

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE
COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, JUNE 20, 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. June 6, 2016–Commission Meeting
- V. Comments from Citizens
- VI. Unfinished Business
 1. Second Reading and Public Hearing, Ordinance #1017, appropriating funds for FY '17
 2. Second Reading and Public Hearing, Ordinance #1018, providing for the general revenue for FY '17
 3. Second Reading and Public Hearing, Ordinance #1019, amending the FY '16 budget
- VII. New Business
 1. First Reading, Ordinance #1020, allowing provisions for alternative concealment of wireless communication facilities
 2. First Reading, Ordinance #1021, amending the official zoning ordinance by increasing maximum building heights in the C-3 zone
 3. First Reading, Ordinance #1022, amending the official zoning map to rezone property at 9831 Moore Road
 4. First Reading, Ordinance #1023, accepting dedication of certain sewer system lines and easements on Apison Pike
 5. First Reading, Ordinance #1024, accepting dedication of certain sewer system lines and easements in Grindstone Estates
 6. First Reading, Resolution #478, adopting an internal financial control policy and manual
- 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, JUNE 6, 2016 AT 6:00 P.M.**

INVOCATION: Commissioner Debbie Baker

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, Building and Codes Director Andrew Morkert, Planning & Economic Development Director Kelly Martin, Director of Public Works Eric Sines, Director of Airport Operations Chris Swain

ABSENT: Police Chief Brian Hickman, Court Clerk Koren Sapp

GUESTS: Gail Perry

6-6-2016 (510) REGULAR MEETING MINUTES – May 16, 2016

It was moved by Commissioner White and seconded by Vice Mayor Johnson to accept the minutes of the regular commission meeting on May 16, 2016.

ROLL CALL:

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

6-6-2016 (511) COMMISSION WORKSHOP MINUTES – May 23, 2016

It was moved by Commissioner White and seconded by Vice Mayor Johnson to accept the minutes of the regular commission workshop on May 23, 2016.

ROLL CALL:

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

6-6-2016 (512) FIRST READING, ORDINANCE #1017, APPROPRIATING FUNDS FOR FISCAL YEAR JULY 1, 2016 THROUGH JUNE 30, 2017

It was moved by Vice Mayor Johnson and seconded by Commissioner Garver to approve Ordinance #1017, an ordinance of the City of Collegedale, Tennessee, appropriating funds for fiscal year July 1, 2016 through June 30, 2017.

ROLL CALL:

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

6-6-2016 (513) FIRST READING, ORDINANCE #1018, PROVIDING FOR THE GENERAL REVENUE THEREOF FOR THE FISCAL YEAR 2016-2017

It was moved by Commissioner Garver and seconded by Commissioner White to approve 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.

ROLL CALL:

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

6-6-2016 (514) FIRST READING, ORDINANCE #1019, AMENDING THE FISCAL YEAR 2015-2016 BUDGET

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to approve Ordinance #1019, an ordinance of the City of Collegedale, Tennessee, amending the fiscal year 2015-2016 budget.

ROLL CALL:

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

6-6-2016 (515) FIRST AND FINAL READING, RESOLUTION #477, REVISING RATES FOR SEWER SERVICE

It was moved by Commissioner Baker and seconded by Commissioner White to approve Resolution #477, a resolution of the City of Collegedale, Tennessee, revising rates for sewer service.

ROLL CALL:

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

6-6-2016 (516) MOTION TO ADJOURN

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

The meeting was adjourned at 6:10 PM.

Mayor, Katie Lamb

City Recorder, Michelle Toro

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	\$ _____	\$ _____	\$ _____
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	\$ _____	\$ _____	\$ _____
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	\$ 440,769
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 July 1, 2016, the public welfare of the citizens of Collegedale requiring it.

MAYOR KATIE LAMB

RECORDER MICHELLE TORO

PASSED ON FIRST READING 6-6-16
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

6-6-16

Passed on First Reading

City Recorder

Passed on Second and Final Reading

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 immediately upon final passage.

PASSED ON 1st READING: 6-6-15 YEA 5 NAY 0

PASSED ON 2nd READING: _____ YEA _____ NAY _____

MAYOR

ATTEST: _____
CITY RECORDER

APPROVED: _____
CITY ATTORNEY

ORDINANCE #1020

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE TO ALLOW PROVISIONS FOR ALTERNATIVE CONCEALMENT OF WIRELESS COMMUNICATION FACILITIES IN THE CITY OF COLLEGEDALE, TENNESSEE

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (TCA) Section 13-7-201; and

WHEREAS, TCA Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-203, the City of Collegedale conducted a public hearing subject to a 15 day notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section 1: Chapter 2, Section 02.02 is hereby appended with the following definitions:

Concealed Wireless Telecommunications Facility. A facility used for the wireless conveyance of voice and data services utilizing portions of the electromagnetic spectrum allocated by the Federal Communications Commission for such purposes, by incorporating occupied or unoccupied structures that camouflage, integrate, or conceal the presence of broadcast antennas and equipment by incorporating them into existing or planned structures in a manner that is architecturally indiscernible.

Architecturally Indiscernible. In regards to concealed wireless telecommunications facilities, the antenna, equipment, ancillary structures, vehicular access, and landscaping are architecturally harmonious with respect to the facade material, height, bulk, scale, and design of the building or structure where located.

Section 2:

Section 17.15 Paragraph N of the Zoning Ordinance is hereby amended by substituting the following:

N. Concealed Wireless Telecommunications Facilities

1. To foster protection of the natural scenic qualities within the City of Collegedale while also providing for the increasing demand for

wireless communications services, providers are encouraged to utilize concealed wireless telecommunications facilities by incorporating them into existing or proposed structures such as flagpoles, clock towers, light poles, or occupied buildings in an architecturally compatible manner, thereby concealing their presence.

2. The Collegedale Design Review Committee shall review and approve site plans, including structure design and landscaping for Concealed Wireless Telecommunications Facilities before a building permit can be issued.
3. Site requirements within Section 17.15 including, but not limited to landscaping, lighting, and fencing as included on a submitted site plan for Concealed Wireless Telecommunications Facilities may be modified or waived by the Design Review Committee so long as such action does not pose a risk to the health, safety, and welfare of the city, or otherwise violate the intent of the Collegedale Zoning Ordinance;

Existing paragraphs are retained and re-sequenced in order;

THEREFORE BE IT FURTHER ORDAINED, that this ordinance shall become effective fifteen (15) days after final reading and passage by the Collegedale Board of Mayor and City Commissioners, **THE PUBLIC WELFARE REQUIRING IT.**

PASSED ON FIRST READING: _____

PASSED ON FINAL READING: _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: _____
CITY RECORDER

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: _____

ORDINANCE #1021

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE BY
INCREASING MAXIMUM BUILDING HEIGHTS IN THE C-3 ZONE
WITHIN THE CITY OF COLLEGEDALE, TENNESSEE**

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (TCA) Section 13-7-201; and

WHEREAS, TCA Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-203, the City of Collegedale conducted a public hearing subject to 15 days' notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that the Collegedale Zoning Ordinance is hereby amended as follows:

Section 1:

The Collegedale Zoning Ordinance, Chapter 12, C-3 Interchange Commercial District, Dimension Regulations, Section 12.04, Paragraph 5 is hereby amended:

12.04 Dimension Regulations

5. **Height Requirement:**
No building shall exceed five (5) stories or sixty (60) feet, except as provided in Section 18.03.

THEREFORE BE IT FURTHER ORDAINED that this ordinance shall become effective fifteen (15) days after final reading and passage by the Collegedale Board of Mayor and City Commissioners, **THE PUBLIC WELFARE REQUIRING IT.**

PASSED ON FIRST READING: _____

PASSED ON FINAL READING: _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: _____
CITY RECORDER

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: _____

ORDINANCE #1022

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE
PROPERTY AT 9831 MOORE ROAD FROM AG(AGRICULTURAL) TO R-2 (TWO-
FAMILY RESIDENTIAL) SAID AREA BEING LOCATED WITHIN THE
CORPORATE LIMITS OF THE
CITY OF COLLEGEDALE, TENNESSEE**

- WHEREAS,** the authority Tennessee Code Annotated (TCA) Section 13-7-201 allows for the zoning of territory within a municipality; and
- WHEREAS,** the Collegedale Municipal Planning Commission has certified zoning districts as provided for in TCA Section 13-7-202; and
- WHEREAS,** TCA Section 13-7-204 authorizes amendments to a zoning map; and
- WHEREAS,** in accordance with TCA Section 13-7-203 subsection (b), the Collegedale Municipal Planning Commission made a recommendation to **DENY** the zoning amendment herein; and
- WHEREAS,** in accordance with TCA Section 13-7-203, subsection (a) a public hearing was held with at least fifteen (15) days notice being given prior to final reading of this ordinance;

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Commissioners of the City of Collegedale, Tennessee that the Official Zoning Map referenced in Section 3.02 of the Collegedale Zoning Ordinance be amended as described more accurately within the body of this ordinance:

Section 1: The following described property shall be zoned R-2(Two Family Residential) on the Official Collegedale Zoning Map and shown on the attached illustration.

Boundary Description for Area to be Zoned R-2

This change in zoning will affect parcel 247.01 of Hamilton County Tax Map 150. The parcel is bounded by Moore Road to the south.



Case # 2016-01 AG to R-2

Ordinance _____

Printed Jun 14, 2016

HCGIS

NOW, LET IT BE FURTHER ORDAINED, that this ordinance shall take effect fifteen (15) days following a public hearing and a final reading by the Collegedale Board of Mayor and Commissioners, the welfare of the City requiring it.

PASSED ON FIRST READING: _____

PASSED ON FINAL READING: _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: _____
CITY RECORDER

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: _____



COLLEGEDALE MUNICIPAL PLANNING COMMISSION

CASE REPORT

Hearing Date:
6/13/16

Case:

ZON 2016-01
Rezoning AG to R-2

Applicant Request

Case Type:	Property Rezoning	
Property Location:	Address	9831 Moore Road
	Tax Map #	150 247.01
Property Owner:	Ben and J'Lynne Wolfley	
Applicant:	Ben and J'Lynne Wolfley	

LOT SIZE: Approx. 35,000 square feet per Hamilton County GIS
 SEWER AVAILABLE: NO
 MINIMUM LOT SIZE: 54,540 square feet (see Section 07.05(4) of the Zoning Ordinance)

Property Analysis

The parcels around the subject property are all zoned AG, with R-1 and R-2 in close proximity. A larger 6 acre tract zoned R-2 is located to the east, but it is not contiguous to the subject property. The topography of the subject property and surrounding land begins to display a more pronounced slope since it is located along the base of White Oak Mountain. Currently, the property contains a single-family dwelling.

Zoning History: The property is currently zoned AG (Agricultural) with a request for R-2 (Two-Family dwellings). There is no recent (two years) zoning activity within a half mile of the subject property.

Zoning Policies: The Comprehensive Plan supports low-density residential development in this area if infrastructure supports it, however, the zoning ordinance prohibits two-family dwellings on lots of this size.

Findings

- The property does not meet the minimum lot size requirement (54,540 sq. ft.) for two family homes with no sewer service;
- The property is not contiguous to existing R-2 zoned land and would be considered a spot zone based on not meeting the Zoning Ordinance requirements.
- Two-family and multi-family uses are more appropriate in locations closer to University Drive.

Staff Recommendation

Staff reviewed the request and recommends DENIAL for the following reasons:

- 1) The lot does not meet the minimum lot size requirements for two-family dwellings.
- 2) Approval of the request would be a spot zone, not a continuation of an existing zone.
- 3) Approval of the request would set a precedent for similar requests for property in similar locations, and with similar levels of sewer availability.

ORDINANCE #1023

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE ACCEPTING
DEDICATION OF CERTAIN SEWER SYSTEM LINES AND EASEMENTS
ON APISON PIKE**

WHEREAS, McKEE FOODS CORPORATION constructed a sewer line to serve their properties as shown on the map McKEE FOODS CORP., PLANT 2 SANITARY SEWER LINE attached; and

WHEREAS, as evidenced by a request dated February 4, 2016, which is attached hereto, McKee Foods Corporation desires to dedicate the same to public use and ownership; and

WHEREAS, the City Commission deems it in the City's best interest for the City to accept the offer of McKee Foods Corporation in order to ensure public health.

NOW, THEREFORE, be it ordained by the City of Collegedale, Tennessee:

- Section 1. The City of Collegedale accepts the dedication of the sanitary sewer line referred to above as described in the attached map.

- Section 2. The City of Collegedale accepts the dedication of the sanitary sewer line easement as described in the attached map.

- Section 3. This Ordinance shall take effect fifteen (15) days after the final passage thereof.

Mayor

Attest: City Recorder

Approved as to form:
City Attorney

Passed first reading _____

Votes for _____ Votes against _____

Passed second reading _____

Votes for _____ Votes against _____

ORDINANCE #1024

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE ACCEPTING
DEDICATION OF CERTAIN SEWER SYSTEM LINES AND EASEMENTS
IN THE GRINDSTONE ESTATES MOBILE HOME PARK**

WHEREAS, Chastain Enterprises, LLC owns a mobile home park located at 8504 Jen Rue Lane identifiable by Hamilton County Tax Map Number 140 079 001; and

WHEREAS, as evidenced by a letter dated February 2, 2016, which is attached hereto, Chastain Enterprises, LLC desires to dedicate the sanitary sewer line and easement connecting to the Collegedale sewer system to public use and ownership; and

WHEREAS, the City Commission deems it in the City's best interest for the City to accept the offer of Chastain Enterprises, LLC in order to ensure public health.

NOW, THEREFORE, be it ordained by the City of Collegedale, Tennessee:

Section 1. The City of Collegedale accepts the dedication of the sanitary sewer line referred to above as described in the attached map and description.

Section 2. The City of Collegedale accepts the dedication of the sanitary sewer line easement as described in the attached map.

Section 3. This Ordinance shall take effect fifteen (15) days after the final passage thereof.

Mayor

Attest: City Recorder

Approved as to form:

City Attorney

Passed first reading _____

Votes for _____ Votes against _____

Passed second reading _____

Votes for _____ Votes against _____

RESOLUTION #478

**A RESOLUTION OF THE CITY OF COLLEGEDALE, TENNESSEE ADOPTING AN
INTERNAL FINANCIAL CONTROL POLICY AND MANUAL**

WHEREAS, pursuant to T. C. A. §9-18-102, each agency of state government and institution of higher education shall establish and maintain internal controls, which shall provide reasonable assurance that:

- Obligations and costs are in compliance with applicable law;
- Funds, property and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and
- Revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

WHEREAS, to document compliance with the requirements set forth in state law, each agency shall annually perform a management assessment of risk. The internal controls discussed should be incorporated into this assessment. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

- Accountability for meeting program objectives;
- Promoting operational efficiency and effectiveness;
- Improving reliability of financial statements;
- Strengthening compliance with laws, regulations, rules and contracts and grant agreements;
- Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

THEREFORE BE IT RESOLVED by the City Commission of the City of Collegedale that it hereby adopts this Resolution and attached Financial Internal Control Manual as in accordance with the laws of the State of Tennessee.

This ____ day of _____ 2016

Katie Lamb
Mayor

ATTEST: _____
Michelle Toro
City Recorder



CITY OF COLLEGEDALE
INTERNAL CONTROL MANUAL

June 30, 2016

Internal Control Manual

INTRODUCTION

The City of Collegedale has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public monies and property. In our efforts to serve the public as city officials or employees, the City established this Internal Control Manual using widely recognized best practices and state and federal directives.

State of Tennessee statutes require the Comptroller's Office, Department of Audit to prescribe uniform accounting systems for entities that handle public funds. Those statutes require public officials to adopt and use the system designated by the Comptroller's Office. The Tennessee Legislature amended TCA Section 9-2-102 in 2015 to require local governments to establish and maintain internal controls in accordance with guidance issued by the U.S. Government Accountability Office (GAO). The guidance is titled *Standards for Internal Control in the Federal Government* (Green Book). The Green Book follows the format developed by the Committee of Sponsoring Organizations (COSO) which has been the gold standard of internal control for all entities except the federal government for several years.

The internal control system consists of three objectives and 5 main components. Within the 5 components there are 17 principles that apply to certain components. The state considers the 5 elements mandatory and the 17 principles are optional. The City of Collegedale has chosen to only address the minimum requirements of the state in this manual. However, the 17 principles from the Green Book are presented below for informational purposes and to help explain the 5 components.

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. The policies to achieve the objectives are derived from various financial best practices as well as state and federal laws.

Figure 3: The Five Components and 17 Principles of Internal Control:

CONTROL ENVIRONMENT:

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

RISK ASSESSMENT:

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

CONTROL ACTIVITIES:

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

INFORMATION AND COMMUNICATION:

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

MONITORING:

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

CONSIDERATIONS IN DEVELOPMENT OF INTERNAL CONTROLS

Internal control is defined as a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance the city's objectives will be achieved. The internal controls are policies and procedures put in place to help achieve those goals and objectives. Everyone in the city has a responsibility to ensure that internal controls operate effectively.

As directed by T.C.A. 9-18-102 (a) and in accordance with the guidance issued by Tennessee Comptroller's Office, the City of Collegedale has adopted this internal control manual. It is critical to note that the development and operation of the internal control system involves everyone in the organization. As such, management must ensure that the manual is shared with all of its employees. The manual is a work in process and will be assessed periodically.

The following sections document the 5 components of internal control...

THE GREEN BOOK STATES DOCUMENTATION IS MANAGEMENT'S RESPONSIBILITY:

Management develops and maintains documentation of its internal control system.

*Effective documentation assists in management's design of internal control by establishing and communicating the **who, what, when, where, and why** of internal control execution to personnel. Documentation also provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, as well as a means to communicate that knowledge as needed to external parties, such as external auditors.*

FIVE COMPONENTS OF INTERNAL CONTROL

COMPONENT #1

CONTROL ENVIRONMENT

The control environment is the foundation for **all** other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

OBJECTIVES

1. The governing body and management should conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire qualified and competent management and staff.
4. Establish structure, authority and responsibility and hold individuals accountable for internal control responsibilities.

COMPONENT #2

RISK ASSESSMENT

City officials and management assess risk of operations continually. The City of Collegedale has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about and as it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

COMPONENT #3

CONTROL ACTIVITIES

General Collections/ACHs

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections are recorded accurately and timely in the accounting system.

1. A receipt is issued for each collection made.
2. No checks get cashed from the cash drawers.
3. There will be no checks or cash left out of a deposit.
4. A deposit is made every 3 business days.

General Collections (continued)

Procedures

- Cashiers immediately endorse all checks "for deposit only" and issue receipts for all collections. A copy is given to every customer or retained with daily cash report.
- Daily cash reports are printed by the city clerk who makes up the bank deposits.
- The police officer/ designated employee is notified, and takes the deposit to the bank.
- Daily cash reports and bank deposit records are given to the Finance & Budget Analyst.
- The Finance & Budget Analyst will reconcile the daily cash reports with the deposit slips. Dates will be compared to deposit records for timeliness. Receipts will be reviewed for accurate amounts, coding, proper signatures and other required information.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.

Policies

1. All cash draws are locked when unattended.
2. Deposit bag is safeguarded until the designated employee/police officer arrives to transport it to the bank.
3. At no time will cash be left out in the open unattended.
4. Employees are prohibited from comingling city assets with personal assets.
5. All daily collection reports are posted to the general ledger by the Finance & Budget Analyst.
6. All accounting system updates and changes are discussed with office staff and appropriate changes made, if necessary.
7. Reconciliations are performed monthly by the Human Resource Manager.

General Collections (continued)

Procedures

- The cash drawers remain locked at all times when unattended.
- All computer passwords will be changed periodically and access to collection, adjustment, voiding and other administrative functions will be restricted and checked regularly.
- The Finance & Budget Analyst will reconcile the daily cash reports and deposit slips.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.
- The Finance Director, the City Manager, and the Finance & Budget Analyst are the only people authorized to have computer software support change restrictions or change control levels.
- The Human Resource Manager reconciles the bank statements on a monthly basis.
- The Finance Director signs off on the bank statements monthly.

General Collections (continued)

Procedures

- All revenue codes used by the City of Collegedale are kept with each cashier. The Finance Director/Finance & Budget Analyst will notify the cashiers if an account code is changed or added.
- When the deposit records are returned by the officer/designated employee, the Finance & Budget Analyst is alerted and can proceed with posting the daily activity to the general ledger.
- The Finance Director will notify the office staff when computer updates are scheduled. Staff is to report any problems to the Finance Director immediately.
- The Finance Director will periodically perform surprise cash counts to ensure there are not personal checks being held in the cash drawers and to ensure the drawers are in balance.

General Disbursements/Drafts

Objectives

- Disbursements are necessary and for a valid city purpose.
- Disbursements are timely.
- Disbursements are accurately coded and recorded in the accounting system.
- Disbursements are legally appropriated.

Policies

1. The City of Collegedale has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchase orders are matched to their corresponding invoices and brought to city hall for payment as soon as possible.
4. Checks are written twice each month to ensure invoices are paid timely.
5. All checks require two signatures.
6. All checks have documentation attached at the time of signing.
7. The finance office uses a computerized accounts payable system.
8. All purchase orders are coded by key manager and verified by the Finance & Budget Analyst.
9. Invoices are entered in the accounts payable system weekly.
10. The finance and budget analyst reviews the accounts payable report prior to the check run.

Safeguarding of Assets

Objectives

1. Ensure City of Collegedale assets are properly valued and protected.
2. Ensure Cash, Accounts Receivable and other asset accounts are reconciled.
3. Ensure investments are safe and in accordance with adopted investment policy.
4. Ensure City of Collegedale assets are protected against loss, misappropriation or theft.
5. Ensure inventory items are available when needed for use.

Policies

1. Accounts receivable subsidiary ledgers are reconciled to original billings and amounts collected.
2. All bank accounts are held in financial institutions under the name, City of Colgedale.
3. All withdrawals, checks, liquidations, etc., from any bank account requires two signatures.
4. All investments require two signatures.
5. Inventory records contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory that is performed annually.
6. Proper safeguards are in place to prevent theft or loss of assets.

Compliance

Objectives

1. Ensure that state law regarding the issuance of debt is followed.
2. Ensure that state and federal grant regulations are understood and followed.

Policies

1. The City of Colgedale has adopted a debt management policy in accordance with state requirements.
2. The Finance Director is well versed on the state requirements for issuing debt.
3. Every department must notify the Finance Director when an application for 100% grant funding is submitted and subsequently awarded. All grants with matching requirements must be approved by the City Manager and Finance Director prior to submission of application.
4. Once awarded, the Finance Director is to be notified of the project budget and detailed expenditure requirements of the grantor agency.
5. The Finance Director must be provided with the grant contact information, grant or contract numbers and whether the grant is state or federal funds.

COMPONENT #4

INFORMATION AND COMMUNICATION

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies and procedures management has established and what the expectations are for internal controls. External stakeholders also seek information regarding objectives and reliable financial information.

Objectives

1. Necessary quality information for achieving the entity's objectives is available and used.
2. Necessary quality information for achieving the entity's objectives is internally communicated by management.
3. Necessary quality information for achieving the entity's objectives is externally communicated by management.

Policies

1. Information maintained in a format is communicated in that same format. For example, the general ledger is maintained on an integrated computer software program. Therefore, the monthly budget to actual reports is provided through a computer generated report from that software program.
2. Reliable and accurate quality information from municipal internal sources is communicated to the people who need it in a timely and useful format.
3. Because the credibility of the municipality, its governing body, and its public officials is at stake whenever information is released to outside parties, management is confident that the information being released is accurate and the release is in compliance with policies and procedures.

Procedures

- Review and document the information requirements to achieve key objectives and address the risks of the government.
- Review and document changes that occur in the local government's objectives and the related changes in information requirements.
- Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources.
- Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the City of Collegedale is achieving its objectives.

- Management clearly defines the lines of communication through policy manuals and organizational charts.
- Management has communicated the types of information required to achieve objectives and address risks.
- All internal control documents and related reports are available to all staff in an appropriate method based on confidentiality and relevance to job responsibilities.
- The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates.
- Reports containing personally identifiable information or other protected or confidential information are made available through communication methods that restrict internal and external access.
- Annual staff training meetings and new employee orientation, with relevant handouts and manuals, are used to reinforce memo, email, intranet, and restricted communications.
- Management has developed policies and procedures for ensuring that restricted information is provided only to authorized external parties.
- Management has developed policies and procedures for the redacting of information when requested under the open records statutes.

COMPONENT #5

MONITORING

The internal control system changes as technology, staff, objectives and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to insure the controls are being followed.

Objectives

1. To practice activities to monitor the internal control system and evaluate the results.
2. To address deficiencies noted in the internal control system in a timely manner.

Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by municipal management.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

Procedures

- Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline.
- Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist.
- Monitor internal control through built in monitoring activities and periodic separate evaluations and document the results.
- Evaluate differences to determine if 1) changes in internal control have occurred but have not been documented, 2) internal control has not been properly implemented, or 3) internal control design changes are needed.
- Reports comparing actual to budget amounts for revenues and expenditures (expenses) will be generated monthly and reviewed by those in a position of authority over financial operations. Those in a position of authority include CMFO, City Manager, Mayor, and City Commission.