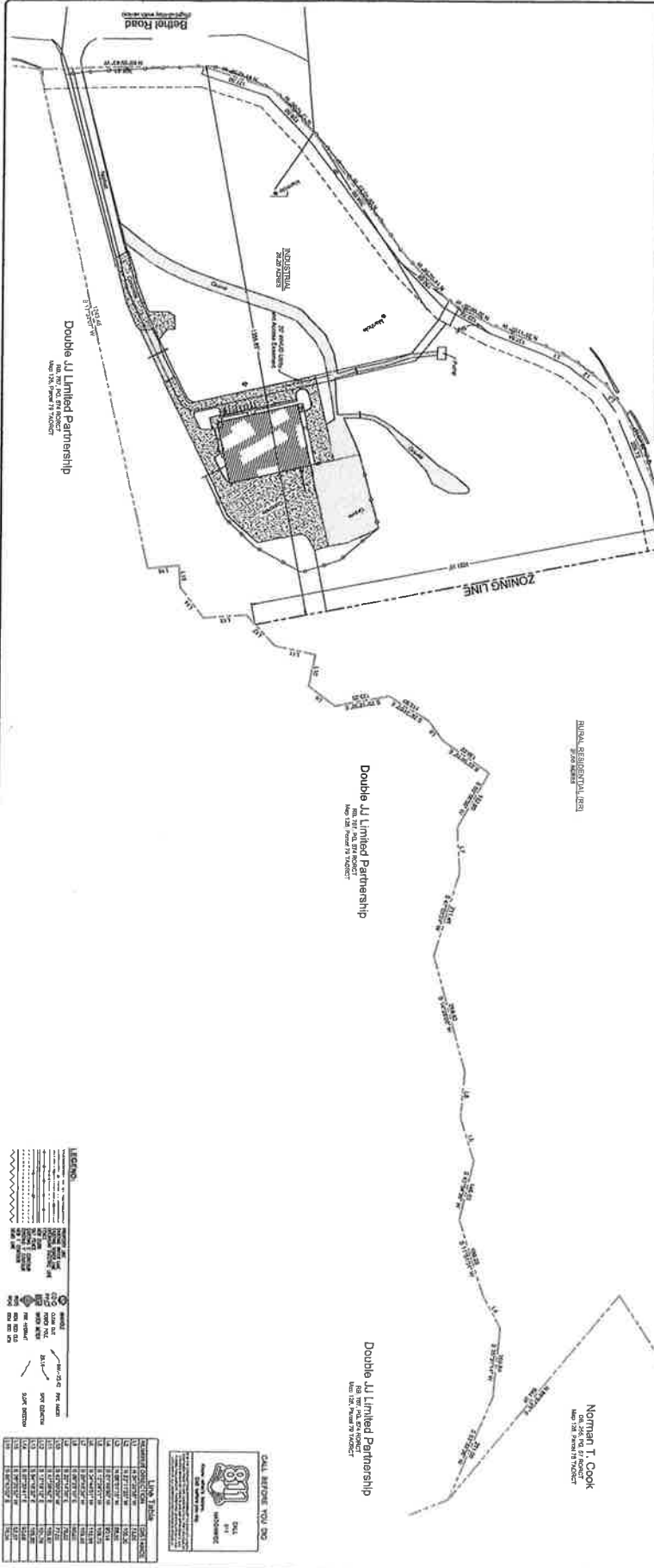
**ZONING:**

IN QUESTION / ZONING MAP: RS, NO R3 IN ZONING ORDINANCE  
C-3 IN PREVIOUS SITE PLAN SUBMITTAL (2015)

**PROPOSED ZONING:** INDUSTRIAL & RURAL RESIDENTIAL

**SITE USE:**

EXISTING USE: LIGHT INDUSTRIAL  
PROPOSED USE: LIGHT INDUSTRIAL



**LEGEND:**

Symbol	Description
—	Property Line
—	Survey Line
—	Right of Way Line
—	Proposed Road
—	Proposed Building
—	Proposed Parking
—	Proposed Access Road
—	Proposed Fence
—	Proposed Sign
—	Proposed Utility
—	Proposed Water
—	Proposed Sewer
—	Proposed Storm
—	Proposed Gas
—	Proposed Electric
—	Proposed Telephone
—	Proposed Cable
—	Proposed Fiber Optic
—	Proposed Data
—	Proposed Video
—	Proposed Audio
—	Proposed Other

NO.	DATE	DESCRIPTION
1	10/1/2015	Initial Survey
2	10/1/2015	Final Survey
3	10/1/2015	Final Survey
4	10/1/2015	Final Survey
5	10/1/2015	Final Survey
6	10/1/2015	Final Survey
7	10/1/2015	Final Survey
8	10/1/2015	Final Survey
9	10/1/2015	Final Survey
10	10/1/2015	Final Survey



NO.	DATE	DESCRIPTION
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7	10/1/2015	Final Survey
8	10/1/2015	Final Survey
9	10/1/2015	Final Survey
10	10/1/2015	Final Survey

**MACHINERY MOVERS INDUSTRIAL PARK**

BETHEL ROAD  
MILLSBORO, TN  
ROBERTSON COUNTY

NO.	DATE	DESCRIPTION
1	10/1/2015	Initial Survey
2	10/1/2015	Final Survey
3	10/1/2015	Final Survey
4	10/1/2015	Final Survey
5	10/1/2015	Final Survey
6	10/1/2015	Final Survey
7	10/1/2015	Final Survey
8	10/1/2015	Final Survey
9	10/1/2015	Final Survey
10	10/1/2015	Final Survey

**KLOBER ENGINEERING SERVICES**

SERVING CLIENTS WITH CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES  
308 TOM PLUM IN HWY, SUITE 7, SPRINGFIELD, TN 37172  
PHONE: 615-320-0000 FAX: 615-320-0001  
www.klobers.com

**C1.00**

Industrial Development Board of the  
County of Robertson  
503 West Court Square  
Springfield, TN 37172  
Attn: Chairman

125-220 & 125-220 sp. Int. 1

LAMON ENTERPRISES, LLC  
7420 Bethel Road  
Goodlettsville, TN 37072  
Attention: Jonathan Miller

This instrument prepared by: Bradley Arant Boult Cummings LLP (JTT)  
1600 Division Street, Suite 700, Nashville, TN 37203

### QUITCLAIM DEED

FOR AND IN CONSIDERATION of the sum of ONE AND NO/100 DOLLARS (\$1.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged **LAMON ENTERPRISES, LLC**, a Tennessee limited liability company ("Grantor"), by these presents hereby sells, assigns, and quitclaims to the **INDUSTRIAL DEVELOPMENT BOARD OF THE COUNTY OF ROBERTSON** ("Grantee"), Grantee's successors and assigns, all of Grantors' right, title, and interest in and to certain land in the City of Goodlettsville, Tennessee, being more particularly described in Exhibit A, which is attached hereto and incorporated herein by reference, including without limitation, all rights, easements and privileges appurtenant to said land, all buildings, structures, fixtures and other improvements located on said real property, and all of Seller's interest, if any, in the land lying beneath the roads and rights-of-way adjoining the real property (all of the foregoing being collectively referred to as the "Property").

The Property is conveyed expressly subject to all limitations, restrictions, and encumbrances as may affect the Property.

STATE OF TENNESSEE  
COUNTY OF ROBERTSON

The actual consideration or value, whichever is greater, for this transfer is \$0.00 [EXEMPT].

  
\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this 11<sup>th</sup> day of December, 2018.



  
\_\_\_\_\_  
Notary Public

My Commission Expires:

05/24/2022

Connie Stroud, Register  
Robertson County Tennessee

Rec #:	283981	Instrument #:	340547
Rec'd:	15.00	Recorded	
State:	0.00	12/27/2018 at 12:56 PM	
Clerk:	0.00	in Record Book	
Other:	2.00	1849	
Total:	17.00		

Pgs 938-940

[Signature Page to Quitclaim Deed]

GRANTOR:

LAMON ENTERPRISES, LLC

By: \_\_\_\_\_

STATE OF TENNESSEE

COUNTY OF ROBERTSON

Personally appeared before me, J. Dawn Conn, Notary Public, Jonathan Muller with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained and who further acknowledged that he is the President of LAMON ENTERPRISES, LLC, a Tennessee limited liability company, the within named bargainer, and that he is authorized to execute this instrument on behalf of said limited liability company.

WITNESS my hand, at office, this 11<sup>th</sup> day of December 2018.



\_\_\_\_\_  
Notary Public

05/24/2022  
My Commission Expires

Certain real property situate in the 121th Civil District of Robertson County, Tennessee and described as follows, to wit:

TRACT NO. 1:

BEGINNING at an iron pin in a point common to this property and the adjoining property also by Gallatin Oil Company, Inc.; thence running along the control access fence of I-65 Northeast corner of interchange of interstate and Bethel Road; thence South 1° 06' East 68.5 feet to iron pin; South 25° 47' East, 105.3 feet to an iron pin; South 38° 30' East 73 feet to an iron pin; South 41° 33' East, 144 feet to an iron pin, South 34° 09' East, 122.7 feet to an iron pin; South 16° 37' East 148.7 feet to an iron pin; South 7° 45' East 464 feet to an iron pin; South 17° 07' East 158 feet to an iron pin; South 42° East 159 feet to an iron pin; South 65° 30' East 124 feet to an iron pin; thence leaving said fence going North 88° 16' East 283.3 feet to an iron pin at a point in the branch; thence running along branch as follows: North 45° 15' East, 181.7 feet, North 3° 10' East, 138 feet, North 26° 11' East 221 feet; North 158 feet; North 8° 03' East 124.4 feet to an iron pin; thence leaving branch North 77° 24' West, 894.9 feet to an iron pin; North 42° 04' West 410.8 feet to the beginning point containing 14.864 acres, more or less.

TRACT NO. 2

BEGINNING at a point located where a small branch intersects a control access fence; thence North 1° East 218.4 feet to an iron pin; thence North 14° 30' East 748.7 feet to a concrete monument; thence North 18° 45' East 213.6 feet to an iron pin; thence North 20° 45' East 530 feet to an iron pin; thence North 43° East 154.8 feet to a concrete monument; thence North 24° East 836 feet to a concrete monument; thence South 8° 30' East 597.4 feet to an iron pin; thence North 68° 30' East 653 feet to an iron pin; thence South 15° West 236 feet to an iron pin in Southwest edge of small branch; thence South 53° West 68 feet to an iron pin in center of small branch; thence with the center of said branch as follows: South 40° West 300 feet to an iron pin; South 13° 30' West 125.5 feet to a point; thence south 32° 30' West, 181.5 feet to a point; thence South 10° 30' West 52.3 feet to a point; thence South 25° West 159.5 feet to a point; thence South 9° 45' West, 224.3 feet to a point; thence South 41° West 200 feet to a point; thence South 33° 30' West 137.9 feet to a point; thence South 57° 30' West 140 feet to a point; thence South 28° East 138.8 feet to a point; thence South 10° 30' East 62.5 feet to a point; thence south 31° 50' East 106.50 feet to a point; thence South 73° East 133 feet to a point; thence South 27° East 74.9 feet to a point; thence south 31° 20' West 69.5 feet to a point; thence South 49° 20' East 100 feet to a point; thence South 9° East 100 feet to a point; thence South 12° east 58 feet to a point; thence South 51° East 42 feet to a point; thence South 18° 20' East 79 feet to a point; thence South 14° 55' West 80 feet to a point; thence South 61° 24' East 100 feet to a point; thence South 17° 44' West 93 feet to a point; thence leaving branch, South 16° 14' West 206.4 feet to an iron pin; thence North 77° 24' West 894.9 feet to an iron pin; thence North 42° 04' West 410.8 feet to an iron pin the point of beginning. This tract contains 49.068 acres, more or less, and is subject to water easement across the West boundary.

TRACTS 1 AND 2 BEING the same property conveyed to Lamon Enterprises, LLC by Warranty Deed filed of record in Record Book 1613, page 438, Register's Office for Robertson County, Tennessee.



## **Job Description**

### **Job Title: Janitor/Maintenance Position**

FLSA Classification: Non- Exempt

### **Job Summary/Objective:**

The City of Millersville will expect the Janitor/maintenance position to perform various functions in keeping buildings cleaned and properly maintained.

The major tasks, duties, and responsibilities commonly performed by janitors are highlighted in the job description below:

- Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming them.
- Mow lawns, cut grasses, and trim shrubs or trees around the designated environment.
- Clean, polish office tables, chairs, desks and all other furniture used in the office, the commission chambers, conference rooms or the entire building.
- Dust mechanical devices like monitors, desktops, printers, and any other device.
- Clean windows, doors, glasses and mirrors with soapy water, sponge and any other necessary cleaning substance. To include exterior windows.
- Make minor repairs to plumbing, electrical, heating, and cooling systems in a building with examples being: changing air filters, cleaning clogged drains, stopped up toilets.
- Maintain the supply and equipment needed for cleaning duties.
- Make sure that waste bins are emptied to avoid trash littering around.
- Restock or resupply restroom papers and make sure the toilet is in a good condition.
- Take good care of the environment or building to make sure that hazardous materials are removed.
- Meet with any authority in the building to make request for items needed for work.
- Take careful and safety measures in the use of chemicals which can be harmful to the body or can damage things.
- Unlock and lock building doors early in the morning and late in evening respectively.

### **Requirements – Skills, Abilities, and Knowledge – for Janitor Duties**

- Education and Training: The janitor job requires no formal education for employment; it only requires upkeep/cleaning experience and ability to perform assigned duties
- Mechanical Skill: Janitors are able to make minor repairs to fix plumbing, electrical and mechanical faults with equipment such as mower and vacuum cleaner
- Security: They monitor operations within city premises and report any suspicious activity to appropriate security personnel
- Consistency/Endurance: They are required to perform their daily duties regularly. They are also able to lift heavy loads and bend or stand for long periods while carrying out cleaning and maintenance tasks.

## Physical Requirements

- Work is performed mostly inside the facilities. However, some field settings are required. Hand-eye coordination is necessary to operate.
- Must be able to lift up to 50 pounds at times.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb or balance, climb ladders, stoop, kneel, crouch, crawl, talk and hear, use hands to finger, handle, feel, or operate objects, tools, or controls.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must complete pre-employment physical exam and drug screen.

While performing the duties of this job, the employee may at times work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## Signatures

This job description has been approved by:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF MILLERSVILLE**  
**TIM LASSITER, MAYOR**  
**1246 LOUISVILLE HIGHWAY**  
**MILLERSVILLE, TENNESSEE 37072**  
**Telephone 615-859-0880**

# MEMO

**TO:** Millersville City Commission  
Planning Commission

**FROM:** Andrew Pieri  
Planning Consultant

**RE:** Sign Permit Application

March 31, 2021

All;

The City Manager has made application to my office for a commercial sign to be located at City Hall, 1246 Louisville Highway. With the following dimensions

- This sign will be approximately (16' 6") feet high (above grade).
- The City of Millersville "name section" measures (3) feet x (8) feet – (24 s/f)
- A message board measuring (4) feet x (8) feet – (32 s/f)

This sign complies with all sign face dimensions. However, a ground sign is not permitted in the zoning ordinance adopted in June of 2020.

With that, I call your attention to this application because there is a provision in the sign ordinance which exempts the City of Millersville from the sign ordinance regulations. (text below)

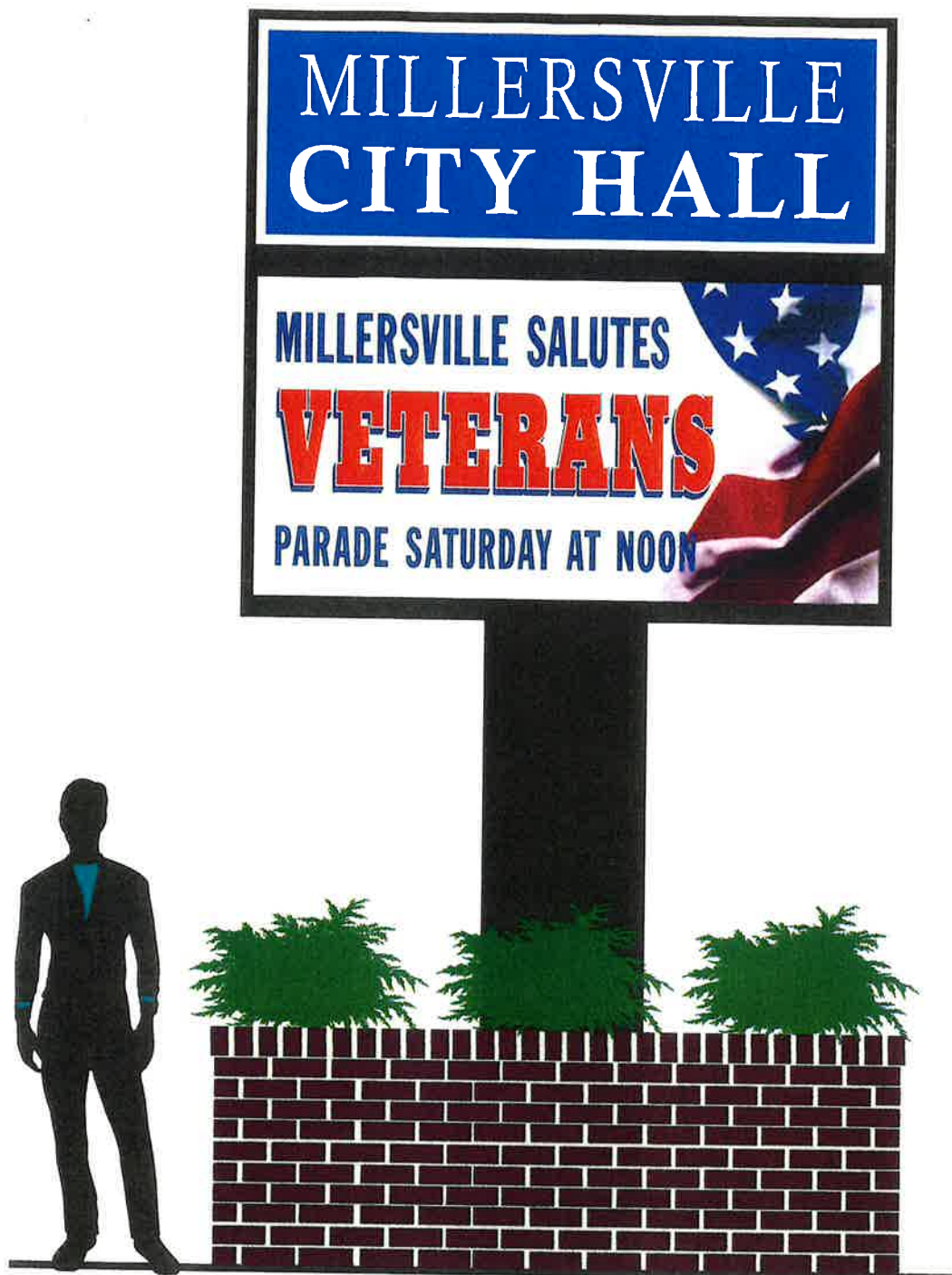
## 13.2.3 | EXEMPT FROM SIGN REGULATION

The following signs shall be exempt from regulation under this Chapter:

4. Any sign that is placed upon City of Millersville owned property at the direction of the City of Millersville. No sign shall be placed any closer to the edge of pavement (public or private) than twelve (12) feet or in such a location which blocks visibility of motorists.

It is the position of the Planning Department that the City of Millersville is within its right to exercise this provision in the Zoning Ordinance. Please contact me with any further questions.

END



SHRUBS

ELEVATION

89" X 96" DOUBLE FACED PYLON SIGN

THE TOP PANEL IS A 36" X 96" INTERNALLY LIGHTED IDENTIFICATION SIGN. THE FACES TO BE EMBOSSED, PAINTED ON THE SECOND (INNER) SURFACE. THE BOTTOM SIGN TO BE 53" X 96", 10 mm, FULL-COLOR MESSAGE CENTER BY WATCHFIRE.

THE VIEWING AREA WILL BE 4' X 8'

THE SIGN CENTER POLE MOUNTED WITH A DECORATIVE ALUMINUM POLE COVER TO HIDE THE POLE

THE OVER-ALL HEIGHT 16'-6" ±

BRICK PLANTER AND SHRUBS NOT INCLUDED, FOR ILLUSTRATION ONLY

**General**  
SIGN COMPANY

On-Site Acoustic Testing, LLC  
16100 Lake Travis Drive Suite 35  
Austin, TX 78734 USA  
1-800-665-0080 Toll Free  
www.osatusa.com  
DUNS: 062352996



May 6, 2021

J. Steven Collie  
City Manager  
City of Millersville  
1246 Louisville Highway  
Millersville, Tennessee 37072  
Office: 615-859-0880 x104  
Cell: 615-664-8914  
www.cityofmillersville.com

## **PROPOSAL FOR TESTING**

### **Self-Test Noise/Audio Logging**

On-Site Acoustic Testing, LLC is pleased to submit this proposal for services to support you in verifying the operational noise levels at a commercial property (racetrack).

### **Scope of work**

- Self-Test Noise and (optional) Audio logging at a commercial property.

### **Areas to be tested**

- Multiple locations on/ around the site and surrounding areas

### **Testing protocols to be conducted**

- Noise level logging in dBA (measurements conducted once per second A-weighted, slow impulse response)
- Audio logging of the testing area (stereo digital recording) - optional

### **ASTM/IEC/ISO Specifications for testing protocols to be conducted**

- E-1014-12 - Standard Guide for Measurement of Outdoor A-Weighted Sound Levels
- E-1780-12 - Standard Guide for Measuring Outdoor Sound Received from a Nearby Fixed Source
- ISO 1996-2 Acoustics—Description, measurement and assessment of environmental noise—Part 2: Determination of environmental noise levels

## TESTING SERVICE

### Summary of testing plan

- Testing will include logged noise level measurements in four (4) designated measurement locations at the property line of the site (logged measurements will be conducted once per second during the testing period) for a period of (3) three weeks.
- Testing will include logged audio recording (continuous in 1 hour length digital files) in one (1) location - optional

### Testing equipment

- OSAT MON-1 Noise level logging device (ANSI Type 2 precision) or MON-2 Noise Level Logging Device (Type 1 precision)
- OSAT REC-1 stereo audio field recording device
- Bruel & Kjaer 4231 calibration instrument

### Compliance Information ASTM, ISO, and other standards

Please see attached documentation for Bruel & Kjaer analyzer, calibrator and software compliance information

### Project Deliverables

The following information is to be contained in testing report:

Deliverable	Description
Logged Noise Level Measurements	Noise level in dBA , conducted once a second, for three weeks
Logged Audio Recordings	Stereo digital recordings of entire three week measurement period

### Project Timeline

Testing report will be provided within 7 business days of the completion of testing and return of logging devices

### Client will provide the following

- Placement of measurement devices
- Return of measurement devices

## FEE SCHEDULE

Services Cost	Price
Testing as above (three week measurement period – four measurement devices)	\$3,000
Logged audio recording - optional	\$1,000
<b>Total in USD</b>	<b>\$3,000 + optional</b>

## TERMS AND CONDITIONS

Payment is due within 30 days from the submission of the testing report

Project rescheduling will result in a 25% change fee (if within 7 days of project)

We appreciate the opportunity to provide a proposal for testing services to you in the interests of documenting noise levels at the site.

If you find this proposal acceptable you may authorize our services by sending us a purchase order or contract for execution.

Please feel free to contact me at 802-233-8700 (or [rs@osatusa.com](mailto:rs@osatusa.com)) with any questions or comments.

I look forward to hearing from you and the opportunity to work with you on this project.

Best Regards –



Richard Alan Salz – CEO  
On-Site Acoustic Testing, LLC