

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE
COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, JUNE 6, 2016 AT 6:00 P.M.**

- I. Call to Order by the Mayor
- II. Invocation
- III. Roll Call by City Recorder
- IV. Approval of previous meeting minutes
 1. May 16, 2016–Commission Meeting
 2. May 23, 2016-Commission Workshop
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. First Reading, Ordinance #1017, appropriating funds for FY '17
 2. First Reading, Ordinance #1018, providing for the general revenue for FY '17
 3. First Reading, Ordinance #1019, amending the FY '16 budget
 4. First and Final Reading, Resolution #477, revising the rates for sewer service
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, MAY 16, 2016 AT 6:00 P.M.**

INVOCATION: Commissioner Phil Garver

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Phil Garver, Commissioner Debbie Baker, Commissioner Ethan White, City Manager Ted Rogers, City Attorney Sam Elliott

KEY MANAGERS: Finance Director & City Recorder Michelle Toro, Court Clerk Koren Sapp, Building and Codes Director Andrew Morkert

ABSENT: Planning & Economic Development Director Kelly Martin, Director of Airport Operations Chris Swain, Police Chief Brian Hickman, Director of Public Works Eric Sines

GUESTS: Gail MacLafferty, Merritt MacLafferty, Andrew P. Arnold, Gail Perry

5-16-2016 (505) REGULAR MEETING MINUTES – May 2, 2016

It was moved by Commissioner Garver and seconded by Commissioner White to accept the minutes of the regular commission meeting on May 2, 2016.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

5-16-2016 (506) SECOND AND FINAL READING, ORDINANCE #1016, REDUCING THE SPEED LIMIT ON CERTAIN PORTIONS OF LEE HIGHWAY

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to approve Ordinance #1016, an ordinance of the City of Collegedale, Tennessee, reducing the speed on Lee Highway (US Highway 11) from the 9800 block eastwardly to the 10800 block at the Bradley County line.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

5-16-2016 (507) LSSI LIBRARY CONTRACT

It was moved by Vice Mayor Johnson and seconded by Commissioner White to allow City Manager Rogers to sign the LSSI library contract. The contract amount is \$440,992 the first year beginning July 1, 2016 with 3% escalation each year. The contract ending date is June 30, 2021.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

5-16-2016 (508) APRIL FINANCE REPORT

It was moved by Commissioner Baker and seconded by Commissioner Garver to accept the April finance report and monthly account balances, to include the new accounts, as presented by City Manager Rogers.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

5-16-2016 (509) MOTION TO ADJOURN

It was moved by Vice Mayor Johnson to adjourn the meeting. No roll call was taken.

The meeting was adjourned at 6:25 PM.

Mayor, Katie Lamb

City Recorder, Michelle Toro

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, MAY 23, 2016
BEGINNING AT 4:30 P.M.**

PRESENT: Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, Court Clerk Koren Sapp, Director of Public Works Eric Sines, Chief of Police Brian Hickman, Director of Airport Operations Chris Swain, Finance Director & City Recorder Michelle Toro, Finance & Budget Analyst Ashlynn Boyd

ABSENT: Mayor Katie Lamb, Building Codes & Safety Director Andrew Morkert, Strategic Planning & Economic Development Director Kelly Martin

GUESTS: None

Fiscal Year 2016-2017 Budget Presentation

City Manager Ted Rogers presented Collegedale's proposed Fiscal Year 2016-2017 budget and answered questions.

Meeting was adjourned at 6:08 PM

Katie Lamb, Mayor

Michelle Toro, City Recorder

ORDINANCE #1017

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE,
APPROPRIATING FUNDS FOR FISCAL YEAR
JULY 1, 2016 THROUGH JUNE 30, 2017.**

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982, TCA 6-56-201, requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED by the City of Collegedale, Tennessee, as follows:

Section 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Taxes	<u>\$ 6,183,847</u>	<u>\$ 7,299,124</u>	<u>\$ 7,616,117</u>
Nontax Revenue	<u>\$ 3,454,221</u>	<u>\$ 1,423,332</u>	<u>\$ 1,009,939</u>
Proceeds from LT debt	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Total Revenues	<u>\$ 9,638,068</u>	<u>\$ 8,722,456</u>	<u>\$ 8,626,056</u>
Cash Balance	<u>\$ 6,169,810</u>	<u>\$ 6,351,398</u>	<u>\$ 6,436,586</u>
Total Available Funds	<u>\$15,807,878</u>	<u>\$15,073,854</u>	<u>\$15,062,642</u>
State Street Aid Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Nontax Revenue	<u>\$ 235,555</u>	<u>\$ 232,035</u>	<u>\$ 245,875</u>
Proceeds from LT debt	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Total Revenues	<u>\$ 235,555</u>	<u>\$ 232,035</u>	<u>\$ 245,875</u>
Cash Balance	<u>\$ 249,222</u>	<u>\$ 179,608</u>	<u>\$ 69,902</u>
Total Available Funds	<u>\$ 484,777</u>	<u>\$ 411,643</u>	<u>\$ 315,777</u>

Drug Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Court Fines and Costs	\$ <u>3,962</u>	\$ <u>2,000</u>	\$ <u>2,000</u>
Total Revenues	\$ <u>3,962</u>	\$ <u>2,000</u>	\$ <u>2,000</u>
Cash Balance	\$ <u>7,008</u>	\$ <u>11,970</u>	\$ <u>12,970</u>
Total Available Funds	\$ <u>10,970</u>	\$ <u>13,970</u>	\$ <u>14,970</u>

Technology Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Court Fines and Costs			\$ <u>2,000</u>
Total Revenues			\$ <u>2,000</u>
Cash Balance			\$ <u>1,007</u>
Total Available Funds			\$ <u>3,007</u>

Section 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
General Government	\$ <u>2,929,001</u>	\$ <u>3,648,121</u>	\$ <u>3,762,747</u>
Public Safety	\$ <u>2,351,093</u>	\$ <u>2,379,951</u>	\$ <u>2,455,661</u>
Public Works	\$ <u>898,711</u>	\$ <u>902,649</u>	\$ <u>889,664</u>
Parks and Recreation	\$ <u>561,471</u>	\$ <u>210,355</u>	\$ <u>197,929</u>
Debt Service	\$ <u>449,747</u>	\$ <u>372,837</u>	\$ <u>373,486</u>
Capital Outlay	\$ <u>2,548,472</u>	\$ <u>819,000</u>	\$ <u>505,800</u>
Total Appropriations	\$ <u>9,738,495</u>	\$ <u>8,332,913</u>	\$ <u>8,185,287</u>

State Street Aid Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Streets	\$ <u>227,139</u>	\$ <u>301,649</u>	\$ <u>355,581</u>
Total Appropriations	\$ <u>227,139</u>	\$ <u>301,649</u>	\$ <u>355,581</u>

Drug Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Police		\$ <u>1,000</u>	\$ <u>1,000</u>
Total Appropriations		\$ <u>1,000</u>	\$ <u>1,000</u>

Technology Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Police			\$ <u>1,000</u>
Total Appropriations			\$ <u>1,000</u>

Section 3: At the end of the current fiscal year the governing body estimates the net change in cash balances as follows:

General Fund	\$ <u>440,769</u>
State Street Aid Fund	\$ <u>(109,706)</u>
Drug Fund	\$ <u>1,000</u>
Technology Fund	\$ <u>1,000</u>

Section 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Principal	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	\$ <u>225,364</u>	\$ <u>48,122</u>	\$ _____	\$ _____
Notes	\$ <u>92,490</u>	\$ <u>7,510</u>	\$ _____	\$ _____
Capital Leases	\$ _____	\$ _____	\$ _____	\$ _____
Other Debt	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

Section 5: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Police Vehicles	\$140,000	
Used PW Equipment	\$ 50,000	
PW Storage Buildings	\$ 40,000	
Sand Shed	\$ 25,000	
A-4(Aircraft for Vet Park)	\$ 20,000	
Bobcat 5600 UTV	\$ 50,800	
Hook Lift Dumpster	\$ 20,000	
Garbage Truck	\$160,000	

Section 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982, T.C.A. 6-56-203 (1). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

Section 7: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

Section 8: Line item financial plan required. The city manager is required to prepare and maintain a detailed financial plan to implement this appropriation ordinance and to make regular monthly reports to the governing body.

Section 9: This annual operating and capital budget ordinance shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the City has notes issued pursuant to Title 9, Chapter 21, TCA or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, TCA approved by the Comptroller of the Treasury or Comptroller's Designee within 15 days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, TCA.

If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the city does not have debt, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.

Section 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

Section 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

Section 12: This Ordinance shall take effect fifteen (15) days after the date of its final passage, the public welfare of the citizens of Collegedale requiring it.

MAYOR KATIE LAMB

RECORDER MICHELLE TORO

PASSED ON FIRST READING _____

PASSED ON SECOND READING _____

APPROVED AS TO FORM:

CITY ATTORNEY SAM ELLIOTT

ORDINANCE #1018

AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE, PROVIDING FOR THE GENERAL REVENUE THEREOF FOR THE FISCAL YEAR 2016-2017 TO BE KNOWN AS THE GENERAL REVENUE FOR SAID YEAR.

BE ORDAINED BY THE CITY OF COLLEGEDALE, TENNESSEE, AS FOLLOWS:

Section 1: That there be and there is hereby levied a tax on each One Hundred Dollars (\$100.00) of taxable property in the City of Collegedale, Tennessee as of July 1, 2016 through June 30, 2017.

General Fund Tax \$1.3713

Section 2: The engaging in any vocation, occupation, business, or business activity, enumerated, described, or referred to in Classification 1,2,3,4, of Chapter 387, Public Acts of Tennessee for year 1971 (Title 67, TCA, Chapter 58), is hereby declared to be a privilege and each person as defined in said Act, shall pay for exercising of said privilege to the City the same authorized and permitted to be charged by municipalities under the provisions of said Act. All of the provisions of said Chapter 59, Title 67, TCA insofar as they are applicable to or pertain to the levying of taxes by municipalities, are hereby adopted as through specifically set forth herein.

Section 3: This ordinance shall be known as the General Revenue Ordinance for the Fiscal Year 2016-2017, and shall take effect from and after its final passage, the public welfare of the City of Collegedale, Tennessee, requiring it.

Approved as to Form:

City Attorney

Mayor

Passed on First Reading

City Recorder

Passed on Second and Final Reading

SECTION 2. The Finance Director is hereby authorized to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect fifteen (15) days upon final passage.

PASSED ON 1st READING: _____ YEA _____ NAY _____

PASSED ON 2nd READING: _____ YEA _____ NAY _____

MAYOR

ATTEST: _____
CITY RECORDER

APPROVED: _____
CITY ATTORNEY

ORDINANCE #1019

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE
AMENDING THE FISCAL YEAR 2015-2016 BUDGET**

WHEREAS, the City of Collegedale adopted the fiscal year 2015-2016 budget by passage of Ordinance Number 1003 on June 15, 2015 and

WHEREAS, pursuant to the Tennessee state constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, pursuant to the Municipal Budget Law of 1982, as found in the *Tennessee Code Annotated* section 6-56-209, the Board of Commissioners has the authority to authorize the Finance Director to transfer moneys from one appropriation to another within the same fund;

NOW THEREFORE BE IT ORDAINED BY THE CITY OF COLLEGEDALE, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2015-2016 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 1019 is hereby amended as follows:

General Fund

Legislative	\$	2,400
City Court		131,940
Election		0
Central Staff		499,520
Planning		268,573
Municipal Buildings		718,779
Other General Government		2,496,609
Police Department		1,872,829
Fire Protection		680,122
Public Works/Roads & Streets		1,218,107
Parks & Recreation		285,355
Waste Collection & Disposal		287,191
Debt Service		372,837
Total Expenditures	\$	8,834,262

Drug Fund

Police Miscellaneous	\$	3,000
Total Expenditures	\$	3,000

SECTION 2. The Finance Director is hereby authorized to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect fifteen (15) days upon final passage.

PASSED ON 1st READING: _____ YEA _____ NAY _____

PASSED ON 2nd READING: _____ YEA _____ NAY _____

MAYOR

ATTEST: _____
CITY RECORDER

APPROVED: _____
CITY ATTORNEY

Resolution #477

A RESOLUTION OF THE CITY OF COLLEGEDALE, TENNESSEE REVISING RATES FOR SEWER SERVICE

WHEREAS, T. C. A. §7-35-401, et. seq. grants the City of Collegedale has the authority “to establish and maintain just and equitable rates and charges” for use of its sewer system; and

WHEREAS, in June 2016, the City received the results of a rate study conducted by the University of Tennessee’s Municipal Technical Advisory Service; and

WHEREAS, considering the results of the rate study and the current and future needs of the City, the City Manager has recommended certain revisions to the City’s rate schedule; and

WHEREAS, the Collegedale Municipal Code at §18-303(1) (a) contemplates revision of the rate schedule by resolution;

NOW, THEREFORE BE IT RESOLVED by the Collegedale City Commission as follows:

That the rates for sewer usage be revised as follows, effective July 1, 2016:

Water meter billings users: \$6.50 per 1,000 gallons (with \$5.00 monthly minimum)

Bulk users: \$3.03 per 1,000 gallons

Regional users: As established in interlocal agreement

THEREFORE, BE IT RESOLVED BY THE CITY OF COLLEGEDALE, TENNESSEE

Resolved this 6th day of June in the year 2016.

Mayor

ATTEST _____
City Recorder

Approved as to Form _____
City Attorney