

AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE, ON MONDAY, JUNE 03, 2019 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 20, 2019- Commission meeting minutes
 2. May 28, 2019- Workshop meeting minutes
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. First Reading, Ordinance #1068, appropriating funds for FY '20
 2. First Reading, Ordinance #1069, providing for the general revenue for FY '20
 3. First Reading, Ordinance #1070, amending the FY '19 budget
- 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 20, 2019 AT 6:00 P.M.**

INVOCATION: Commissioner Phil Garver

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

KEY MANAGERS: Assistant City Manager & CFO Michelle Toro, Building, Codes & Safety Director Andrew Morkert, Planning & Economic Development Director Kelly Martin, Director of Public Works Eric Sines, Parks and Recreation Director Traci Hobek-Bennett, City Recorder Kristi Wheeler, City Engineer Wayon Hines

ABSENT: Chief of Police Brian Hickman, Director of Airport Operations Chris Swain

GUESTS: Tonya Sadler, Matthew Sadler, Alexander Brown

5-20-2019 (896) REGULAR MEETING MINUTES – April 15, 2019

It was moved by Vice Mayor Johnson and seconded by Commissioner Garver to accept the minutes of the regular commission meeting on April 15, 2019.

ROLL CALL:

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

5-20-2019 (897) COMMISSION WORKSHOP MINUTES– April 22, 2019

It was moved by Commissioner White and seconded by Commissioner Garver to accept the minutes of the commission workshop on April 22, 2019.

ROLL CALL:

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

5-20-2019 (898) FIRST AND FINAL READING, RESOLUTION #506, TO AUTHORIZE THE REVISION OF RESOLUTION #505, DECLARING THE EXTENT OF RIGHT OF WAY ON LAYTON LANE

It was moved by Commissioner Garver and seconded by Vice Mayor Johnson to approve Resolution #506, a Resolution of the City of Collegedale, Tennessee revising Resolution #505 declaring the extent of right of way on Layton Lane to comport with the Tennessee Department of Transportation.

ROLL CALL:

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

5-20-2019 (899) FIRST AND FINAL READING, RESOLUTION #507, TO AUTHORIZE THE EXTENT OF RIGHT OF WAY ON TUCKER ROAD

It was moved by Vice Mayor Johnson and seconded by Commissioner White to approve Resolution #507, a Resolution of the City of Collegedale, Tennessee declaring the extent of right of way on Tucker Road to comport with the Tennessee Department of Transportation.

ROLL CALL:

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

5-20-2019 (900) APPROVAL OF OFFICIAL ZONING MAP

It was moved by Commissioner White and seconded by Commissioner Baker to approve the official zoning map of the City of Collegedale.

ROLL CALL:

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

5-20-2019 (901) APPROVAL OF AMENDMENT #4 TO CANNON & CANNON CONTRACT, UTILITY EASEMENT ACQUISITION

It was moved by Commissioner Garver and seconded by Commissioner Baker to approve Amendment #4 to the Work Authorization #1 contract with Cannon & Cannon, Inc. for the professional engineering services associated with Apison Pike Phase 3 sewer relocation.

ROLL CALL:

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

5-20-2019 (902) APRIL FINANCE REPORT

It was moved by Commissioner White and seconded by Vice Mayor Johnson to accept the February, March and April finance reports as presented by City Manager Rogers

ROLL CALL:

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

5-20-2019 (903) MOTION TO ADJOURN

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

The meeting was adjourned at 6:24 PM.

Mayor, Katie Lamb

City Recorder, Kristi Wheeler

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON TUESDAY, MAY 28, 2019
BEGINNING AT 4:30 P.M.**

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, Assistant City Manager & CFO Michelle Toro, Director of Public Works Eric Sines, Building Codes & Safety Director Andrew Morkert, Chief of Police Brian Hickman, Director of Airport Operations Chris Swain, Strategic Planning & Economic Development Director Kelly Martin, City Engineer Wayon Hines, Parks & Recreation Director Traci Bennett-Hobek, Finance and Budget Analyst Ashlynn Boyd, City Recorder Kristi Wheeler

ABSENT:

GUESTS: David Barto

Fiscal Year 2019-2020 Budget Presentation

City Manager Ted Rogers presented Collegedale's proposed Fiscal Year 2019-2020 budget and answered questions.

Meeting was adjourned at 5:28 PM.

Katie Lamb, Mayor

Kristi Wheeler, City Recorder

ORDINANCE #1068

**AN ORDINANCE OF THE
CITY OF COLLEGEDALE, TENNESSEE
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019
AND ENDING JUNE 30, 2020**

WHEREAS, Tennessee Code Annotated § 9-1-116 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 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 Board of Commissioners 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 Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COLLEGEDALE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2020, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND**Cash Receipts**

Taxes

Actual FY 2018	Estimated FY 2019	Budget FY 2020
\$ 6,731,750	\$ 7,961,950	\$ 9,753,950

Nontax Revenue

2,374,148	873,556	1,107,705
-----------	---------	-----------

Debt Proceeds

-	1,300,000	769,339
---	-----------	---------

Total Cash Receipts

\$ 9,105,898	\$ 10,135,506	\$ 11,630,994
--------------	---------------	---------------

Appropriations

General Government

\$ 3,628,337	\$ 3,917,243	\$ 3,922,816
--------------	--------------	--------------

Public Safety

2,794,750	2,702,888	3,109,941
-----------	-----------	-----------

Public Works

987,125	1,139,490	1,029,813
---------	-----------	-----------

Public Welfare and Recreation

397,534	115,076	641,691
---------	---------	---------

Debt Service

374,350	485,230	504,714
---------	---------	---------

Capital Outlay

266,309	1,100,000	1,664,500
---------	-----------	-----------

Total Appropriations

\$ 8,448,405	\$ 9,459,927	\$ 10,873,475
--------------	--------------	---------------

Change in Cash (Receipts - Appropriations)

657,493	675,579	757,519
----------------	----------------	----------------

Beginning Cash Balance July 1

7,514,393	8,171,886	8,847,465
------------------	-----------	-----------

Ending Cash Balance June 30

\$ 8,171,886	\$ 8,847,465	\$ 9,604,984
---------------------	---------------------	---------------------

Ending Cash as a % of Total Cash Payments/Appropriations

96.7%	93.5%	88.3%
-------	-------	-------

STATE STREET AID FUND		Actual FY 2018	Estimated FY 2019	Budget FY 2020
Cash Receipts				
State Gas and Motor Fuel Taxes		\$ 303,550	\$ 291,850	\$ 315,350
	Total Cash Receipts	\$ 303,550	\$ 291,850	\$ 315,350
Appropriations				
Public Works Department		\$ 438,374	\$ 459,650	\$ 692,668
	Total Appropriations	\$ 438,374	\$ 459,650	\$ 692,668
Change in Cash (Receipts - Appropriations)		(134,824)	(167,800)	(377,318)
Beginning Cash Balance July 1		-	(134,824)	(302,624)
Ending Cash Balance June 30		(134,824)	(302,624)	(679,942)
Ending Cash as a % of Total Cash Payments/Appropriations		-30.8%	-65.8%	-98.2%

TECHNOLOGY FUND		Actual FY 2018	Estimated FY 2019	Budget FY 2020
Cash Receipts				
Court Fines and Costs		\$ 5,256	\$ 2,000	\$ 2,000
	Total Cash Receipts	\$ 5,256	\$ 2,000	\$ 2,000
Appropriations				
Police		\$ 515	\$ 1,000	\$ 1,000
	Total Appropriations	\$ 515	\$ 1,000	\$ 1,000
Change in Cash (Receipts - Appropriations)		4,741	1,000	1,000
Beginning Cash Balance July 1		2,828	7,569	8,569
Ending Cash Balance June 30		\$ 7,569	\$ 8,569	\$ 9,569
Ending Cash as a % of Total Cash Payments/Appropriations		1469.7%	856.9%	956.9%

SEWER FUND			
	Actual FY 2018	Estimated FY 2019	Budget FY 2020
Cash Receipts			
Sewer Fees	2,371,148	2,847,359	3,286,366
Tap Fees	22,500	30,000	30,000
Debt Proceeds	-	2,225,000	2,000,000
	\$	\$	\$
Total Cash Receipts	2,393,648	5,102,359	5,316,366
Appropriations			
Sewer Expense	2,545,280	4,968,379	5,202,736
	\$	\$	\$
Total Appropriations	2,545,280	4,968,379	5,202,736
Change in Cash (Receipts - Appropriations)	(151,632)	133,980	113,630
Beginning Cash Balance July 1	5,910,495	5,758,863	5,892,843
	\$	\$	\$
Ending Cash Balance June 30	5,758,863	5,892,843	6,006,473
Ending Cash as a % of Total Cash Payments/Appropriations	226.3%	118.6%	115.4%

AIRPORT FUND		Actual FY 2018	Estimated FY 2019	Budget FY 2020
Cash Receipts				
Revenue		\$ 397,042	\$ 392,942	\$ 649,253
	Total Cash Receipts	\$ 397,042	\$ 392,942	\$ 649,253
Appropriations				
Expense		\$ 420,410	\$ 349,758	\$ 578,046
	Total Appropriations	\$ 420,410	\$ 349,758	\$ 578,046
Change in Cash (Receipts - Appropriations)		(23,368)	43,184	71,207
Beginning Cash Balance July 1		4,360,997	4,337,629	4,380,813
Ending Cash Balance June 30		\$ 4,337,629	\$ 4,380,813	\$ 4,452,020
Ending Cash as a % of Total Cash Payments/Appropriations		1031.8%	1252.5%	770.2%

DRUG FUND		Actual FY 2018	Estimated FY 2019	Budget FY 2020
Cash Receipts				
Fines And Forfeitures		\$ 11,345	\$ 2,000	\$ 2,000
	Total Cash Receipts	\$ 11,345	\$ 2,000	\$ 2,000
Appropriations				
Drug Enforcement		\$ 7,942	\$ 1,000	\$ 1,000
	Total Appropriations	\$ 7,942	\$ 1,000	\$ 1,000
Change in Cash (Receipts - Appropriations)		3,403	1,000	1,000
Beginning Cash Balance July 1		12,872	16,275	17,275
Ending Cash Balance June 30		\$ 16,275	\$ 17,275	\$ 18,275
Ending Cash as a % of Total Cash Payments/Appropriations		204.9%	1727.5%	1827.5%

SECTION 2: At the end of the fiscal year 2019, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance at June 30, 2019
General Fund	\$8,171,886
Technology Fund	\$8,569
Sewer Fund	\$5,892,843
Airport Fund	\$4,380,813
Drug Fund	\$17,275

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

General Fund Bonded or Other Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2019	FY2020 Principal Payment	FY2020 Interest Payment
Notes - November 2012-Refunded	\$2,000,000	\$838,000	\$420,000	\$18,714
August 2018-12 years	\$4,000,000	\$4,000,000	-	\$66,000

SECTION 4: During the coming fiscal year (2020) the governing body has pending and planned capital projects with proposed funding as follows:

GF-Pending Capital Projects	Pending Capital Projects Total Expense	Pending Capital Projects Expense Financed by Grant Proceeds	Pending Capital Projects Expense Revenues and/or Reserves
Library Carpet	\$26,000		\$26,000
City Hall Roof	\$119,000		\$119,000
8 PD Vehicles	\$392,000		\$392,000
PW UTV	\$7,500		\$7,500
PW Sheds	\$60,000		\$60,000
Edgmon Rd. Roundabout Design	\$98,000		\$98,000
Dump Truck Grant	\$400,000	\$320,000	\$80,000
Prospect Church Rd. Culverts	\$550,000		\$550,000
Yard Dog Tractor	\$12,000		\$12,000
Totals	\$1,664,500	\$320,000	\$1,344,500

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). 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 Tennessee Code Annotated § 6-56-205.

SECTION 6: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.

SECTION 7: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller’s Designee for approval if the City has debt issued pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (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 of the Tennessee Code Annotated (the “Statutes”.) 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 such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller’s Designee.

SECTION 8: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 9: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 10: This ordinance shall take effect July 1, 2019, the public welfare requiring it.

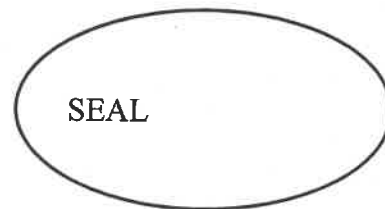
Passed 1st Reading: _____

Passed 2nd Reading: _____

Mayor

ATTESTED:

City Recorder



ORDINANCE #1069

AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE, PROVIDING FOR THE GENERAL REVENUE THEREOF FOR THE FISCAL YEAR 2019-2020 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, 2019 through June 30, 2020.

General Fund Tax \$1.65

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 2019-2020, 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

ORDINANCE #1070

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE
AMENDING THE FISCAL YEAR 2018-2019 BUDGET**

WHEREAS, the City of Collegedale adopted the fiscal year 2018-2019 budget by passage of Ordinance Number 1055 on June 18, 2018 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 2018-2019 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 1055 is hereby amended as follows:

General Fund

Legislative	\$	2,700
City Court		167,510
Election Expense		4,100
Administration		579,562
Planning		164,972
Municipal Buildings		589,336
Other General Government		2,577,363
Police Department		2,281,036
Fire Protection		784,852
Public Works		2,458,274
Parks & Recreation		127,576
Waste Collection & Disposal		256,866
Debt Service		485,230
Total Expenditures		\$ 10,479,377

Technology Fund

Police Miscellaneous	\$	15,000
Total Expenditures		\$ 15,000

Drug Fund

Police Miscellaneous	\$	15,000
Total Expenditures	\$	15,000

SECTION 2. The CFO 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: _____ YEA ____ NAY ____

PASSED ON 2nd READING: _____ YEA ____ NAY ____

MAYOR

ATTEST: _____
CITY RECORDER

APPROVED: _____
CITY ATTORNEY