



**CITY OF MUNFORD BOARD OF  
MAYOR AND ALDERMEN**

**AGENDA**

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting – Monday,  
January 23, 2023 7:00 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance to the flag
- C. Establishment of Quorum
- D. Approve the minutes from the Re-scheduled Monthly Meeting – December 27, 2022
- E. Public Forum

**II. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS**

- A. Public Works Dir. Sherry Bennard
- B. Public Safety Chief Randal Baskin  
Chief Jeremy Reeves
- C. Parks & Recreation Dir. Griff Fisher
- D. Building Inspector/  
Code Enforcement Insp. Glenn Stringfellow

**III. MAYOR'S REPORT**

- A. Report

B. Proclamation/Awards

C. Appointments

D. Ordinance – Resolutions – Motions

- **ORDINANCE 2023-01-01** An Ordinance to adopt Downtown Improvement Grant Program and appropriating up to \$150,000 per year for three years from Gas Utility Funds to support program.
- **RESOLUTION: 2023-01-01** A Resolution approving and supporting the submission of Violent Crime Intervention Fund grant application to the Tennessee Department of Justice.
- **RESOLUTION 2023-01-02** A Resolution to adopt the US motto “In God We Trust”
- **RESOLUTION 2023-01-03** A Resolution approving and supporting the submission of the Assistance to Fire Fighters (AFG) Grant through FEMA.

E. Announcements

- Special Called Meeting of the Board of Mayor and Aldermen o February 2, 2023 at 5:00 PM

F. Acknowledgements

#### IV. **NEW BUSINESS**

#### V. **FINANCIAL REPORT**

- A. Checks over \$10,000
- B. Financial Report 12-31-2022

Adjourn –



**CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN**

**MINUTES – December 27, 2022**

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**Re-Scheduled Monthly Meeting – Monday December 27, 2022, 6:00 p.m. Municipal Building, 70 College Street, Munford, Tennessee.**

Members present: Mayor Dwayne Cole, Alderman Jack Bomar, Steve Childress, Richard Cramer, Ray Deneka, Lonnie Glass, and Deborah Reed.

Absent:

Department Heads in Attendance: Department Heads exempt from attending this month.

**I. CALL TO ORDER**

Mayor Cole called the December 27, 2022, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 6:00 pm. Mayor Dwayne Cole gave the invocation.

**II. ESTABLISH A QUORUM**

Mayor Cole noted the Board had a quorum with all aldermen and the mayor present.

**III. APPROVE MINUTES**

Mayor Cole presented the minutes from the Regular Scheduled Meeting of November 28, 2022, for approval. *With no corrections, minutes approved as distributed.*

**IV. PUBLIC FORUM**

Preston Dunn, a volunteer with [ingodwetrustamerica.org](http://ingodwetrustamerica.org), is asking cities to adopt resolution to display our countries motto “In God We Trust” in their chambers. He is requesting the City of Munford to adopt this resolution to reaffirm our support and beliefs.

**V. OLD BUSINESS:**

- Public Works – Public Works Director Sherry Bennard presented the monthly report. See attached sheet.

- Public Safety

a. Police: Reference report as written.

b. Fire: Reference report as written.

- Parks & Recreation – Reference report as written.
- Building Inspector – Reference report as written.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
- Mayor Cole presented **RESOLUTION: 2022-12-01** A Resolution approving and supporting the submission of Violent Crime Intervention Fund grant application to the Tennessee Department of Justice. *Motion was made by Alderman Bomar to approve **RESOLUTION: 2022-12-01**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- Mayor Cole acknowledged Justin Barkelew’s Water Plant Update Report for December 22, 2022 – December 27, 2022, received earlier today. The Mayor requested the report be included in the minutes of this meeting. He also praised Justin Barkelew and his team on their work and dedication during this extremely challenging time. Please see attached report at the end of the minutes.

#### VIII. **NEW BUSINESS** –

#### IX. **FINANCIAL REPORT** –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for November. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Childress seconded motion. Motion carried, all members present voting aye.*
- **Financial Report 11-30-2022** – Mayor Cole presented the Financial Report for the period ending November 30, 2022. *A motion to accept the report was made by Alderman Glass. Alderman Cramer seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 6:20 pm.

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Dwayne Cole, Mayor

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Sherry Yelvington, City Recorder

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## Water Plant Update

12/22/2022 through 12/27/2022

(Distributed on 12/27/2022)

On Thursday afternoon December 22, we adjusted the plant to make it run 24/7, therefore hopefully preventing any chance of anything freezing. About 1am Friday morning the power flashed at the plant which in turn tripped our high service pump. Causing everything to shut down, we did not receive any alarms. When the personnel arrived at the plant Friday at 7am it was noticed that nothing was running. Tried starting back up and we had several things froze up solid. (Wells, chlorine lines, valves at water towers etc.) everyone worked together and had the plant back up by noon Friday.

Once the repairs were made the plant started up normally and did not shut off until late in the evening Monday December 26<sup>th</sup>, we doubled our average usage each day, pumping out 1.8 million gallons per day, with the plant running 24/7. I am proud to announce our plant ran flawlessly throughout the historic event, our levels in our elevated tanks never dropped below half.

We have an aging plant, but our plant is very well maintained. Which is due to great management listening to the operators and knowing how critical, safe and reliable drinking water is to the city and its citizens. And when there are issues or preventive maintenance is due, they get them addressed promptly. Starting with Sherry Bennard, Mark Walker, Sherry Yelvington, Mayor, and the Board & Alderman.

Thank you for understanding the importance of our Water System

Justin Barkelew

Operator in direct charge of Munford Water System

CITY HALL MONTHLY REPORT

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL
<b>ACCOUNTS</b>													
<b>Current Customer Accts</b>													
Water Customers Total	3452	3458	3462	3456	3456	3478	3482	3490	3481	3478	3493	3489	41,675
Sewer Customers Total	2218	2219	2234	2229	2226	2244	2250	2258	2248	2247	2260	2256	26,889
Gas Customers Total	7369	7425	7437	7441	7433	7455	7445	7417	7411	7428	7474	7489	89,224
<i>In Atoka City Limits</i>	2564	2564	2566	2565	2566	2567	2569	2570	2568	2568	2570	2569	30,806
<i>Out of Atoka City Limits</i>	293	294	294	293	293	294	294	295	294	295	294	294	3,527
Trash Customers	1744	1749	1749	1770	1781	1788	1793	1812	1817	1817	1822	1824	21,466
<b>Customer Adjustments</b>													
Connects	47	56	68	94	72	69	75	82	73	95	73	70	874
Finals	41	61	74	83	75	78	118	81	68	67	44	52	842
Meter Sets	0	10	35	6	9	13	7	13	13	16	10	7	139
<b>PAYMENTS</b>													
<b>Payments on line</b>													
Utility paid on line	2793	2689	2916	2675	2419	2425	2508	2349	2471	2633	2453	2656	30,987
ACH Payments	1475	1501	1517	1534	1586	1608	1618	1632	1643	1655	1669	1669	19,107
E-Bills	1540	1555	1540	1583	1596	1619	1636	1636	1646	1680	1708	1714	19,453
<b>Payments Received Lobby/Mail</b>													
CC Payments	444	369	514	943	496	710	629	372	405	472	602	446	6,402
Cash Payments	570	540	584	612	645	636	646	671	710	678	612	599	7,503
Check Payments	2,563	2,680	2,376	2,322	2,376	2,172	2,143	2,172	2,092	2,268	2,240	2,412	27,816
Money Order Payments	1	1	0	0	0	0	0	0	0	0	0	0	2
<b>Deliquent Accounts</b>													
Deliquent Penalty	236	224	253	165	339	125	185	146	105	108	88	339	2,313
Cut Offs	220	178	125	106	234	125	151	70	105	108	88	0	1,510
Phone Calls	690	597	728	730	868	439	592	408	549	558	504	0	6,663
<b>SERVICE</b>													
<b>Water / Sewer</b>													
Water Service Orders	4	3	10	4	16	8	6	29	16	8	24	9	137
Sewer Service Orders	7	9	9	5	3	6	6	14	5	7	6	5	82
Amount Billed Water	\$94,165	\$89,338	\$85,479	\$89,615	\$93,538	\$106,852	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$1,270,159

<b>Total Utility/Trash Billing</b>	<b><u>\$1,168,231</u></b>	<b><u>\$1,170,902</u></b>	<b><u>\$818,721</u></b>	<b><u>\$605,749</u></b>	<b><u>\$320,159</u></b>	<b><u>\$468,732</u></b>	<b><u>\$431,821</u></b>	<b><u>\$439,683</u></b>	<b><u>\$478,788</u></b>	<b><u>\$501,734</u></b>	<b><u>\$747,022</u></b>	<b><u>\$1,190,514</u></b>	<b><u>\$8,342,055</u></b>
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Amount Billed Sewer	\$121,386	\$116,420	\$117,051	\$120,031	\$122,211	\$132,575	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$1,471,993
Damaged/Stuck Meters	1	5	18	0	4	65	2	27	2	1	26	8	159
<b>Solid Waste</b>													
Cans Delivered	15	9	25	22	13	8	18	23	12	8	2	6	161
Missed pickup	22	8	13	9	20	24	15	15	16	33	2	26	203
Damaged Cans	1	0	1	0	1	1	1	2	0	0	0	0	7
Other complaints	2	0	8	6	0	1	2	2	3	2	1	3	30
New Customers	23	20	26	33	25	25	22	29	17	10	4	14	248
Discontinued Service	4	3	8	3	11	7	8	4	3	7	1	4	63
Amount Billed	\$35,586	\$35,925	\$36,275	\$36,573	\$36,584	\$36,831	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$443,154
<b>Gas</b>													
Odor Complaints	7	5	13	0	11	4	7	7	7	11	16	5	93
Damaged / StuckMeters	54	41	39	4	38	49	52	28	62	1	28	38	434
Amount Billed	\$917,094	\$929,219	\$579,916	\$359,529	\$67,826	\$192,474	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$5,156,749
<b>Misc Service Orders</b>													
Other complaints	8	9	5	2	2	4	5	5	3	2	3	2	50

City of Munford  
Public Works Monthly Report

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 Totals	PY Totals
Calls	76	73	112	81	78	87	53	73	56	99	67	62	917	986
Water Calls/Leaks	19	9	10	7	28	14	16	20	20	10	9	16	178	128
Sewer Calls/Leaks	24	16	16	38	8	5	11	17	10	34	16	5	200	170
Gas Calls/Leaks	26	11	18	7	15	16	12	8	13	9	22	9	166	146
Street/Yard/Drainage Calls	3	6	11	3	8	5	5	11	1	4	4	3	64	93
Water Samples	10	10	10	10	10	10	10	10	10	10	10	10	120	13
Cut-Offs	135	110	124	110	287	120	153	72	185	108	88	0	1492	998
Locates	177	155	299	263	276	267	230	381	379	249	259	208	3143	5505
Unread Meters	24	25	25	47	145	106	112	212	127	111	130	122	1186	379
Meters Repairs	63	68	51	9	46	114	57	78	55	3	58	40	642	667
Sewer Taps	1	1	0	0	0	1	0	0	0	1	0	0	4	2
Water Sets	1	0	0	0	4	11	8	3	1	5	4	4	41	112
Gas Sets	10	23	21	2	5	10	18	7	5	7	4	5	117	81
Munford	8	19	14	2	5	6	11	1	1	5	2	5	79	52
Atoka	1	4	5	0	0	4	7	4	4	1	0	0	30	20
Brighton	1	0	2	0	0	0	0	2	0	1	2	0	8	9
Closed Work Orders	501	512	545	433	764	635	586	657	532	511	627	414	6717	5344
Water Pumped (millions)	32	25	27	27	31	34	38	38	29	27	25	29	362	331
Treated Pumped to River	39	39	42	44	38	29	30	33	29	29	31	42	425	420







# Munford Fire Department

## Monthly Board Report - December 2022

Incidents	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total 2022	Total 2021
Structure Fires - Munford	2	3	1	1	0	1	0	0	0	0	1	0	9	2
Structure Fires - County	1	0	4	1	1	0	1	0	1	1	4	3	17	17
Grass Fire - Munford	1	1	3	0	0	3	1	0	0	1	0	0	10	2
Grass Fires - County	2	1	2	0	1	1	1	0	1	0	1	0	10	6
Vehicle Fires - Munford	0	1	0	0	0	0	0	1	0	0	0	0	2	9
Vehicle Fires - County	0	0	0	0	0	0	0	1	0	1	1	0	3	1
Vehicle Accidents - Munford	5	8	4	3	3	7	2	6	2	10	6	5	61	48
Vehicle Accidents - County	0	1	0	0	1	5	0	0	2	0	1	2	12	18
EMS Calls - Munford	58	52	43	38	48	66	60	56	62	62	61	68	674	664
EMS Calls - County	1	1	4	2	5	5	2	3	1	3	5	4	36	46
Other Incidents - Munford	34	31	14	23	24	30	12	24	32	19	17	26	286	261
Other Incidents - County	5	3	8	3	6	13	5	5	2	5	4	4	63	65
Mutual Aid Calls	9	6	18	6	14	24	9	9	7	10	16	13	141	130
Burn Permits	2	3	11	5	8	0	0	0	0	0	2	0	31	51
<b>Total Calls - Munford</b>	<b>110</b>	<b>96</b>	<b>65</b>	<b>65</b>	<b>75</b>	<b>107</b>	<b>74</b>	<b>89</b>	<b>96</b>	<b>92</b>	<b>85</b>	<b>99</b>	<b>1053</b>	<b>979</b>
<b>Total Calls - County</b>	<b>9</b>	<b>6</b>	<b>18</b>	<b>6</b>	<b>14</b>	<b>24</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>10</b>	<b>16</b>	<b>13</b>	<b>141</b>	<b>153</b>
<b>Total Calls - Department</b>	<b>119</b>	<b>102</b>	<b>83</b>	<b>71</b>	<b>89</b>	<b>131</b>	<b>83</b>	<b>98</b>	<b>103</b>	<b>102</b>	<b>101</b>	<b>112</b>	<b>1194</b>	<b>1132</b>

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	5	25	0
<b>Total Department Staffing</b>	<b>44</b>	<b>19</b>	<b>25</b>	<b>0</b>

Vehicle Fleet Status	Days out of Service	Comments
Unit #1 ( Chief)		
Unit # 2 (Captain)		
Inspector # 1 (Inspector)		
Med 8		

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
<b>Payment Plan</b>												
Current	21 / 2010.00	38 / 3750	12 / 680	7 / 747	4 / 535	8 / 850	30/2547	2 / 340	47 / 4116.50	26 / 2312.50	10 / 697	8 / 615
Past Due												

Engine 81												
Engine 88												
Brush Truck 81												
Brush Truck 82												
Tower 81												

**RENTALS**

Friday Night Skate	187	217	229	354	198	215	135	230	289	167	209	117
Skate Parties	28	27	28 / 28	28 / 29	24 / 31	16 / 28	\$ 23.00	23 / 28	23 / 28	29 / 31	26 / 28	17 / 17
Band Room	6	4	3	6	8	2	6	4	2	6	5	6
Community Room	0	4	3	2	1	3	2	1	2	3	2	3
Valentine Park Gazebo					6	3		1		4	0	

**SENIOR SERVICES**

Congregate Meals	217	293	566	526	540	540	499	477	458	450	456	424
Home Delivery	123	143	231	129	140	140	130	163	111		137	140

**Vehicle Miles**

P&R-08 Chevy Ext. Cab	103,545	103,545	103,545	103,727	104,151	104,374	104,647	105109	105562	105709	106202	106446
P&R-15 Chevy 4Door	45,875	46,484	47,279	48,854	49,690	49,839	50,403	51008	52095	52365	52961	53577
CP-05 Chevy Single Cab	142,647	142,891	143,086	143,609	144,105	144,215	144,481	144688	145034	145581	145597	145641
P&R-08 Chevy Ext. Cab	111,255	111,855	112,218	112,301	113,260	113,399	113,655	113958	114082	114116	114846	115164
P&R-01' Expedition	173,243	173,348	173,388	173,422	173,524	174,573			175574	175577	176112	176375

**Equipment Hours**

Jacobsen Truckster	460	464	468	478	490	496	514.3	523	537	547	549	549
ToroInfield Drag	1658	1660	1675	1722	1748	1749	1753.3	1773	1792	1797	1797	1809
2014-61" Snapper	1017	1017	1017	1017	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	784	784	784	784	788	788	702.7	743.3	752	752	755	760
2015-61" Snapper-CP	859	868	868	868	913	917	931.5	946	960	960	960	970
2022-72" Xmark	1558	1558	1558	1558	72	83	108.9	170.3	193	193	194	194
Bad Boy	1065	1065	1065	1065	1068	1070	1070	1074	1075	1075	1075	1075
Dixie Chopper	614	614	614	614	614	614	614	614	620	620		
JD4700 Tractor	3851	3851	3851	3853	3853	3853	3853	3853	3853	3853	3853	3853
2021 Snapper61"	156	172	187	217	240	274	295.5	308.2	310	310	313	322
Polaris SXS	680	680	687	704	726	766	812.9	850	865	865	904	1064

**Sports Registration**

Basketball	367	367							350	416	476	476
Cheerleading	56	56							38	43	49	49
Flag Football		164	164									
Soccer		242	242				220	220				
Baseball		394	394				356	359				

\*36 kids on the waiting list for basketball.

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE
1	1580	12/07/22	285 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
2	1581	12/07/22	27 WALKERMEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,794	\$196,000.00	\$484.00
3	1582	12/16/22	41 PRITCHETT CV.	C	D & D HOME BUILDERS	NEW S.F. DWELLING	3,042	\$213,000.00	\$518.00
4	1583	12/19/22	245 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
5	1584	12/19/22	265 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
6	1585	12/19/22	255 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	3,121	\$219,000.00	\$530.00
7	1586	12/19/22	250 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
8	1587	12/19/22	483 N. GREYNA GREEN	C	PHILIP KOONTZ	FRNCE	N/A	N/A	\$25.00
9	1588	12/21/22	127 CONNECTICUT	C	SEAN YOUNT	ACC. BLDG.	600	\$20,000.00	\$100.00
10	1550	12/01/22	49 S. MEADOWS CV.	C	WILLIAM BEAMAN	FRNCE	N/A	N/A	\$25.00
11	1601	12/06/22	41 STIMPSON	C	GUADALU ALVEREZ	ACC. BLDG.	100	N/A	\$100.00
12	1602	12/16/22	4338 CAMPGROUND	R	MICHAEL TAM	ACC. BLDG.	160	\$6,000.00	\$100.00
13	1603	12/16/22	179 CHICKASAW	R	KYLE WHITE	ACC. BLDG.	720	\$32,000.00	\$100.00
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
								\$3,438.00	\$200.00

Total \$1,330,000.00 \$3,638.00

C - CITY LIMITS  
R - REGION

Complaints	16	Building Permits	14
Inspections	25	Sign permits	2
Certificate Of Occupancy	3	Use & Occupancy Permits	2
PREFORMANCE BOND	WALKER MEADOWS NORTH		2022
	WALKER MEADOWS II		2020
	CENTRAL PARK		2020

*[Signature]*  
Building Inspector



Munford-Tipton County Memorial Library  
1476 Munford Avenue Munford, TN 38058  
(901) 837-2665 [www.munford.com](http://www.munford.com)



## December 2022 Library Report

### Overview:

- The library has sold **\$35.25** in books with the ongoing book sale.
- The library has collected **\$63.45** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$188.95**.
- The library received \$248.10 in donations. \$243.10 was donations for the hot chocolate given out at the Munford Christmas parade, and the other \$5.00 was an in-kind donation.
- The Library had **127** people use our computers and **42** requiring computer help. In addition we had **387** use the Wi-Fi. The library had **538** reference questions asked and answered.
- Library staff provided **10** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **27** new users, with **2,191** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,019** patrons.
- Through Interlibrary Loan **17** books were loaned out, and **38** were borrowed.
- Tennessee R.E.A.D.S. had **973** books checked out.
- Lindsey was used as a Notary Public 5 times.
- The Library had 6 volunteers.
- The adult book club met, there were **12** people in attendance. This was their annual Christmas party held at Charlene's Tea Room in Halls, TN.
- Through in-person and passive programming we had 18 programs with 116 attendees.
  - LEGO Club met twice with 80 in attendance.
  - Story Time was held twice with 112 in attendance ○ Christmas at the Library had over 350 people in attendance.
  - Passive Programs included: Christmas Displays for all genres and ages, Staff Recommendations, Book Spotlight, Cooking displays and 'A Merry Munford Scavenger Hunt'.
- We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
- We held our second annual Christmas at the Library event which was very successful. Over 350 people attended. There was ornament making, LEGO building, a coloring station, multiple story times with Mrs. Magnolia State Brandi Jo Middleton, a photo booth, a visit from Santa, cookies and hot cocoa and many goodies that each child left with.

- We created a scavenger hunt that included many outdoor Christmas decorations in and around downtown Munford. We had many people participate in this event and it was widely shared on Facebook. Each participant came in to the library to receive a small prize upon completion.
- The library served as a drop-off location for coats and hats for Cash Express.

Munford-Tipton County

Monthly Report

December 2022

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	<b>Locally Owned</b>	7,685	15	3	<b>7,697</b>	<b>Regionally Owned</b>	10,419	10	1	<b>10,428</b>	<b>Locally Owned</b>	E-books	85
Audio Materials		398	0	0	<b>398</b>		1,627	0	0	<b>1,627</b>		Audio Downloadable	156
Video Materials		449	0	0	<b>449</b>		589	0	0	<b>589</b>		Video Downloadable	0
Other Materials		0	0	0	<b>0</b>		0	0	0	<b>0</b>		<b>TOTAL</b>	<b>241</b>
<b>TOTAL</b>		<b>8,532</b>	<b>15</b>	<b>3</b>	<b>8,544</b>		<b>12,635</b>	<b>10</b>	<b>1</b>	<b>12,644</b>		<b>TOTAL PHYSICAL COLLECTION</b>	<b>21,188</b>

	<b>Electronic Circulation-READS</b> includes Advantage & other local e collections	<b>Physical Circulation</b> Book & Non-Book	<b>CIRCULATION TOTALS</b> - Auto Fill (all formats - Physical & Electronic)	
Adult **	881	Adult 624	Adult (includes number from libguides **4.4)	1,505
Children **	92	Children 594	Children (includes number from libguides **4.5)	686
<b>Total</b>	<b>973</b>	<b>Total</b> <b>1,218</b>	<b>Total for All Circulation</b>	<b>2,191</b>



Unique Users

144

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	17	Library Visits	1,400		Adult	Young Adult	Children
Black	2	Reference Transactions	538	Inside the Library	8	0	8
American Indian-Alaska Native	0	Computer Users	127	Outside the Library	0	0	0
Hispanic or Latino of any race	1	Wireless Sessions	387	<b>Total</b>	<b>8</b>	<b>0</b>	<b>8</b>
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	2				Adult	Young Adult	Children
Other	0	Hotspots/MiFi	0	Inside the Library	37	0	427
Two or more races	3	Local Database Usage	0	Outside the Library	0	0	0
<b>Total</b>	<b>25</b>	Tech Training/help	0	<b>Total</b>	<b>37</b>	<b>0</b>	<b>427</b>

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,812
Children Borrowers <14 yrs old	1,207
<b>Total Borrowers</b>	<b>5,019</b>

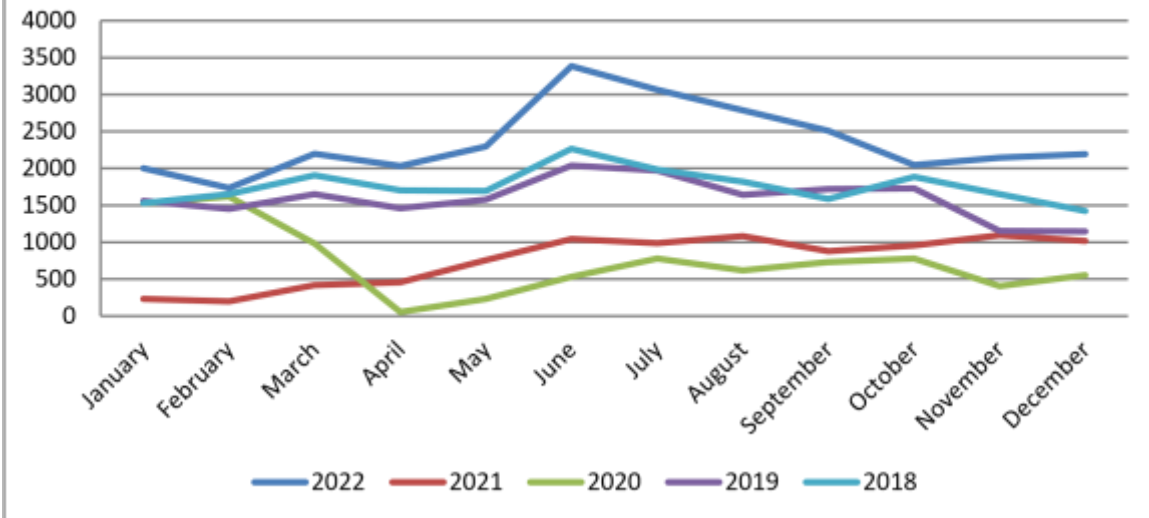
Resource Sharing	
ILL - Borrowed	38
ILL - Loaned	17

Live Virtual Programming	
Live Virtual Programs	0
Views of Live Virtual Programs	0
On-Demand Views	0

Recorded Programming	
Recorded Programs	1
Views of Recorded Programs	77

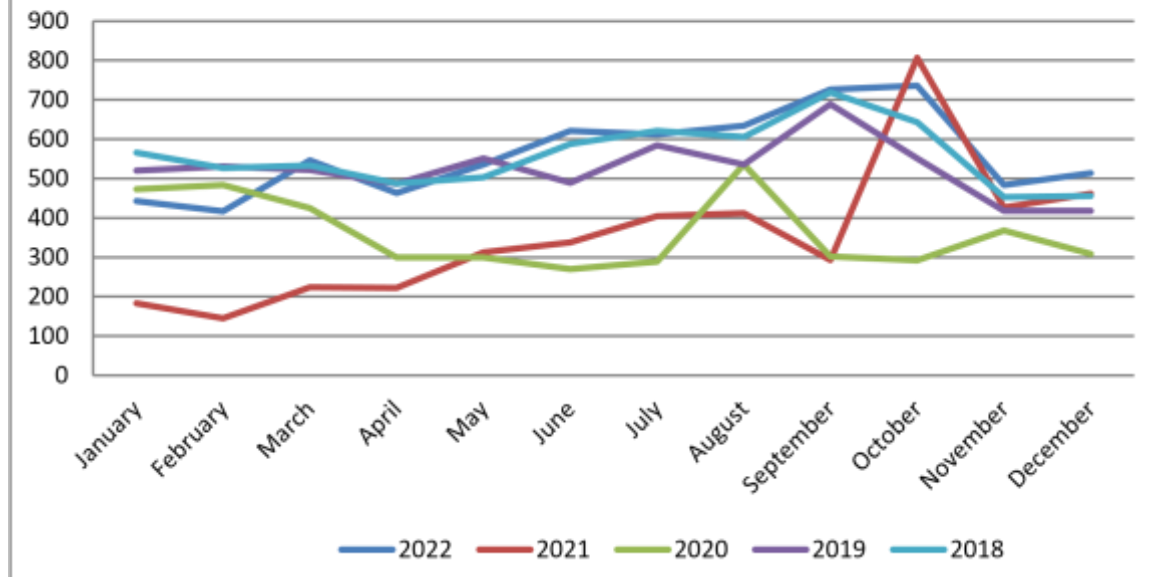
<b>TOTAL PROGRAMS</b>	<b>17</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>541</b>

### Circulation Growth 2018-2022

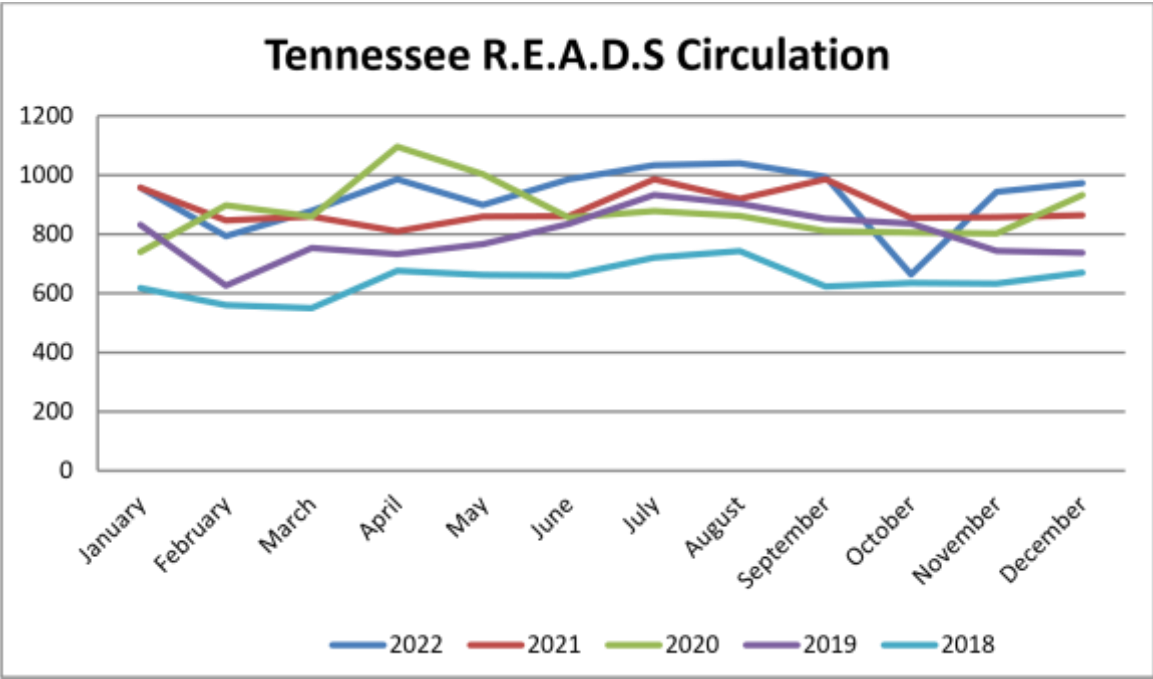


\* As of 12/31/2022

### Computer Usage 2018-2022



\* As of 12/31/2022



\* As of 12/31/2022



## City of Munford, Tennessee

1397 Munford Avenue  
Munford, TN 38058  
City Hall (901) 837-0171  
[www.munford.com](http://www.munford.com) Dwayne  
Cole, Mayor

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Mayor's Report  
January 23, 2022

At this month's meeting of the Board of Mayor and Aldermen (January 23), I will present an ordinance (2023-01-01) to consider adopting a Downtown Improvement Grant Program for the purpose of encouraging exterior improvements to buildings as well as providing certain incentives for new businesses in the Central Business District. This effort is the result of many months of work by the Munford Downtown Development Committee. This committee consists of several interested citizens for the purpose of promoting the aesthetic enhancement and beautification of the Central Business District of Munford. I commend each committee member for working together with Alderman Reed, Munford Parks and Recreation Director Griff Fisher, Cynthia Gerwig, Sherry Yelvington and me for their input in providing this opportunity for property owners and business owners. We look forward to seeing downtown flourish further in the coming months and I am recommending approval of this Ordinance on the first reading. If passed on the first reading, I will also set a Special Called Meeting of the Board of Mayor and Aldermen to consider this ordinance on the second reading. This meeting will be held on February 2, 2023, at 5:00 PM in the Boardroom.

Also at this month's meeting, the Board will consider Resolution 2023-01-02, supporting the display of the National Motto, "In God We Trust," in the Boardroom or in a prominent place at City Hall. I am recommending approval of this Resolution.

The Munford Avenue Intersection Improvement, Sidewalk Rehab, and Curb and Gutter project is moving into the final stages. The expected substantial completion date is now February 20, with only the paving portion remaining. The paving will be completed as soon as the weather is warm enough to properly lay asphalt. We are looking forward to completing this essential project.

Several new businesses are moving into Downtown Munford and Central Business District. Two new boutiques, a Bookkeeping service, a bakery, and a chocolate store are but a few of the new businesses locating here. We are excited they have chosen Munford and I hope they can soon say, "Munford is My Kind of Town."

February can be an extreme weather month which causes havoc with utilities and streets. Please pray with me that we have a "normal weather February" this year.

Warmest regards, Dwayne  
Cole, Mayor

**ORDINANCE 2023-01-01**

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE ADOPTING DOWNTOWN IMPROVEMENT GRANT PROGRAM AND APPROPRIATING UP TO \$150,000 PER YEAR FOR THREE YEARS FROM GAS UTILITY FUNDS TO SUPPORT PROGRAM**

**WHEREAS**, the Munford Downtown Development Committee has recommended creating an incentive program that will contribute to the overall redevelopment goals of the downtown area, and

**WHEREAS**, the Downtown Improvement Grant Program offers financial assistance in the form of a reimbursement grant to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business StartUps, and

**WHEREAS**, funding for this grant program will come from City of Munford Gas Utility as allowed and stated in TCA § 7-34-115, a governing board may devote revenues derived from a gas utility system to funding economic and community organizations, and may accept and distribute excess receipts for bona fide charitable purposes (defined as, for purpose in this ordinance addressing community deterioration and assisting in economic development), and

**WHEREAS**, funds will be distributed to the City of Munford Industrial Development Board after all requirements as stated in Downtown Improvement Grant Program have been met and receipts from property owners or business owners have been documented as acceptable by the City Recorder/Treasurer.

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, THAT:**

**Section 1.** The City of Munford Board of Mayor and Aldermen hereby adopt the Downtown Improvement Grant Program, which is attached and made a part of this ordinance for all purposes.

**Section 2.** Gas Utility Funds will be used to fund the Downtown Improvement Grant Program.

**Section 3.** Funds will be paid to the City of Munford Industrial Development Board on behalf of the property owner/tenant only after all requirements of the program have been met.

**Section 4.** Verification of paid receipts of the property owner/tenant will be done by the City Recorder/Treasurer.

This ordinance shall take effect from and after its passage, the welfare of the city requiring it.

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

\_\_\_\_\_  
Mayor Dwayne Cole

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

\_\_\_\_\_  
City Recorder

# MUNFORD Downtown Improvement Grant

2023

—

City of Munford

version 2.0

—



# welcome



## grant overview

### **The Munford façade Design Program Grant**

Offers building design assistance to property owners within the city of Munford Central Business District B-3 as dictated by the City of Munford zoning map. This design assistance will suggest building façade improvements to building owners, i.e, architectural design services for exterior improvements to building facades, awnings, and sidewalk improvements.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District B-3.

# index

## Grant Overview

Purpose	04
Grant Goal	05
When to use this document ?	06
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Facade Design Grant	12

## Design Guidelines

Overarching Intent	17
Purpose   Strategies	18
Invisible Infrastructure	19
Materials	21

## Prepared for:

Overhead Plane	22
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## City of Munford

1397 Munford Ave

Transparency	24
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Munford, TN 38058

Signage	25
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## Prepared by:

### Daily Design GROUP

65 Union Avenue

Suite 820

Memphis, TN 38103

Sidewalk Activation	27
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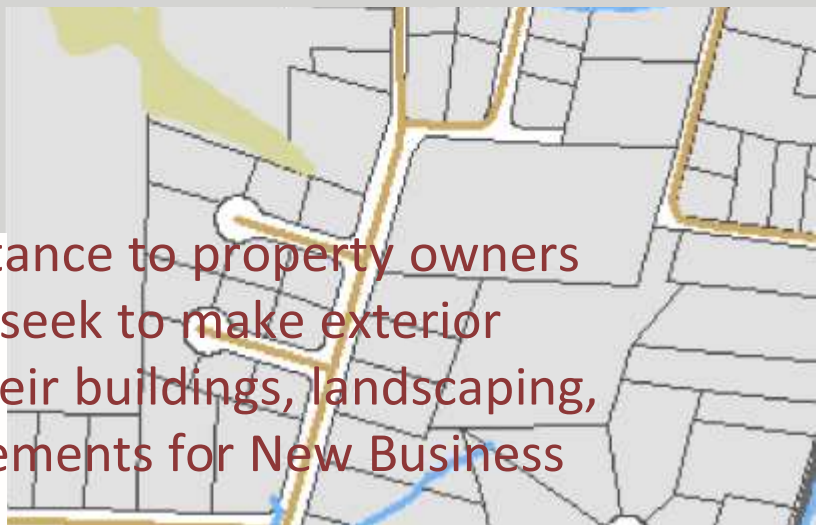
## Grant Goal

Offer financial assistance to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business

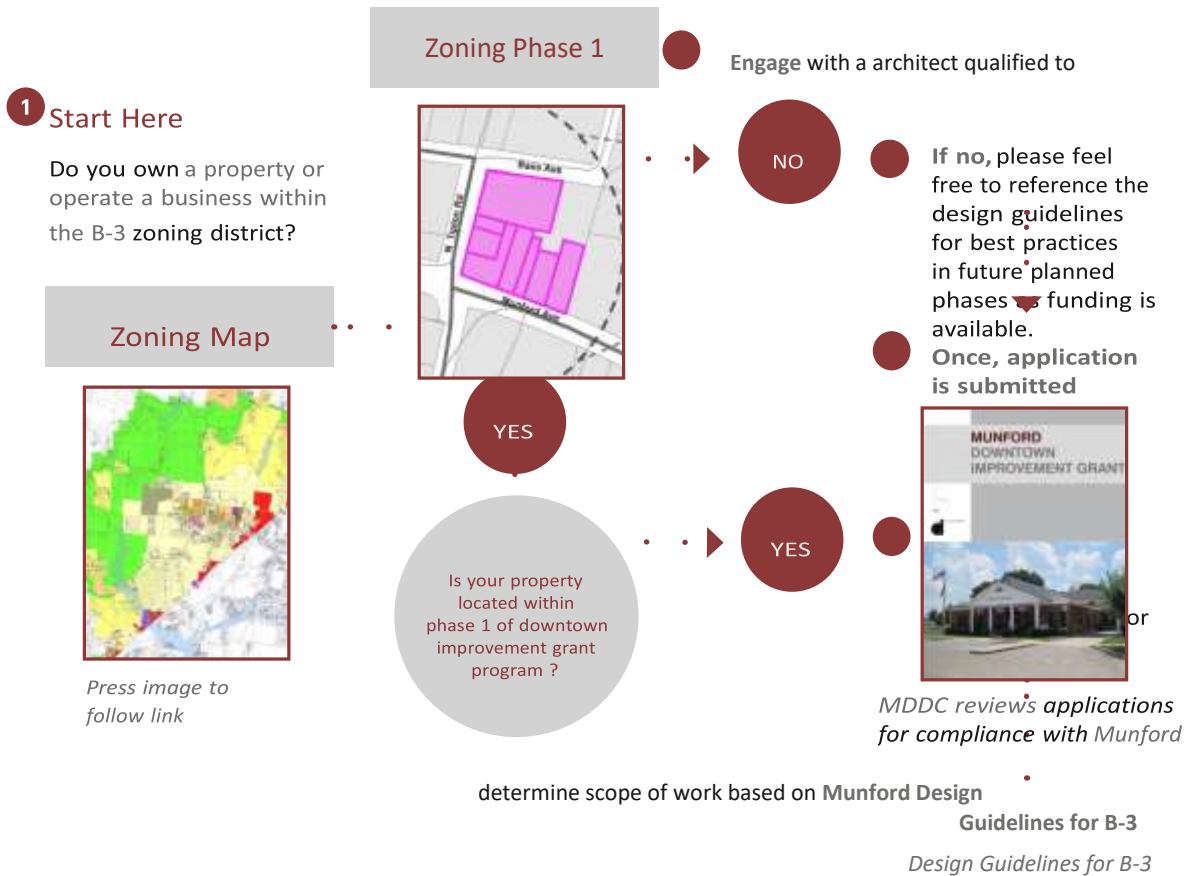
### Purpose

### Start Ups.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.



# When to Use This Document



## Downtown Improvement Grant

### DOWNTOWN IMPROVEMENT GRANT APPLICATION



*The City of Munford's Downtown Development Committee (MDDC) is committed to promoting the aesthetic enhancement and beautification of the Central Business District (B-3). The Downtown Improvement Grant Program is a grant program designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New*

*Business Start-Ups. Grants are funded by the Munford Industrial Development Board.*

ELIGIBILITY REQUIREMENTS

Available to property owners and/or commercial tenants located within the City of Munford's Central Business (CBD) District (reference how to use this guide for links to zoning info) and within the Phase 1 scope of the grant program.

GRANT PROGRAM

The MDDC reserves the right to approve or reject applications based in accordance with program guidelines and availability of funding. Funding is projected to be available for 3 consecutive years beginning in 2023. Submission of application does not guarantee funding.

INCENTIVES

Each grant is made available by reimbursement only; no funds will be distributed prior to project completion. Total grant awards may not exceed \$35,000 per applicant. This maximum amount of disbursement can be used in one or more of the categories below. One or more of the following incentives may be available for eligible projects:

Facade Design Grant. (Required for funding for each of the following renovation categories) Up to \$2000 maximum of the actual cost for exterior building design assistance (Separate application). This grant is 35k maximum project reimbursement.

Facade/Exterior Improvement. Up to 75% (no maximum outside of the overall grant maximum) of the actual cost(s) and/or related exterior rehabilitation cost. All applicants seeking construction grants must provide conceptual drawings. Grant will reimburse 75% of the actual cost up to the limit of \$35,000. Examples of grant reimbursement are as follows:

Final Project Cost	75% of the final cost	Grant Limit Reimbursement
100,000	75,000	35,000 or <
45,000	33,750	33,750 or <

Sign Program. Up to 50% (maximum of \$10,000) of the actual cost(s) associated with the fabrication and construction of replacement signage. New signage must adhere to the criteria of the facade improvement guidelines. All signage must be designed by a certified design professional (i.e., graphic designer from the signage vendor or architect) Funding is not available for signs that require a zoning variance to install. Examples of reimbursement chart are as follows:

Final Project Cost	50% of the final cost	Grant Limit Reimbursement
30,000	15,000	10,000 or <
10,000	5,000	5,000 or <

New Business Start-Up. Up to 75% (no maximum outside of the overall grant maximum) of the actual costs related to interior replacement of wiring, plumbing, and other permanent interior improvements. Removable fixtures excluded from grant coverage. See the reimbursement chart example under façade in the exterior improvement section.

PROCEDURE

Set up a pre-application meeting to discuss your initial ideas and desires with the City of Munford Downtown Development Committee contact noted at the end of this application document. If you would like to proceed with the application for grant funding, follow the steps outlined below:

To receive assistance:

1. Munford Downtown Development Committee (MDDC) must approve all project applications. Applications submitted must be complete and include
  - A. *Property Deed,*
  - B. *Current Statement of Property Taxes,*
  - C. *Current Photo of Property Façade or Proposed Project Area,*
  - D. *Documentation of Financing Plan (if personal funding, provide proof of funds),*
  - E. *Copy of Lease and Ownership Letter of Approval (if tenant is requesting grant)*
  - F. *Architectural Drawings representing proposed scope of work (funding for this professional service provided by the City of Munford under the Façade design Grant program. See separate document for more information)*
  - G. *Cost Estimate ( if utilizing façade design grant, this will be provided by architect).*
2. The design must follow appropriate MDDC design guidelines, zoning codes, and Munford Ordinances.
3. The applicant and property owner must be in compliance with all city zoning regulations and ordinances.
4. An agreement must be properly executed between the owner and the Downtown Development Committee prior to work being started.

To receive payment:

1. Project must be completed in accordance with the agreement.
2. All required building permits must be obtained prior to any work being done.
3. Pre-inspection must be completed by the Chief Building Inspector.

4. Final inspection and confirmation of full compliance of applicable Agreements with the

MDDC, City, State, and Local Codes and Ordinance, Building Codes, and applicable local, State, and Federal requirements for the project are met, by the Chief Building Inspector.

- 5. A signed Contractor's Unconditional Waiver.
- 6. Work must be completed by licensed contractors.
- 7. Final costs must be documented and proof of minimum 2 bids per category of work must accompany this information.

INSTRUCTIONS:

- 1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
- 2. Attach additional pages if needed.
- 3. Submit application and documents to the Munford Downtown Development Committee. (Address provided on page 4)

Once all materials are received, the Munford Downtown Development Committee will review applications. This is an ongoing program and applicants will be considered pursuant to project validity and available MDDC funding.

I. APPLICANT INFORMATION

BUSINESS \_\_\_\_\_ OWNER NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION # : \_\_\_\_\_

PHONE (W): \_\_\_\_\_ PHONE(C): \_\_\_\_\_ PHONE (H): \_\_\_\_\_

EMAIL: \_\_\_\_\_

II. PROPERTY OWNER INFORMATION: (If different from above)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PHONE (C): \_\_\_\_\_ PHONE (H) : \_\_\_\_\_

\_\_\_\_\_ FEDERAL TAX IDENTIFICATION#: \_\_\_\_\_ BUS. WEBSITE: \_\_\_\_\_

PHONE (W): \_\_\_\_\_

EMAIL: \_\_\_\_\_

III. PROPERTY/BUILDING INFORMATION:

BUSINESS/PROPERTY \_\_\_\_\_

\_\_\_\_\_

DATE BUILDING WAS CONSTRUCTED: \_\_\_\_\_

CURRENT BUILDING USE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RETAIL     FOOD SERVICE     PROFESSIONAL SERVICES     OTHER \_\_\_\_\_

IS THE PROPERTY/BUILDING LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES?

YES       NO

IV. PROPOSED IMPROVEMENTS:

FRONT FACADE RESTORATION/RENOVATION

STOREFRONT RESTORATION/RENOVATION

WINDOW REPAIR/REPLACEMENT  OTHER

EXTERIOR REPAIR/REPLACEMENT

OTHER *(please specify)*

AWNING

REPLACEMENT/RESTORATION

SIGNAGE REPLACEMENT/RESTORATION

DOOR/ENTRYWAY  LANDSCAPING

IMPROVEMENT/ADDITION  EXTERIOR

PAINTING

INTERIOR WIRING/PLUMBING

*All improvement/repair/renovation/restoration project proposals for this grant program must include two (2) quotes, bids, or estimates from contractor(s) being considered for the project.*

DESCRIPTION OF PROPOSED IMPROVEMENTS:

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ESTIMATED PROJECT START DATE \_\_\_\_\_

ESTIMATED PROJECT COMPLETION DATE: \_\_\_\_\_

\_\_\_\_\_

V. PROJECT FINANCIAL DESCRIPTION:

ESTIMATED FINANCIAL BUDGET : \_\_\_\_\_

\_\_\_\_\_

<<<<<

WHAT IS YOUR PLAN FOR FINANCING THE FACADE IMPROVEMENTS?  LOAN FINANCING

PERSONAL FINANCING  OTHER (please specify): \_\_\_\_\_

- IV. REQUIRED SUPPLEMENTAL INFORMATION (information check list):
  - PROOF OF OWNERSHIP (Property Deed)
  - PHOTO OF PROPERTY
  - COPY OF LEASE - SIGNED LETTER FROM
  - CURRENT COUNTY AND CITY TAXES
  - PROPOSED FINANCING PLAN
  - CONSTRUCTION/ARCHITECTURAL DRAWINGS\*\*

OWNER

010 City of Munford Central Business Guidelines

*\*Letter of Support from Property Owner with signature stating that they approve of project.*

*\*\*Construction/Architectural Drawings must include overhead and side elevations showing existing and proposed features of affected property or business.*

VII. APPLICANT SIGNATURE:

*I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the agreement.*

*I also acknowledge that upon execution of the agreement, the Munford Downtown Development Committee and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the Munford Downtown Development Committee and it's Fm;ade/Exterior Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the Munford Downtown Development Committee and/or its affiliates.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S SIGNATURE: (if different): \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

VIII. SUBMIT APPLICATION (digital submission preferred via email, hard copy applications also accepted):

FORWARD APPLICATION WITH ATTACHMENTS AND/OR QUESTIONS TO:

Munford Downtown Development Committee  
Submit to [MDDC@munford.com](mailto:MDDC@munford.com) or deliver hard copy to Munford City Hall  
1397 Munford Avenue  
Munford, TN 38058

901-837-0171

# Facade Design Grant

CITY OF MUNFORD  
FAÇADE DESIGN GRANT  
PROGRAM OVERVIEW & APPLICATION



## I. PROGRAM OVERVIEW

The Munford Facade Design Grant Program offers exterior building design assistance in support of the Downtown Improvement Grant Program. This design assistance will suggest building facade improvements to building owners, i.e., architectural design services for exterior improvements to building facades, awnings, lighting, signage, and sidewalk activation.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.

The program offers architectural design services not to exceed \$2,000 per property (hourly principal rate maximum of \$165/hour and an hourly maximum draftsman rate of \$90/hour and reimbursable expenses).

### Professional Design Assistance Grant Scope of Services:

1. Existing conditions assessment and measured base drawings
2. Architectural Design and advisory services to improve exterior elevations; storefront details; canopies, etc. Should be represented with a minimum amount of drawings to effectively portray the scope of work for review by the City of Munford and for bidding purposes. Example drawings include site plan, front exterior elevation, building section to show canopy dimensions
3. Selective demolition drawings as needed, and can be represented by annotated photographs.
4. Professional design assistance to help applicants maximize investment in facade improvements.
5. Cost estimate for the scope represented (Applicant will be responsible for receiving bids after design has been approved by the City of Munford, the business owner has the authority to elect the bid of choice.)

Grants are awarded based on available funds and application of the property owner meeting all

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requirements.



**II. QUALIFIED APPLICANT**

Any property owner located in the *Munford Central Business District and within the Phase 1 scope* can apply for the design grant program. Eligible properties can be

commercial or mixed use as long as the project and property owner adhere to the Central Business District Zoning and Codes.

**III. FUND DISBURSEMENT TO THE DESIGN STUDIO**

Grant funds are disbursed directly to the qualified consultant the City of Munford has contracted once the property facade design is completed and final design is submitted to both the property owner and the City of Munford's dedicated MDDC.

*Facade design work completed prior to the award letter will not be eligible for funding. No funds will be received by the property owner.*

**IV. PROJECT CRITERIA AND SELECTION**

Applications will be evaluated by the Munford Downtown Development Committee to confirm alignment with the Downtown Munford Design Guidelines. If discussion needs to take place on the submitted information, the MDDC will contact applicant for meeting with representatives from the MDDC to review and collaborate prior to resubmission. The grant is limited to one grant application per property address per year. Final approval is determined by the City of Munford Administrator. Grant applications are processed as quickly as staff review resources allow.

**The evaluation criteria are as follows:**

**Cost/Schedule**

Consultation fee and reimbursable expenses as defined in the scope of the grant are not to exceed a combined total of \$2,000 per property address.

**V. Applicant Process**

1. Contact the MDDC at [MDDC@munford.com](mailto:MDDC@munford.com). A member of the committee will contact you and set up a meeting where your questions can be asked and answered, regarding services offered.
2. Complete grant application. Complete applications will include:
  - a) Application form
  - b) Photos of the front facade and its relationship to adjoining sites
3. The total budget the property owner is willing to spend for any upgrades proposed by the consultant when/if moving forward.
4. Affidavit of legal ownership of subject property or if leasing property, same and letter of approval from property owner.
5. Property Taxes, Special Assessments: No grant will be provided from the City of Munford if property taxes or special assessments are in arrears.
6. Applications are desired to be received electronically and hard copies may be submitted  
 \_\_\_\_\_  
 to City Hall within normal operating hours.
7. Grants applicants will be notified when the completed application is approved. An agreement will be drawn to memorialize the grant approval terms and Conditions and

include a notice to proceed.

# Facade Design Grant

- 8. If an application is denied, it may be reconsidered if amended to address application deficiencies.
- 9. The City of Munford reserves the right to reject an application for any reason (i.e., application does not meet the criteria, funding is not available).

*The City of Munford will review the applications, and once approved will submit approved application directly to the consultant, property owner and applicant, if different than the property owner.*

*The City of Munford has final authority to approve or reject the application based on the criteria listed above. Note: City of Munford reserves the right to amend the conditions of the Facade Design Grant Program as warranted.*

The following agreements and conditions will be part of the final funding agreement if the application is approved.

- 1. The property owner is in good standing by payment of taxes and assessments to the City of Munford and Tipton County.
- 2. I understand that any project derived of this design consultation must meet and conform to all applicable codes, ordinances, and regulations.
- 3. I understand that if any project derived of this design consultation, the implementation and/or construction of the project: presented by the consultant must first be reviewed and approved by the designated authority of the City of Munford before beginning the project.
- 4. Once approved, all applicable permits will be obtained for the project and all accompanying inspections will be successfully completed.
- 5. The applicant and the City of Munford’s qualified consultant acknowledges that all expenses will require prior approval by the City of Munford prior to any consultation and reimbursement. No work performed on the project: prior to formal approval is eligible for reimbursement.
- 6. The consultant must submit copies of each finalized property project design and an itemized opinion of the probable cost of the project and share all work completed for property recipient to MDDC for final review. MDDC will then submit invoice to the City for reimbursement.
- 7. The applicant shall indemnify, protect, defend, and hold harmless the City of Munford and its agents and employees from all claims, damages, lawsuits, costs and expenses for any property damage, personal injury, or other loss relating to the MUNFORD FAÇADE DESIGN GRANT PROGRAM.

*MUNFORD FACADE DESIGN GRANT PROGRAM APPLICATION*

PROPOSED PROPERTY ADDRESS :

---

# Facade Design Grant

Phone: \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owners Overall Budget for Proposed Design Upgrades \_\_\_\_\_

Occupant Name. \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_ \_\_\_\_\_

Email \_\_\_\_\_ Mailing Address. \_\_\_\_\_

Preferred Method of Contact Phone Call \_\_\_\_\_ Email \_\_\_\_\_

All correspondence will be sent to both applicant and property owner.

**8x10 photo(s) or emailed photos of proposed property**

### ***Proof of Ownership***

#### **Property Owner Authorization/Certification**

I have read the accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that City of Munford is not liable for any costs associated with the preparation of this request and that grants are considered on a case-by-case basis based upon their merits, redevelopment criteria met, and fund availability as solely determined by the City of Munford

*All applications must be emailed to [MDDC@munford.com](mailto:MDDC@munford.com), or delivered to City Hall, 1397 Munford Ave. Munford TN 38058*

\_\_\_\_\_

Property Owner Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Business Owner

\_\_\_\_\_

Date

# MUNFORD

# Design

# Guidelines

2023

—

Design Guidelines

version 2.0

—



“overarching intent:

# Preserve then Renovate

”

017

## Purpose



Improve the existing facades of district B-3 focusing on preserving and renovating the buildings with functional and historical values



# Strategies

01

## Facilitate

Improvements to encourage community life to thrive while maintaining the valuable qualities of each individual building

018

02

## Create

Sense of place  
Opportunities for increasing revenue growth with the implementation of the guidelines

03

## Foster

A thematic architectural palette

04

## Set groundwork

For future public improvements (Veterans Plaza)

# Guidelines

## Implementation Strategies

- Relocating or shielding HVAC from the pedestrian-oriented elevations
- Relocating or shielding electrical and gas meters from view
- Cable entry and internet boxes to be located in back of house areas
- Interior lighting inside of buildings at front facade to remain lit in early evening hours.



*Existing Building*



## 1 Invisible Infrastructure

### Intent

Creates a welcoming pedestrian environment where human comfort is prioritized

*Source: Silo Square, Southaven, MI*



# 1 Invisible Infrastructure



Source: cnct, Memphis, TN

## Guidelines

### Technical Details

- All light wall sconces could have a consistent soft light temperature of 3000kw



Source: cnct, Memphis, TN



## Implementation Strategies

- Prioritize the maintenance, function, and code compliance of the building, then focus on decorative renovation
- Preserve original features; renovate without excessively altering the building
- Storefronts should be constructed of high-quality, durable materials, similar in type and scale to traditional materials, such as wood, cast iron, structural metal, and glass.
- Materials should be kept in their original format. Brick to remain unpainted.



Existing Building



## Paint

- Paint colors to be of earthtone quality (reference palette)
- Contrasting paint colors to



Source: cnct, Memphis, TN

# 2 Materials

## Intent

Consistent material quality and coloration compliment one another creating a cohesive environment

highlight architectural elements

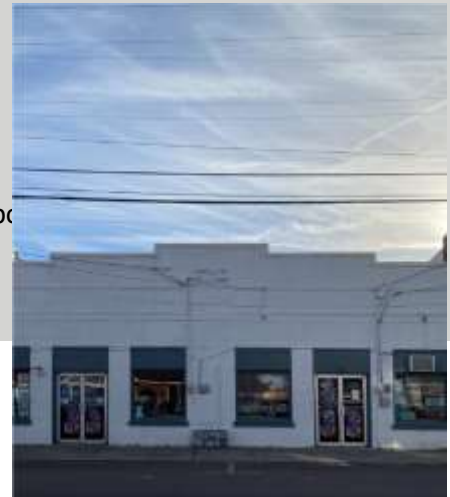
## Technical Details

### 3 Overhead Plane

#### Intent

Reinforce the human scale by introducing horizontal elements above storefront

- Paint to be satin finish



021

*Existing Building*

#### Implementation Strategies

Awnings or overhead planes:

- If multiple businesses are located within one building each bay should have a separate yet similar awning
- Durable and fade-resistant material within the color palette represented under the materials guideline.
- Awning height to correspond to individual datum lines of the building
- If Awnings are flat in nature direct drainage away from the entry door and the adjacent property line
- Awning material to not be traditional roofing product: no asphalt shingles or membrane roofing



#### Light fixture elements

022



Source: San Marco, Texas



Source: Cairo, Georgia

## Technical Details

- Awning to project 2/3rds or more over the adjacent sidewalk.
- Element to follow datum line within the building/adjacent buildings.

## 3 Overhead Plane

## Implementation Strategies

### Window treatments

- No vertical or horizontal blinds in visible street storefronts

### Street Level Windows

- The viewing zone of the storefront should be made up of at least 75% glass
- Reflective glass, mirror, and opaque glass should be avoided in the viewing storefront area for visibility of internal activity
- Window frames to follow earth tone palette. Clear anodized aluminum to be avoided
- Windows in the front facade that have been closed or enlarged should be rebuilt to return to their original size



*Existing Building*



*Source: Southampton, NY*

## Technical Details

# 4 Transparency

## Intent

Connect the community with the business interior adding to the relational experience of place.

## Implementation Strategies

- Automobile-oriented signage to be placed above the overhead plane. Billboard type information not allowed; business name only with letter height of 8" minimum
- Pedestrian-oriented signage to be located below the overhead plane and in a blade format. Additional sidewalk signage permitted 1 per business.
- Separate light fixtures above or below a sign are to be used; no interior illuminated signage
- No full-color graphics within the signage, the graphics should be limited to linework only
- Signage should relate to the building’s architectural characteristics opposed to an unrelated item
- No awning signage
- No sign may be placed in such a way as to obscure any architectural feature or ornament.
- No signs should be located on the roof of the building, nor should the supports for any sign extend above the cornice of the building.
- Only business and identification signs will be permitted; advertising signs shall not exceed 20 % of coverage for signage



*Existing Building*



*Source: George and Willy*

## 5 Signage

### Intent

Promote identity of space/place at a range of scales.

in the storefront.



Source: George and Willy



Source: George and Willy



# 6 5 Sidewalk Activation

## Intent

Enhance the community and business experience allowing for interaction and activity

026

## Implementation Strategies

- Planters
- Benches
- Trees
- Tables | Chairs
- Lighting attached to the building



*Existing Building*

## Technical Details

- Planter type TBD
- Bench type TBD



Source: *Silo Square Master Plan*  
*Southaven, MI*

027



Source: *Silo Square, Southaven, MI*



Source: *Silo Square, Southaven, MI*



## 6 SideWalk Activation



**Company Name:**

daily design GROUP

[www.dailydesigngroup.com](http://www.dailydesigngroup.com)

65 Union Avenue, Ste.820  
Memphis, TN 38103



## **RESOLUTION: 2023-01-01**

### **A RESOLUTION APPROVING AND SUPPORTING THE SUBMISSION OF VIOLENT CRIME INTERVENTION FUND APPLICATION TO THE TENNESSEE DEPARTMENT OF JUSTICE.**

**WHEREAS**, the Governor of Tennessee, Bill Lee, appropriated \$100 million in the State 202223 budget for the Violent Crime Intervention Fund (VCIF), which provides grant funds for local law enforcement agencies to implement evidence-based programs, technology, and strategies that will reduce violent crimes in our communities; and

**WHEREAS**, the VCIF will support 1.) the implementation of programming based on proven effective violent crime intervention models, 2.) hiring and training of specialized violent crime investigative units, 3.) purchase and application of technology and equipment, and 4.) law enforcement led partnerships with community organizations of their choice to directly disrupt or prevent violent crime; and

**WHEREAS**, the City of Munford has been allocated \$99,359 through the formula-based funding grant. The grant is 100% payable by the state and will be entirely a reimbursement grant if awarded: and

**WHEREAS**, the City of Munford, acting by and through its Board of Aldermen proposes to apply for the Violent Crime Intervention Fund Formula Based Grant for the purpose of performing eligible programming, purchases, or training to reduce and deter violent crimes that will benefit the majority of the residents of the City of Munford; and

**WHEREAS**, the City of Munford, as a recipient is required to designate and appoint a Project Director and Financial Director to perform certain duties in the administration of said grant

**WHEREAS**, the City of Munford, approved Resolution 2022-12-01 previously and this Resolution replaces it:

**NOW, THEREFORE BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Munford, Tennessee, as follows

**THAT**, the Munford Police Department is hereby authorized to execute and apply with appropriate assurances to the Tennessee Department of Justice, requesting Violent Crime Intervention Funds for the purchase of multiple stationary and mobile cameras throughout the city to assist in deterring and investigating violent crime.

**THAT**, City Recorder Sherry Yelvington be and is hereby designated and appointed as Financial Officer and to perform on behalf of the City of Munford Tennessee, those acts and assume such duties as are consistent with said position.

**THAT**, This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

READ and ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

Mayor, Dwayne Cole

---

City Recorder, Sherry Yelvington

**RESOLUTION 2023-01-02**

**RESOLUTION OF THE CITY OF MUNFORD, TENNESSEE SUPPORTING THE DISPLAY OF THE NATIONAL MOTTO, *IN GOD WE TRUST*, IN THE IN THE BOARD OF MAYOR AND ALDERMEN CHAMBER OR IN A PROMINENT LOCATION AT CITY HALL.**

**WHEREAS, *IN GOD WE TRUST***, became the United States national motto on July 30, 1956, shortly after our nation led the world through the trauma of World War II; and

**WHEREAS**, the words were reaffirmed as the national motto by Congress on November 2, 2011; and

**WHEREAS**, the words have been used on U.S. currency since 1864; and

**WHEREAS**, the same inspiring slogan is engraved above the entrance to the Senate Chamber as well as above the Speaker's dais in the House of Representatives, and

**WHEREAS**, in both war and peace, these words have been a profound source of strength and guidance to many generations of Americans, and

**WHEREAS**, the City desires to display this patriotic motto in the Council Chambers as a way to solemnize public occasions and express confidence in our society.

**NOW, THEREFORE IT BE RESOLVED**, the Board of Mayor and Aldermen of the City of Munford, Tennessee, authorize the following:

**Section 1.** The Board of Mayor and Aldermen of the City of Munford, in the state of Tennessee, does hereby determine that the historic and patriotic words of our national motto, ***IN GOD WE TRUST***, shall be permanently and prominently displayed in the Board Chambers at City Hall.

**Section 2.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Passed and Adopted by the Board of Mayor and Alderman of the City of Munford, Tennessee on the \_\_\_\_ day of \_\_\_\_\_, 2023.

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Sherry Yelvington  
City Recorder

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Dwayne Cole  
Mayor, City of Munford

**RESOLUTION: 2023-01-03**

**CITY OF MUNFORD, TENNESSEE**

**FOR**

**MUNFORD FIRE DEPARTMENT GRANT APPLICATION**

WHEREAS, the City of Munford, Tennessee desires to allow the Munford Fire Department to apply for an Assistance to Fire Fighters Grant from FEMA, and

WHEREAS, the grant that is being applied for is a 95/5% matching grant with an application date of February 2023; and

WHEREAS, the Munford Fire Department will apply for funding to provide various loose fire equipment (hose, nozzles, etc.); and

WHEREAS, the Board of Mayor and Aldermen of the City of Munford find it is in the City's best interest to apply for the FEMA Assistance to Fire Fighters Grant; and

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Munford hereby give permission to the Munford Fire Department to proceed with the Assistance to Fire Fighters Grant from FEMA application.

READ and ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor Dwayne Cole

Sherry Yelvington, City Recorder



**CHECKS OVER \$10,000 December**

**2022**

<b><u>PAYABLE TO</u></b>	<b><u>CHECK #</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
A2H Engineers	20947	\$ 12,361.58	STP Sidewalk
Cigna Healthcare	21022	\$ 69,111.78	Insurance (67901.27) and HRA (1210.51)
Clark Equipment/Bobcat	21037	\$ 10,165.76	Trench Compactor
Dozertrax USA	21045	\$ 234,819.38	Draw 7 Sutherland Site and Drainage
Ford Construction Company	20962	\$346,651.53	Munford Ave Sidewalk & Turnlane
	21046	<u>264,099.23</u>	
	<b>Total Ford</b>	<b>\$610,750.76</b>	
Guthrie Sales & Service	20966	\$ 34,110.00	Ne10 hp Aerator
King Engineering	20977	\$ 45,550.13	Sutherland Shop
Mastercard	20941	\$ 12,836.05	Christmas Décor., Training, Mugs, Basketball
Public Entity Partners	20996	\$ 12,434.45	Workers Compensation Insurance
Rose Construction	20911	\$219,050.10	Sutherland Property Draw 3
	21074	<u>269,094.89</u>	Sutherland Property Draw 4
	<b>Total Rose Const.</b>	<b>\$488,144.99</b>	
Southern Pipe & Supply	20916	\$ 10,946.90	Water Supplies
Southwest TN Electric	20917	\$ 29,787.76	Electrical Service (October-November)
	21008	2,384.94	Electrical Service (October-November)
	21075	<u>5,547.22</u>	Electrical Service (October-November)
	<b>Total Southwest Elect</b>	<b>\$ 37,719.92</b>	

Tipton County 9-1-1	21078	\$ 11,623.39	E911 Services
TN Energy Acquisition Corp	20942	\$324,923.16	Natural Gas Purchase/Transport
Waste Pro	21023	\$ 22,634.12	Solid Waste
Wex Bank Valero	20946	\$ 13,822.57	Fuel
Wilson County Motors	21025	\$ 36,110.20	Gas Dept. Vehicle
<b>Total</b>		<b>\$ 1,988,065.14</b>	

**City of Munford  
Balance Sheet Summary  
For the Period Ended Dec 31, 2022**

<b>ASSETS</b>	Cash	Accounts Rec, net of bad debt allowance	Due From Other Funds	Inventories Other Assets	Capital Assets net of depreciation	Total Assets
General Fund	\$1,852,652	\$641,372	\$103,223	\$0	\$0	\$2,597,247
State Street Aid Fund	\$550,047	\$0	\$0	\$0	\$0	\$550,047
Drug Fund	\$32,611	\$0	\$0	\$0	\$0	\$32,611
Solid Waste Fund	\$53,062	\$47,959	\$0	\$0	\$0	\$101,021
Water-Sewer Fund	\$959,929	\$242,753	\$0	\$0	\$9,606,303	\$10,808,986
Gas Fund	\$4,251,444	\$971,241	\$0	\$250,607	\$7,666,808	\$13,140,100
	<b>\$7,699,745</b>	<b>\$1,903,325</b>	<b>\$103,223</b>	<b>\$250,607</b>	<b>\$17,273,112</b>	<b>\$27,230,011</b>

<b>LIABILITIES</b>	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$36,685	\$1,200	\$0	\$0	\$37,885
State Street Aid Fund	\$2,257	\$0	\$0	\$0	\$2,257
Drug Fund	\$4,302	\$0	\$0	\$0	\$4,302
Solid Waste Fund	\$23,852	\$0	\$13,145	\$0	\$36,997
Water-Sewer Fund	\$108,904	\$111,862	\$23,770	\$3,056,488	\$3,301,024
Gas Fund	\$624,631	\$65,482	\$66,308	\$1,218,251	\$1,974,671
	<b>\$800,631</b>	<b>\$178,544</b>	<b>\$103,223</b>	<b>\$0</b>	<b>\$4,274,739</b>

<b>FUND BALANCE OR EQUITY</b>	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,130,225	\$429,136		\$2,559,361
State Street Aid Fund	\$511,905	\$35,885		\$547,790
Drug Fund	\$27,070	\$1,239		\$28,309
Solid Waste Fund	\$97,869		(\$33,844)	\$64,025
Water-Sewer Fund	\$7,284,565	\$223,396		\$7,507,961
Gas Fund	\$11,702,534		(\$537,104)	\$11,165,430
	<b>\$21,754,167</b>	<b>\$689,656</b>	<b>(\$570,948)</b>	<b>\$21,872,875</b>

Fund Analysis	Total Assets	Total Liabilities	Beginning Fund		Increase from FY Decrease from		Ending Fund Balance or Equity		
			Balance or Equity	2023	Activity	FY		2023	Activity
Government Funds	3,179,904	44,444	2,669,200	466,260		0	3,135,460		
Enterprise Funds	24,050,107	5,312,692	19,084,967	223,396		(570,948)	18,737,415		
	<b>27,230,011</b>	<b>5,357,136</b>	<b>21,754,167</b>	<b>689,656</b>		<b>(570,948)</b>	<b>21,872,875</b>		

General Fund Budget Update

**General Fund  
Budget Update  
12-31-2022**

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
LOCAL TAXES	3,121,171.00	2,152,585.00	68.97%
LICENSES & PERMITS	44,700.00	20,888.00	46.73%
INTERGOVERNMENTAL CHARGES FOR SERVICE	1,799,612.00	1,394,073.00	77.47%
<i>POLICE SERVICES</i>	<i>3,000.00</i>	<i>1,007.00</i>	<i>33.57%</i>
<i>FIRE PROTECTION</i>	<i>2,700.00</i>	<i>7,284.00</i>	<i>269.78%</i>
<i>FEES &amp; COMMISIONS</i>	<i>4,000.00</i>	<i>2,823.00</i>	<i>70.58%</i>
<i>P&amp;R - PROGRAMS</i>	<i>120,500.00</i>	<i>72,636.00</i>	<i>60.28%</i>
<i>P&amp;R - CONCESSIONS</i>	<i>12,000.00</i>	<i>6,895.00</i>	<i>57.46%</i>
<i>P&amp;R - CENTENNIAL</i>	<i>126,250.00</i>	<i>76,125.00</i>	<i>60.30%</i>
<i>RENTAL FEES</i>	<i>169,000.00</i>	<i>94,550.00</i>	<i>55.95%</i>
<i>LIBRARY SERVICES</i>	<i>5,150.00</i>	<i>3,079.00</i>	<i>59.79%</i>
<i>COMMUNITY DEV</i>	<i>6,000.00</i>	<i>1,044.00</i>	<i>17.40%</i>



	448,600.00	265,443.00	59.17%
FINES & FORFEITURES	145,600.00	101,740.00	69.88%
OTHER REVENUES	6,400.00	15,605.00	243.83%
<b>TOTAL REVENUES</b>	<b>5,566,083.00</b>	<b>3,950,334.00</b>	<b>70.97%</b>

**EXPENSES**

GENERAL GOVERNMENT			52.83%	50.11%
<i>ISLATIVE</i>	26,741.00	14,127.00	51.74%	55.86%
<i>JUDICIAL</i>	17,959.00	9,000.00		84.71%
	44,700.00	23,127.00		
FINANCE & ADMINISTRATION	73,627.00	41,126.00	54.77%	53.76%
CODE ENFORCEMENT	81,173.00	68,761.00	54.32%	
PUBLIC SAFETY				
<i>POLICE</i>	1,699,396.00	930,689.00		189.17%
<i>FIRE</i>	1,328,159.00	713,984.00	51.34%	54.66%
	1,644,673.00		49.64%	5.70%
STREETS			50.07%	37.65%
STREETS	617,836.00	1,168,731.00	45.83%	
PARKS & RECREATION				
<i>P &amp; R ADMIN</i>	432,072.00	221,819.00		
<i>P &amp; R PROGRAMS</i>	64,400.00	35,203.00		
<i>CENTENNIAL</i>	321,008.00	159,335.00		
<i>PARKS</i>	353,550.00	20,146.00		
<i>TIPTON PLAZA</i>	17,876.00			
	454,379.00			
LIBRARY	35,700.00			84.66%
	1,206,730.00			17.68%
	124,117.00	56,878.00		
COMMUNITY DEVELOPMENT	24,636.00	20,858.00	0.00	0.00
DEBT SERVICE	241,303.00	42,665.00		
<b>TOTAL EXPENSES</b>	<b>5,441,677.00</b>	<b>3,521,198.00</b>	<b>Net Surplus/(loss)</b>	

**Budget Update 12/2022**  
**State Street Aid**

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	122,084	38,435	31.48%
STATE - \$0.03 GASOLINE TAX	34,590	11,136	32.19%
STATE - 1989 GASOLINE TAX INCREASE	20,347	6,031	29.64%
STATE - GAS 2017 TAX	49,851	19,370	38.86%
STATEST - INTEREST EARNINGS	1,750	1,719	98.23%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>228,622</b>	<b>76,691</b>	<b>33.54%</b>
<b>EXPENSES</b>			
STATE ST - ELECTRIC	25,000	12,448	49.79%
STATE ST - PROFESSIONAL SERVICES	0	0	0.00%

STATE ST - REP/MT STORM DRAINS	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS	100,000	0	0.00%
STATE ST - MAJOR PROJECT - PAVING	0	0	0.00%
STATE ST - GRAVEL & SAND	0	0	0.00%
STATE ST - ASPHALT & FILTER	0	0	0.00%
STATE ST - CONCRETE	0	0	0.00%
STATE ST - DEBT TML#5	33,143	0	0.00%
STATE ST - INTEREST TML#5	16,714	8,358	50.01%
STATE ST - CAPITAL OUTLAY	0	20,000	0.00%
<b>TOTAL EXPENSES</b>	<b>174,857</b>	<b>40,806</b>	<b>23.34%</b>
<b>Net Surplus/(loss)</b>	<b>53,765</b>	<b>35,885</b>	

Budget Update **12/2022**  
Drug Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	500	600	120.00%
DRUG - CIRCUIT COURT	200	289	144.50%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	1,000	2,825	282.50%
OR - INTEREST EARNINGS	80	91	113.75%
<b>TOTAL REVENUES</b>	<b>1,780</b>	<b>3,805</b>	<b>213.76%</b>

<b>EXPENSES</b>			
DRUG - MEMBERSHIPS	0	140	0.00%
DRUG - MEDICAL/VET	800	293	36.63%
DRUG - PROF SERV TRAINING	0	355	0.00%
DRUG - REPAIR/MT VEHICLE	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0.00%
DRUG - DOG SUPPLIES	500	200	40.00%
DRUG - OPERATING SUPPLIES	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	1,577	0.00%
<b>TOTAL EXPENSES</b>	<b>1,300</b>	<b>2,565</b>	<b>197.31%</b>
<b>Net Surplus/(loss)</b>	<b>480</b>	<b>1,240</b>	

Budget Update **12/2022**  
Solid Waste Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET	
<b>REVENUES</b>				
TRASH COLLECTION - RESIDENTIAL	441,763	225,267	50.99%	
TRASH COLLECTION - POPLAR GROVE	28,549	10,542	36.93%	
TRASH COLLECTION- LATE PENALTIES	7,000	4,517	64.53%	
TRASH COLLECTION - INTEREST REVENUE	300	255	85.00%	
	<b>477,612</b>	<b>240,581</b>	<b>50.37%</b>	
<b>EXPENSES</b>				
<b>TOTAL SOLID WASTE REVENUES</b>				
TRASH -VENDOR SERVICES	270,206	136,231	50.42%	
TRASH - OTHER PROFESSIONAL SRVS	0	6	0.00%	
TRASH - OTHER OPERATING SUPPLIES	0	200	0.00%	
TRASH - CAPITAL OUTLAY MISC	0	47,425	0.00%	
Allocations		0	0.00%	
	<i>Legislative</i>			
	<i>Finance &amp; Administration</i>	15,730	8,310	52.83%
		147,255	82,253	55.86%
<b>TOTAL SOLID WASTE COLLECTION</b>	<b>162,985</b>	<b>90,563</b>	<b>55.57%</b>	
<b>Surplus/(loss)</b>	<b>444,491</b>	<b>274,825</b>	<b>63.35%</b>	
<b>Budget Update 12/2022</b>				
<b>Water - Sewer Fund</b>				
	Percentage of Budget Yr Complete		50.00%	

		BUDGET	ACTUAL	% MET
<b>REVENUES</b>				
	Sales	2,349,789	1,380,049	58.73%
	Rent Revenue	4,000	4,000	100.00%
	Service Charges	502,450	188,875	37.59%
	Other Revenues	4,200	3,124	74.38%
<b>EXPENSES</b>		<b>2,860,439</b>	<b>1,576,048</b>	<b>55.10%</b>
<b>TOTAL WATER-SEWER REVENUES</b>				
	Water - Treatment	508,843	294,412	57.86%
	Water - Distribution	68,150	52,774	77.44%
	Sewer - Treatment	379,975	235,353	61.94%
	Sewer - Collection	231,205	108,088	46.75%
	Personnel	898,318	364,950	40.63%
	Contract Services	84,850	31,587	37.23%
	Supplies	155,800	36,139	23.20%
	Fixed Charges	74,000	17,544	23.71%
	Rebates/Debt Service	137,331	39,169	28.52%
	Allocations	2,538,472	1,180,016	46.49%
	<i>Legislative</i>			
	<i>Finance &amp; Administration</i>	14,943	7,895	52.83%
	<i>Code Enforcement</i>	220,882	123,379	55.86%
	<i>Community Development</i>	40,586	34,381	84.71%
<b>TOTAL WATER-SEWER EXPENSES</b>		<b>8,212</b>	<b>6,983</b>	<b>85.03%</b>
<b>Net Surplus/(loss)</b>		<b>287,544</b>	<b>273,592</b>	<b>60.65%</b>
		<b>2,823,095</b>	<b>1,352,654</b>	<b>47.91%</b>

Budget Update 12/2022  
Gas Fund

Percentage of Budget Yr Complete 50.00%

		BUDGET	ACTUAL	% MET
<b>REVENUES</b>				
	Sales	4,625,000	2,097,309	45.35%
	Service Charges	305,800	114,348	37.39%
	Other Revenues	28,800	12,830	44.55%
		<b>4,959,600</b>	<b>2,224,487</b>	<b>44.85%</b>
<b>EXPENSES</b>				
<b>TOTAL GAS REVENUES</b>				
	Personnel	897,356	403,528	44.97%
	Contract Services	265,175	133,968	50.52%
	Materials/Supplies	2,749,500	1,787,734	65.02%
	Fixed Charges	548,500	199,445	36.36%
	Rebates/Debt Service	34,788	14,857	42.71%
	Economic Development	0	5,000	0.00%
	Allocations			
	<i>Legislative</i>			
	<i>Finance &amp; Administration</i>	21,235	11,219	52.83%
	<i>Code Enforcement</i>	294,510	164,506	55.86%
	<i>Community Development</i>	40,586	34,381	84.71%
		8,212	6,953	84.67%
		364,543	217,059	59.54%
		<b>4,859,862</b>	<b>2,761,591</b>	<b>56.82%</b>
<b>TOTAL GAS EXPENSES</b>				
<b>Net Surplus/(loss)</b>		<b>99,738</b>	<b>(537,104)</b>	

## Upcoming Meeting Dates and Events

February 2023

### ***Feb 2 (Thursday)***

4:00 General Welfare/Public Works Committees/Mayor's Cabinet  
5:00 Special Called Board Meeting

### ***Feb 14 (Tuesday)***

6:30 Planning Commission

### ***Feb 16 (Thursday)***

2:30 Birthday Coffee  
4:00 Parks and Rec/Public Safety Committees/Mayor's Cabinet

### ***Feb 20 (Monday)***

*\*\*\*All Offices closed in observance of President's Day\*\*\**

### ***Feb 27 (Monday)***

7:00 BOMA Meeting