



**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
 - 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

**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, 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.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

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 26th, 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 |
|-------------------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| ACCOUNTS | | | | | | | | | | | | | |
| Current Customer Accts | | | | | | | | | | | | | |
| 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 |
| Customer Adjustments | | | | | | | | | | | | | |
| 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 |
| PAYMENTS | | | | | | | | | | | | | |
| Payments on line | | | | | | | | | | | | | |
| 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 |
| Payments Received Lobby/Mail | | | | | | | | | | | | | |
| 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 |
| Delinquent Accounts | | | | | | | | | | | | | |
| Delinquent 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 |
| SERVICE | | | | | | | | | | | | | |
| Water / Sewer | | | | | | | | | | | | | |
| 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 |
| 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 |
| Solid Waste | | | | | | | | | | | | | |
| 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 |
| Gas | | | | | | | | | | | | | |
| Odor Complaints | 7 | 5 | 13 | 0 | 11 | 4 | 7 | 7 | 7 | 11 | 16 | 5 | 93 |
| Damaged / Stuck Meters | 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 |
| Misc Service Orders | | | | | | | | | | | | | |
| Other complaints | 8 | 9 | 5 | 2 | 2 | 4 | 5 | 5 | 3 | 2 | 3 | 2 | 50 |
| Total Utility/Trash Billing | \$1,168,231 | \$1,170,902 | \$818,721 | \$605,749 | \$320,159 | \$468,732 | \$431,821 | \$439,683 | \$478,788 | \$501,734 | \$747,022 | \$1,190,514 | \$8,342,055 |

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 |

**City of Munford
Police Department**

| | 2022 | | | | | | | | | | | | PY | |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Totals | Totals |
| CITATIONS ISSUED | 163 | 224 | 216 | 169 | 194 | 232 | 261 | 233 | 190 | 216 | 307 | 263 | 2668 | 1826 |
| COURTESY CITATIONS ISSUED | 64 | 79 | 77 | 59 | 70 | 86 | 97 | 115 | 99 | 85 | 81 | 81 | 993 | 810 |
| TRAFFIC STOPS | 339 | 379 | 408 | 252 | 402 | 428 | 500 | 515 | 541 | 620 | 599 | 500 | 5483 | 3375 |
| SPEEDING | 84 | 117 | 114 | 104 | 123 | 160 | 127 | 139 | 101 | 97 | 159 | 134 | 1459 | 1041 |
| SEAT BELT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 4 | 25 |
| ARREST | 36 | 30 | 23 | 30 | 46 | 48 | 45 | 34 | 38 | 53 | 57 | 38 | 478 | 346 |
| ADULT - MALE | 14 | 19 | 11 | 19 | 27 | 32 | 30 | 18 | 24 | 31 | 32 | 21 | 278 | 230 |
| ADULT - FEMALE | 13 | 9 | 11 | 7 | 18 | 16 | 15 | 9 | 10 | 16 | 21 | 15 | 160 | 94 |
| JUVENILE - MALE | 6 | 2 | 0 | 3 | 0 | 0 | 0 | 6 | 2 | 5 | 2 | 2 | 28 | 13 |
| JUVENILE - FEMALE | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 2 | 1 | 2 | 0 | 9 | 9 |
| WARRANT ARREST | 2 | 4 | 2 | 2 | 6 | 2 | 4 | 5 | 8 | 7 | 7 | 3 | 52 | 57 |
| DRUG ARREST | 10 | 11 | 6 | 1 | 10 | 8 | 17 | 7 | 9 | 9 | 10 | 11 | 109 | 85 |
| ALCOHOL ARREST | 4 | 1 | 1 | 3 | 1 | 1 | 3 | 3 | 2 | 2 | 4 | 4 | 29 | 28 |
| INCIDENT REPORTS | 97 | 82 | 67 | 90 | 70 | 80 | 78 | 70 | 82 | 97 | 89 | 72 | 974 | 807 |
| OFFICER INITIATED INCIDENTS | 1189 | 1102 | 1425 | 1179 | 1089 | 1073 | 1125 | 1288 | 1219 | 1322 | 1245 | 1182 | 14438 | 13628 |
| ACCIDENT REPORTS | 11 | 22 | 6 | 11 | 8 | 18 | 8 | 19 | 11 | 14 | 14 | 17 | 159 | 166 |
| MILES PATROLLED | 12777 | 12702 | 15821 | 13014 | 12972 | 13547 | 14817 | 15713 | 13511 | 15516 | 14141 | 15098 | 169629 | 152151 |
| CALLS FOR SERVICE | 706 | 817 | 844 | 771 | 948 | 945 | 983 | 1069 | 1082 | 1183 | 1173 | 1027 | 11548 | 8580 |



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 |
| Total Calls - Munford | 110 | 96 | 65 | 65 | 75 | 107 | 74 | 89 | 96 | 92 | 85 | 99 | 1053 | 979 |
| Total Calls - County | 9 | 6 | 18 | 6 | 14 | 24 | 9 | 9 | 7 | 10 | 16 | 13 | 141 | 153 |
| Total Calls - Department | 119 | 102 | 83 | 71 | 89 | 131 | 83 | 98 | 103 | 102 | 101 | 112 | 1194 | 1132 |

| 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 |
| Total Department Staffing | 44 | 19 | 25 | 0 |

| Vehicle Fleet Status | Days out of Service | Comments |
|---------------------------|---------------------|----------|
| Unit #1 (Chief) | | |
| Unit # 2 (Captain) | | |
| Inspector # 1 (Inspector) | | |
| Med 8 | | |
| Engine 81 | | |
| Engine 88 | | |
| Brush Truck 81 | | |
| Brush Truck 82 | | |
| Tower 81 | | |

22-Jan 22-Feb 22-Mar 22-Apr 22-May 22-Jun 22-Jul 22-Aug 22-Sep 22-Oct 22-Nov 22-Dec

Payment Plan

| | | | | | | | | | | | | |
|----------|--------------|-----------|----------|---------|---------|---------|---------|--------|--------------|--------------|----------|---------|
| 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 | | | | | | | | | | | | |

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. GRETNA 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 | | | | | | | | | | |
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| 29 | | | | | | | | | | |
| 30 | | | | | | | | | | |
| 31 | | | | | | | | | | |
| 32 | | | | | | | | | | |
| 33 | | | | | | | | | | |
| | | | | | | | | 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



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 | Locally Owned | 7,685 | 15 | 3 | 7,697 | Regionally Owned | 10,419 | 10 | 1 | 10,428 | Locally Owned | E-books | 85 |
| Audio Materials | | 398 | 0 | 0 | 398 | | 1,627 | 0 | 0 | 1,627 | | Audio Downloadable | 156 |
| Video Materials | | 449 | 0 | 0 | 449 | | 589 | 0 | 0 | 589 | | Video Downloadable | 0 |
| Other Materials | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | | TOTAL | 241 |
| TOTAL | | 8,532 | 15 | 3 | 8,544 | | 12,635 | 10 | 1 | 12,644 | TOTAL PHYSICAL COLLECTION | | 21,188 |

| Electronic Circulation-READS includes Advantage & other local e collections | Physical Circulation Book & Non-Book | CIRCULATION TOTALS - 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 |
| Total | 973 | Total | 1,218 | Total for All Circulation | 2,191 |

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 | Total | 8 | 0 | 8 |
| 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 |
| Total | 25 | Tech Training/help | 0 | Total | 37 | 0 | 427 |

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

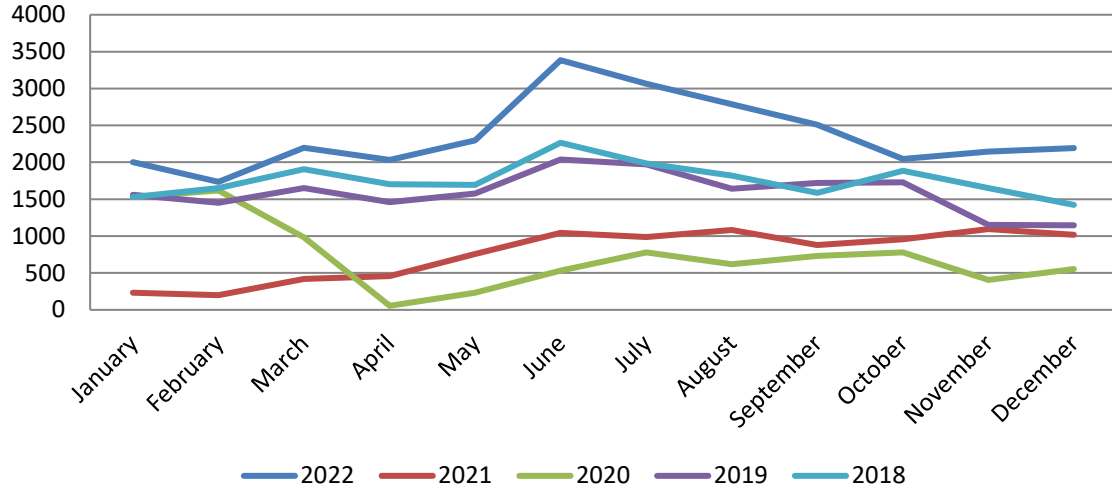
| Live Virtual Programming | |
|--------------------------------|---|
| Live Virtual Programs | 0 |
| Views of Live Virtual Programs | 0 |
| On-Demand Views | 0 |

| Recorded Programming | |
|----------------------------|----|
| Recorded Programs | 1 |
| Views of Recorded Programs | 77 |

| Resource Sharing | |
|------------------|----|
| ILL - Borrowed | 38 |
| ILL - Loaned | 17 |

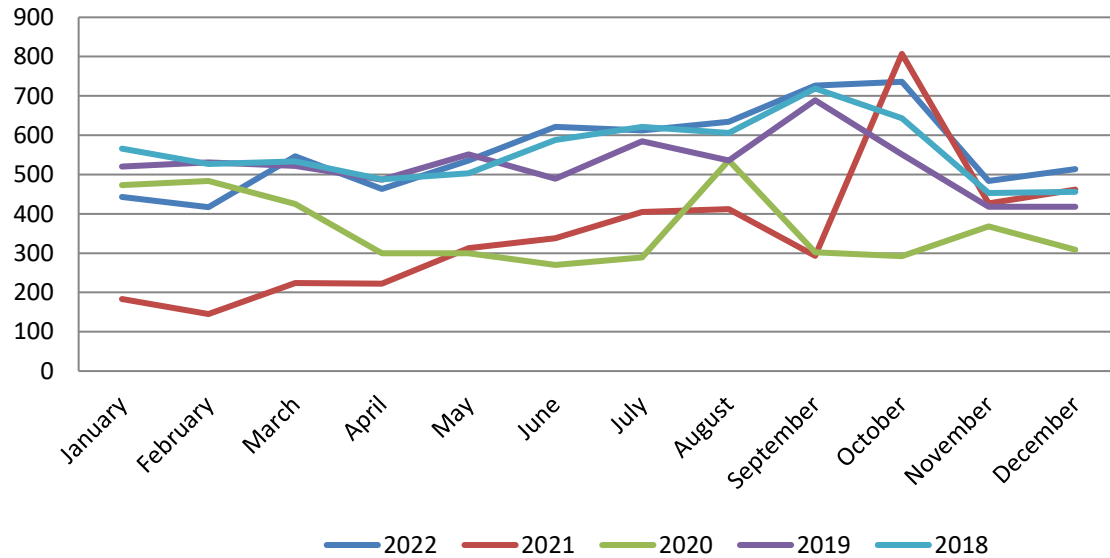
| | |
|---------------------------------|------------|
| TOTAL PROGRAMS | 17 |
| TOTAL PROGRAM ATTENDANCE | 541 |

Circulation Growth 2018-2022



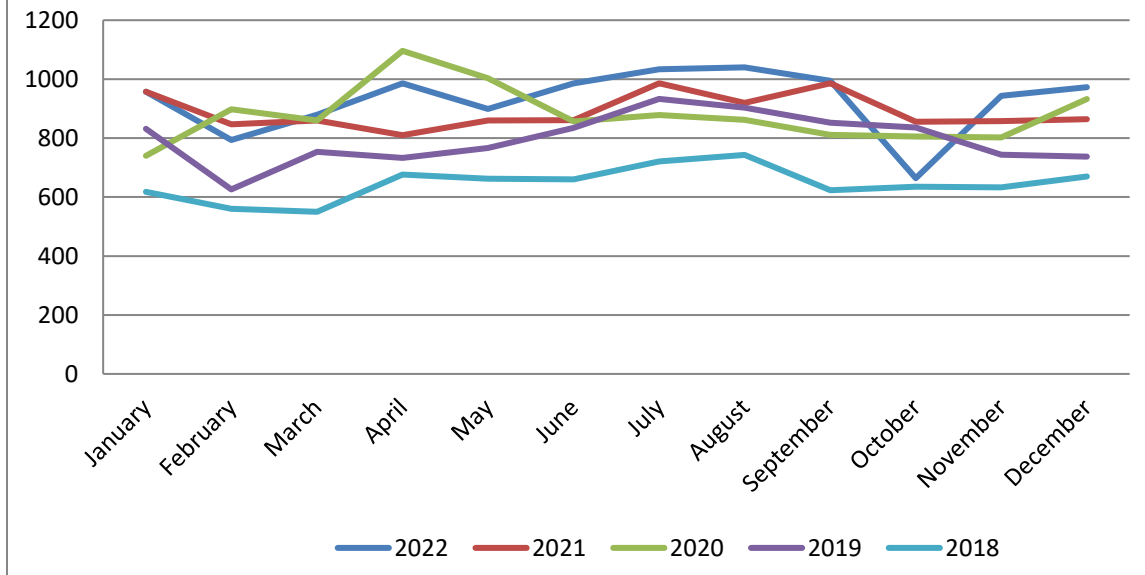
* As of 12/31/2022

Computer Usage 2018-2022



* As of 12/31/2022

Tennessee R.E.A.D.S Circulation



*** As of 12/31/2022**

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 Start-Ups, 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

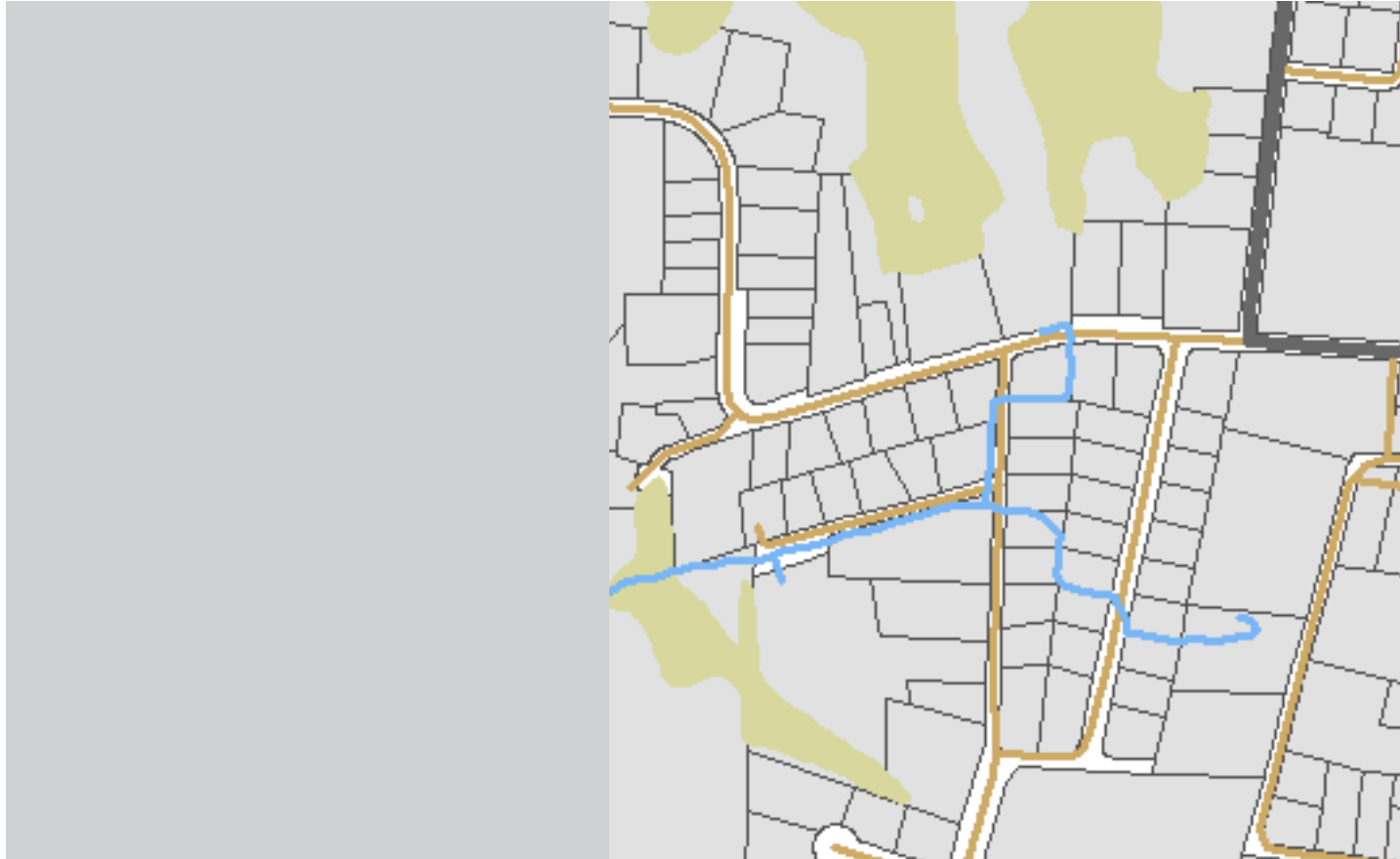
| | |
|-----------------------------|----|
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| Grant Goal | 05 |
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| Downtown Improvement Grant | 07 |
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Design Guidelines

| | |
|--------------------------|----|
| Overarching Intent | 17 |
| Purpose Strategies | 18 |
| Invisible Infrastructure | 19 |
| Materials | 21 |
| Overhead Plane | 22 |
| Transparency | 24 |
| Signage | 25 |
| Sidewalk Activation | 27 |

Prepared for:
City of Munford
1397 Munford Ave
Munford, TN 38058

Prepared by:
Daily Design GROUP
65 Union Avenue
Suite 820
Memphis, TN 38103



Purpose

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.



Grant Goal

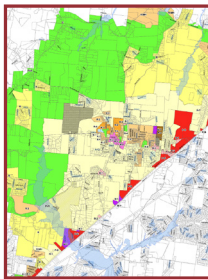
Offer financial assistance to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups.

When to Use This Document

1 Start Here

Do you own a property or operate a business within the B-3 zoning district?

Zoning Map



Press image to follow link

YES

Is your property located within phase 1 of downtown improvement grant program?

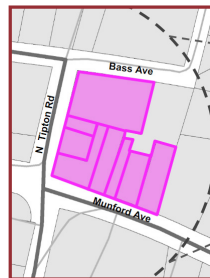
NO

If no, please feel free to reference the design guidelines for best practices in future planned phases as funding is available.

YES

If yes, review the downtown improvements grant application for process

Zoning Phase 1



Engage with an architect qualified to determine scope of work based on Munford Design Guidelines for B-3

Once, application is submitted



MDDC reviews applications for compliance with Munford Design Guidelines for B-3

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: _____
 FEDERAL TAX IDENTIFICATION#: _____
 PHONE (W): _____ PHONE (C): _____ PHONE (H) : _____
 EMAIL: _____ BUS. WEBSITE: _____

III. PROPERTY/BUILDING INFORMATION:

BUSINESS/PROPERTY _____
 ADDRESS: _____
 DATE BUILDING WAS CONSTRUCTED: _____
 CURRENT BUILDING USE:
 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:

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 OWNER
- CURRENT COUNTY AND CITY TAXES
- PROPOSED FINANCING PLAN
- CONSTRUCTION/ARCHITECTURAL DRAWINGS**

**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 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 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. 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.

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

”



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

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

1 Invisible Infrastructure

Intent

Creates a welcoming pedestrian environment where human comfort is prioritized

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



Source: Silo Square, Southaven, MI

Guidelines

1 Invisible Infrastructure

Technical Details

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



Source: cnct, Memphis, TN



Source: cnct, Memphis, TN

2 Materials

Intent

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

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 highlight architectural elements



Technical Details

- Paint to be satin finish



Source: cnct, Memphis, TN

3 Overhead Plane

Intent

Reinforce the human scale by introducing horizontal elements above first level storefront

Implementation Strategies

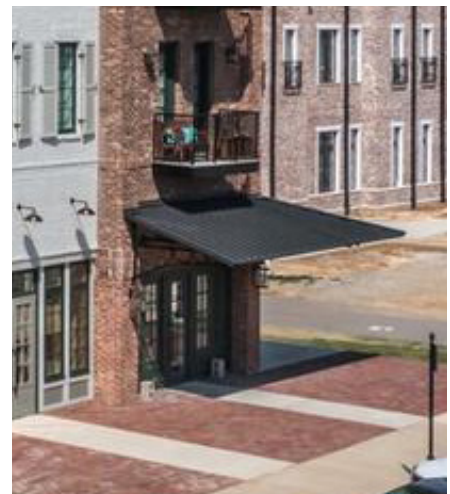
Awnings or overhead planes:

- 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



Existing Building



Source: Silo Square, Southaven, MI

3 Overhead Plane



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.

4 Transparency

Intent

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

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

Technical Details



Existing Building



Source: Southamptton, NY

5 Signage

Intent

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

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 in the storefront.



Existing Building



Source: George and Willy

5 Signage



Source: George and Willy



Source: George and Willy

6 Sidewalk Activation

Intent

Enhance the community and business experience allowing for interaction and activity

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*

6 SideWalk Activation



Source: Silo Square, Southaven, MI



Source: Silo Square, Southaven, MI



Company Name:

daily design GROUP

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 2022-23 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.

Sherry Yelvington
City Recorder

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.

Mayor Dwayne Cole

Sherry Yelvington, City Recorder



CHECKS OVER \$10,000

December 2022

| <u>PAYABLE TO</u> | <u>CHECK #</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|----------------------------|------------------------------|------------------------|--|
| 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> | |
| | Total Ford | \$610,750.76 | |
| 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 |
| | Total Rose Const. | \$488,144.99 | |
| 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) |
| | Total Southwest Elect | \$ 37,719.92 | |
| 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 |
| | Total | \$ 1,988,065.14 | |

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

| ASSETS | 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 |
| | \$7,699,745 | \$1,903,325 | \$103,223 | \$250,607 | \$17,273,112 | \$27,230,011 |

| LIABILITIES | 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 |
| | \$800,631 | \$178,544 | \$103,223 | \$0 | \$4,274,739 |

| FUND BALANCE OR EQUITY | 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 |
| | \$21,754,167 | \$689,656 | (\$570,948) | \$21,872,875 |

| Fund Analysis | Total Assets | Total Liabilities | Beginning Fund Balance or Equity | Increase from FY 2023 Activity | Decrease from FY 2023 Activity | Ending Fund Balance or Equity |
|--------------------------|---------------------|--------------------------|---|---|---|--|
| 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 |
| | 27,230,011 | 5,357,136 | 21,754,167 | 689,656 | (570,948) | 21,872,875 |

General Fund Budget Update

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

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|------------------------------|---------------------|---------------------|----------------|
| REVENUES | | | |
| LOCAL TAXES | 3,121,171.00 | 2,152,585.00 | 68.97% |
| LICENSES & PERMITS | 44,700.00 | 20,888.00 | 46.73% |
| INTERGOVERNMENTAL | 1,799,612.00 | 1,394,073.00 | 77.47% |
| CHARGES FOR SERVICE | | | |
| <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 & COMMISIONS</i> | <i>4,000.00</i> | <i>2,823.00</i> | <i>70.58%</i> |
| <i>P&R - PROGRAMS</i> | <i>120,500.00</i> | <i>72,636.00</i> | <i>60.28%</i> |
| <i>P&R - CONCESSIONS</i> | <i>12,000.00</i> | <i>6,895.00</i> | <i>57.46%</i> |
| <i>P&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> |
| | <u>448,600.00</u> | <u>265,443.00</u> | <u>59.17%</u> |
| FINES & FORFEITURES | 145,600.00 | 101,740.00 | 69.88% |
| OTHER REVENUES | 6,400.00 | 15,605.00 | 243.83% |
| TOTAL REVENUES | 5,566,083.00 | 3,950,334.00 | 70.97% |
| EXPENSES | | | |
| GENERAL GOVERNMENT | | | |
| <i>LEGISLATIVE</i> | <i>26,741.00</i> | <i>14,127.00</i> | <i>52.83%</i> |
| <i>JUDICIAL</i> | <i>17,959.00</i> | <i>9,000.00</i> | <i>50.11%</i> |
| | <u>44,700.00</u> | <u>23,127.00</u> | <u>51.74%</u> |
| FINANCE & ADMINISTRATION | 73,627.00 | 41,126.00 | 55.86% |
| CODE ENFORCEMENT | 81,173.00 | 68,761.00 | 84.71% |
| PUBLIC SAFETY | | | |
| <i>POLICE</i> | <i>1,699,396.00</i> | <i>930,689.00</i> | <i>54.77%</i> |
| <i>FIRE</i> | <i>1,328,159.00</i> | <i>713,984.00</i> | <i>53.76%</i> |
| | <u>3,027,555.00</u> | <u>1,644,673.00</u> | <u>54.32%</u> |
| STREETS | | | |
| STREETS | 617,836.00 | 1,168,731.00 | 189.17% |
| PARKS & RECREATION | | | |
| <i>P & R ADMIN</i> | <i>432,072.00</i> | <i>221,819.00</i> | <i>51.34%</i> |
| <i>P & R PROGRAMS</i> | <i>64,400.00</i> | <i>35,203.00</i> | <i>54.66%</i> |
| <i>CENTENNIAL</i> | <i>321,008.00</i> | <i>159,335.00</i> | <i>49.64%</i> |
| <i>PARKS</i> | <i>353,550.00</i> | <i>20,146.00</i> | <i>5.70%</i> |
| <i>TIPTON PLAZA</i> | <i>35,700.00</i> | <i>17,876.00</i> | <i>50.07%</i> |
| | <u>1,206,730.00</u> | <u>454,379.00</u> | <u>37.65%</u> |
| LIBRARY | 124,117.00 | 56,878.00 | 45.83% |
| COMMUNITY DEVELOPMENT | 24,636.00 | 20,858.00 | 84.66% |
| DEBT SERVICE | 241,303.00 | 42,665.00 | 17.68% |
| TOTAL EXPENSES | 5,441,677.00 | 3,521,198.00 | 64.71% |
| RESERVE | 0.00 | 0.00 | |
| Net Surplus/(loss) | 124,406.00 | 429,136.00 | |

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

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|------------------------------------|----------------|---------------|---------------|
| REVENUES | | | |
| 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% |
| TOTAL REVENUES | 228,622 | 76,691 | 33.54% |
| EXPENSES | | | |
| 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% |
| TOTAL EXPENSES | 174,857 | 40,806 | 23.34% |
| Net Surplus/(loss) | 53,765 | 35,885 | |

Budget Update **12/2022**
Drug Fund

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|-------------------------------------|--------------|--------------|----------------|
| REVENUES | | | |
| 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% |
| TOTAL REVENUES | 1,780 | 3,805 | 213.76% |
| EXPENSES | | | |
| 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% |
| TOTAL EXPENSES | 1,300 | 2,565 | 197.31% |
| Net Surplus/(loss) | 480 | 1,240 | |

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

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|-------------------------------------|----------------|-----------------|---------------|
| REVENUES | | | |
| 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% |
| TOTAL SOLID WASTE REVENUES | 477,612 | 240,581 | 50.37% |
| EXPENSES | | | |
| 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> | 15,730 | 8,310 | 52.83% |
| <i>Finance & Administration</i> | 147,255 | 82,253 | 55.86% |
| | 162,985 | 90,563 | 55.57% |
| TOTAL SOLID WASTE COLLECTION | 433,191 | 274,425 | 63.35% |
| Surplus/(loss) | 44,421 | (33,844) | |

Budget Update **12/2022**
Water - Sewer Fund

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|-------------------------------------|------------------|------------------|---------------|
| REVENUES | | | |
| 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% |
| TOTAL WATER-SEWER REVENUES | 2,860,439 | 1,576,048 | 55.10% |
| EXPENSES | | | |
| 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% |
| | 2,538,472 | 1,180,016 | 46.49% |
| Allocations | | | |
| <i>Legislative</i> | 14,943 | 7,895 | 52.83% |
| <i>Finance & Administration</i> | 220,882 | 123,379 | 55.86% |
| <i>Code Enforcement</i> | 40,586 | 34,381 | 84.71% |
| <i>Community Development</i> | 8,212 | 6,983 | 85.03% |
| | 284,623 | 172,638 | 60.65% |
| TOTAL WATER-SEWER EXPENSES | 2,823,095 | 1,352,654 | 47.91% |
| Net Surplus/(loss) | 37,344 | 223,394 | |

Budget Update **12/2022**
Gas Fund

Percentage of Budget Yr Complete 50.00%

| | BUDGET | ACTUAL | % MET |
|-------------------------------------|------------------|------------------|---------------|
| REVENUES | | | |
| 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% |
| TOTAL GAS REVENUES | 4,959,600 | 2,224,487 | 44.85% |
| EXPENSES | | | |
| 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 Allocations | 0 | 5,000 | 0.00% |
| <i>Legislative</i> | 21,235 | 11,219 | 52.83% |
| <i>Finance & Administration</i> | 294,510 | 164,506 | 55.86% |
| <i>Code Enforcement</i> | 40,586 | 34,381 | 84.71% |
| <i>Community Development</i> | 8,212 | 6,953 | 84.67% |
| | 364,543 | 217,059 | 59.54% |
| TOTAL GAS EXPENSES | 4,859,862 | 2,761,591 | 56.82% |
| Net Surplus/(loss) | 99,738 | (537,104) | |

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