

AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE, ON MONDAY, JUNE 04, 2018 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 21, 2018- Commission meeting minutes
 2. May 29, 2018- Workshop meeting minutes
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. First Reading, Ordinance #1055, appropriating funds for FY '19
 2. First Reading, Ordinance #1056, providing for the general revenue for FY '19
 3. First Reading, Ordinance #1057, amending the FY '18 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 21, 2018 AT 6:00 P.M.**

INVOCATION:

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, Director of Parks and Recreation Traci Bennett-Hobek, Director of Public Works Eric Sines, Director of Airport Operations Chris Swain

ABSENT: Police Chief Brian Hickman, Planning & Economic Development Director Kelly Martin, Codes & Safety Director Andrew Morkert

GUESTS: Jimmy Eller, Jon Adams

05-21-2018 (769) REGULAR MEETING MINUTES – May 07, 2018

It was moved by Vice-Mayor Johnson and seconded by Commissioner Garver to accept the minutes of the regular commission meeting on May 07, 2018.

ROLL CALL:

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

05-21-2018 (770) FIRST READING, ORDINANCE #1050, AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE PROPERTY ON WATKINS STREET FROM R-2 TO MU-BC.

It was moved by Commissioner White and seconded by Commissioner Garver to approve Ordinance #1050, an ordinance to amend the official zoning map to rezone property on Watkins Street from R-2 (Low Density Single and Two Family) to MU-BC (Mixed Use-Business Center) with conditions, described as Hamilton County tax parcel 132P H 027, said area being located within the corporate limits of the City of Collegedale, Tennessee.

ROLL CALL:

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

05-21-2018 (771) FIRST READING, ORDINANCE #1054, AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE PROPERTY ON TIMBERVIEW TRAIL FROM AG TO R-2

It was moved by Commissioner Garver and seconded by Commissioner Baker to approve Ordinance #1054, to amend the official zoning map to rezone property on Timberview Trail (A Private Drive) from AG (Agricultural) to R-2 (Two Family Residential), and further described as Hamilton County tax map 141, parcel 027.08, said area being located within the corporate limits of the City of Collegedale, Tennessee.

ROLL CALL:

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

05-21-2018 (772) FIRST AND FINAL READING, RESOLUTION #496, AN INITIAL RESOLUTION AUTHORIZING THE INCURRENCE OF INDEBTEDNESS BY THE CITY OF COLLEGEDALE, TENNESSEE

It was moved by Vice-Mayor Johnson and seconded by Commissioner White to approve Resolution #496, an initial resolution authorizing the incurrence of indebtedness by the City of Collegedale, Tennessee, of not to exceed \$4,000,000, by the execution with the public building authority of the City of Clarksville, Tennessee, of a loan agreement to provide funding for certain public works projects, and to fund the incidental and necessary expenses related thereto.

ROLL CALL:

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

05-21-2018 (773) FIRST AND FINAL READING, RESOLUTION #497, AUTHORIZING A LOAN PURSUANT TO A LOAN AGREEMENT BETWEEN THE CITY OF COLLEGEDALE, TENNESSEE, AND THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE

It was moved by Commissioner Garver and seconded by Commissioner White to approve Resolution #497, authorizing a loan pursuant to a loan agreement between the City of Collegedale, Tennessee, and the public building authority of the City of Clarksville, Tennessee, in the principal amount of not to exceed \$4,000,000; authorizing the execution and delivery of such loan agreement and other documents relating to said loan; approving the issuance of a bond by such public building authority; providing for the application of the proceeds of said loan and the payment of such indebtedness; consenting to the assignment of the city's obligation under such loan agreement; and, certain other matters

ROLL CALL:

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

05-21-2018 (774) APRIL FINANCIAL REPORT

It was moved by Commissioner White and seconded by Vice-Mayor Johnson to accept the April finance report as presented by City Manager Rogers.

ROLL CALL:

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

05-21-2018 (775) 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 6:23PM.

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 29, 2018
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

ABSENT:

GUESTS:

Fiscal Year 2018-2019 Budget Presentation

City Manager Ted Rogers presented Collegedale's proposed Fiscal Year 2018-2019 budget and answered questions.

Meeting was adjourned at 6:11 PM.

Katie Lamb, Mayor

Kristi Wheeler, City Recorder

ORDINANCE #1055

**AN ORDINANCE OF THE
CITY OF COLLEGEDALE, TENNESSEE
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018
AND ENDING JUNE 30, 2019**

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 2019, 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	Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts			
Taxes	\$ 6,654,427	\$ 7,740,020	\$ 7,961,950
Nontax Revenue	2,368,506	1,259,199	873,556
Debt Proceeds	-	-	1,300,000
	\$ -	\$ -	\$ -
Total Cash Receipts	9,022,933	8,999,219	10,135,506
Appropriations			
General Government	\$ 4,638,281	\$ 4,029,187	\$ 3,917,243
Public Safety	2,547,743	2,697,331	2,702,888
Public Works	956,093	947,684	1,139,490
Parks and Recreation	653,880	203,393	115,076
Debt Service	373,485	374,350	485,230
Capital Outlay	596,447	230,180	1,100,000
	\$ 9,765,929	\$ 8,482,125	\$ 9,459,927
Total Appropriations	9,765,929	8,482,125	9,459,927
Change in Cash (Receipts - Appropriations)	(742,996)	517,094	675,579
Beginning Cash Balance July 1	7,514,393	6,771,397	7,288,491
	\$ 6,771,397	\$ 7,288,491	\$ 7,964,070
Ending Cash Balance June 30	6,771,397	7,288,491	7,964,070
Ending Cash as a % of Total Cash Payments/Appropriations	69.3%	85.9%	84.2%

STATE STREET AID FUND	Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts			
State Gas and Motor Fuel Taxes	\$ 247,543	\$ 303,550	\$ 291,850
Total Cash Receipts	\$ 247,543	\$ 303,550	\$ 291,850
Appropriations			
Public Works Department	\$ 452,510	\$ 438,374	\$ 459,650
Total Appropriations	\$ 452,510	\$ 438,374	\$ 459,650
Change in Cash (Receipts - Appropriations)	(204,967)	(134,824)	(167,800)
Beginning Cash Balance July 1	-	(204,967)	(339,791)
Ending Cash Balance June 30	(204,967)	(339,791)	(507,591)
Ending Cash as a % of Total Cash Payments/Appropriations	-45.3%	-77.5%	-110.4%

TECHNOLOGY FUND		Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts				
Court Fines and Costs		\$ 6,904	\$ 5,100	\$ 2,000
	Total Cash Receipts	\$ 6,904	\$ 5,100	\$ 2,000
Appropriations				
Police		\$ -	\$ 515	\$ 1,000
	Total Appropriations	\$ -	\$ 515	\$ 1,000
Change in Cash (Receipts - Appropriations)		6,904	4,585	1,000
Beginning Cash Balance July 1		2,828	9,732	14,317
Ending Cash Balance June 30		\$ 9,732	\$ 14,317	\$ 15,317
Ending Cash as a % of Total Cash Payments/Appropriations		-	2780.1%	1531.7%

SEWER FUND	Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts			
Sewer Fees	1,854,849	2,495,652	2,847,359
Tap Fees	43,200	70,000	30,000
Debt Proceeds	-	-	2,225,000
	\$	\$	\$
Total Cash Receipts	1,898,049	2,565,652	5,102,359
Appropriations			
Sewer Expense	1,926,548	2,562,034	4,968,379
	\$	\$	\$
Total Appropriations	1,926,548	2,562,034	4,968,379
Change in Cash (Receipts - Appropriations)	(28,499)	3,618	133,980
Beginning Cash Balance July 1	5,910,495	5,881,996	5,885,614
	\$	\$	\$
Ending Cash Balance June 30	5,881,996	5,885,614	6,019,594
Ending Cash as a % of Total Cash Payments/Appropriations	305.3%	229.7%	121.2%

AIRPORT FUND		Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts				
Revenue		\$ 370,987	\$ 792,884	\$ 392,942
	Total Cash Receipts	\$ 370,987	\$ 792,884	\$ 392,942
Appropriations				
Expense		\$ 422,871	\$ 789,508	\$ 349,758
	Total Appropriations	\$ 422,871	\$ 789,508	\$ 349,758
Change in Cash (Receipts - Appropriations)		(51,884)	3,376	43,184
Beginning Cash Balance July 1		4,360,997	4,309,113	4,312,489
Ending Cash Balance June 30		\$ 4,309,113	\$ 4,312,489	\$ 4,355,673
Ending Cash as a % of Total Cash Payments/Appropriations		1019.0%	546.2%	1245.3%

DRUG FUND	Actual FY 2017	Estimated FY 2018	Budget FY 2019
Cash Receipts			
Fines And Forfeitures	\$ 16,656	\$ 10,770	\$ 2,000
	\$	\$	
Total Cash Receipts	16,656	10,770	\$ 2,000
Appropriations			
Drug Enforcement	\$ 6,895	\$ 5,769	\$ 1,000
	\$	\$	
Total Appropriations	6,895	5,769	\$ 1,000
Change in Cash (Receipts - Appropriations)	9,761	5,001	1,000
Beginning Cash Balance July 1	12,872	22,633	27,634
Ending Cash Balance June 30	\$ 22,633	\$ 27,634	\$ 28,634
Ending Cash as a % of Total Cash Payments/Appropriations	328.3%	479.0%	2863.4%

SECTION 2: At the end of the fiscal year 2018, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance at June 30, 2018
General Fund	\$7,288,491
Technology Fund	\$14,317
Sewer Fund	\$5,885,614
Airport Fund	\$4,312,489
Drug Fund	\$27,634

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, 2018	FY2019 Principal Payment	FY2019 Interest Payment
Notes - November 2012-Refunded	\$2,000,000	\$1,258,000	\$420,000	\$37,488
August 2018-Proposed	\$4,000,000	-	-	\$34,000

SECTION 4: During the coming fiscal year (2019) 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 Debt Proceeds	Pending Capital Projects Expense Revenues and/or Reserves
Police Vehicles	\$70,000	\$70,000	\$0
Sweeper Truck	\$230,000		\$230,000
Vet Park Projects	\$300,000		\$300,000
Tucker & Edgmon Roundabout	\$200,000		\$200,000
Prospect Church Culverts	\$300,000		\$300,000
Totals	\$1,100,000	\$70,000	\$1,030,000

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, 2018, the public welfare requiring it.

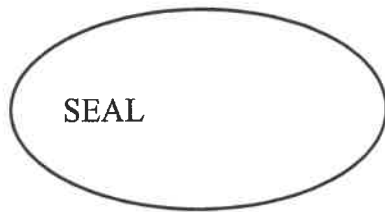
Passed 1st Reading: _____

Passed 2nd Reading: _____

Mayor

ATTESTED:

City Recorder



ORDINANCE #1056

AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE, PROVIDING FOR THE GENERAL REVENUE THEREOF FOR THE FISCAL YEAR 2018-19 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, 2018 through June 30, 2019.

General Fund Tax \$1.2594

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 2018-2019, 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 #1057

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE
AMENDING THE FISCAL YEAR 2017-2018 BUDGET**

WHEREAS, the City of Collegedale adopted the fiscal year 2017-2018 budget by passage of Ordinance Number 1034 on June 19, 2017 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 2017-2018 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 1034 is hereby amended as follows:

General Fund

Legislative	\$	2,700
City Court		155,558
Administration		557,279
Planning		471,817
Municipal Buildings		557,851
Other General Government		2,466,819
Police Department		2,194,784
Fire Protection		750,727
Public Works		1,285,475
Parks & Recreation		277,193
Waste Collection & Disposal		248,683
Debt Service		374,350
Total Expenditures	\$	9,343,236

Drug Fund

Police Miscellaneous	\$	6,000
Total Expenditures	\$	6,000

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