



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, June 26, 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 Regular Monthly Meeting – May 22, 2023
- E. Approve the minutes from the Special Called Meeting – June 15, 2023
- F. Public Forum

II. PUBLIC HEARING

- **ORDINANCE 2023-05-01** An Ordinance to amend the text of the Munford Municipal Zoning Ordinance by amending the required area for Planned Village Developments (PVD) Districts.

**Ordinance 2023-05-01 comes with a positive recommendation from City of Munford Planning Commission*

- **ORDINANCE 2023-06-01** An Ordinance of the City of Munford, Tennessee adopting the annual operating budgets and tax rate for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

III. 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

IV. MAYOR'S REPORT

A. Report

B. Proclamation/Awards

- Presentations to Cathy Nichols and Georgia Dawson

C. Appointments

D. Ordinance – Resolutions – Motions

Second Reading

- **ORDINANCE 2023-05-01** An Ordinance to amend the text of the Munford Municipal Zoning Ordinance by amending the required area for Planned Village Developments (PVD) Districts.

**Ordinance 2023-05-01 comes with a positive recommendation from City of Munford Planning Commission*

Second Reading

- **ORDINANCE 2023-06-01** An Ordinance of the City of Munford, Tennessee adopting the annual operating budgets and tax rate for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

First Reading

- **ORDINANCE 2023-06-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on McLaughlin Drive and US Highway 51 South (known as “Reserves of Munford”) by establishing a PVD (Planned Village Development) Overlay District.

**Ordinance 2023-06-02 comes with a positive recommendation from City of Munford Planning Commission*

- The Mayor is requesting a motion to approve the 2023-2024 Water-Sewer Budget.
- The Mayor is requesting a motion to approve the 2023-2024 Gas Budget.

E. Announcements

F. Acknowledgements

V. NEW BUSINESS

VI. FINANCIAL REPORT

A. Checks over \$10,000

B. Financial Report 05-31-2023

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – May 22, 2023

**Regular Monthly Meeting – Monday May 22, 2023, 7:00 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: Chief Baskin, Chief Reeves, Director Bennard, Building Inspector/Codes Director Glenn Stringfellow and Director Fisher

I. CALL TO ORDER

Mayor Cole called the May 22, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Mayor 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 April 24, 2023, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one present to speak.

V. PUBLIC HEARING

- **ORDINANCE 2023-04-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the front yard setbacks for residential districts.

**Ordinance 2023-04-01 comes with a positive recommendation from City of Munford Planning Commission*

VI. OLD BUSINESS:

- Public Works – Public Works Director Sherry Bennard presented the monthly report. See attached sheet.
- Public Safety
 - a. Police: Chief Randal Baskin presented the monthly report.
 - b. Fire: Chief Jeremy Reeves presented the monthly report.
- Parks & Recreation – Director Griff Fisher presented the monthly report.
- Building Inspector – Building Inspector Glenn Stringfellow presented the monthly report.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
 - Mayor Cole presented for a second reading **ORDINANCE 2023-04-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the front yard setbacks for residential districts. *Motion was made by Alderman Childress to approve **ORDINANCE 2023-04-01**. Motion was seconded by Alderman Bomar. Motion carried; all members present voting aye.*
 - Mayor Cole presented for a first reading **ORDINANCE 2023-05-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the required area for Planned Village Developments (PVD) Districts. *Motion was made by Alderman Bomar to approve **ORDINANCE 2023-05-01**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
 - Mayor Cole presented **RESOLUTION: 2023-05-01** A Resolution to adopt a schedule of permit fees for the Munford Municipal Planning Region. *Motion was made by Alderman Glass to approve **RESOLUTION: 2023-04-02**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
 - Mayor Cole presented Shannon Childress and Christy Delashmit as his appointees to the Library Board to replace long time serving members Georgia Dawson and Cathy Nichols. The term for Ms Childress and Ms Delashmit would begin July 1, 2023. There were no objections to these appointments.
 - Mayor Cole announce a Special Called Meeting will be held on Thursday, June 15, 2023 at 4:00 pm to hear the first reading on the 2023-2024 budget.

VIII. NEW BUSINESS –

No new business.

IX. FINANCIAL REPORT –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for April. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Reed seconded motion. Motion carried; all members present voting aye.*
- **Financial Report 04-30-2023** – Mayor Cole presented the Financial Report for the period ending April 30, 2023. *A motion to accept the report was made by Alderman Bomar. Alderman Glass seconded motion. Motion carried; all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:35 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – June 15, 2023

**Special Called Meeting – Thursday June 15, 2023, 4:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Jack Bomar

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

I. CALL TO ORDER

Mayor Cole called the June 15, 2023, special called meeting of the Board of Mayor and Aldermen of the City of Munford to order at 4:00 pm.

II. ESTABLISH A QUORUM

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

III. PUBLIC FORUM

No one present to speak.

IV. OLD BUSINESS:

- Mayor Cole presented **ORDINANCE 2023-06-01** An Ordinance of the City of Munford, Tennessee adopting the annual operating budgets and tax rate for the fiscal year beginning July 1, 2023, and ending June 30, 2024. *Motion was made by Alderman Cramer to approve **ORDINANCE 2023-06-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*

VIII. NEW BUSINESS –

With no further discussion the meeting was adjourned at 4:11 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3478	3482	3490	3481	3478	3493	3489	3500	3500	3515	3507	3529	41,942
Sewer Customers Total	2244	2250	2258	2248	2247	2260	2256	2265	2271	2282	2279	2302	27,162
Gas Customers Total	7455	7445	7417	7411	7428	7474	7489	7502	7511	7534	7523	7529	89,718
<i>In Atoka City Limits</i>	2567	2569	2570	2568	2568	2570	2569	2570	2571	2571	2570	2570	30,833
<i>Out of Atoka City Limits</i>	294	294	295	294	295	294	294	294	294	294	293	293	3,528
Trash Customers	1788	1793	1812	1817	1817	1822	1824	1828	1837	1844	1853	1860	21,895
Customer Adjustments													
Connects	69	75	82	73	95	73	70	52	46	68	46	77	826
Finals	78	118	81	68	67	44	52	42	45	69	54	81	799
Meter Sets	13	7	13	13	16	10	7	5	9	11	11	14	129
PAYMENTS													
Payments on line													
Utility paid on line	2425	2508	2349	2471	2633	2453	2656	2827	2363	3032	2927	2753	31,397
ACH Payments	1608	1618	1632	1643	1655	1669	1669	1705	1745	1746	1774	1796	20,260
E-Bills	1619	1636	1636	1646	1680	1708	1714	1726	1734	1748	1766	1786	20,399
Payments Received Lobby/Mail													
CC Payments	710	629	372	405	472	602	446	551	527	598	386	488	6,186
Cash Payments	636	646	671	710	678	612	599	612	622	590	564	683	7,623
Check Payments	2,172	2,143	2,172	2,092	2,268	2,240	2,412	2,322	2,402	2,172	2,113	2,067	26,575
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	125	185	146	105	108	88	339	146	135	131	223	206	1,937
Cut Offs	125	151	70	105	108	88	0	148	135	131	223	91	1,375
Phone Calls	439	592	408	549	558	504	0	789	588	603	1202	412	6,644
SERVICE													
Water / Sewer													
Water Service Orders	8	6	29	16	8	24	9	10	0	22	1	18	151
Sewer Service Orders	6	6	14	5	7	6	5	7	2	4	4	5	71
Amount Billed Water	\$106,852	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$1,301,044
Amount Billed Sewer	\$132,575	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$1,340,774
Damaged/Stuck Meters	65	2	27	2	1	26	8	3	16	32	46	19	247
Solid Waste													
Cans Delivered	8	18	23	12	8	2	6	11	5	6	11	8	118
Missed pickup	24	15	15	16	33	2	26	24	32	5	19	3	214
Damaged Cans	1	1	2	0	0	0	0	2	2	1	1	1	11
Other complaints	1	2	2	3	2	1	3	4	5	2	0	0	25
New Customers	25	22	29	17	10	4	14	12	18	20	21	12	204
Discontinued Service	7	8	4	3	7	1	4	4	8	6	3	6	61
Amount Billed	\$36,831	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$461,378
Gas													
Odor Complaints	4	7	7	7	11	16	5	18	2	10	9	6	102
Damaged / Stuck Meters	49	52	28	62	1	28	38	74	68	14	26	15	455
Amount Billed	\$192,474	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$4,376,172
Misc Service Orders													
Other complaints	4	5	5	3	2	3	2	4	2	9	4	7	50
Total Utility/Trash Billing	\$468,732	\$431,821	\$439,683	\$478,788	\$501,734	\$747,022	\$1,190,514	\$914,743	\$885,701	\$656,298	\$414,993	\$349,341	\$7,479,369

City of Munford
Public Works Monthly Report

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 Totals	PY Totals
Calls	115	55	87	78	76								411	986
Water Calls/Leaks	4	6	13	8	9								40	128
Sewer Calls/Leaks	8	9	7	18	13								55	170
Gas Calls/Leaks	11	9	18	16	13								67	146
Street/Yard/Drainage Calls	7	7	29	25	118								186	93
Water Samples	10	10	10	10	10								50	13
Cut-Offs	148	144	125	184	100								701	998
Locates	250	216	279	284	264								1293	5505
Unread Meters	106	134	138	153	200								731	379
Meters Repairs	84	79	39	71	37								310	667
Sewer Taps	0	0	0	0	0								0	2
Water Sets	8	3	5	8	13								37	112
Gas Sets	12	10	10	7	11								50	81
Munford	10	4	6	7	10								37	52
Atoka	1	4	3	0	0								8	20
Brighton	1	2	1	0	1								5	9
Closed Work Orders	497	470	596	869	1029								3461	5344
Water Pumped (millions)	26	24	26	24	28								128	331
Treated Pumped to River	45	42	50	41	38								216	420

**City of Munford
Police Department**

													2023	PY
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals	Totals
CITATIONS ISSUED	387	280	242	253	225								1387	2668
COURTESY CITATIONS ISSUED	176	88	75	73	66								478	993
TRAFFIC STOPS	801	502	543	631	555								3032	5483
SPEEDING	178	113	114	157	104								666	1459
SEAT BELT	0	8	2	1	1								12	4
ARREST	60	58	53	78	56								305	478
ADULT - MALE	44	35	29	52	26								186	278
ADULT - FEMALE	15	18	19	19	17								88	160
JUVENILE - MALE	1	5	5	5	10								26	28
JUVENILE - FEMALE	0	0	0	2	3								5	9
WARRANT ARREST	6	5	9	13	2								35	52
DRUG ARREST	11	6	10	16	11								54	109
ALCOHOL ARREST	4	4	5	12	16								41	29
INCIDENT REPORTS	102	102	116	121	108								549	974
OFFICER INITIATED INCIDENTS	1724	1382	1375	1448	1474								7403	14438
ACCIDENT REPORTS	9	8	11	12	16								56	159
MILES PATROLLED	16200	13535	14499	14919	15074								74227	169629
CALLS FOR SERVICE	1374	973	1098	1182	1117								5744	11548



Munford Fire Department Monthly Board Report - May 2023

Incidents	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Total 2023	Total 2022
Structure Fires - Munford	2	0	0	1	0								3	9
Structure Fires - County	3	1	0	0	2								6	17
Grass Fire - Munford	1	0	0	0	0								1	10
Grass Fires - County	0	3	1	0	0								4	10
Vehicle Fires - Munford	0	0	0	0	1								1	2
Vehicle Fires - County	0	0	0	0	0								0	3
Vehicle Accidents - Munford	4	6	5	4	5								24	61
Vehicle Accidents - County	3	2	0	1	0								6	12
EMS Calls - Munford	56	50	51	56	63								276	674
EMS Calls - County	3	2	7	2	5								19	36
Other Incidents - Munford	19	10	16	16	21								82	286
Other Incidents - County	2	6	2	7	0								17	63
Mutual Aid Calls	12	14	3	3	0								32	141
Burn Permits	0	2	0	2	1								5	31
Total Calls - Munford	81	66	72	77	90								386	1053
Total Calls - County	12	14	10	10	7								53	141
Total Calls - Department	93	80	82	87	97	0	0	0	0	0	0	0	439	1194

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	7	23	0
Total Department Staffing	44	21	23	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-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May
Payment Plan												
Current	8 / 850	30/2547	2 /340	47 / 4116.50	26 / 2312.50	10 / 697	8 / 615	27 / 2,732.50	40 / 5,080	13 / 855	10 / 810	12 / 935
Past Due												

RENTALS												
Friday Night Skate	215	135	230	289	167	209	117		181	159	163	161
Skate Parties	16 /28	\$ 23.00	23 / 28	23 / 28	29 / 31	26 /28	17 / 17	28 /28	28 / 28	28 / 28	32 / 32	25 /25
Band Room	2	6	4	2	6	5	6	8	6	8	7	6
Community Room	3	2	1	2	3	2	3	4	3	4	5	5
Valentine Park Gazebo	3		1		4	0		1		2	2	3

SENIOR SERVICES												
Congregate Meals	540	499	477	458	450	456	424	460	383			453
Home Delivery	140	130	163	111		137	140	136	140			180

Vehicle Miles												
P&R - 2020 Chevy 1500									50148	50614	52350	53117
P&R - 2010 Chevy 3500 Dump									43,679	43,773	43,792	44095
P&R-2008 Chevy Ext. Cab	113,399	113,655	113958	114082	114116	114846	115164	115444	115462	116217	116384	116533
P&R-2010 Chevy Ext. Cab	104,374	104,647	105109	105562	105709	106202	106446	106625	106852	107135	107524	107869
CP-2015 Chevy 4Door	49,839	50,403	51008	52095	52365	52961	53577	53833	54354	54422	55639	56600
P&R-01' Expedition	174,573			175574	175577	176112	176375		176384	176421	178679	178930

Equipment Hours												
Jacobsen Truckster	496	514.3	523	537	547	549	549	550	553	559	564	569
ToroInfield Drag	1749	1753.3	1773	1792	1797	1797	1809	1813	1822	1846	1861	1880
2014-61" Snapper	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	788	702.7	743.3	752	752	755	760	762	771	785	802	802
2015-61" Snapper-CP	917	931.5	946	960	960	960	970	970	976	981	994	1014
2022-72" Xmark	83	108.9	170.3	193	193	194	194	195	208	230	250	283
Bad Boy	1070	1070	1074	1075	1075	1075	1075	1075	1076	1084	1088	1098
Dixie Chopper	614	614	614	620	620							
JD4700 Tractor	3853	3853	3853	3853	3853	3853	3853	3853	3854	3854	3854	3855
2021 Snapper61"	274	295.5	308.2	310	310	313	322	323	325	350	367	405
Polaris SXS	766	812.9	850	865	865	904	1064	1064	1064	1283	989 hrs.	

Sports Registration												
Basketball				350	416	476	476	476				
Cheerleading				38	43	49	49	49				
Flag Football									206	206		
Soccer		220	220						268	268		
Baseball		356	359						347	347		



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



May 2023 Library Report

Overview:

- The library has sold **\$141.24** in books with the ongoing book sale.
- The library has collected **\$87.71** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$343.15**.
- The library made **\$559.00** in donations. \$500 was from Munford Celebrate \$49 was from Kroger Community Rewards and \$10.00 was from in-kind donations.
- The Library had **231** people use our computers and **61** requiring computer help. In addition we had **500** use the Wi-Fi. The library had **798** reference questions asked and answered.
- Library staff provided **25** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **80** new users, with **2,639** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,274** patrons.
- Through Interlibrary Loan **28** books were loaned out, and **40** were borrowed.
- Tennessee R.E.A.D.S. had **1,033** books checked out.
- Lindsey was used as a Notary Public **2** times.
- The Library had **19** volunteers.
- The adult book club met, there were **10** people in attendance.
- Through in-person and passive programming we had **19** programs with **166** attendees.
 - LEGO Club met once, there were 7 in attendance.
 - Story Time was held twice with **22** in attendance
 - 1,000 Books before Kindergarten had **7** children sign up to begin the program.
 - Passive Programs included: April Showers Bring May Flowers, Staff Recommendations, Book Spotlight, Emoji Reads, 40 take home crafts, New in Non-Fiction, YA Genres, Positive Thoughts, Teacher Appreciation, Local Author Spotlight, Memorial Day Reads, Sweet Reads and 160 Summer Bookmark Builders.
 - The library served as a tutoring location **2** times.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.
- Library staff proctored **5** TWRA Boater's Licensing Tests.

Munford-Tipton County

Monthly Report

May 2023

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	44	104	7,625	Regionally Owned	10,419	97	81	10,435	Locally Owned	E-books	0
Audio Materials		398	0	0	398		1,627	0	0	1,627		Audio Downloadable	0
Video Materials		449	0	0	449		589	0	0	589		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	0
TOTAL		8,532	44	104	8,472		12,635	97	81	12,651		TOTAL PHYSICAL COLLECTION	21,123

Electronic Circulation-READS includes Advantage & other local e collections		Physical Circulation Book & Non-Book		CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)	
Adult **	979	Adult	735	Adult (includes number from libguides **4.4)	1,714
Children **	54	Children	871	Children (includes number from libguides **4.5)	925
Total	1,033	Total	1,606	Total for All Circulation	2,639

Unique Users 158

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	39	Library Visits	1,300		Adult	Young Adult	Children
Black	4	Reference Transactions	798	Inside the Library	6	3	10
American Indian-Alaska Native	0	Computer Users	231	Outside the Library	0	0	0
Hispanic or Latino of any race	3	Wireless Sessions	500	Total	6	3	10
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	1				Adult	Young Adult	Children
Other	0	Hotspots/MiFi	0	Inside the Library	54	25	87
Two or more races	9	Local Database Usage	0	Outside the Library	0	0	0
Total	56	Tech Training/help	0	Total	54	25	87

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,964
Children Borrowers <14 yrs old	1,310
Total Borrowers	5,274

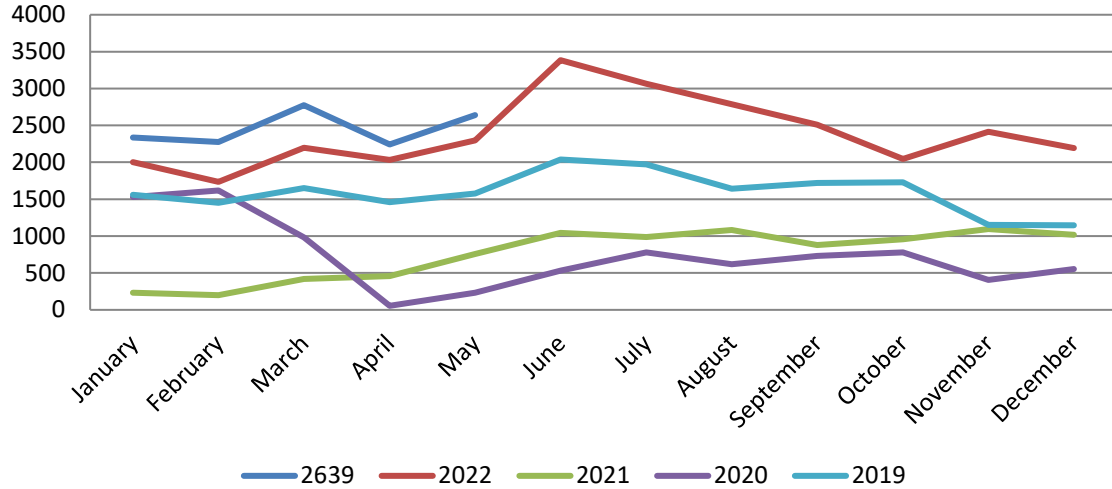
Live Virtual Programming	
Live Virtual Programs	0
Views of Live Virtual Programs	0
On-Demand Views	0

Recorded Programming	
Recorded Programs	0
Views of Recorded Programs	0

Resource Sharing	
ILL - Borrowed	40
ILL - Loaned	28

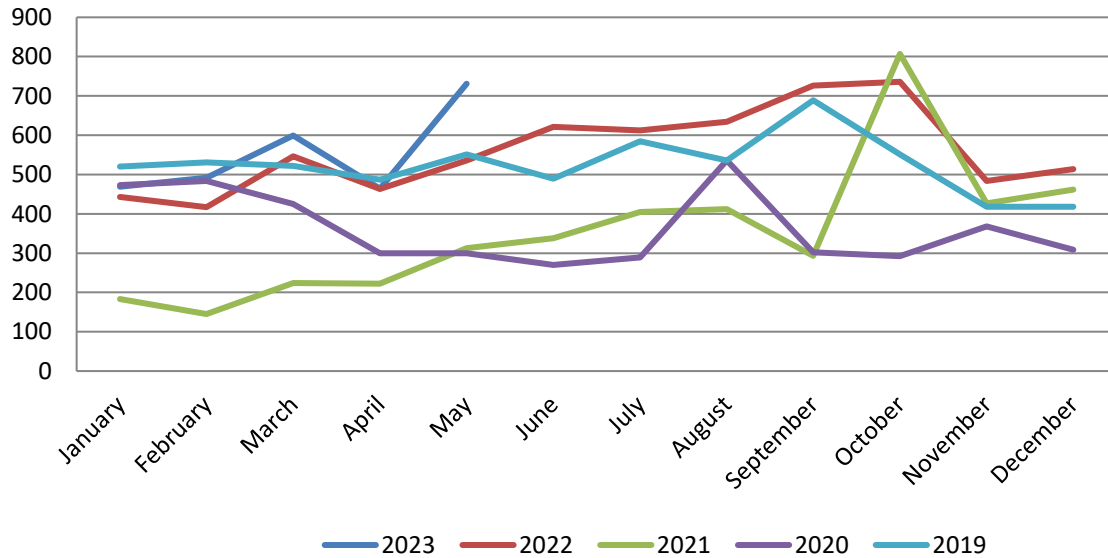
TOTAL PROGRAMS	19
TOTAL PROGRAM ATTENDANCE	166

Circulation Growth 2019-2023

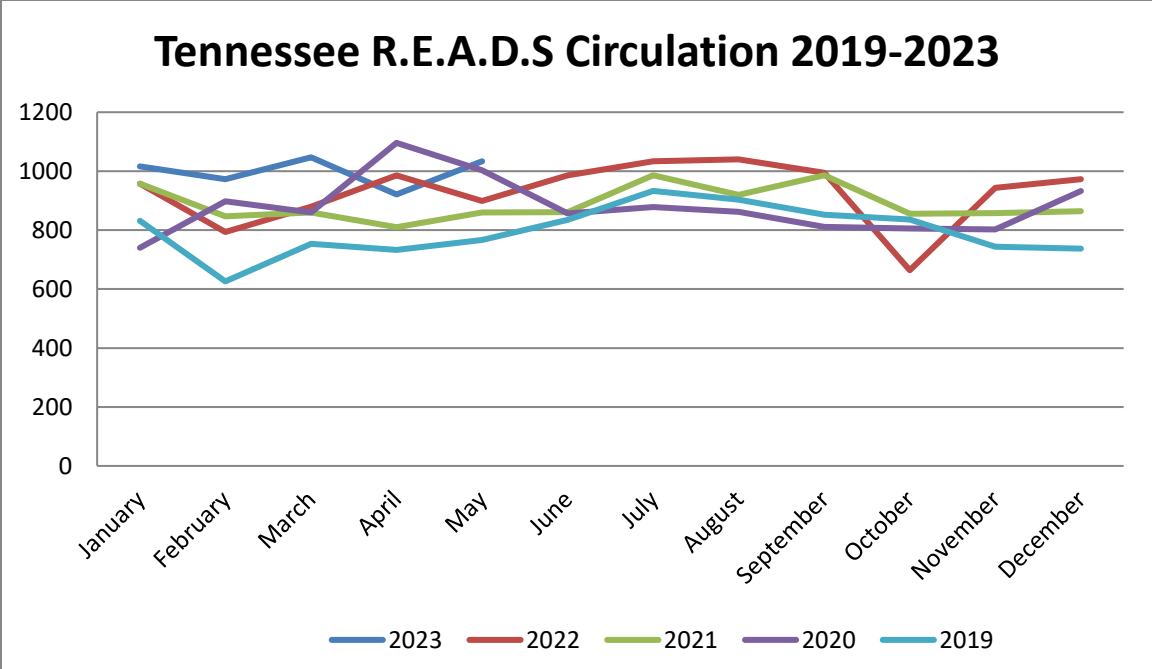


* As of 05/31/2023

Computer Usage 2019-2023



* As of 05/31/2023



*** As of 05/31/2023**



City of Munford, Tennessee

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

Mayor's Report
June 26, 2023

We have all shared in the inconvenience of the sewer repairs being done on Munford Avenue, Beaver Road and Maple Hill Drive as well as other locations recently. These repairs are necessary because our original sewer lines were installed in the early 1960's, making them over 60 years old. Materials at that time were not as durable as those of today and we are lining the inside of the existing pipe by a process called pipe bursting. Thank you for your patience during this time of sewer line rehab. We are trying to ensure that when you flush, it goes away.

On the Agenda of the June 26, 2023, meeting of the Board of Mayor and Aldermen (BOMA) we will consider the 2023-2024 budget for the City. This is a strong budget, which includes no tax rate increase for the upcoming year. We have received the certified tax rate from the Tipton County Tax Assessor's office of \$.8509 or about eighty-five cents, a reduction of \$.3186 due to the recent reappraisal. Because not all properties are equal in value or taxed at the same rate, you may see a slight increase or decrease in your tax bill for the upcoming tax cycle. Your tax bill should be the same or close to the same in the coming year.

Business and property owners in Munford's central business district have met with Kate Haywood, owner of Daily Design Group, to discuss ideas and consider plans for facade improvements to their buildings. These owners may qualify for grant assistance for these improvements administered by the Munford Downtown Development Commission. We are very excited to see this initiative gaining momentum and moving forward.

Everyone is invited to join us as we Celebrate Independence on July 3rd at Poplar Park in Munford. Fireworks will begin around 8:50 PM on Monday night, July 3, weather permitting. There will be concessions and food trucks at Poplar Park as well as the downtown area for your convenience. As always, Munford Fire Department will take safety precautions by watering the fireworks launch area, positioning emergency response vehicles strategically, and engaging additional support from other local departments. Citizens may view the spectacular fireworks from downtown and surrounding areas. Celebrate Independence is a cooperative effort between the City of Munford and premier civic organization Celebrate Munford and is an annual highlight of community life in our town.

Our Spring paving plan continues at a very slow pace but will conclude as soon as possible as scheduling and weather delays have been an issue. Streets remaining to be paved are Plum Tree Circle and Eastwood Drive, with patching in numerous places. I receive many valid comments about the condition of Munford Avenue. Please understand that this is a State Route (SR206), and repairs and maintenance are the responsibility of the Tennessee Department of Transportation (TDOT). I have been in communication with TDOT regularly and they have plans to patch Munford Avenue from Doctor Drive to Tipton Road as soon as possible. Milling and repaving is scheduled for 2025.

Please take advantage of the many recreational opportunities available at Munford Parks and Recreation this summer: Summer League baseball, Summer camps, and skating along with our parks with playgrounds and open play give parents various options for Summertime activities while kids are out of school.

Thankfully, we were spared severe damage by the thunderstorm with straight line winds last night. Millington and Memphis were severely damaged, and many remain out of electricity today. We are cooperating with Tipton County Emergency Management to provide cooling stations for those affected by power outages.

Warm Summer regards,
Dwayne Cole

ORDINANCE 2023-05-01

AN ORDINANCE TO AMEND THE TEXT OF THE MUNFORD MUNICIPAL ZONING ORDINANCE BY AMENDING THE REQUIRED AREA FOR PLANNED VILLAGE DEVELOPMENTS (PVD) DISTRICTS

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Municipal Zoning Ordinance; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated* and recommends such amendment to the Munford Board of Mayor and Aldermen; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

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

SECTION 1. That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 67, PLANNED VILLAGE DEVELOPMENT DISTRICT, 67.1 Objectives **deleted** in its entirety:

67.1 Objectives

The Board of Mayor and Aldermen may, upon proper application, rezone a site of at least **one hundred (100)** acres to PVD to facilitate the use of flexible techniques of land development and site design by providing relief from zone requirements designed for conventional developments. In addition, the Board may establish standards and procedures, including restricting land uses to only those compatible to surrounding development prior to a rezoning in order to obtain one or more of the following objectives:

SECTION 2. That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 67, PLANNED VILLAGE DEVELOPMENT DISTRICT, 67.1 Objectives be **replaced** with the following:

67.1 Objectives

The Board of Mayor and Aldermen may, upon proper application, rezone a site of at least **thirty (30) acres** to PVD to facilitate the use of flexible techniques of land development and site design by providing relief from zone requirements designed for conventional developments. In addition, the Board may establish standards and procedures, including restricting land uses to only those compatible to surrounding development prior to a rezoning in order to obtain one or more of the following objectives:

SECTION 3. That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 67, PLANNED VILLAGE DEVELOPMENT DISTRICT, 67.61 Permitted Uses **deleted** in its entirety:

67.61 Permitted Uses

It is the intent of this Ordinance that any site or parcel of land to be developed as PVD shall not be less than **one hundred acres (100)** and shall be under single ownership. Within the PVD District, the following uses are permitted subject to review by the Planning Commission and approval of the Board of Mayor and Alderman:

SECTION 3. That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 67, PLANNED VILLAGE DEVELOPMENT DISTRICT, 67.61 Permitted Uses be **replaced** with the following:

67.61 Permitted Uses

It is the intent of this Ordinance that any site or parcel of land to be developed as PVD shall not be less than **thirty (30) acres** and shall be under single ownership. Within the PVD District, the following uses are permitted subject to review by the Planning Commission and approval of the Board of Mayor and Alderman:

SECTION 5. BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

Passed First Reading

Mayor

Passed Second Reading

City Recorder

ORDINANCE 2023-06-01

AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated: and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows for fiscal year 2024:

General Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Local Taxes	3,253,133	3,335,384	3,423,400
Licenses & Permits	62,687	39,350	47,000
Intergovernmental	1,816,792	3,587,806	1,034,777
Charges for Services	498,465	486,995	489,600
Fines & Forfeitures	174,039	181,172	180,750
Misc income	512,336	20,659	12,400
Total Revenue	6,317,452	7,651,366	5,187,927
Beginning Fund Balance	1,801,255	2,128,296	2,336,030
Total Available Funds	8,118,707	9,779,662	7,523,957

State Street Aid	FY22 Estimated	FY23 Estimated	FY24 Proposed
State Gas and Motor Fuel	113,088	108,000	112,365
3% Gas Tax Increase	50,183	50,000	52,020
Gas Tax 2017	56,910	54,000	56,185
Interest Income	2,145	3,900	3,900
Debt Issuance	860,049	0	0
Total Revenue	1,082,375	215,900	224,470
Beginning Fund Balance	477,627	506,175	517,380
Total Available Funds	1,560,002	722,075	741,850

Drug Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Grants	0	0	0
Drug Fines	16,283	6,284	4,800
Other Misc Revenue	3,601	180	180
Total Revenue	19,884	6,464	4,980
Beginning Fund Balance	19,639	27,070	21,619
Total Available Funds	39,523	33,534	26,599

Solid Waste Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Charges for Service	451,740	481,020	570,000
Total Revenue	451,740	481,020	570,000
Beginning Fund Balance	75,397	97,195	78,540
Total Available Funds	451,740	578,215	648,540

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Legislative	42,997	47,913	44,479
Finance & Administration	81,576	79,202	63,560
Code Enforcement	52,843	117,178	98,152
Police	1,831,883	1,770,724	1,892,988
Fire Protection	2,066,504	1,365,209	1,382,886
Street Department	614,868	2,435,004	291,225
Parks & Recreation	882,874	1,213,817	966,037
Library	134,878	124,133	128,356
Community Development	42,837	48,144	27,163
Debt Service	239,151	242,308	209,260

Reserve	0	0	0
Total Appropriations	5,990,411	7,443,632	5,104,106
Surplus/(Deficit)	327,041	207,734	83,821
Ending Fund Balance	2,128,296	2,336,030	2,419,851

State Street Aid	FY22 Estimated	FY23 Estimated	FY24 Proposed
Utilities	19,344	26,000	26,000
Road Repairs/Supplies	111,399	100,000	125,000
Capital Improvements	0	20,000	0
Debt Service	923,084	58,695	60,634
Total Appropriations	1,053,827	204,695	211,634
Surplus/(Deficit)	28,548	11,205	12,836
Ending Fund Balance	506,175	517,380	530,216

Drug Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Police Department	12,453	11,915	1,750
Total Appropriations	12,453	11,915	1,750
Surplus/(Deficit)	7,431	(5,451)	3,230
Ending Fund Balance	27,070	21,619	24,849

Solid Waste Fund	FY22 Estimated	FY23 Estimated	FY24 Proposed
Contractual Services	251,196	277,210	322,000
Capital Outlay	0	47,425	0
Administrative Charges	178,746	175,040	175,161
Total Appropriations	429,942	499,675	497,161
Surplus/(Deficit)	21,798	(18,655)	72,839
Ending Fund Balance	97,195	78,540	151,379

SECTION 3: At the end of the current fiscal year the governing body estimates balances/ (deficits) as follows:

General Fund	\$ 2,336,030
State Street Aid Fund	\$ 517,380
Drug Fund	\$ 21,619
Solid Waste Fund	\$ 78,540

SECTION 4: That the governing body recognizes that the municipality has bonded, and other indebtedness as follows:

Bonded/Other Indebtedness	Principal Owed 6/30/23	Debt	Interest
Bonds	\$1,438,539	\$183,397	\$37,492
Notes	\$95,089	\$47,544	\$3,732
		\$230,941	\$41,224

SECTION 5: During the coming fiscal year, the governing body has no planned capital projects and no proposed funding:

Proposed Capital Project	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
	\$0	\$0

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 7: Money may be transferred from one appropriation to another in the same fund in an amount up to \$1,000 by the Mayor/and or City Recorder, subject to limitations and procedures as set in the Budget Policy adopted by section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full-time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.

SECTION 9: There is hereby levied a property tax of \$ 1.1695 per \$100 of assessed value on all real and personal property.

SECTION 10: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the City has notes issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, Tennessee Code Annotated approved by the Comptroller of the Treasury or Comptroller's Designee within fifteen (15) days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, Tennessee Code Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the City does not such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 13: This ordinance shall take effect July 1, 2023, the public welfare requiring it.

Passed First Reading

Passed Second Reading

Public Hearing

Mayor Dwayne Cole

Sherry Yelvington, City Recorder

ORDINANCE: 2023-06-02

AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTIES ON MCLAUGHLIN DRIVE AND U.S. HIGHWAY 51 SOUTH (KNOWN AS “RESERVES OF MUNFORD”) BY ESTABLISHING A PVD (PLANNED VILLAGE DEVELOPMENT) OVERLAY DISTRICT;

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Municipal Zoning Ordinance; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated* and recommends such amendment to the Munford Board of Mayor and Aldermen; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

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

SECTION 1. That the following described property be rezoned by establishing a PVD (Planned Village Development) Overlay District:

Parcel 12.07 on Tipton County Tax Map 111

Beginning at a point, said point being the northern most corner of Parcel 12.07 on Tipton County Tax Map 111; thence moving in a southeasterly, then southerly, then easterly, then southeasterly along the northeastern boundary of Parcel 12.07 to a point, said point being the eastern most corner of Parcel 12.07; thence moving in a southwesterly direction along the eastern boundary of Parcel 12.07 to a point, said point being the southeastern most corner of Parcel 12.07 and the northern right of way of U.S. Highway 51 South; thence moving in a southwesterly, then northwesterly, then southeasterly and easterly, then southwesterly, then easterly direction along the

southern boundary of Parcel 12.07 to a point, said point being the intersection of the southeastern corner of Parcel 12.07 and the northern right of way of McLaughlin Drive; thence moving in a westerly direction along the southern boundary of Parcel 12.07 to a point, said point being the southwestern most corner of Parcel 12.07; thence moving in a northwesterly, then northwestern, then northwesterly, then northeasterly direction along the western boundary of Parcel 12.07 to the point of beginning.

SECTION 2. BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

Passed First Reading

Mayor

Passed Second Reading

City Recorder

**PROPOSED
WATER-SEWER BUDGET
FY2023-2024**

	BUDGET FY2023	PROPOSED FY2024
REVENUES		
Sales	2,349,789	2,570,546
Rent Revenue	4,000	4,000
Service Charges	502,450	479,629
Other Revenues	4,200	5,800
TOTAL WATER-SEWER REVENUES	2,860,439	3,059,975
EXPENSES		
Water - Treatment	508,843	538,995
Water - Distribution	68,150	76,750
Sewer - Treatment	379,975	439,321
Sewer - Collection	233,705	243,755
Personnel	898,318	869,729
Contract Services	84,850	80,775
Supplies	155,800	107,480
Fixed Charges	74,000	78,001
Rebates/Debt Service	137,331	120,193
	2,540,972	2,554,999
Allocations		
<i>Legislative</i>	<i>14,943</i>	<i>16,262</i>
<i>Finance & Administration</i>	<i>220,882</i>	<i>254,239</i>
<i>Code Enforcement</i>	<i>40,586</i>	<i>49,076</i>
<i>Community Development</i>	<i>8,212</i>	<i>13,581</i>
	284,623	333,158
TOTAL WATER-SEWER EXPENSES	2,825,595	2,888,157
Net Surplus/(loss)	34,844	171,818

**PROPOSED
GAS BUDGET
FY2023-2024**

	BUDGET FY2023	PROPOSED FY2024
REVENUES		
Sales	4,625,000	4,600,000
Service Charges	305,800	259,500
Other Revenues	28,800	29,800
TOTAL GAS REVENUES	4,959,600	4,889,300
EXPENSES		
Personnel	897,356	950,078
Contract Services	265,175	244,705
Materials/Supplies	2,749,500	2,652,500
Fixed Charges	548,500	585,500
Rebates/Debt Service	34,788	28,873
Economic Development Allocations	0	0
<i>Legislative</i>	<i>21,235</i>	<i>22,767</i>
<i>Finance & Administration</i>	<i>294,510</i>	<i>317,799</i>
<i>Code Enforcement</i>	<i>40,586</i>	<i>49,076</i>
<i>Community Development</i>	<i>8,212</i>	<i>13,581</i>
	364,543	403,223
TOTAL GAS EXPENSES	4,859,862	4,864,879
Net Surplus/(loss)	99,738	24,421



CHECKS OVER \$10,000

May 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	22055	\$ 76,277.82	Insurance (66,822.23) and HRA (9,455.59)
Cummins Sales & Service	21893	\$ 12,784.21	Generator at City Hall repair
Ford Construction Company	21997	\$ 50,020.86	STP Project
Rose Construction	21940	\$ 42,576.12	Sutherland Shop Draw #8
Southwest TN Electric	21942	\$ 16,274.70	Electrical Service (January-February)
	22036	<u>6,914.98</u>	Electrical Service (January-February)
	Total Southwest Elect	\$ 23,189.68	
Strickland Construction	21945	\$ 11,375.00	Gazebo
TN Energy Acquisition Corp	21955	\$ 65,939.30	Natural Gas Purchase/Transport
Waste Pro	21961	\$ 24,225.16	Solid Waste
Wex Bank Valero	21974	\$ 11,887.06	Fuel
	Total	\$ 318,275.21	

City of Munford
Balance Sheet Summary
For the Period Ended May 31, 2023

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	\$2,576,241	\$84,425	\$61,908	\$0	\$0	\$2,722,574
State Street Aid Fund	\$580,059	\$0	\$0	\$0	\$0	\$580,059
Drug Fund	\$26,560	\$0	\$0	\$0	\$0	\$26,560
Solid Waste Fund	\$67,590	\$60,585	(\$252)	\$0	\$0	\$127,923
Water-Sewer Fund	\$712,246	\$291,418	\$5,352	\$0	\$9,734,730	\$10,743,746
Gas Fund	\$4,214,751	\$172,460	\$246	\$250,607	\$7,896,962	\$12,535,026
	\$8,177,447	\$608,888	\$67,254	\$250,607	\$17,631,692	\$26,735,888

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$106,189	\$1,200	(\$1,133)	\$0	\$106,256
State Street Aid Fund	\$1,852	\$0	\$5,729	\$0	\$7,581
Drug Fund	\$2,000	\$0	\$0	\$0	\$2,000
Solid Waste Fund	\$24,379	\$0	\$11,092	\$0	\$35,471
Water-Sewer Fund	\$134,853	\$111,955	\$23,434	\$2,878,343	\$3,148,585
Gas Fund	\$90,241	\$64,572	\$28,132	\$1,088,564	\$1,271,509
	\$359,514	\$177,727	\$67,254	\$0	\$3,966,907

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,130,122	\$486,196		\$2,616,318
State Street Aid Fund	\$506,175	\$66,302		\$572,477
Drug Fund	\$27,070		(\$2,511)	\$24,559
Solid Waste Fund	\$96,942		(\$4,490)	\$92,452
Water-Sewer Fund	\$7,317,971	\$277,190		\$7,595,161
Gas Fund	\$11,733,163		(\$469,645)	\$11,263,518
	\$21,811,443	\$829,688	(\$476,646)	\$22,164,485

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	3,329,192	115,837	2,663,368	552,498	(2,511)	3,213,355
Enterprise Funds	23,406,695	4,455,565	19,148,075	277,190	(474,135)	18,951,130
	26,735,888	4,571,402	21,811,443	829,688	(476,646)	22,164,485

General Fund Budget Update

General Fund
Budget Update
05-31-2023

Percentage of Budget Yr Complete 91.67%

	BUDGET	AMENDMT	ACTUAL	% MET
REVENUES				
LOCAL TAXES	3,121,171	3,335,384	3,030,013	90.84%
LICENSES & PERMITS	44,700	39,350	46,704	118.69%
INTERGOVERNMENTAL	1,799,612	3,587,806	2,802,455	78.11%
CHARGES FOR SERVICE				
<i>POLICE SERVICES</i>	3,000	2,800	3,270	116.79%
<i>FIRE PROTECTION</i>	2,700	10,450	11,254	107.69%
<i>FEES & COMMISSIONS</i>	4,000	7,000	6,532	93.31%
<i>P&R - PROGRAMS</i>	120,500	121,910	131,542	107.90%
<i>P&R - CONCESSIONS</i>	12,000	20,200	23,714	117.40%
<i>P&R - CENTENNIAL</i>	126,250	126,990	163,834	129.01%
<i>RENTAL FEES</i>	169,000	184,700	176,315	95.46%
<i>LIBRARY SERVICES</i>	5,150	5,100	6,322	123.96%
<i>COMMUNITY DEV</i>	6,000	7,845	8,107	103.34%
	448,600	486,995	530,890	109.01%
FINES & FORFEITURES	145,600	181,172	192,564	106.29%
OTHER REVENUES	6,400	20,659	39,512	191.26%
TOTAL REVENUES	5,566,083	7,651,366	6,642,138	86.81%
EXPENSES				
GENERAL GOVERNMENT				
<i>LEGISLATIVE</i>	26,741	28,954	25,584	88.36%
<i>JUDICIAL</i>	17,959	18,959	17,418	91.87%
	44,700	47,913	43,002	89.75%
FINANCE & ADMINISTRATION	73,627	79,202	70,042	88.43%
CODE ENFORCEMENT	81,173	117,178	110,373	94.19%
PUBLIC SAFETY				
<i>POLICE</i>	1,699,396	1,770,724	1,660,157	93.76%
<i>FIRE</i>	1,328,159	1,365,209	1,278,362	93.64%
	3,027,555	3,135,933	2,938,519	93.70%
STREETS				
STREETS	617,836	2,435,004	1,694,991	69.61%
PARKS & RECREATION				
<i>P & R ADMIN</i>	432,072	463,601	401,640	86.63%
<i>P & R PROGRAMS</i>	64,400	97,150	110,616	113.86%
<i>CENTENNIAL</i>	321,008	340,100	304,900	89.65%
<i>PARKS</i>	353,550	273,652	51,598	18.86%
<i>TIPTON PLAZA</i>	35,700	39,314	26,724	67.98%
	1,206,730	1,213,817	895,478	73.77%
LIBRARY	124,117	124,133	109,902	88.54%
COMMUNITY DEVELOPMENT	24,636	48,144	51,785	107.56%
DEBT SERVICE	241,303	242,308	241,849	99.81%
TOTAL EXPENSES	5,441,677	7,443,632	6,155,941	82.70%
RESERVE	0	0	0	
Net Surplus/(loss)	124,406	207,734	486,197	

**Budget Update
State Street Aid**

05/2023

Percentage of Budget Yr Complete

91.67%

	BUDGET	AMENDMT	ACTUAL	% MET
REVENUES				
STATE - FUND BALANCE	0		0	0.00%
STATE - GAS & MOTOR FUEL TAX	122,084	108,000	84,491	78.23%
STATE - \$0.03 GASOLINE TAX	34,590	33,000	23,968	72.63%
STATE - 1989 GASOLINE TAX INCREASE	20,347	17,000	11,539	67.88%
STATE - GAS 2017 TAX	49,851	54,000	41,874	77.54%
STATEST - INTEREST EARNINGS	1,750	3,900	4,032	103.38%
STATEST - OTHER FINANCING SOURCES	0	0	0	0.00%
TOTAL REVENUES	228,622	215,900	165,904	76.84%
EXPENSES				
STATE ST - ELECTRIC	25,000	26,000	20,907	80.41%
STATE ST - PROFESSIONAL SERVICES	0	0	0	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS			0	0.00%
STATE ST - MAJOR PROJECT - PAVING	100,000	100,000	0	0.00%
STATE ST - GRAVEL & SAND	0	0	0	0.00%
STATE ST - ASPHALT & FILTER	0	0	0	0.00%
STATE ST - CONCRETE	0	0	0	0.00%
STATE ST - DEBT TML#5	33,143	40,201	40,201	100.00%
STATE ST - INTEREST TML#5	16,714	18,484	18,494	100.05%
STATE ST - CAPITAL OUTLAY	0	20,000	20,000	100.00%
TOTAL EXPENSES	174,857	204,685	99,602	48.66%
Net Surplus/(loss)	53,765	11,215	66,302	

**Budget Update
Drug Fund**

05/2023

Percentage of Budget Yr Complete

91.67%

	BUDGET	AMENDMT	ACTUAL	% MET
REVENUES				
DRUG - FUND BALANCE				
DRUG - GENERAL SESSIONS	500	800	1,112	139.00%
DRUG - CIRCUIT COURT	200	700	1,007	143.86%
DRUG - OTHER MISC REV	0	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	1,000	4,784	5,127	107.17%
OR - INTEREST EARNINGS	80	180	198	110.00%
TOTAL REVENUES	1,780	6,464	7,444	115.16%
EXPENSES				
DRUG - MEMBERSHIPS	0	140	308	220.00%
DRUG - MEDICAL/VET	800	800	293	36.63%
DRUG - PROF SERV TRAINING	0	475	475	100.00%
DRUG - REPAIR/MT VEHICLE	0	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0	0.00%
DRUG - DOG SUPPLIES	500	500	200	40.00%
DRUG - OPERATING SUPPLIES	0	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	10,000	8,678	86.78%
TOTAL EXPENSES	1,300	11,915	9,954	83.54%
Net Surplus/(loss)	480	(5,451)	(2,510)	

Budget Update **05/2023**
Solid Waste Fund

Percentage of Budget Yr Complete 91.67%

	BUDGET	AMENDMT	ACTUAL	% MET
REVENUES				
TRASH COLLECTION - RESIDENTIAL	441,763	450,000	424,386	94.31%
TRASH COLLECTION - POPLAR GROVE	28,549	22,000	22,012	100.05%
TRASH COLLECTION- LATE PENALTIES	7,000	8,500	8,202	96.49%
TRASH COLLECTION - INTEREST REVENUE	300	520	525	100.96%
TOTAL SOLID WASTE REVENUES	477,612	481,020	455,125	94.62%
EXPENSES				
TRASH -VENDOR SERVICES	270,206	277,000	256,849	92.73%
TRASH - OTHER PROFESSIONAL SRVS	0	10	6	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	200	200	0.00%
TRASH - CAPITAL OUTLAY MISC	0	47,425	47,425	0.00%
Allocations			0	0.00%
<i>Legislative</i>	15,730	17,040	15,050	88.32%
<i>Finance & Administration</i>	147,255	158,000	140,085	88.66%
	162,985	175,040	155,135	88.63%
TOTAL SOLID WASTE COLLECTION	433,191	499,675	459,615	91.98%
Surplus/(loss)	44,421	(18,655)	(4,490)	

Budget Update **05/2023**
Water - Sewer Fund

Percentage of Budget Yr Complete 91.67%

	BUDGET	ACTUAL	% MET
REVENUES			
Sales	2,349,789	2,346,437	99.86%
Rent Revenue	4,000	4,000	100.00%
Service Charges	502,450	388,514	77.32%
Other Revenues	4,200	10,439	248.55%
TOTAL WATER-SEWER REVENUES	2,860,439	2,749,390	96.12%
EXPENSES			
Water - Treatment	508,843	498,922	98.05%
Water - Distribution	68,150	70,914	104.06%
Sewer - Treatment	379,975	399,719	105.20%
Sewer - Collection	233,705	228,747	97.88%
Personnel	898,318	662,793	73.78%
Contract Services	84,850	64,303	75.78%
Supplies	155,800	91,042	58.44%
Fixed Charges	74,000	77,139	104.24%
Rebates/Debt Service	137,331	81,747	59.53%
	2,540,972	2,175,326	85.61%
Allocations			
<i>Legislative</i>	14,943	14,297	95.68%
<i>Finance & Administration</i>	220,882	210,127	95.13%
<i>Code Enforcement</i>	40,586	55,187	135.98%
<i>Community Development</i>	8,212	17,262	210.20%
	284,623	296,873	104.30%
TOTAL WATER-SEWER EXPENSES	2,825,595	2,472,199	87.49%
Net Surplus/(loss)	34,844	277,191	

**Budget Update
Gas Fund**

05/2023

Percentage of Budget Yr Complete 91.67%

	BUDGET	ACTUAL	% MET	
REVENUES				
Sales	4,625,000	4,167,120	90.10%	
Service Charges	305,800	237,189	77.56%	
Other Revenues	28,800	34,236	118.88%	
TOTAL GAS REVENUES	4,959,600	4,438,545	89.49%	
EXPENSES				
Personnel	897,356	802,450	89.42%	
Contract Services	265,175	262,701	99.07%	
Materials/Supplies	2,749,500	2,954,067	107.44%	
Fixed Charges	548,500	469,957	85.68%	
Rebates/Debt Service	34,788	30,081	86.47%	
Economic Development Allocations	0	16,000	0.00%	
	<i>Legislative</i>	21,235	20,317	95.68%
	<i>Finance & Administration</i>	294,510	280,170	95.13%
	<i>Code Enforcement</i>	40,586	55,187	135.98%
	<i>Community Development</i>	8,212	17,262	210.20%
		364,543	372,936	102.30%
TOTAL GAS EXPENSES	4,859,862	4,908,192	100.99%	
Net Surplus/(loss)	99,738	(469,647)		



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

County Local Option

June 16, 2023

Letter ID: L0327646272
Collection Month: 31-May-2023

Dear Tipton County Trustee:

The Department of Revenue has collected and allocated the amounts below during May, 2023 from Local Option Sales Tax as follows:

<u>County/City Name</u>	<u>Total Collections</u>	<u>Less Admin. Costs</u>	<u>Net Collections</u>
Tipton County	-\$195,177.58	\$2,195.75	-\$192,981.83
Covington	-\$582,325.68	\$6,551.16	-\$575,774.52
Atoka	-\$292,949.88	\$3,295.69	-\$289,654.19
Brighton	-\$59,139.93	\$665.32	-\$58,474.61
Burlison	-\$6,403.68	\$72.04	-\$6,331.64
Garland	-\$10,179.90	\$114.52	-\$10,065.38
Mason	-\$17,926.25	\$201.67	-\$17,724.58
Munford	-\$160,855.52	\$1,809.62	-\$159,045.90
Gilt Edge	-\$5,122.54	\$57.63	-\$5,064.91
	-\$1,330,080.96	\$14,963.40	-\$1,315,117.56

(Collections are shown as negative amounts)

Note that we have deducted 1.125% state cost of administration leaving the net collections. The Department of Finance and Administration has been notified to issue a payment to the Trustee of your county in the amount of the net collections.

Please be aware that normal Local Option Sales Tax collections may fluctuate. This could be due to additional collections on assessments or reductions as a result of taxpayer refunds or returned checks. Should your collection amount increase significantly, it might be the result of an audit assessment.

For additional information regarding the allocation you may call the Division of Financial Control at 615-532-8944 between 7:30 a.m. and 4:00 p.m. central time, Monday through Friday, holidays excepted.

STATE OF TENNESSEE
DEPARTMENT OF REVENUE
Local Option Out of State Sales Distribution

	County Situs:	8400 - Tipton County
Total County Out of State Amount:		-\$20,059.11
	Less Admin. Costs:	\$225.66
Net County Out of State Amount:		-\$19,833.45

Situs	Reporting Period	Total Local Option Amount by Destination Rate	Local Option Percentage
8400 - Tipton County	31-May-2023	-\$118,084.24	30.08%
8401 - Covington	31-May-2023	-\$93,110.04	23.71%
8402 - Atoka	31-May-2023	-\$85,491.40	21.77%
8403 - Brighton	31-May-2023	-\$27,209.27	6.93%
8404 - Burlison	31-May-2023	-\$4,607.72	1.17%
8405 - Garland	31-May-2023	-\$1,777.29	0.45%
8406 - Mason	31-May-2023	-\$6,090.08	1.55%
8407 - Munford	31-May-2023	-\$54,742.01	13.94%
8408 - Gilt Edge	31-May-2023	-\$1,553.40	0.40%
		-\$392,665.45	

Upcoming Meeting Dates and Events

July 2023

July 3-4 (Monday-Tuesday)

****All City Offices closed in observance of Independence Day****

July 6 (Thursday)

4:00 Public Works/General Welfare Committee

July 11 (Tuesday)

6:30 Planning Commission

July 20 (Thursday)

2:30 Birthday Coffee

4:00 Parks & Rec/Public Safety Committee

July 24 (Monday)

7:00 BOMA Meeting



City of Munford, Tennessee
1397 Munford Avenue
Munford, TN 38058
City Hall (901) 837-0171
www.munford.com
Dwayne Cole, Mayor

DRAFT

Munford Municipal-Regional Planning Commission
June 13, 2023

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, June 13, 2023, at 6:30 p.m. with the following:

PRESENT: Vice-Chairman David Keeton, John Moren, Aldermen Steve Childress, Terry Waits, Mayor Dwayne Cole and Vernon Paimore.

ABSENT- Chairman Roy Meadors

ALSO, PRESENT- Jim Day, Paul Frazier, Kyle Ham, Building Inspector/Code Enforcement Officer Glenn Stringfellow, Planner Will Radford and Recording Secretary Barbara Younger

The meeting was called to order at 6:35 p.m. by Vice-Chairman David Keeton. There was a quorum present.

I. APPROVAL OF MINUTES – May 9, 2023

There was a motion by Terry Waits, seconded by Steve Childress to approve the minutes from May 9, 2023, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. NEW BUSINESS

A. The Reserves of Munford- Planned Village Development Overlay Request.

Background

A request has been submitted by Signal Source LLC for property near the intersection of U.S. Highway 51 South and McLaughlin drive to establish a Planned Village Development (PVD) Overlay District. The properties can be further identified as Parcel 12.07 on Tipton County Tax Map 111. The properties do not appear to be located in a federally identified flood hazard area.

Analysis

The underlying zoning for this area is Planned Business (P-B) District. The Planned Village Development Regulations (PVD) do not state a base zoning requirement as found in Planned

Residential Development regulations. This is likely intentional for the regulations as the intent of the PVD is to create a mixed-use residential and commercial area.

The Planning Commission should consider the suitability for a PVD to locate in this area. If recommended approval by the Planning Commission, an Ordinance to establish a PVD overlay along with the Preliminary Development Plans will go to the Board of Mayor and Aldermen.

Recommendation

Staff Recommends in favor of the PVD request.

There was a motion by Steve Childress, seconded by Vernon Paimore to send a positive recommendation to the Board of Mayor and Aldermen for The Reserves of Munford – Planned Village Development Overlay request as presented. Motion carried, all present voting aye.

B. The Reserves of Munford – Preliminary Development Plan

Background

A Planned Village Development (PVD) Preliminary Plan has been submitted by Signal Source LLC for property near the intersection of McLaughlin Drive and U.S. Highway 51 South. The properties can be further identified as Parcel 12.07 on Tipton County Tax Map 111. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The Preliminary Development plan will function as a preliminary major subdivision plat and must be in compliance with Munford's Municipal Subdivision Regulations.

A commercial drive is being planned with access to U.S. Highway 51.

The plat is showing 177 High Density Residential Lots with 6 Commercial lots for 183 total lots and new road construction.

Staff is recommending that the Munford Fire Department review the street layouts, right-of-way widths, and access procedures to ensure adequate fire protection can be provided.

Recommendation

Staff recommends approval of the PVD preliminary development plan, provided the Planning Commission makes a positive recommendation on establishing the PVD overlay, and all above issues are adequately addressed.

This development will be subject to final development plan approval that staff recommends not being approved until after:

1. A Development Contract is agreed to with the developer and the City,
2. The City Engineer has approved all construction and drainage/grading plans, and
3. The above ordinance (PVD Overlay Establishment and PVD Preliminary approval) have been passed by the Board of Mayor and Aldermen.

There was a motion by Terry Waits, seconded by Vernon Paimore to send a positive recommendation to the Board of Mayor and Aldermen for The Reserves of Munford – Preliminary Development Plan as presented. Motion carried, all present voting aye.

C. Village of Green Meadows – Phase 3 – Construction Plans

Background

A Construction Plat has been submitted on behalf of PFMT Holdings LLC to create 81 lots and new road construction. The property is located near Watson Road and the proposed “Green Meadows Boulevard”. The property can be further identified as Parcel 1.00 on Tipton County Tax Map #127. The area is zones R-1 (Low Density Residential) District with a PVD (Planned Village Development) District overlay in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to Tipton County FIRM panel #47167C0315G, effective on 05/04/2009.

Analysis

The Construction plans have been received by the City Engineer and are in the process of waiting for the City Engineer approval.

Approval of construction plans does not constitute approval of a final plat. A final plat is still to be submitted and approved at a later date.

After installation of improvements, staff recommends the City Engineer inspect the installed improvements to determine the bonding amount that is necessary to cover any uninstalled infrastructure (final wearing surface) and an appropriate warranty period.

City Staff has requested a development contract be entered into with the development and the City prior to final plat approval.

Recommendation

Staff recommends approval of the construction plat subject to approval by the City Engineer.

There was a motion by Steve Childress, seconded by John Moren to approve the Village of Green Meadows Phase 3 Construction Plans as presented. Motion carried, all present voting aye.

VI. REPORTS

Mayor Comments:

- Thursday June 15, 2023, there will be a Special called Board of Mayor and Aldermen meeting for the Fiscal Year 2024 budget. This meeting will begin at 5:00 p.m.
- The City of Munford is working with a contractor to reline some of the older sewer lines throughout the city.
- Celebrate Independence will be held on July 3, 2023.
- The City is still working on the sewer project regarding capacity and expansion.

Building Inspector – Permitting and Enforcement Report

There was a motion by Terry Waits, seconded by Steve Childress to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.

There being no further business, the meeting was adjourned at 7:00 pm.

Vice-Chairman David Keeton

Secretary John Moren

Barbara Younger,
Recording Secretary