

**Millersville Board of Commissioners
Regular Meeting Agenda
Tuesday January 16, 2018
5:30 p.m. at City Hall**

1. Call to Order.
2. Invocation and Pledge to the Flag.

REGULAR MEETING

3. Approval of the Minutes of the 12/19/2017 Regular Meeting
4. Approval of the Minutes of the 1/2/2018 Special Meeting
5. Acceptance of the December 2017 Financials.
6. Discussion and approval of contract with OHM for the design of the addition to City Hall.
7. Approval of Resolution 17-R-18 Classification and Compensation Plan for the City.
8. Discussion related to take home vehicle policy.
9. Discussion related to second surgery for the City Manager.
10. Citizen Comments: Limited to 3 minutes per speaker.
11. Commissioner Comments and Other Board Reports
12. City Manager Comments.
13. Adjournment.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

10 -General Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000	General Fund - Farmers Bk	154,867.07
1001	Reserve Fund MM-Farmers Bk	1,818,262.61
1004	Renew Crew - Farmers Bk	2,067.67
1009	Police Explorers - Farmers Bk	716.21
1010	Christmas For Kids-Farmers Bk	4,818.87
1012	Health Care Account-Farmers Bk	111,916.15
Total Checking/Savings		2,092,648.58

Current Assets

1013	General Escrow Acct-Farmers Bk	3,937.00
1110	Cash on Hand - Petty Cash	105.02
1111	Cash on Hand - Cash Drawers	300.00
1112	Petty Cash - PD	400.00
1113	Petty Cash - CCtr	115.00
1201	Allow for Bad Debts	(20,198.75)
1205	Intergovernmental Receivable	57,939.48
1210	Prop.Tax Receivable - Current	35,967.00
1211	Prop.Tax Receivable - Delinq	47,891.02
1212	Prop.Tax Recvble-Next Yr Levy	860,555.00
1220	A/R - Other	137.37
1222	A/R-Other (Mowing/liens)	3,657.25
Total Current Assets		990,805.39

Total Current Assets	3,083,453.97
----------------------	--------------

Other AssetsTransfers

1620	Due To / From Sewer Fund	37,078.82
1630	Due To / From Street Fund	(28,937.80)
1640	Due To / From Solid Waste Fund	19,560.65
1650	Due To / From Drug Fund	(747.62)
1660	Due To / From Stormwater Fund	17,455.51
Total Transfers		44,409.56

Total Other Assets	44,409.56
--------------------	-----------

TOTAL ASSETS	3,127,863.53
--------------	--------------

=====

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

10 -General Fund

BALANCE

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent Liabilities

2004	A/P-State Traffic Fines&Fees	4,665.04
2007	GF Escrow Pending Acct	3,937.00
2010	Renew Crew Donations	2,067.67
2012	Police Exp Donations	716.21
2014	Christmas For Kids Donations	4,818.87
2015	Healthcare EAP Account	111,902.73
2016	Overpmt-P.Tax/to be refunded	1,082.00
2020	Deposit - Fire Hydrants	1,250.00
2022	Deposit - Comm.Ctr Rental	3,885.00
2110	Retirement - Employee	5,606.74
2114	MedChild - Employee	(83.74)
2116	MedSpouse - Employee	89.40
2118	MedFam - Employee	2,158.32
2124	DentalChild - Employee	89.85
2126	DentalSpouse - Emp	(123.47)
2128	DentalFam - Employee	367.05
2130	Vision - Employee	157.45
2132	Vision & 1 - Employee	410.96
2134	VisionFam - Employee	124.39
2136	Heart - Employee	229.38
2138	Hospital - Employee	(125.45)
2140	Accident - Employee	43.75
2142	Life Ins/LICOA - Emp	223.08
2143	Life Ins/CINC - Emp	(3.08)
2144	Cancer - Employee	25.82
2148	Disability - Employee	630.61
2150	Pre-Paid Legal - Emp	522.29
2200	Deferred Revenue	860,555.00
Total Current Liabilities		1,005,222.87

Total Current Liabilities	1,005,222.87
---------------------------	--------------

Long Term Liabilities

TOTAL LIABILITIES	1,005,222.87
-------------------	--------------

=====

Equity

2710	Fund Balance-Unreserved	594,783.77
2760	Fund Balance-Unassigned	1,588,945.28
	Net Income	(61,088.39)

Total Equity	2,122,640.66
--------------	--------------

1-11-2018

CITY OF MILLERSVILLE

PAGE: 3

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

10 -General Fund

BALANCE

TOTAL LIABILITIES & EQUITY

3,127,863.53

=====

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Property Tax - Current						
10-3000 Sumner Co. - Current	615,893	116,856.00	186,093.00	0.00	429,800.00	30.22
10-3002 Robertson Co. - Current	244,662	130,034.00	159,913.00	0.00	84,749.00	65.36
TOTAL Property Tax - Current	860,555	246,890.00	346,006.00	0.00	514,549.00	40.21
Property Tax - Delinq.						
10-3010 Sumner Co. - Delinq	0	2,227.00	14,686.33	0.00	14,686.33	0.00
10-3012 Robertson Co. - Delinq	0	755.00	1,785.00	0.00	1,785.00	0.00
10-3015 Interest - Property Tax	5,000	1,215.82	3,286.73	0.00	1,713.27	65.73
TOTAL Property Tax - Delinq.	5,000	4,197.82	19,758.06	0.00	14,758.06	395.16
Local Tax						
10-3020 Local Sales Tax - Sumner	290,000	21,010.08	128,342.42	0.00	161,657.58	44.26
10-3021 Local Sales Tax - Robt	160,000	17,407.00	81,365.68	0.00	78,634.32	50.85
10-3022 Wholesale Beer Tax	107,000	8,317.27	56,559.90	0.00	50,440.10	52.86
10-3023 Cable TV Franchise Tax	55,000	0.00	5,321.95	0.00	49,678.05	9.68
10-3025 Business Tax-City	25,000	753.64	6,836.23	0.00	18,163.77	27.34
10-3027 Beer Privilege Tax	1,000	308.49	447.67	0.00	552.33	44.77
10-3028 Wholesale Liquor Tax	10,000	950.97	5,463.22	0.00	4,536.78	54.63
10-3029 Hotel/Motel Tax	0	227.92	795.60	0.00	795.60	0.00
TOTAL Local Tax	648,000	48,975.37	285,132.67	0.00	362,867.33	44.00
State Tax						
10-3030 State Sales Tax	525,000	44,344.57	267,082.03	0.00	257,917.97	50.87
10-3031 State Income Tax (Hall's Tax)	0	0.00	9,263.27	0.00	9,263.27	0.00
10-3032 State Beer Tax	3,100	0.00	1,625.84	0.00	1,474.16	52.45
10-3033 State-City Street/Petroleum	13,000	1,081.07	6,492.23	0.00	6,507.77	49.94
10-3034 State Telecommunications Tax	600	0.00	0.00	0.00	600.00	0.00
10-3035 Bank Excise Tax	1,200	0.00	0.00	0.00	1,200.00	0.00
10-3036 TVA Gross Receipts	85,000	0.00	33,788.59	0.00	51,211.41	39.75
TOTAL State Tax	627,900	45,425.64	318,251.96	0.00	309,648.04	50.69
Payment in Lieu of Taxes						
10-3099 Sewer In Lieu of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
TOTAL Payment in Lieu of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
Court Fines & Fees						
10-3200 City Court Fines & Costs	320,000	15,735.00	105,103.25	0.00	214,896.75	32.84
10-3202 City Court Litigation Tax	23,000	1,526.25	10,078.75	0.00	12,921.25	43.82
10-3205 Sumner Co. Court Fines	7,000	1,128.51	6,017.70	0.00	982.30	85.97
10-3206 Robertson Co. Court Fines	1,500	578.55	1,469.65	0.00	30.35	97.98
10-3220 Police Reports	100	5.65	27.80	0.00	72.20	27.80
10-3221 Police Dept-Other	1,000	0.00	1,457.50	0.00	457.50	145.75
10-3222 PD Tow/Storage Fees	5,000	65.00	930.00	0.00	4,070.00	18.60
TOTAL Court Fines & Fees	357,600	19,038.96	125,084.65	0.00	232,515.35	34.98

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Licenses & Permits						
10-3301 Beer License	0	250.00	750.00	0.00 (750.00)	0.00
10-3302 Building Permits	30,000	797.00	26,448.00	0.00	3,552.00	88.16
10-3304 Burn Permits	500	20.00	160.00	0.00	340.00	32.00
TOTAL Licenses & Permits	30,500	1,067.00	27,358.00	0.00	3,142.00	89.70
Other Revenue						
10-3499 Engineering Fees/P&Z	5,000	0.00	4,067.60	0.00	932.40	81.35
10-3500 Planning & Zoning Fees	5,000	0.00	1,400.00	0.00	3,600.00	28.00
10-3501 Interest Earnings	4,000	417.38	2,613.98	0.00	1,386.02	65.35
10-3504 Miscellaneous Income	10,000	296.77	6,106.49	0.00	3,893.51	61.06
10-3505 Insurance Proceeds	0	2,075.44	8,989.44	0.00 (8,989.44)	0.00
10-3506 Sale of Assets (Auction)	2,500	0.00	1,596.95	0.00	903.05	63.88
10-3507 Seizures/Auction	1,000	0.00	0.00	0.00	1,000.00	0.00
10-3510 Fire Dept-Other	0	45.00	45.00	0.00 (45.00)	0.00
10-3522 Community Center	25,000	1,250.00	14,170.00	0.00	10,830.00	56.68
10-3524 Community Ctr-Special Events	2,500	0.00	1,072.00	0.00	1,428.00	42.88
10-3530 Fire Inspection Fees	6,000	0.00	60.00	0.00	5,940.00	1.00
10-3600 Grant Proceeds	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Other Revenue	66,000	4,084.59	40,121.46	0.00	25,878.54	60.79
Transfers						
10-3710 From Fund Balance-General Fund	135,551	0.00	0.00	0.00	135,551.00	0.00
10-3711 From Fund Bal-Street Oper Exp	65,574	0.00	0.00	0.00	65,574.00	0.00
10-3712 From Fund Bal-GF/Loan Proceeds	390,782	0.00	0.00	0.00	390,782.00	0.00
TOTAL Transfers	591,907	0.00	0.00	0.00	591,907.00	0.00

TOTAL REVENUE

3,212,462

369,679.38

1,161,712.80

2,050,749.20

36.16

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-410-1100 Salaries - Administrative	170,712	13,287.14	80,882.30	0.00	89,829.70	47.38
10-410-1101 Overtime - Administrative	500	0.00	322.19	0.00	177.81	64.44
10-410-1105 Salaries - City Commission	24,850	2,300.00	12,550.00	0.00	12,300.00	50.50
10-410-1108 Longevity Pay	4,900	4,817.50	4,817.50	0.00	82.50	98.32
TOTAL Salaries	200,962	20,404.64	98,571.99	0.00	102,390.01	49.05
Other Personnel Costs						
10-410-1200 SS & Medicare	15,374	1,539.24	7,390.93	0.00	7,983.07	48.07
10-410-1300 Employee Health Insurance	39,684	28.32	16,067.20	0.00	23,616.80	40.49
10-410-1400 Retirement	3,338	252.69	1,418.70	0.00	1,919.30	42.50
10-410-1500 Unemployment Insurance	192	0.00	0.00	0.00	192.00	0.00
TOTAL Other Personnel Costs	58,588	1,820.25	24,876.83	0.00	33,711.17	42.46
Other Expenses						
10-410-2002 Education & Training	4,500	50.00	1,811.28	0.00	2,688.72	40.25
10-410-2014 Worker's Comp. Insurance	900	0.00	653.32	0.00	246.68	72.59
10-410-2016 Liability & Property Ins.	94,800	0.00	98,407.00	0.00	3,607.00	103.80
10-410-2100 Utilities	19,000	1,459.93	7,309.67	0.00	11,690.33	38.47
10-410-2102 Telephone&Internet	5,600	487.40	2,936.05	0.00	2,663.95	52.43
10-410-2104 Gas, Oil, Diesel Fuel	400	0.00	66.77	0.00	333.23	16.69
10-410-2106 Publicity,Subscripts & Dues	11,000	4,069.00	7,479.93	0.00	3,520.07	68.00
10-410-2202 Vehicle Repair&Maintenance	500	0.00	140.00	0.00	360.00	28.00
10-410-2206 Bldg Repair & Maintenance	12,000	1,236.96	3,025.44	0.00	8,974.56	25.21
10-410-2207 City Property Maintenance	0	0.00	292.05	0.00	292.05	0.00
10-410-2210 Contractual Services	64,606	934.87	23,584.14	0.00	41,021.86	36.50
10-410-2300 Operating Supplies	3,500	280.46	2,372.83	0.00	1,127.17	67.80
10-410-2302 Office Supplies	2,000	139.10	1,198.02	0.00	801.98	59.90
10-410-2310 Miscellaneous/Sundry	2,000	79.75	1,170.36	0.00	829.64	58.52
10-410-2312 Minor Equipment	11,900	50.00	2,961.26	0.00	8,938.74	24.88
10-410-2316 Postage & Machine Rental	3,500	129.00	258.00	0.00	3,242.00	7.37
10-410-2326 Recording Documents	100	0.00	70.00	0.00	30.00	70.00
10-410-2332 Meals & Entertainment	2,000	1,495.00	1,715.03	0.00	284.97	85.75
10-410-2700 Donations	2,500	0.00	0.00	0.00	2,500.00	0.00
10-410-2745 Property TR Match-Summer	1,500	0.00	0.00	0.00	1,500.00	0.00
10-410-2750 Property TR Match-Robt	800	0.00	0.00	0.00	800.00	0.00
10-410-4000 Professional Services	5,000	0.00	2,225.50	0.00	2,774.50	44.51
10-410-4014 Legal Services	30,000	3,136.00	9,152.00	0.00	20,848.00	30.51
10-410-4016 Accounting & Auditing	4,000	0.00	1,375.00	0.00	2,625.00	34.38
10-410-6000 Building Improvements	113,600	0.00	169.50	0.00	113,430.50	0.15
10-410-7002 Txfr To Street (for Oper Ex	65,574	0.00	0.00	0.00	65,574.00	0.00
TOTAL Other Expenses	461,280	13,547.47	168,373.15	0.00	292,906.85	36.50
TOTAL Administration	720,830	35,772.36	291,821.97	0.00	429,008.03	40.48

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-411-1100 Salaries - Bldg/Codes	25,634	1,965.60	12,320.97	0.00	13,313.03	48.06
10-411-1101 Overtime - Bldg/Codes	1,000	110.57	230.36	0.00	769.64	23.04
10-411-1108 Longevity Pay	100	65.00	65.00	0.00	35.00	65.00
TOTAL Salaries	26,734	2,141.17	12,616.33	0.00	14,117.67	47.19
Other Personnel Costs						
10-411-1200 SS & Medicare	1,961	160.82	954.27	0.00	1,006.73	48.66
10-411-1300 Employee Health Insurance	8,061	7.08	3,610.88	0.00	4,450.12	44.79
10-411-1400 Retirement	789	39.04	228.23	0.00	560.77	28.93
10-411-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	10,859	206.94	4,793.38	0.00	6,065.62	44.14
Other Expenses						
10-411-2002 Education & Training	2,500	0.00	70.00	0.00	2,430.00	2.80
10-411-2014 W.Comp Insurance	1,875	0.00	79.24	0.00	1,795.76	4.23
10-411-2102 Telephone/Internet	1,500	91.86	516.84	0.00	983.16	34.46
10-411-2104 Gas & Oil	1,000	34.35	242.17	0.00	757.83	24.22
10-411-2106 Publicity, Subscriptions & Due	2,000	0.00	55.00	0.00	1,945.00	2.75
10-411-2202 Vehicle Repair & Maintenance	2,000	0.00	0.00	0.00	2,000.00	0.00
10-411-2210 Contractual Services	4,500	70.00	90.00	0.00	4,410.00	2.00
10-411-2300 Operating Supplies	2,000	0.00	127.33	0.00	1,872.67	6.37
10-411-2302 Office Supplies	1,000	27.50	309.91	0.00	690.09	30.99
10-411-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2312 Minor Equipment	3,000	0.00	698.87	0.00	2,301.13	23.30
10-411-2316 Postage	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2324 Clothing & Uniforms	500	0.00	277.50	0.00	222.50	55.50
10-411-4000 Professional Services	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Other Expenses	28,875	223.71	2,466.86	0.00	26,408.14	8.54
TOTAL Building/Codes	66,468	2,571.82	19,876.57	0.00	46,591.43	29.90

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund		% OF YEAR COMPLETED:			50.00
DEPARTMENT - Municipal Court					
DEPARTMENTAL EXPENDITURES					
	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% YTD BUDGET
Salaries					
10-412-1100 Salaries - Court Clerk	32,394	2,491.20	15,310.09	0.00	47.26
10-412-1101 Overtime - Court Clerk	100	0.00	11.68	0.00	11.68
10-412-1108 Longevity Pay	200	200.00	200.00	0.00	100.00
TOTAL Salaries	32,694	2,691.20	15,521.77	0.00	47.48
Other Personnel Costs					
10-412-1200 SS & Medicare	2,478	205.88	1,187.44	0.00	47.92
10-412-1300 Employee Health Insurance	8,061	7.08	3,610.88	0.00	44.79
10-412-1400 Retirement	632	48.58	266.72	0.00	42.20
10-412-1500 Unemployment Insurance	48	0.00	0.00	0.00	0.00
TOTAL Other Personnel Costs	11,219	261.54	5,065.04	0.00	45.15
Other Expenses					
10-412-2002 Education & Training	500	0.00	7.86	0.00	1.57
10-412-2014 W.Comp Insurance	75	0.00	65.29	0.00	87.05
10-412-2300 Operating Supplies	2,260	0.00	212.50	0.00	9.40
10-412-2302 Office Supplies	300	0.00	7.04	0.00	2.35
10-412-4014 City Judge	6,000	0.00	2,500.00	0.00	41.67
TOTAL Other Expenses	9,135	0.00	2,792.69	0.00	30.57
TOTAL Municipal Court	53,048	2,952.74	23,379.50	0.00	44.07

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-421-1100 Salaries - Dispatch/Records	34,158	3,021.28	18,511.98	0.00	15,646.02	54.20
10-421-1101 Overtime - Dispatch	0	0.00	455.63	0.00	455.63	0.00
10-421-1105 Salaries - Police	573,134	45,793.62	259,597.55	0.00	313,536.45	45.29
10-421-1106 Overtime - Police	20,000	1,020.01	12,893.08	0.00	7,106.92	64.47
10-421-1108 Longevity Pay	4,450	4,250.00	4,250.00	0.00	200.00	95.51
TOTAL Salaries	631,742	54,084.91	295,708.24	0.00	336,033.76	46.81
Other Personnel Costs						
10-421-1200 SS & Medicare	48,328	3,972.86	21,551.98	0.00	26,776.02	44.60
10-421-1300 Employee Health Insurance	118,797	357.04	46,764.60	0.00	72,032.40	39.37
10-421-1400 Retirement	12,318	895.67	4,610.84	0.00	7,707.16	37.43
10-421-1500 Unemployment Insurance	1,100	0.00	46.79	0.00	1,053.21	4.25
TOTAL Other Personnel Costs	180,543	5,225.57	72,974.21	0.00	107,568.79	40.42
Other Expenses						
10-421-2000 Other Medical Expense	1,200	0.00	875.50	0.00	324.50	72.96
10-421-2002 Education & Training	3,000	0.00	828.00	0.00	2,172.00	27.60
10-421-2014 W.Comp Insurance	40,463	0.00	27,152.70	0.00	13,310.30	67.11
10-421-2100 Utilities	600	38.74	227.91	0.00	372.09	37.99
10-421-2102 Telephone	7,000	782.09	3,748.21	0.00	3,251.79	53.55
10-421-2104 Gas, Oil, Diesel Fuel	30,000	2,740.10	14,713.71	0.00	15,286.29	49.05
10-421-2106 Publicity,Subscripts & Dues	2,500	0.00	898.80	0.00	1,601.20	35.95
10-421-2200 Repair & Maintenance	500	0.00	0.00	0.00	500.00	0.00
10-421-2202 Vehicle Repair&Maintenance	25,000	1,813.54	7,509.58	0.00	17,490.42	30.04
10-421-2204 Equip Repair & Maintenance	5,000	520.00	520.00	0.00	4,480.00	10.40
10-421-2210 Contractual Services	7,255	129.00	5,075.43	0.00	2,179.57	69.96
10-421-2212 SCECC Contractual Svc	171,000	0.00	30,367.12	0.00	140,632.88	17.76
10-421-2300 Operating Supplies	7,000	19.94	1,735.68	0.00	5,264.32	24.80
10-421-2302 Office Supplies	4,000	586.77	2,378.58	0.00	1,621.42	59.46
10-421-2310 Miscellaneous/Sundry	1,500	359.33	1,744.69	0.00	244.69	116.31
10-421-2312 Minor Equipment-Police	20,451	0.00	18,086.15	0.00	2,364.85	88.44
10-421-2316 Postage	700	0.00	0.00	0.00	700.00	0.00
10-421-2322 Interest Expense	0	0.00	2,255.82	0.00	2,255.82	0.00
10-421-2324 Clothing & Uniforms	8,000	755.36	2,303.61	0.00	5,696.39	28.80
10-421-2332 Meals & Entertainment	0	0.00	54.03	0.00	54.03	0.00
10-421-4002 Vehicle Towing Service	3,000	130.00	1,095.00	0.00	1,905.00	36.50
10-421-6000 Capital Project/Tow Lot	25,000	0.00	23,244.74	0.00	1,755.26	92.98
10-421-6004 Debt Svc-Police Car Lease	34,241	0.00	31,984.31	0.00	2,256.69	93.41
10-421-6014 Machinery&Equipment-Police	32,000	0.00	31,820.12	0.00	179.88	99.44
TOTAL Other Expenses	429,410	7,874.87	208,619.69	0.00	220,790.31	48.58
TOTAL Police Dept	1,241,695	67,185.35	577,302.14	0.00	664,392.86	46.49

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-422-1100 Salaries - Fire Department	100,926	7,231.08	44,211.75	0.00	56,714.25	43.81
10-422-1105 Volunteer Pay	47,000	23,581.00	23,581.00	0.00	23,419.00	50.17
10-422-1108 Longevity Pay	1,000	1,000.00	1,000.00	0.00	0.00	100.00
TOTAL Salaries	148,926	31,812.08	68,792.75	0.00	80,133.25	46.19
Other Personnel Costs						
10-422-1200 SS & Medicare	14,912	2,352.00	4,737.00	0.00	10,175.00	31.77
10-422-1300 Employee Health Insurance	29,885	14.16	13,227.60	0.00	16,657.40	44.26
10-422-1400 Retirement	1,968	142.58	742.52	0.00	1,225.48	37.73
10-422-1500 Unemployment Insurance	96	0.00	0.00	0.00	96.00	0.00
TOTAL Other Personnel Costs	46,861	2,508.74	18,707.12	0.00	28,153.88	39.92
Other Expenses						
10-422-2002 Education & Training	7,000	99.22	2,073.92	0.00	4,926.08	29.63
10-422-2014 W.Comp Insurance	10,414	0.00	5,953.35	0.00	4,460.65	57.17
10-422-2100 Utility Services	7,500	388.61	2,766.62	0.00	4,733.38	36.89
10-422-2102 Telephone	3,000	156.26	945.58	0.00	2,054.42	31.52
10-422-2104 Gas, Oil, Diesel Fuel	6,000	403.43	2,230.35	0.00	3,769.65	37.17
10-422-2106 Publicity, Subscriptions & Dues	3,000	0.00	425.00	0.00	2,575.00	14.17
10-422-2202 Vehicle Repair & Maintenance	20,000	3,562.28	12,544.93	0.00	7,455.07	62.72
10-422-2204 Equip. Repair & Maintenance	6,000	14.98	2,197.95	0.00	3,802.05	36.63
10-422-2206 Bldg Repair & Maint - Sta 2	2,000	182.00	1,218.61	0.00	781.39	60.93
10-422-2210 Contractual Services	14,155	70.00	9,357.35	0.00	4,797.65	66.11
10-422-2300 Operating Supplies	7,000	124.50	3,000.83	0.00	3,999.17	42.87
10-422-2302 Office Supplies	1,000	186.06	833.41	0.00	166.59	83.34
10-422-2310 Miscellaneous/Sundry	1,000	0.00	175.06	0.00	824.94	17.51
10-422-2312 Minor Equipment-Fire	10,000	125.00	5,395.59	0.00	4,604.41	53.96
10-422-2314 Minor Equip-Turnout Gear	9,000	237.00	4,417.33	0.00	4,582.67	49.08
10-422-2316 Postage	0	0.00	18.00	0.00	18.00	0.00
10-422-2324 Clothing & Uniforms	4,000	514.00	1,081.00	0.00	2,919.00	27.03
10-422-2332 Meals & Entertainment	300	0.00	184.16	0.00	115.84	61.39
10-422-4026 Promotional/Fire Prevention	0	0.00	490.00	0.00	490.00	0.00
10-422-6000 Building Improvements-Sta2	4,000	0.00	0.00	0.00	4,000.00	0.00
10-422-6004 Debt Svc-Fire Engine	45,531	937.87	6,408.81	0.00	39,122.19	14.08
10-422-6014 Machinery & Equipment-Fire	415,782	0.00	16,693.45	0.00	399,088.55	4.01
TOTAL Other Expenses	576,682	7,001.21	78,411.30	0.00	498,270.70	13.60
TOTAL Fire Dept	772,469	41,322.03	165,911.17	0.00	606,557.83	21.48

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-440-1100 Salaries - Development Svcs	35,750	2,750.01	16,500.01	0.00	19,249.99	46.15
10-440-1108 Longevity Pay	50	32.50	32.50	0.00	17.50	65.00
TOTAL Salaries	35,800	2,782.51	16,532.51	0.00	19,267.49	46.18
Other Personnel Costs						
10-440-1200 SS & Medicare	2,735	203.03	1,204.95	0.00	1,530.05	44.06
10-440-1300 Employee Health Insurance	9,738	7.08	4,331.72	0.00	5,406.28	44.48
10-440-1400 Retirement	697	53.62	268.10	0.00	428.90	38.46
10-440-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	13,218	263.73	5,804.77	0.00	7,413.23	43.92
Other Expenses						
10-440-2000 Other Medical Expense	0	0.00	55.00	0.00	55.00	0.00
10-440-2002 Education & Training	4,000	0.00	709.16	0.00	3,290.84	17.73
10-440-2010 P&Z (& Recording Fees)	500	0.00	51.00	0.00	449.00	10.20
10-440-2014 W.Comp Insurance	120	0.00	110.86	0.00	9.14	92.38
10-440-2102 Telephone/Internet	1,000	57.84	346.74	0.00	653.26	34.67
10-440-2104 Gas & Oil	1,000	43.17	258.01	0.00	741.99	25.80
10-440-2106 Publicity, Subscriptions&Due	1,000	0.00	25.00	0.00	975.00	2.50
10-440-2202 Vehicle Repair&Maintenance	1,000	0.00	54.33	0.00	945.67	5.43
10-440-2210 Contractual Services	22,500	0.00	20.00	0.00	22,480.00	0.09
10-440-2300 Operating Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2302 Office Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2312 Minor Equipment	3,000	0.00	299.99	0.00	2,700.01	10.00
10-440-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
10-440-2324 Clothing & Uniforms	500	0.00	0.00	0.00	500.00	0.00
10-440-2332 Meals & Entertainment	100	0.00	0.00	0.00	100.00	0.00
10-440-4000 Professional Services	5,000	0.00	1,738.35	0.00	3,261.65	34.77
10-440-4014 Legal Services	0	880.00	3,008.00	0.00	3,008.00	0.00
TOTAL Other Expenses	43,220	981.01	6,676.44	0.00	36,543.56	15.45
TOTAL Development Services	92,238	4,027.25	29,013.72	0.00	63,224.28	31.46

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

10 -General Fund
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-444-1100 Salaries - Parks	32,772	2,639.80	15,622.21	0.00	17,149.79	47.67
10-444-1101 Overtime - Parks	1,500	354.60	1,418.40	0.00	81.60	94.56
10-444-1108 Longevity Pay	150	150.00	150.00	0.00	0.00	100.00
TOTAL Salaries	34,422	3,144.40	17,190.61	0.00	17,231.39	49.94
Other Personnel Costs						
10-444-1200 SS & Medicare	2,507	221.96	1,192.56	0.00	1,314.44	47.57
10-444-1300 Employee Health Insurance	11,088	7.08	4,950.00	0.00	6,138.00	44.64
10-444-1400 Retirement	639	57.01	292.32	0.00	346.68	45.75
10-444-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	14,282	286.05	6,434.88	0.00	7,847.12	45.06
Other Expenses						
10-444-2002 Education & Training	1,000	0.00	309.40	0.00	690.60	30.94
10-444-2014 W.Comp Insurance	110	0.00	66.08	0.00	43.92	60.07
10-444-2100 Utilities	17,000	1,181.44	5,760.99	0.00	11,239.01	33.89
10-444-2102 Telephone&Internet	1,000	218.72	1,310.97	0.00	310.97	131.10
10-444-2106 Publicity, Subscriptions,Du	100	0.00	0.00	0.00	100.00	0.00
10-444-2204 Equip Repair&Maintenance	0	0.00	45.94	0.00	45.94	0.00
10-444-2206 Bldg Repair & Maintenance	5,000	197.50	204.68	0.00	4,795.32	4.09
10-444-2207 Parks Property Maintenance	5,000	0.00	127.50	0.00	4,872.50	2.55
10-444-2210 Contractual Services	8,000	1,056.14	4,841.27	0.00	3,158.73	60.52
10-444-2300 Operating Supplies	2,000	125.69	657.12	0.00	1,342.88	32.86
10-444-2302 Office Supplies	1,000	27.50	290.47	0.00	709.53	29.05
10-444-2310 Miscellaneous/Sundry	1,000	9.15	260.58	0.00	739.42	26.06
10-444-2312 Minor Equipment-C.Center	1,000	37.05	1,643.59	0.00	643.59	164.36
10-444-2324 Clothing&Uniforms	100	0.00	0.00	0.00	100.00	0.00
10-444-3000 Special Events	10,000	1,335.22	9,242.30	0.00	757.70	92.42
10-444-6000 Building Imp's-C.Ctr	10,000	0.00	0.00	0.00	10,000.00	0.00
10-444-6004 Debt Svc-Comm.Ctr Loan Pmt	132,700	11,217.55	67,109.74	0.00	65,590.26	50.57
10-444-6018 Park Dev/Playgrounds&Imp's	22,000	0.00	0.00	0.00	22,000.00	0.00
TOTAL Other Expenses	217,010	15,405.96	91,870.63	0.00	125,139.37	42.33
TOTAL Community Ctr/Parks	265,714	18,836.41	115,496.12	0.00	150,217.88	43.47
TOTAL EXPENDITURES	3,212,462	172,667.96	1,222,801.19	0.00	1,989,660.81	38.06
REVENUE OVER/ (UNDER) EXPENDITURES	0	197,011.42 (61,088.39)	0.00	61,088.39	0.00

1-11-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

20 -Sewer Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000	Sewer Fund - Farmers Bank	171,598.71
1001	Phase II Sewer - Farmers Bk	582,723.15
1005	Sewer Fund MM-Farmers Bk	394,461.28
1010	Petty Cash - Cash on Hand	300.00
	<u>Total Checking/Savings</u>	<u>1,149,083.14</u>

Current Assets

1100	Cash Reserves - State of TN	24.00
1200	Accounts Receivable	87,981.11
1201	Allowance For Uncollectible	(148,756.76)
1202	A/R - KVS Bad Debt	45,432.44
1203	A/R - Incode Bad Debt	119,504.22
1204	UNAPPLIED CREDITS	(7,168.88)
1220	A/R - Other	68,491.00
1260	Postage Dep (Utility Billing)	1,830.40
1300	Inventory Asset	15,783.75
	<u>Total Current Assets</u>	<u>183,121.28</u>

Total Current Assets	1,332,204.42
----------------------	--------------

Other AssetsFixed Assets

1400	Land - City Hall	47,268.00
1401	Buildings	97,853.91
1402	Furniture & Equipment	286,041.72
1403	Vehicles	243,962.96
1406	Sewer Collection System	8,708,899.22
1450	Net Pension Asset	21,213.00
1455	Deferred Outflows for Pension	12,130.69
1499	Accumulated Depreciation	(4,068,154.77)
	<u>Total Fixed Assets</u>	<u>5,349,214.73</u>

Transfers

1610	Due To / From General Fund	(37,078.82)
1630	Due To / From Street Fund	224.00
1640	Due To / From Solid Waste Fund	(69,110.73)
1660	Due To / From Stormwater Fund	(25,019.71)
	<u>Total Transfers</u>	<u>(130,985.26)</u>

Total Other Assets	5,218,229.47
--------------------	--------------

TOTAL ASSETS	6,550,433.89
--------------	--------------

=====

1-11-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

20 -Sewer Fund

BALANCE

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent Liabilities

2030	REFUNDS PAYABLE	15.23
2109	Accrued Compensated Absences	6,667.57
2250	Deferred Inflows for Pension	22,500.00
Total Current Liabilities		29,182.80

Total Current Liabilities	29,182.80
---------------------------	-----------

Long Term LiabilitiesLong Term Liabilities

TOTAL LIABILITIES	29,182.80
-------------------	-----------

Equity

2700	Retained Earnings	187,982.44
2710	Fund Balance/Net Assets	969,115.93
2713	Net Assets/Capital & Debt	5,225,785.44
Net Income		138,367.28

Total Equity	6,521,251.09
--------------	--------------

TOTAL LIABILITIES & EQUITY	6,550,433.89
----------------------------	--------------

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

20 -Sewer Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Sewer Revenue						
20-3000 Operating Revenue-Sewer	930,000	76,760.04	465,901.29	0.00	464,098.71	50.10
20-3001 Tap Fees	25,000	0.00	9,150.00	0.00	15,850.00	36.60
TOTAL Sewer Revenue	955,000	76,760.04	475,051.29	0.00	479,948.71	49.74
Other Revenue						
20-3400 Sewer Permits/Fees	50	0.00	0.00	0.00	50.00	0.00
20-3501 Interest Income	3,500	252.05	1,620.98	0.00	1,879.02	46.31
20-3503 Sewer Tank/Pump Pkgs	40,000	0.00	22,559.53	0.00	17,440.47	56.40
20-3504 Miscellaneous Income	23,000	2,528.00	15,239.85	0.00	7,760.15	66.26
20-3506 Sale of Assets	5,000	0.00	5,084.40	0.00	(84.40)	101.69
20-3610 SRF Loan Proceeds	518,000	0.00	0.00	0.00	518,000.00	0.00
TOTAL Other Revenue	589,550	2,780.05	44,504.76	0.00	545,045.24	7.55
Transfers						
20-3701 From Fund Balance-Sewer Fund	158,061	0.00	0.00	0.00	158,061.00	0.00
TOTAL Transfers	158,061	0.00	0.00	0.00	158,061.00	0.00
TOTAL REVENUE	1,702,611	79,540.09	519,556.05	0.00	1,183,054.95	30.52

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
20-522-1100 Salaries - Sewer	144,518	11,197.43	68,673.00	0.00	75,845.00	47.52
20-522-1101 Overtime - Sewer	15,000	626.93	3,367.26	0.00	11,632.74	22.45
20-522-1108 Longevity Pay	5,000	3,565.00	3,565.00	0.00	1,435.00	71.30
TOTAL Salaries	164,518	15,389.36	75,605.26	0.00	88,912.74	45.96
Other Personnel Costs						
20-522-1200 SS & Medicare	12,586	1,084.33	5,169.56	0.00	7,416.44	41.07
20-522-1300 Employee Health Insurance	62,130	42.48	27,671.12	0.00	34,458.88	44.54
20-522-1400 Retirement	3,208	190.03	1,057.52	0.00	2,150.48	32.97
20-522-1500 Unemployment Insurance	210	0.00	0.00	0.00	210.00	0.00
TOTAL Other Personnel Costs	78,134	1,316.84	33,898.20	0.00	44,235.80	43.38
Other Expenses						
20-522-2002 Education & Training	5,000	0.00	0.00	0.00	5,000.00	0.00
20-522-2014 Worker's Comp Insurance	5,264	0.00	6,447.61	0.00	1,183.61	122.48
20-522-2016 Liability & Property Ins.	6,000	0.00	6,011.00	0.00	11.00	100.18
20-522-2100 Utilities	14,000	1,078.99	5,789.45	0.00	8,210.55	41.35
20-522-2102 Telephone	900	88.22	528.75	0.00	371.25	58.75
20-522-2104 Gas, Oil, Diesel Fuel	8,000	283.07	2,523.98	0.00	5,476.02	31.55
20-522-2106 Publicity,Subscripts & Dues	3,500	1,595.40	1,992.66	0.00	1,507.34	56.93
20-522-2200 System Rep&Maintenance	10,000	0.00	10,296.18	0.00	296.18	102.96
20-522-2202 Vehicle Repair&Maintenance	6,000	6,960.66	8,974.95	0.00	2,974.95	149.58
20-522-2204 Equip. Repair & Maintenance	2,500	35.94	402.29	0.00	2,097.71	16.09
20-522-2210 Contractual Services	10,000	985.57	7,524.42	0.00	2,475.58	75.24
20-522-2300 Operating Supplies	16,824	2,171.11	11,858.40	0.00	4,965.60	70.49
20-522-2302 Office Supplies	2,000	41.00	316.16	0.00	1,683.84	15.81
20-522-2310 Miscellaneous/Sundry	4,500	475.14	3,652.35	0.00	847.65	81.16
20-522-2312 Minor Equipment-Sewer	3,000	0.00	992.88	0.00	2,007.12	33.10
20-522-2316 Postage	3,000	0.00	0.00	0.00	3,000.00	0.00
20-522-2324 Clothing & Uniforms	2,000	0.00	1,928.09	0.00	71.91	96.40
20-522-2334 Rental Equip. & Machinery	1,000	0.00	0.00	0.00	1,000.00	0.00
20-522-2706 Payments In Lieu Of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
20-522-2708 Depreciation	180,000	0.00	0.00	0.00	180,000.00	0.00
20-522-4000 Professional Services	5,000	0.00	966.00	0.00	4,034.00	19.32
20-522-4004 Sewage Transport-G'ville	105,000	9,057.60	42,942.20	0.00	62,057.80	40.90
20-522-4006 Sewage Treatment-Metro	270,000	0.00	82,997.37	0.00	187,002.63	30.74
20-522-4008 WHUD Readings	11,000	0.00	3,689.00	0.00	7,311.00	33.54
20-522-4010 Pretreatment (Odor Control)	27,000	0.00	11,236.00	0.00	15,764.00	41.61
20-522-4016 Accounting & Auditing	5,500	0.00	1,375.00	0.00	4,125.00	25.00
20-522-5006 Debt Svc-State Rev Loan	23,971	0.00	0.00	0.00	23,971.00	0.00
20-522-6000 Buildings/Improvements	40,000	0.00	0.00	0.00	40,000.00	0.00
20-522-6002 Syst Upgrade-Phl/Investigat	518,000	0.00	18,561.22	0.00	499,438.78	3.58
20-522-6006 Pumps (System r&m)	110,000	2,084.94	40,679.35	0.00	69,320.65	36.98
20-522-6014 Machinery&Equipment-Swr	36,000	0.00	0.00	0.00	36,000.00	0.00
TOTAL Other Expenses	1,459,959	24,857.64	271,685.31	0.00	1,188,273.69	18.61
TOTAL Sewer	1,702,611	41,563.84	381,188.77	0.00	1,321,422.23	22.39

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,702,611	41,563.84	381,188.77	0.00	1,321,422.23	22.39
REVENUE OVER/ (UNDER) EXPENDITURES	0	37,976.25	138,367.28	0.00 (138,367.28)	0.00

1-11-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

30 -Street Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000 State Street Aid Fund-Farmers	396,087.26
1002 Road Maint.Fund-Farmers Bank	25,449.45
Total Checking/Savings	421,536.71

Current Assets

1300 Inventory	2,629.94
Total Current Assets	2,629.94

Total Current Assets	424,166.65
----------------------	------------

Other AssetsTransfers

1610 Due To / From General Fund	28,937.80
1620 Due To / From Sewer Fund	(224.00)
1640 Due To / From Solid Waste Fund	(3.54)
Total Transfers	28,710.26

Total Other Assets	28,710.26
--------------------	-----------

TOTAL ASSETS	452,876.91
--------------	------------

=====

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent LiabilitiesLong Term Liabilities

=====

Equity

2700 Retained Earnings	(126,501.87)
2720 Fund Balance-Nonspendable	2,629.94
2740 Fund Balance-Committed	546,666.89
Net Income	30,081.95

Total Equity	452,876.91
--------------	------------

TOTAL LIABILITIES & EQUITY	452,876.91
----------------------------	------------

=====

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

30 -Street Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Street Revenue</u>						
30-3030 State Gas-Motor Fuel Tax	178,000	10,125.82	64,523.11	0.00	113,476.89	36.25
30-3032 State Gas 1989 Tax	0	1,663.98	10,356.77	0.00	10,356.77	0.00
30-3034 State Gas 3 Cent Tax	0	3,083.24	19,200.85	0.00	19,200.85	0.00
30-3036 State Gas 2017 Tax	0	3,042.69	12,367.63	0.00	12,367.63	0.00
30-3100 Road Maintenance Fees	7,000	0.00	3,524.25	0.00	3,475.75	50.35
30-3501 Interest Earned	450	50.19	304.86	0.00	145.14	67.75
<u>TOTAL Street Revenue</u>	<u>185,450</u>	<u>17,965.92</u>	<u>110,277.47</u>	<u>0.00</u>	<u>75,172.53</u>	<u>59.46</u>
<u>Transfers</u>						
30-3710 From Gen Fund-Street Oper Exp	65,574	0.00	0.00	0.00	65,574.00	0.00
30-3711 From Fund Balance-Street Fund	168,000	0.00	0.00	0.00	168,000.00	0.00
<u>TOTAL Transfers</u>	<u>233,574</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>233,574.00</u>	<u>0.00</u>
<u>TOTAL REVENUE</u>	<u>419,024</u>	<u>17,965.92</u>	<u>110,277.47</u>	<u>0.00</u>	<u>308,746.53</u>	<u>26.32</u>

30 -Street Fund
DEPARTMENT - Street

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
30-431-1100 Salaries - Street	49,598	3,816.00	19,266.00	0.00	30,332.00	38.84
30-431-1101 Overtime - Street	500	17.78	76.74	0.00	423.26	15.35
30-431-1108 Longevity Pay	100	100.00	100.00	0.00	0.00	100.00
TOTAL Salaries	50,198	3,933.78	19,442.74	0.00	30,755.26	38.73
Other Personnel Costs						
30-431-1200 SS & Medicare	3,832	300.25	1,484.99	0.00	2,347.01	38.75
30-431-1300 Employee Health Insurance	8,061	7.08	1,791.32	0.00	6,269.68	22.22
30-431-1400 Retirement	1,730	75.11	315.02	0.00	1,414.98	18.21
30-431-1500 Unemployment Insurance	96	0.00	5.36	0.00	90.64	5.58
TOTAL Other Personnel Costs	13,719	382.44	3,596.69	0.00	10,122.31	26.22
Other Expenses						
30-431-2000 Other Medical Expense	0	0.00	135.50	0.00	135.50	0.00
30-431-2014 Worker's Comp. Insurance	1,657	0.00	1,171.83	0.00	485.17	70.72
30-431-2016 Liability & Property Ins.	700	0.00	1,893.00	0.00	1,193.00	270.43
30-431-2104 Gas, Oil, Diesel Fuel	3,000	94.36	841.33	0.00	2,158.67	28.04
30-431-2106 Publicity, Subscripts & Dues	0	0.00	209.05	0.00	209.05	0.00
30-431-2110 Street Lighting	35,000	2,848.63	14,474.36	0.00	20,525.64	41.36
30-431-2200 Repair & Maintenance	450	0.00	20.11	0.00	429.89	4.47
30-431-2204 Equip. Repair & Maintenance	2,000	0.00	84.72	0.00	1,915.28	4.24
30-431-2208 Street Repair & Maintenance	8,000	0.00	0.00	0.00	8,000.00	0.00
30-431-2210 Contractual Services	0	70.00	260.47	0.00	260.47	0.00
30-431-2300 Operating Supplies	1,000	16.41	177.67	0.00	822.33	17.77
30-431-2306 Salt Supplies	5,000	0.00	0.00	0.00	5,000.00	0.00
30-431-2308 Rock, Gravel & Sand	1,800	0.00	0.00	0.00	1,800.00	0.00
30-431-2310 Miscellaneous/Sundry	500	0.00	229.00	0.00	271.00	45.80
30-431-2312 Minor Equipment-Street	1,000	0.00	2,240.00	0.00	1,240.00	224.00
30-431-2318 Sign Parts & Supplies	45,000	326.00	9,164.10	0.00	35,835.90	20.36
30-431-2324 Clothing & Uniforms	0	0.00	436.45	0.00	436.45	0.00
30-431-4000 Professional Services	5,000	0.00	818.50	0.00	4,181.50	16.37
30-431-4014 Legal Services	5,000	0.00	0.00	0.00	5,000.00	0.00
30-431-6014 Machinery&Equipment-Str	0	0.00	25,000.00	0.00	25,000.00	0.00
30-431-6020 Street Paving	200,000	0.00	0.00	0.00	200,000.00	0.00
30-431-6025 Streetscape Capital Proj.	40,000	0.00	0.00	0.00	40,000.00	0.00
TOTAL Other Expenses	355,107	3,355.40	57,156.09	0.00	297,950.91	16.10
TOTAL Street	419,024	7,671.62	80,195.52	0.00	338,828.48	19.14
TOTAL EXPENDITURES	419,024	7,671.62	80,195.52	0.00	338,828.48	19.14
REVENUE OVER/(UNDER) EXPENDITURES	0	10,294.30	30,081.95	0.00	30,081.95	0.00

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

40 -Solid Waste Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000 Solid Waste Fund - Farmers Bk	449,785.69
Total Checking/Savings	449,785.69

Current Assets

1200 Accounts Receivable	37,360.50
1201 Allowance for Bad Debt	(23,971.42)
1203 A/R - Incode Bad Debt	29,436.21
1300 Inventory	4,473.20
Total Current Assets	47,298.49

Total Current Assets	497,084.18
----------------------	------------

Other AssetsTransfers

1610 Due To / From General Fund	(19,560.65)
1620 Due To / From Sewer Fund	69,110.73
1630 Due To / From Street Fund	3.54
Total Transfers	49,553.62

Total Other Assets	49,553.62
--------------------	-----------

TOTAL ASSETS	546,637.80
--------------	------------

=====

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent Liabilities

2200 Deferred Revenue	36,981.50
Total Current Liabilities	36,981.50

Total Current Liabilities	36,981.50
---------------------------	-----------

Long Term Liabilities

TOTAL LIABILITIES	36,981.50
-------------------	-----------

=====

1-11-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

40 -Solid Waste Fund

BALANCE

Equity

2700	Retained Earnings	11,025.92
2720	Fund Balance-Nonspendable	4,473.20
2730	Fund Balance-Restricted	460,420.66
	Net Income	33,736.52

Total Equity	509,656.30
--------------	------------

TOTAL LIABILITIES & EQUITY	546,637.80
	=====

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

40 -Solid Waste Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>User Fees</u>						
40-3000 User Fees	410,000	35,570.87	216,114.33	0.00	193,885.67	52.71
TOTAL User Fees	<u>410,000</u>	<u>35,570.87</u>	<u>216,114.33</u>	<u>0.00</u>	<u>193,885.67</u>	<u>52.71</u>
<u>Other Revenue</u>						
40-3500 Sale of Recyclables	2,000	0.00	1,176.60	0.00	823.40	58.83
40-3501 Interest Income	650	54.84	328.38	0.00	321.62	50.52
TOTAL Other Revenue	<u>2,650</u>	<u>54.84</u>	<u>1,504.98</u>	<u>0.00</u>	<u>1,145.02</u>	<u>56.79</u>
<u>Transfers</u>						
40-3711 From Fund Balance-SW Fund	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL Transfers	<u>150,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150,000.00</u>	<u>0.00</u>
TOTAL REVENUE	562,650	35,625.71	217,619.31	0.00	345,030.69	38.68

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

40 -Solid Waste Fund		% OF YEAR COMPLETED: 50.00					
DEPARTMENT - Solid Waste							
DEPARTMENTAL EXPENDITURES							
		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>							
Salaries							
40-432-1100	Salaries - Solid Waste	81,871	6,348.79	38,621.63	0.00	43,249.37	47.17
40-432-1101	Overtime - Solid Waste	1,500	0.00	971.61	0.00	528.39	64.77
40-432-1108	Longevity Pay	1,800	3,072.50	3,072.50	0.00	1,272.50	170.69
	TOTAL Salaries	85,171	9,421.29	42,665.74	0.00	42,505.26	50.09
<hr/>							
Other Personnel Costs							
40-432-1200	SS & Medicare	6,263	718.63	3,245.85	0.00	3,017.15	51.83
40-432-1300	Employee Health Insurance	8,061	7.08	3,610.88	0.00	4,450.12	44.79
40-432-1400	Retirement	1,596	83.94	477.11	0.00	1,118.89	29.89
40-432-1500	Unemployment Insurance	48	0.00	0.00	0.00	48.00	0.00
	TOTAL Other Personnel Costs	15,968	809.65	7,333.84	0.00	8,634.16	45.93
<hr/>							
Other Expenses							
40-432-2014	Worker's Comp. Insurance	2,702	0.00	2,521.72	0.00	180.28	93.33
40-432-2016	Liability & Property Ins.	2,500	0.00	2,802.00	0.00	302.00	112.08
40-432-2104	Gas, Oil, Diesel Fuel	5,000	508.19	2,755.89	0.00	2,244.11	55.12
40-432-2106	Publicity,Subscript's & Due	3,000	0.00	3,000.00	0.00	0.00	100.00
40-432-2202	Vehicle Repair&Maintenance	1,500	0.00	1,468.32	0.00	31.68	97.89
40-432-2204	Equip. Repair & Maintenance	4,000	0.00	185.68	0.00	3,814.32	4.64
40-432-2210	Contractual Services	3,500	454.96	4,092.41	0.00	592.41	116.93
40-432-2300	Operating Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00
40-432-2302	Office Supplies	200	0.00	0.00	0.00	200.00	0.00
40-432-2310	Miscellaneous/Sundry	200	0.00	316.66	0.00	116.66	158.33
40-432-2312	Minor Equipment-S.Waste	100	0.00	0.00	0.00	100.00	0.00
40-432-2316	Postage	3,500	0.00	0.00	0.00	3,500.00	0.00
40-432-2324	Clothing & Uniforms	1,000	0.00	195.99	0.00	804.01	19.60
40-432-4002	Contractual Svc-Waste Ind.	262,270	21,614.68	110,097.21	0.00	152,172.79	41.98
40-432-4016	Accounting & Auditing	1,000	0.00	0.00	0.00	1,000.00	0.00
40-432-4026	Disposal Fees	17,000	992.51	6,447.33	0.00	10,552.67	37.93
40-432-6014	Machinery&Equipment-SW	150,000	0.00	0.00	0.00	150,000.00	0.00
40-432-7000	Reserve Account	3,039	0.00	0.00	0.00	3,039.00	0.00
	TOTAL Other Expenses	461,511	23,570.34	133,883.21	0.00	327,627.79	29.01
<hr/>							
TOTAL Solid Waste		562,650	33,801.28	183,882.79	0.00	378,767.21	32.68
<hr/>							
TOTAL EXPENDITURES		562,650	33,801.28	183,882.79	0.00	378,767.21	32.68
<hr/>							
REVENUE OVER/ (UNDER) EXPENDITURES		0	1,824.43	33,736.52	0.00	33,736.52	0.00

1-11-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

50 -Drug Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000 Drug Fund - Farmers Bank	52,617.79
1001 Drug Fund Escrow Acct-Farmers	<u>49,499.81</u>
Total Checking/Savings	102,117.60

Current Assets

1110 Cash on Hand - Petty Cash	<u>245.00</u>
Total Current Assets	245.00

Total Current Assets 102,362.60Other AssetsTransfers

1610 Due To / From General Fund	<u>747.62</u>
Total Transfers	747.62

Total Other Assets 747.62

TOTAL ASSETS 103,110.22

=====

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent Liabilities

2002 DF Escrow Pending Acct	<u>49,499.81</u>
Total Current Liabilities	49,499.81

Total Current Liabilities 49,499.81Long Term Liabilities

TOTAL LIABILITIES 49,499.81

=====

Equity

2700 Retained Earnings	22,726.66
2730 Fund Balance-Restricted	28,601.02
Net Income	<u>2,282.73</u>

Total Equity 53,610.41

1-11-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

50 -Drug Fund

BALANCE

TOTAL LIABILITIES & EQUITY

103,110.22

=====

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

50 -Drug Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Drug Fund Donations</u>						
<u>Drug Fines/Fees</u>						
50-3200 Drug Fines	5,000	747.62	4,860.92	0.00	139.08	97.22
50-3222 Impound Storage Fees	8,000	0.00	500.00	0.00	7,500.00	6.25
TOTAL Drug Fines/Fees	13,000	747.62	5,360.92	0.00	7,639.08	41.24
<u>Other Drug Revenue</u>						
50-3501 Interest Income	30	6.25	39.10	0.00 (9.10)	130.33
50-3504 Miscellaneous Income	0	0.00	10.00	0.00 (10.00)	0.00
50-3507 Seizure/Auction	10,000	0.00	6,047.00	0.00	3,953.00	60.47
TOTAL Other Drug Revenue	10,030	6.25	6,096.10	0.00	3,933.90	60.78
<u>Transfers</u>						
TOTAL REVENUE	23,030	753.87	11,457.02	0.00	11,572.98	49.75

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

50 -Drug Fund		% OF YEAR COMPLETED: 50.00							
DEPARTMENT - Drug									
DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET		
Other Expenses									
50-451-2312 Minor Equipment-Drug		19,700	0.00	8,209.11	0.00	11,490.89	41.67		
50-451-2320 Bank Service Charge		40	0.00	0.00	0.00	40.00	0.00		
50-451-2712 Other Drug Related Expenses		3,290	0.00	965.18	0.00	2,324.82	29.34		
TOTAL Other Expenses		23,030	0.00	9,174.29	0.00	13,855.71	39.84		
TOTAL Drug		23,030	0.00	9,174.29	0.00	13,855.71	39.84		
TOTAL EXPENDITURES		23,030	0.00	9,174.29	0.00	13,855.71	39.84		
REVENUE OVER/ (UNDER) EXPENDITURES		0	753.87	2,282.73	0.00 (2,282.73)	0.00		

1-11-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: DECEMBER 31ST, 2017

60 -Stormwater Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000 Stormwater Fund - Farmers Bk	27,532.49
Total Checking/Savings	27,532.49

Current Assets

1200 Accounts Receivable	13,622.01
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,754.00
Total Current Assets	24,613.18

Total Current Assets	52,145.67
----------------------	-----------

Other AssetsTransfers

1610 Due To / From General Fund	(17,455.51)
1620 Due To / From Sewer Fund	25,019.71
Total Transfers	7,564.20

Total Other Assets	7,564.20
--------------------	----------

TOTAL ASSETS	59,709.87
--------------	-----------

=====

LIABILITIES & EQUITY

=====

Current LiabilitiesCurrent LiabilitiesLong Term Liabilities

=====

Equity

2700 Retained Earnings	36,677.79
Net Income	23,032.08

Total Equity	59,709.87
--------------	-----------

TOTAL LIABILITIES & EQUITY	59,709.87
----------------------------	-----------

=====

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

60 -Stormwater Fund

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Stormwater Revenue						
60-3000 Stormwater Fees	153,000	12,935.40	77,614.91	0.00	75,385.09	50.73
TOTAL Stormwater Revenue	153,000	12,935.40	77,614.91	0.00	75,385.09	50.73
Other Revenue						
60-3400 Stormwater Permits/Fees	500	0.00	500.00	0.00	0.00	100.00
60-3501 Interest Income	45	4.45	29.75	0.00	15.25	66.11
TOTAL Other Revenue	545	4.45	529.75	0.00	15.25	97.20
TOTAL REVENUE	153,545	12,939.85	78,144.66	0.00	75,400.34	50.89

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2017

60 -Stormwater Fund
DEPARTMENT - Stormwater Fund

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
60-461-1100 Salaries - Stormwater	63,107	4,955.15	30,185.13	0.00	32,921.87	47.83
60-461-1101 Overtime-Stormwater	0	59.54	134.94	0.00	(134.94)	0.00
60-461-1108 Longevity Pay	0	297.50	297.50	0.00	(297.50)	0.00
TOTAL Salaries	63,107	5,312.19	30,617.57	0.00	32,489.43	48.52
Other Personnel Costs						
60-461-1200 SS & Medicare	4,828	399.22	2,284.69	0.00	2,543.31	47.32
60-461-1400 Retirement	0	92.06	544.79	0.00	(544.79)	0.00
TOTAL Other Personnel Costs	4,828	491.28	2,829.48	0.00	1,998.52	58.61
Other Expenses						
60-461-2002 Education & Training	500	0.00	6.00	0.00	494.00	1.20
60-461-2014 Work Comp Insurance	2,083	0.00	0.00	0.00	2,083.00	0.00
60-461-2104 Gas & Oil	500	0.00	0.00	0.00	500.00	0.00
60-461-2106 Publicity, Subscriptions&Dues	4,000	0.00	300.00	0.00	3,700.00	7.50
60-461-2202 Vehicle Repair&Maintenance	500	0.00	0.00	0.00	500.00	0.00
60-461-2210 Contractual Services	0	198.32	1,692.33	0.00	(1,692.33)	0.00
60-461-2300 Operating Supplies	500	0.00	114.97	0.00	385.03	22.99
60-461-2302 Office Supplies	500	27.50	511.17	0.00	(11.17)	102.23
60-461-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2312 Minor Equipment	1,000	0.00	0.00	0.00	2,000.00	0.00
60-461-2316 Postage	2,000	0.00	0.00	0.00	481.01	3.80
60-461-2324 Clothing & Uniforms	500	0.00	18.99	0.00	(45.07)	0.00
60-461-2332 Meals & Entertainment	0	0.00	45.07	0.00	7,005.00	71.98
60-461-4000 Professional Services	25,000	0.00	17,995.00	0.00	(32.00)	0.00
60-461-4014 Legal Services	0	0.00	32.00	0.00	1,000.00	0.00
60-461-4016 Accounting & Auditing	1,000	0.00	0.00	0.00	9,050.00	9.50
60-461-6000 System Imp's/Repair	10,000	0.00	950.00	0.00	36,527.00	0.00
60-461-7000 Reserve	36,527	0.00	0.00	0.00	63,944.47	25.31
TOTAL Other Expenses	85,610	225.82	21,665.53	0.00	98,432.42	35.89
TOTAL Stormwater Fund	153,545	6,029.29	55,112.58	0.00	98,432.42	35.89
TOTAL EXPENDITURES	153,545	6,029.29	55,112.58	0.00	98,432.42	35.89
REVENUE OVER/ (UNDER) EXPENDITURES	0	6,910.56	23,032.08	0.00	(23,032.08)	0.00



City of Millersville Summary and Recommendation

Item # 6

SUBJECT: Discussion and approval of contract with OHM for the City Hall Addition

BACKGROUND: OHM has some general questions for the Commission as well needsd approval of their contract

RECOMMENDATIONS: Approval

ATTACHMENTS None at this time

SUBMITTED BY: Caryn Miller, City Manager

DATE: 1/10/2018

Reviewed by:

City Manager ☒ Comments if any:

Fiscal Impact if any: None

Other ☐ _____

Attorney if applicable ☐ **Comments if any:** Approved



City of Millersville Summary and Recommendation

Item # 7

SUBJECT: Discussion and approval of Resolution 17-R-18 related to the Compensation Plan

BACKGROUND: This item was tabled at the special called meeting on 1/2/2018. The Resolution has been amended to reflect that the desire of the Commission is to bring all employees up to the minimum rate within 2 years as long as revenues allow. The Position descriptions have been also adjusted to reflect the desires of the Commission.

RECOMMENDATIONS: Approval

ATTACHMENTS Adjusted descriptions, back up and Resolution

SUBMITTED BY: Caryn Miller, City Manager

DATE: 1/10/2018

Reviewed by:

City Manager



Comments if any:

Fiscal Impact if any: None

Other

☐

Attorney if applicable

☐

Comments if any:

CITY OF MILLERSVILLE

RESOLUTION 17-R-18

**A RESOLUTION TO ESTABLISH POSITION SALARY RANGES FOR
EMPLOYEES, THUS ESTABLISHING A COMPENSATION PLAN.**

WHEREAS, The City requested a salary study be performed in 2016; and

WHEREAS, The Millersville Personnel Policy Section III Classification Plan and City Charter Section 6.21.102 require the City to have a Compensation Plan adopted by the Legislative Body;

NOW, THEREFORE BE IT RESOLVED, By the Board of Commissioners that the City of Millersville

1. That the position and compensation table attached as Exhibit A to this Resolution be adopted.
2. That is the desire to bring all employees up to the minimum pay range within two years as long as revenues allow.
3. That the City Manager shall have the discretion to hire under the minimum classification if the candidate does not meet all necessary certifications and standards and said candidate be given the opportunity to obtain them within a certain period of time.

BE IT FURTHER RESOLVED, That this Resolution shall become effective upon its passage, the public welfare requiring it.

RESOLVED, this 16th day of January 2018

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

EXHIBIT A RESOLUTION 17-R-18

PAY CLASSIFICATION RANGES 2017

Job Title	Step 1	Minimum	Step 6	Medium	Step 13	Max	Pay Grade	Current	%
City Manager	\$ 37.43	\$ 77,855.47	\$ 41.33	\$ 85,966.40	\$ 47.48	\$ 98,758.40	12	\$ 77,855.47	0
Assistant City Manager/Recorder	\$ 33.42	\$ 69,513.60	\$ 36.90	\$ 76,752.00	\$ 42.39	\$ 88,171.20	11	\$ 62,846.70	-9
Police Chief	\$ 29.84	\$ 62,069.63	\$ 32.95	\$ 68,536.00	\$ 37.11	\$ 77,182.67	10	\$ 53,511.00	-14
Public Works Director	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$ 49,864.36	-10
Development Services Director	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$ 55,000.00	-1
Fire Chief	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$ 50,003.20	-10
Police LT	\$ 23.79	\$ 49,483.20	\$ 26.27	\$ 54,641.60	\$ 29.58	\$ 61,535.32	8	\$ 41,241.20	-17
Office Manager	\$ 21.24	\$ 44,173.98	\$ 23.45	\$ 48,776.00	\$ 26.41	\$ 54,929.70	7	\$ 47,668.40	8
Codes Enforcement Officer	\$ 18.96	\$ 39,445.77	\$ 20.94	\$ 43,555.20	\$ 23.58	\$ 49,050.23	6	\$ 31,200.00	-21
Detective/Sergeant	\$ 21.24	\$ 44,179.20	\$ 23.45	\$ 48,776.00	\$ 26.94	\$ 56,035.20	7	\$ 39,831.37	-10
Sergeant	\$ 21.24	\$ 44,179.20	\$ 23.45	\$ 48,776.00	\$ 26.94	\$ 56,035.20	7	\$ 38,563.20	-12
Assistant Fire Chief	\$ 17.62	\$ 39,445.77	\$ 19.46	\$ 40,476.80	\$ 22.35	\$ 46,488.00	8F	\$ 39,520.00	0
Detective	\$ 18.96	\$ 36,608.00	\$ 20.94	\$ 38,896.00	\$ 23.58	\$ 49,046.40	6	\$ 36,116.23	-1
Parks & Rec Coordinator	\$ 16.94	\$ 35,226.16	\$ 18.70	\$ 38,896.00	\$ 21.48	\$ 44,678.40	5	\$ 32,772.48	-7
Police Officer	\$ 16.94	\$ 35,226.16	\$ 18.70	\$ 38,896.00	\$ 21.48	\$ 44,678.40	5	\$ 37,877.34	8
Police Corporal	\$ 18.96	\$ 39,436.80	\$ 20.94	\$ 43,555.20	\$ 23.58	\$ 49,046.40	6	\$ 36,920.00	-7
Sewer Worker II CDL	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$ 32,814.50	4
Sanitation Operator CDL	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$ 37,595.16	20
Utility Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$ 34,535.90	10
Court Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$ 32,393.50	3
Tax Clerk	\$ 13.50	\$ 28,086.74	\$ 14.91	\$ 31,012.80	\$ 17.13	\$ 35,630.40	3	\$ 28,067.52	0
Sewer Worker I	\$ 13.50	\$ 28,086.74	\$ 14.91	\$ 31,012.80	\$ 17.13	\$ 35,630.40	3	\$ 30,284.80	8
Records Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$ 30,160.00	-4

At base rate or above. Will be entitled to maximum 3% raise annually based on merit and performance

Below base rate because of lack of Certifications and Interim roles. Once Certified they will be brought up closer to base

Below base.

Raises will be based on above percentages only if revenues allow annually.

6-21-102. Subordinate officers and employees.--(a) The city manager may appoint, promote, suspend, transfer and remove any officer or employee of the city responsible to him; or he may, at his discretion, authorize the head of a department or office responsible to him to take such actions regarding subordinates in such department or office. The manager shall appoint such heads of administrative offices or organizational units as he deems necessary. The manager may combine, or personally hold, any such administrative offices herein or otherwise established, or may delegate parts of the duties of the manager's office to designated subordinates

(b) Except as otherwise provided in this charter, the compensation of all officers and employees of the city shall be fixed by the city manager within the limits of the appropriations ordinance and in accordance with a comprehensive pay plan adopted by the board of commissioners. [Acts 1921, ch. 173, art. 7, § 2; Shan. Supp., § 1997a158; Code 1932, § 3555; T.C.A. (orig. ed.), § 6-2102; Acts 1989, ch. 175, § 11.]

SECTION IV - COMPENSATION PLAN

A. PURPOSE

The pay plan is intended to provide fair compensation for all classes in the classification plan in consideration of pay ranges for other classes, general pay rates for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the municipality, and other factors.

B. COMPOSITION

The pay plan for the City of Millersville shall consist of minimum and maximum pay rates with intermediate steps for each existing pay grade (position classification).

C. MAINTENANCE OF THE PAY PLAN

The city manager will, from time to time, make comparative studies of all factors affecting the level of salary ranges and will recommend to the Commission such changes in the salary ranges as appear to be in order. Such adjustments will be made by increasing or decreasing the salary ranges the appropriate number of steps, as provided in the basic salary schedule. The pay rate for each employee will be adjusted an appropriate number of steps in conformity with the adjustment in the salary range for that class, as approved by the Commission.

D. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class and to provide employee incentives.

The minimum rate established for a class is the normal hiring rate except in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employing an individual at a higher rate in the pay range. Any department head desiring to appoint an applicant to start at a salary above the minimum must submit justification to the city manager for approval. The city manager shall determine if exceptional circumstances warrant a salary above the minimum and set such salary based on the individual appointment and budget parameters. No salary shall be approved above the maximum established range for the job classification.

E. PAY FOR PART-TIME WORK

When an employment decision is for a part-time position, only the proportioned part of the hourly rate for the time actually worked will be paid.

F. HOURLY RATES

In accordance with the Fair Labor Standards Act, no employee whether full-time, part-time or probationary, shall be paid less than the federal minimum wage unless they are expressly exempt from the minimum wage requirements by FLSA regulations. Employees paid on an hourly rate basis are paid for all time actually worked.

G. OVERTIME PAY

When it becomes necessary for an employee to work overtime hours or return to duty from off-duty hours due to an emergency, regular employees, part-time employees, and temporary employees shall be paid

5. In providing uniform job terminology understandable by all municipal government officers and employees and by the general public.

F. ADMINISTRATION OF THE CLASSIFICATION PLAN

The city manager and administrative assistant to the city manager are charged with maintaining the classification plan of the municipal government so that it will reflect the duties performed by each employee in the service of the city and the class to which each position is allocated. It is the duty of the city manager and administrative assistant to the city manager to examine the nature of the position classes, make such changes in the classification plan as are deemed necessary by changes in the duties and responsibilities of existing positions, and periodically review the entire classification plan and recommend appropriate changes in allocations or in the classification plan itself.

G. ALLOCATION OF POSITIONS

Whenever a new position is established or duties of an old position change, department heads shall submit in writing a comprehensive job description listing in detail the duties of such a position. The city manager shall investigate the actual or suggested duties and recommend to the Commission the appropriate class allocation or the establishment of a new class. The Commission shall then approve or change such recommendations.

H. REQUEST FOR RECLASSIFICATION

Any employee who considers his/her position improperly classified shall first submit his/her request to the immediate supervisor who shall review the justification for the request. If the department head or supervisor finds that there is merit in the request, he/she shall immediately transmit his/her recommendation to the city manager. If the department head/supervisor finds the request is not justified, he/she shall advise the employee of his/her decision and also the employee's right to appeal the decision under the grievance procedures.

END OF SECTION III

POSITION TITLE:	ASSISTANT FIRE CHIEF
CLASSIFICATION:	Administrative fire prevention, safety and suppression.
REPORTS TO:	Fire Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

SUMMARY:

Under general supervision performs fire suppression, prevention, emergency medical technical work, and supervisory work of average difficulty and administrative work of routine through average difficulty; and performs related work as required. Serves as Acting Fire Chief when the Chief is out.

DISTINGUISHING FEATURES OF WORK:

The employee in this position performs standard suppression and prevention activities and acts as an emergency medical technician and supervisory work in the protection of life and property from fire and in addition acts as an administrative officer for the Chief. Supervises Volunteer Fire personnel.

ESSENTIAL EXAMPLES OF WORK:

Supervises and participates in performing fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating pumpers and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.

Supervises and participates in performing general maintenance and clean-up of equipment and fire house including washing and cleaning fire apparatus and equipment, cleaning fire house.

Supervises and participates in developing pre-plans and responses relating to specific buildings and eventualities, emergency preparedness, handling of hazardous materials; participates in continuing training in fire prevention and suppression and related subjects and delivery of training to local entities.

Supervises and participates in the keeping of standard records and prepares standard reports; prepares standard training and safety programs and gives instruction on same to staff and to the public as assigned.

Assists the Fire Chief in the general management of the department as assigned.

Assigns, trains, supervises and evaluates subordinate staff and/or volunteer personnel and their work.

Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard firefighting equipment, extrication equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.

Provides emergency and other care to those who have succumbed to illness or injury; provides scene control acting as incident commander as needed; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;

Operates and utilizes various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pac, splints, c-collars, BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Supervises and participates in performing prevention work such as code inspection of buildings and facilities, inspection and routing service to fire hydrants; gives talks intended to educate the public on fire prevention and suppression.

May utilize low angle and high angle vertical rappel rescue techniques.

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to establish and maintain good public relations; personal integrity. Considerable knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as "First Responder"; some knowledge of the principles and practices of supervision and management.

Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

Ability to supervise and participate in the proper application of fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.

Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely

operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 100 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions (some lost time may be involved).

TRAINING AND EXPERIENCE:

Graduation from high school or equivalent and substantial experience in firefighting work and experience in emergency medical care. Significant experience supervising staff on scene and action as incident commander.

Necessary Special Qualification: A valid Drivers' License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must have State of Tennessee Commission Fire Officer I certification and be certified as a Medical First Responder in the State of Tennessee or the ability to obtain those certifications within one year of employment.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: **ASSISTANT CITY MANAGER/CITY RECORDER**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Exempt
PAY GRADE: 10 //

SUMMARY:

This position performs highly responsible administrative and supervisory work in planning, directing and performing all financial, human resources, and city recorder management activities and processes of the City. Position may be appointed in an acting role in absence of the City Manager.

Work is performed independently under the general supervision of the City Manager, yet with close coordination and is reviewed through conferences and reports for desired results. This position plans, directs and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures.

This position is responsible for the oversight and management of the City's financial accounting and control systems. The incumbent manages staff and processes responsible for accounts payable, receivable, payroll, property tax, purchasing and the city court. In addition, this position manages or coordinates all city recorder and human resource functions for the city. The position performs complicated work involving significant public contact, managerial and organizational abilities, and budget management.

DISTINGUISHING FEATURES OF WORK:

This is a paraprofessional position requiring good judgment and individual latitude in making daily decisions. Position may initiate and manage new administrative programs; coordinate or facilitate meetings, and perform other support duties as required.

Plans, organizes and directs all municipal finance activities. Assures that city funds are effectively managed and accounting systems are properly maintained.

Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.

Acts as liaison for audit, analyzes audit reports and provides recommendations to the City Manager for implementation.

Participates in the preparation of grant applications, as needed. Insures that bond covenants are met. Prepares monthly budgetary reports.

Provides financial information to state and federal regulatory agencies.

Advises department heads on financial and budgetary matters.

Assists the City Manager and other department heads in the preparation of special studies and analysis on various municipal issues.

Oversees an accurate and updated inventory of city equipment and facilities, their condition, and future needs; prepares a depreciation schedule of fixed assets.

Prepares the reporting of withholdings and wage statements to various agencies.

Oversees the Municipal Court Clerk activities, including support of judicial proceedings, collections of fines, penalties, assessments, maintenance of the court logs and computerized accounting systems.

Responsible for the oversight of, and ongoing administration of the City's human resources management program including employee recruitment, selection, placement, training, TITLE VI compliance, employee relations, and benefits administration.

Coordinates, audits, and processes insurance benefit activities; administers, prepares and processes materials pertaining to workers' compensation activities.

Prepares vacancy announcements and assures they are published in the most appropriate advertising medium to reach potential candidates; prescreens candidates; makes referrals to hiring manager; ensures candidates complete post-offer tests.

Manages the City's unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings and filing appeals when necessary.

Conducts orientation for new employees to include completion of necessary new hire paperwork, explaining personnel policies and procedures and various benefits available to them.

Stays current on Federal, State and regional employment laws, recent case law and reporting requirements related to personnel functions. Advises City Manager of the need for implementation or revision of City personnel policies.

Analyzes situations which may increase the City's risk of exposure to legal liabilities, proposing actions or programs to minimize those potential liabilities.

Ensures proper input of new hires, payroll and benefit changes and terminations into the payroll system; prepares reports for submission to various governmental agencies including wage garnishments and other mandates wage attachments.

Creates and/or revises forms in conjunction with personnel policies and procedures to ensure adequate documentation is completed and filed.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

Graduation from an accredited, post-secondary college or university, with a bachelor's degree in Business, Public Administration, Accounting, Finance; or applicable related degree strongly preferred. Master's Degree in Public Administration preferred. The City may consider substituting post high school education with two or more additional years of related work experience that would provide the necessary knowledge, skills, and abilities to perform the essential job functions.

Candidate should have a minimum of five years of experience in the accounting field, with a broad based knowledge of GL/AP/AR, purchasing, and payroll. Candidate must also be well versed in financial accounting software. Demonstrated ongoing professional training in the governmental accounting field toward achievement and/or maintenance of CMFO certification.

Three to five years' experience of professional human resource work, preferably in municipal government; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

Necessary Special Qualifications:

CMFO Certification is required. Candidate will possess, or must obtain within 2 years of employment Certified Municipal Finance Officer Certification (CMFO). Certification as a Municipal Clerk by the Tennessee Secretary of State or ability to obtain said Certification within one year of employment required. IPMA-HR credentials in human resource management or ICMA credentials for city management strongly preferred. Ability to be bonded is required.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	CODES ENFORCEMENT OFFICER
CLASSIFICATION:	Building/Codes, codes enforcement.
REPORTS TO:	Building Official / City Manager
FLSA STATUS:	Non-Exempt
PAY GRADE:	6

SUMMARY:

Under the direction of the Building Official, is responsible for technical work of average difficulty. Conducts municipal code and zoning inspections and performs related work as required.

DISTINGUISHING FEATURES OF WORK:

An employee in this class performs moderately skilled work of varied routine to complex inspection to ensure that uniform building, plumbing, and mechanical are met in construction and renovation activities. An employee also inspects for compliance with the adopted zoning ordinances and the municipal code, as well as various other codes and ordinances.

ESSENTIAL FUNCTIONS OF WORK:

Perform municipal code and zoning inspections upon completion of certifications; answer public inquiries related to service areas.

Receive and investigate complaints relative to municipal codes and zoning ordinance such as may relate to noise, odor, setbacks, weeds, trash, junk cars, placement and size of signs, etc.

Perform stormwater maintenance related inspections, follow up and completion and submission of state required paperwork and reporting.

Order correction of violations and re-inspect for compliance.

Attend Municipal Court as needed to enforce municipal code and zoning violations that have not been corrected; participate in Planning Commission and Board of Zoning Appeals meetings as required.

Review, and approve or deny applications for sign permits and assure continuing compliance.

Issue variety of permits to customers for new construction, pools, nominal home additions, land disturbance, etc.

Perform routine maintenance on equipment. Report any malfunctioning equipment to the supervisor.

Conduct behavior at all times in a professional manner to reflect positively on customer's perception of town facility.

Promote the teamwork environment. Assist coworkers when necessary.

POSITION TITLE: **COURT CLERK**
CLASSIFICATION: Administration, courts
REPORTS TO: Office Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 4

SUMMARY:

Under general supervision performs responsible administrative and technical work related to municipal court.

DISTINGUISHING FEATURES OF WORK:

The incumbent performs administrative work of various levels in ensuring compliance of the city's court policies and procedures. This position requires a great deal of discretion and independent judgment when performing tasks.

ESSENTIAL EXAMPLES OF THE WORK:

Acts as clerk for the municipal court, maintains court records and accepts records and receipts all monies and fines related to municipal court.

Prepares the court docket; acts as court clerk during court proceedings; recording dispositions as needed and preparing related paperwork.

Enters court related information into computer and prepares reports from that information.

Processes warrants, legal documents and court orders.

Creates and maintains all court clerical files.

Provides information to the public, attorneys and others relating to citations, court appearances and court dates, processes, and procedures.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Answers questions, and processes requests regarding municipal services via phone or in person;

Receives cash and negotiable instruments for deposits on new accounts and payment of bills;

May type form letters, records, or lists;

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

High School Diploma or GED required with two years post-secondary education preferred. No less than two years' experience in administrative/clerical functions; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions. Municipal Clerk Certification or the ability to obtain said certification within one year of employment is required. Must have the ability to be bonded.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: **DEPUTY RECORDER/OFFICE MANAGER**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 7

SUMMARY:

This position is under the administrative direction of the City Manager, with reporting responsibilities to the Assistant City Manager/City Recorder. Responsibilities include the supervision and/or the performance of responsible tasks in collecting various taxes, payments and other revenues and issuance of various permits of the City along with other various duties assigned. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks.

ESSENTIAL EXAMPLES OF THE WORK:

Supervises the following employees on a day-to-day basis, filling in for their functions as needed: Tax Clerk, Utility Clerk, and Court Clerk; and also provides services in absence of the City Recorder to include, but not limited to, payroll, benefits, purchasing and asset tracking.

Performs, assigns and supervises work of clerical employees engaged in the collection of taxes, utility payments, fines and other revenues.

Assures that all payments and collections are properly recorded in the computer to the proper accounts and properly receipted.

Coordinates all information technology needs for the City.

Performs, assigns and supervises the billing of various taxes, charges for service and required reporting to other departments or agencies.

Performs, assigns and assists with enrollment, claims and other administrative duties relative to employee's group medical insurance.

Administers the beer application and licensing process.

Performs bank draft audits for sewer bank drafts.

Audits sales tax and business tax reports.

Issues Business Licenses and monitors and manages the business license process.

Responsible for functions related to maintenance of records and record retention processes.

Performs additional duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Knowledge of computer accounting methods, data processing practices and procedures.

Knowledge of filing, municipal bookkeeping and record keeping practices and procedures.

Knowledge of, and the ability to use, business telephone manners and techniques.

Ability to input data accurately, keep records and perform routine clerical tasks.

Ability to operate a computer and standard office equipment.

Ability to exercise good judgement in evaluating situations and making supervisory decisions.

Ability to give oral and written instructions to subordinates and to direct the flow of considerable volume of detailed work.

Ability to converse plainly and directly in a courteous and friendly manner with hostile and uncooperative citizens, on the telephone or in person, and assist with the resolution of their problems.

Ability to follow oral or written instructions and to organize and plan work independently.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing normal or corrected sufficient to read, write, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

POSITION TITLE: **DEVELOPMENT SERVICES DIRECTOR**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Exempt
PAY GRADE: 9

SUMMARY:

This position performs highly responsible administrative and supervisory work in planning, directing and performing all development services activities and processes of the City.

Work is performed independently under the general supervision of the City Manager, yet with close coordination and is reviewed through conferences and reports for desired results. This position plans, directs and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures.

This position is responsible for developing and implementing strategies to increase the number of new businesses and jobs in accordance with the policy goals of the City of Millersville. The focus will center on the long term economic vitality of the central business districts. The Coordinator will develop partnerships to accomplish the above and work with other groups actively committed to the success of development within the City. The position performs complicated work involving significant public contact, managerial and organizational abilities, and economic development skills.

DISTINGUISHING FEATURES OF WORK:

- Develop, coordinate and implement plans for the expansion of the economic base of City.
- Interact with City staff, business and civic leaders to determine business, economic and community development strategies.
- Develop and implement strategies to promote opportunities to existing and prospective businesses.
- Integrate development strategies with other city, county and regional actions that impact the economic potential of the City with a specific emphasis on the Sumner/Robertson Countys' (EDC) strategic plan.
- Review and analyze regional, state and federal economic development initiatives and programs finding resources to support development activities.
- Conduct visits with employers in the City to test business climate issues.
- Provide liaison to regional economic development, developers, business leaders and assist in obtaining information and inspecting prospective business sites.
- Coordinate negotiations of site and business locations between potential investors and companies with developers, other city departments and governments or other entities.
- Provide a central data base and "action office" for all things development.
- Provide staff support to the Planning Commission, BZA, and City Board of Commissioners.
- Serve as a "go to" person for all City development and programs.

SKILLS AND COMPETENCIES:

- Politically astute, but not political;
- Entrepreneurial spirit & approach;
- Experienced "hands on" economic developer/private or public sector;
- Thorough knowledge of legal and regulatory environment for downtown development, preferably with Tennessee experience;
- Comprehensive knowledge of the available resources at the city, county, EDC and state levels to assist businesses and employers;
- Ability to establish and maintain effective relationships with personnel in all city departments, professionals, business & neighborhood leaders, news media and elected officials;
- Considerable knowledge of the functions and inter-relationships of the City and other government agencies.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: **ASSISTANT CITY MANAGER/CITY RECORDER**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Exempt
PAY GRADE: 11

SUMMARY:

This position performs highly responsible administrative and supervisory work in planning, directing and performing all financial, human resources, and city recorder management activities and processes of the City. Position may be appointed in an acting role in absence of the City Manager.

Work is performed independently under the general supervision of the City Manager, yet with close coordination and is reviewed through conferences and reports for desired results. This position plans, directs and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures.

This position is responsible for the oversight and management of the City's financial accounting and control systems. The incumbent manages staff and processes responsible for accounts payable, receivable, payroll, property tax, purchasing and the city court. In addition, this position manages or coordinates all city recorder and human resource functions for the city. The position performs complicated work involving significant public contact, managerial and organizational abilities, and budget management.

DISTINGUISHING FEATURES OF WORK:

This is a paraprofessional position requiring good judgment and individual latitude in making daily decisions. Position may initiate and manage new administrative programs; coordinate or facilitate meetings, and perform other support duties as required.

Plans, organizes and directs all municipal finance activities. Assures that city funds are effectively managed and accounting systems are properly maintained.

Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.

Acts as liaison for audit, analyzes audit reports and provides recommendations to the City Manager for implementation.

Participates in the preparation of grant applications, as needed. Insures that bond covenants are met. Prepares monthly budgetary reports.

Provides financial information to state and federal regulatory agencies.

Advises department heads on financial and budgetary matters.

Assists the City Manager and other department heads in the preparation of special studies and analysis on various municipal issues.

Oversees an accurate and updated inventory of city equipment and facilities, their condition, and future needs; prepares a depreciation schedule of fixed assets.

Prepares the reporting of withholdings and wage statements to various agencies.

Oversees the Municipal Court Clerk activities, including support of judicial proceedings, collections of fines, penalties, assessments, maintenance of the court logs and computerized accounting systems.

Responsible for the oversight of, and ongoing administration of the City's human resources management program including employee recruitment, selection, placement, training, TITLE VI compliance, employee relations, and benefits administration.

Coordinates, audits, and processes insurance benefit activities; administers, prepares and processes materials pertaining to workers' compensation activities.

Prepares vacancy announcements and assures they are published in the most appropriate advertising medium to reach potential candidates; prescreens candidates; makes referrals to hiring manager; ensures candidates complete post-offer tests.

Manages the City's unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings and filing appeals when necessary.

Conducts orientation for new employees to include completion of necessary new hire paperwork, explaining personnel policies and procedures and various benefits available to them.

Stays current on Federal, State and regional employment laws, recent case law and reporting requirements related to personnel functions. Advises City Manager of the need for implementation or revision of City personnel policies.

Analyzes situations which may increase the City's risk of exposure to legal liabilities, proposing actions or programs to minimize those potential liabilities.

Ensures proper input of new hires, payroll and benefit changes and terminations into the payroll system; prepares reports for submission to various governmental agencies including wage garnishments and other mandates wage attachments.

Creates and/or revises forms in conjunction with personnel policies and procedures to ensure adequate documentation is completed and filed.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

Graduation from an accredited, post-secondary college or university, with a bachelor's degree in Business, Public Administration, Accounting, Finance; or applicable related degree strongly preferred. Master's Degree in Public Administration preferred. The City may consider substituting post high school education with two or more additional years of related work experience that would provide the necessary knowledge, skills, and abilities to perform the essential job functions.

Candidate should have a minimum of five years of experience in the accounting field, with a broad based knowledge of GL/AP/AR, purchasing, and payroll. Candidate must also be well versed in financial accounting software. Demonstrated ongoing professional training in the governmental accounting field toward achievement and/or maintenance of CMFO certification.

Three to five years' experience of professional human resource work, preferably in municipal government; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

Necessary Special Qualifications:

CMFO Certification is required. Candidate will possess, or must obtain within 2 years of employment Certified Municipal Finance Officer Certification (CMFO). Certification as a Municipal Clerk by the Tennessee Secretary of State or ability to obtain said Certification within one year of employment required. IPMA-HR credentials in human resource management or ICMA credentials for city management strongly preferred. Ability to be bonded is required.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	FIRE CHIEF
CLASSIFICATION:	Administrative fire prevention, safety and suppression.
REPORTS TO:	City Manager
FLSA STATUS:	Exempt
PAY GRADE:	9

SUMMARY:

Performs complex professional and administrative work planning, directing, coordinating, supervising and commanding the City Fire Department; performs related work as required.

Under direction of City Manager, is responsible for the oversight and overall management of the Fire Department. Management and technical skills are of considerable difficulty and require considerable training and expertise.

DISTINGUISHING FEATURES OF WORK:

This is responsible administrative and technical work in the direction of all employees and activities of the City Fire Department. The employee in this position is responsible for the protection of lives and property of the city and for the Fire Department organization and direction of all fire service functions.

Work involves planning, directing, and controlling fire inspection, fire prevention, fire suppression operations, emergency medical services and the safety program for the City serving as City safety program director. The work also extends to supervision and providing for the training, assignment, and discipline of all Department members. The employee is expected to function independently of direct supervision with respect to technical fire procedures and practices. Work performance is reviewed through observation, analysis, and overall city fire protection.

ESSENTIAL EXAMPLES OF WORK:

Assume full management responsibility for all Fire Department services and activities including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services, development of an Emergency Plan and administrative support services; recommend and administer policies and procedures.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly. Responsible for the maintenance and updating of all "SOP" of the fire department.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, record keeping, and department administration.

Operation, maintenance and uses of firefighting apparatus and equipment.

Pertinent Federal, State, and local laws, codes and regulations including the International Fire Code.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Incident command theory.

Medical First Responder, C.P.R., and other basic medical assistance techniques.

Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Fire Department. Identify and respond to community, and City Manager concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.

Ability to maintain and troubleshoot radio and repeater equipment for public safety functions of the city.

TRAINING AND EXPERIENCE:

Graduation from a standard high school or GED, graduation from an accredited, four year college or university in Public Administration, Fire Service Management, or related field preferred. Advanced fire related courses in administration, personnel management and general education. The City may consider substituting post high school education with two or more additional years of related work experience that would provide the necessary knowledge, skills, and abilities to perform the essential job functions.

Knowledge of the geographic areas of the city. Ten (10) years of documented fire service experience with at least four (4) years in a command level and administrative position in all phases of firefighting operations which provides the required knowledge, abilities and skills. Must meet or be able to obtain within one year the State of Tennessee minimum standards and completion of courses as a Fire Inspector.

Necessary Special Qualification: A valid Driver's License with F endorsement appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must have or be able to obtain within one year a State of Tennessee Commission on Firefighting Firefighter II certification, Fire Instructor certification, Fire Officer I certification, Fire Apparatus Operator certification, and Medical First Responder certification.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	PARKS and RECREATION COORDINATOR
CLASSIFICATION:	Administration, parks and recreation.
REPORTS TO:	City Manager
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

This position is responsible for the general oversight of Parks, Recreational Facilities, and Programs, and various special events and Leisure Programs. The position performs work of moderate complexity involving significant public contact, supervisory and organizational abilities.

DISTINGUISHING FEATURES OF WORK:

The incumbent in this class plans, organizes, develops, and supervises a varied program of parks, recreational and special event programming on a city-wide basis. This class differs from others in the Parks Department in that incumbents in all other positions report to this class and have less supervisory function.

ESSENTIALS EXAMPLES OF WORK:

Plans, organizes, and supervises varied city-wide recreational programs at city facilities such as community center, gym, and various parks facilities. Also, develops, plans, and supervises recreational programming in conjunction with other non-city facilities such as schools and county facilities, as needed.

Develops, organizes, and supervises various special events within the City.

Oversees and performs tasks related to social media presence of the City.

Edits and publishes quarterly City newsletter.

Continuously studies the organization, operations, functions, and staffing needs of the Department, and makes recommendations to City Manager and Parks Board to improve the range of programs, efficiency and usefulness of programs, and quality of programs within budgetary limitations.

Trains, supervises, and evaluates assigned staff and their work. Oversees policies and procedures to assure proper functioning of Department.

Prepares agenda and minutes, attends meetings, and interfaces with the City's Parks Board. Brings suggestions for new or enhanced programs to the Board for consideration, and solicits advice on oversight of the Department.

WORK ENVIRONMENT:

The work environment will vary according to the specific task, but may be slightly disagreeable and involve extreme heat or cold when working in an outdoor environment. Work environment demands minimal confinement with no standard protective equipment required. However, the physical demands of the position could result in possible cuts, bruises, burns, sprains, or illness causing confinement despite prior full safety provisions being utilized.

TRAINING AND EXPERIENCE:

Minimum of High School diploma or G.E.D., driver's license appropriate to the assignment and good driving record are required. Graduation from an accredited, post secondary college or university, with a bachelor's degree in park and recreation administration or other acceptable field of study preferred. Candidate will have a minimum of two years of directly related experience in the supervision of a Parks and Recreation program, or other community relations type programming, ideally in a county, municipal, or state setting or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	POLICE CHIEF
CLASSIFICATION:	Administrative police, public safety.
REPORTS TO:	City Manager
FLSA STATUS:	Exempt
PAY GRADE:	10

SUMMARY:

Performs complex administrative and protective service work in directing all activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all departmental personnel.

DISTINGUISHING FEATURES OF WORK

This is the highest position in the Law Enforcement Series.

ESSENTIAL EXAMPLES OF WORK:

Plans organizes and directs all police operations; coordinates work with other law enforcement agencies and city officials.

Oversees all records management; supervises maintenance of all records and materials associated with law enforcement activities or administration;

Plans, programs, directs and evaluates the operation of the Police Department; develops annual budget and controls budgeted expenses; formulates and implements police policy, procedures, rules, regulations and programs; prepares and reviews operational and administrative reports. Responsible for the maintenance and updating of all "SOP" that are in force in the police department and is responsible for placing all such plans into effect.

Responsible for all matters pertaining to police personnel, including placement/selection, staffing, discipline, training, evaluations, safety, etc.

Makes periodic public addresses; meets with the news media for interviews pertaining to police matters; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;

Evaluates work of subordinates

Performs related tasks as required.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise financial and administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Ability to lead and direct the activities of police officers; ability to establish and maintain effective working relationships with other City officials and with the general public;

Ability to prepare, analyze, interpret, and review statistical information; ability to evaluate effectiveness of the police operation and to institute improvements.

WORK ENVIROMENT:

This is light work requiring the exertion of up to 25 pounds of force occasionally, up to 15 pounds of force frequently, and a negligible amount of force (5 pounds) constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions

TRAINING AND EXPERIENCE:

High School diploma or GED. Graduation from an accredited, post secondary college or university, with a bachelor's degree in Criminal Justice or related field. The City may consider substituting post high school education with two or more additional years of related work experience that would provide the necessary knowledge, skills, and abilities

POSITION TITLE:	POLICE CORPORAL
CLASSIFICATION:	Administrative police, public safety.
REPORTS TO:	Police Sergeant
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

Performs difficult protective service work in the Police Department supervising an assigned shift when sergeant is absent or unavailable; does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger. The corporal will be the assistant shift supervisor of the on-duty police officers, when a sergeant is on duty.

DISTINGUISHING FEATURES OF WORK:

This class differs from that of Police Sergeant in that the incumbent is an entry level supervisory function in the command chain, with the former possessing higher rank and a greater degree of command experience.

Work is performed under the regular supervision of a Police Sergeant or Police Lieutenant. Supervision is exercised over subordinate Police Officers. Work frequently involves participating in the work of subordinates and assuming charge in the absence of a superior officer.

This position may supervise specialized divisions within the department upon assignment, and will additionally perform job functions of specialized functions as needed.

ESSENTIAL EXAMPLES OF WORK:

Serves as shift supervisor; performing all the law enforcement duties of a police officer; handling or assisting with difficult law enforcement situations; preparing and maintaining records, files and reports.

Acts as shift supervisor, oversees the work of police officers and dispatchers on an assigned shift; serves as FTO for new officers.

Assigns patrol units, patrol areas, special assignments and equipment, as required in absence of higher level command staff.

Instructs subordinate officers and civilian personnel as to work assignments and procedures in patrol, investigations, traffic or other assigned areas, as needed.

Directs, reviews and coordinates the work of personnel assigned to shift.

peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Graduation from high school or G.E.D.. Minimum 2-years' experience in Law Enforcement or related field as a POST certified police officer.

Possession of an appropriate driver's license valid in the State of Tennessee. POST Certification. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department.

I acknowledge that I have read the foregoing and understand its contents.

Signature

Date: _____

POSITION TITLE:	POLICE DETECTIVE
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

Performs intermediate protective service work in the Police Department; does related work as required. Assignments received usually consist of specific cases to be followed to conclusion, and normally close with the preparation of a case for prosecution. This aspect of the work distinguishes the Detective from other Police personnel who make preliminary investigations of cases at the scene of the crime. This work involves an element of personal danger. Work is performed under regular supervision.

DISTINGUISHING FEATURES OF WORK:

An incumbent of this position is responsible for conducting criminal investigations. This class differs from that of Police Officer in that an incumbent of the latter is basically responsible for enforcing pertinent laws on an assigned patrol shift and does not perform investigative work to the depth required of an incumbent of the class.

ESSENTIAL EXAMPLES OF WORK:

Investigates criminal violations, questions witnesses and victims; gathers crime data, processes evidence; develops informants; prepares and maintains detailed records.

Questions witnesses and complainants, examines and processes crime scenes.

Serves warrants and makes arrests.

Interrogates suspects, gathers evidence, conducts surveillance, apprehends violators, and testifies in court, takes photographs, fingerprints, does related identification tasks.

May be assigned to juvenile investigation, drug investigation, etc. as needed.

Receives and processes evidence; requests laboratory analysis of certain evidence and maintains chain of custody.

Prepares and maintains detailed reports, records and files.

Develops informants for purposes of gathering intelligence, conducts police background investigations.

Performs public relations duties as assigned.

standards established by the Police Department. Must have 3 years minimum time as a commissioned Police Officer.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	POLICE LIEUTENANT
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

SUMMARY

This employee is responsible for the daily operations of the patrol division of the Police Department. This position involves the supervision of a division of the police department. Instructions to this employee are general and the employee must routinely use independent judgment while performing tasks. The employee will report to the Chief of Police for supervision.

DISTINGUISHING FEATURES OF WORK:

An incumbent of this position is responsible for supervising the Patrol Division. This class differs from that of Police Officer in that an incumbent of the latter is basically responsible for enforcing pertinent laws on an assigned patrol shift and does not perform supervisory and administrative work to the depth required of an incumbent of the class.

ESSENTIAL EXAMPLES OF WORK:

Supervise subordinates in the assigned division of the police department, provide assignments, take and follow up on complaints, review and evaluate activity of subordinates, prepare reports and charts of police activity, assist in the preparing of the budget, evaluate methods of enforcement, investigations etc.; and suggest alternatives for efficiency.

Identifies needs within the agency and suggests programs.

Appraises the work of subordinate personnel.

Assists with the planning, organization and operations of the department.

Handles public information and public relations matters as assigned; ensures that all regulations and procedures are followed within work unit.

Assists in formulating and implementing police policy procedures, rules, regulations and programs in collaboration with leadership.

Prepares and reviews operational and administrative reports.

Prepares detailed reports for the Chief as needed.

computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

A minimum of 5 years of experience with 2 years in a command level or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification as police officer in the State of Tennessee. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department which include a minimum of graduation from a standard high school or GED; two (2) years curriculum with an Associates' Degree in Law Enforcement preferred, or five (5) years' experience.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	POLICE OFFICER
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Supervisory Staff
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

ESSENTIAL FUNCTIONS/TYPICAL TASK:

Patrol city, respond to service requests; enforce laws and ordinances; make arrests, testify in court; prepare records and files.

Seek solution to possible problems before event occurs.

Ability to pursue offenders on foot and or in a vehicle; use judgment in amount and type of force used.

Ability to perform CPR, First Aid, use AED equipment, as needed.

Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints.

Issues citations for traffic violations.

Serves warrants and makes arrests and testifies in court.

Provides police escorts, directs traffic; performs residential and commercial checks.

Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; investigates traffic accidents, crimes reported; develop possible suspects to bring outstanding cases to closure.

Reports unsafe conditions existing in street or other public facilities.

Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, perform property and evidence duties as assigned.

Prepares detailed reports on activities and assignments.

TRAINING AND EXPERIENCE:

High School diploma or GED required.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification must be obtained within six months of employment. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must be a citizen of the United States, at least 21 years of age and meet the physical, psychological and criminal records and other standards for the assignment established by the Police Department.

I acknowledge that I have read the foregoing and understand its contents.

Signature

Date: _____

POSITION TITLE:	POLICE SERGEANT
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt
PAY GRADE:	6

SUMMARY:

Performs moderately difficult, supervisory protective service work in the Police Department supervising assigned shift(s); does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

DISTINGUISHING FEATURES OF WORK:

This class differs from that of Police Lieutenant in that the incumbent is responsible for supervision of a shift or shifts, with the former performing higher level supervisory command staff functions.

Work is performed under the regular supervision of a Police Lieutenant. Supervision is exercised over subordinate Police Officers. Work frequently involves participating in the work of subordinates and assuming charge in the absence of superior officer.

ESSENTIAL EXAMPLES OF WORK:

Serving as supervisor; performing all the law enforcement duties of a police officer; handling or assisting with difficult law enforcement situations; preparing and maintaining records, files and reports.

Acts as supervisor; oversees the work of police officers and dispatchers on an assigned shift or shifts as needed.

Assigns patrol units, patrol areas, special assignments and equipment.

Instructs subordinate officers and civilian personnel as to work assignments and procedures in patrol, investigations, traffic or other assigned areas.

Directs, reviews and coordinates the work of personnel assigned to shift(s), including applicable reserve patrol units.

Helps evaluate work of subordinates, coordinates field training program (FTO).

Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems.

Makes arrests and conducts investigations as assigned; testifies in court.

TRAINING AND EXPERIENCE:

High School Diploma GED. Minimum 5-years experience in Law Enforcement or related field. Must have held supervisory rank for minimum of one year; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. POST Certification. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department.

I acknowledge that I have read the foregoing and understand its contents.

Signature

Date: _____

POSITION TITLE:	RECORDS CLERK
CLASSIFICATION:	Administrative Police, Fire.
REPORTS TO:	Police Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

This position is assigned to perform a variety of technically specific administrative and clerical support duties in the Police and Fire department activities. Work is performed under minimal supervision and requires specialized knowledge of Police and Fire operations and laws.

DISTINGUISHING FEATURES OF WORK:

An employee in this classification prepares, processes, and retrieve police/fire records, data and reports while observing and enforcing strict security regulations and procedures; answers questions and provides information and assistance to police staff, law enforcement agencies, and the general public; and provides general clerical assistance to department personnel. They must have thorough knowledge of laws, codes, and regulations governing the maintenance and release of confidential and sensitive police/fire records and information.

ESSENTIAL EXAMPLES OF WORK:

Processes, maintains, and updates a variety of departmental files, records, and databases.

Researches, retrieves, compiles, and copies information from police records to assist police field personnel with ongoing investigations and operations; prepares records for court packages; processes request for police reports, and any other information from the public and other law enforcement/fire personnel.

Electronically scans accident reports, indexes, and files accidents, and other police data; organizes records in numerical or subject matter classification.

Compiles, tabulates, and verifies information and statistical data pertaining to arrests, cases, and other departmental operations; prepares monthly reports for administrative personnel.

Assists the public and other law enforcement/fire agencies at the counter and over the telephone; responds to questions, requests; provides information regarding departmental procedures and regulations involving police records, impound vehicles, directs callers to appropriate parties as necessary.

Receives and tracks subpoenas received from the District Attorney's Office; delivers subpoenas to proper personnel.

Skill in the proper use of office machines and appliances used on the job.

Ability to properly apply office practices, methods and techniques to the proper accomplishment of the tasks assigned;

Ability to establish and maintain effective working relations with others;

Ability to express oneself, clearly and concisely, both orally and in writing;

Ability to apply basic knowledge of reading writing and mathematical functions to on-the-job activities.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

High School diploma or GED required. College Associates Degree, Bachelors preferred; experience in police/fire records preferred; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

SPECIAL REQUIREMENTS:

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

JOB DESCRIPTION:	SANITATION OPERATOR
CLASSIFICATION:	Public Works
REPORTS TO:	Public Works Director
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

Under general supervision, is responsible for operating knuckle boom truck in pick-up and hauling of refuse; and performs related work as required. Picks up bulk items and brush pickup with brush truck/knuckle boom.

DISTINGUISHING FEATURES OF WORK

The employee will operate a variety of heavy and light equipment such as skid steer, backhoe, knuckle boom truck, and other necessary equipment.

Primarily drives and operates knuckle boom in pick-up and hauling of refuse.

ESSENTIAL EXAMPLES OF WORK:

Drives and operates knuckle boom truck in pick-up and hauling of refuse;

Drives and operates skid steer and backhoe in assistance with sewer and street maintenance functions.

At the end of the day, performs mechanical check on truck and performs minor maintenance as required.

Makes simple notations and reports; performs any functions as assigned by management throughout City as needed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May operate equipment requiring the same or lesser level of skill; may be required to work outside job description on an as needed basis.

May perform installation, repair and maintenance duties on sewer lines, services, equipment and taps; may perform line locations; may operate light truck and other equipment; performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by the city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work; ability to lift and carry up to 75 pounds, though greater

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

JOB DESCRIPTION:	SEWER WORKER I
CLASSIFICATION:	Public Works
FLSA STATUS:	Non-Exempt
REPORTS TO:	Public Work Director
PAY GRADE:	3

SUMMARY:

This employee works under the direction and supervision of the Public Works Director. The main function of this position is to attend to building and property maintenance of city owned property, but assists with the maintenance of the sewer collection facilities as well. Instructions to the employee may be general, though occasionally the instructions to the employee may be detailed and specific though occasionally the employee may need to consider different course of action or deviate from standard operating procedures to get the job done. The Public Works Director will check, monitor and review the completed work.

DISTINGUISHING FEATURES OF WORK

The employee will use a variety of hand tools, heavy and light equipment. The employee will be required to lift, dig, climb, bend and move moderately to very heavy objects. The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or toxic substances.

ESSENTIAL EXAMPLES OF WORK:

- Participates in the maintenance of the sewer collection system;
- Operates various types of heavy and light equipment including but not limited to a backhoe, ditch witch, skid steer, dump truck, jet router and rodding machine;
- Performs minor electrical wiring on pumps and lift stations;
- Cleans equipment and tools; and
- Performs general plumbing and pipefitting work.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Maintains all playgrounds, Community Center and City Hall as well as other City owned properties.
- Assist customers in water and sewer service problems;
- Prepare and maintain all records pertaining to services performed;
- Provide preventive maintenance where applicable;
- Investigate trouble reports to determine proper actions; and
- Perform related duties as assigned, filling in for knuckle boom operator and/or other functions as needed.

JOB DESCRIPTION: **STREET OPERATOR**
CLASSIFICATION: Public Works
REPORTS TO: Public Works Director
FLSA STATUS: Non-Exempt

PAY GRADE: 4

SUMMARY:

This employee maintains and keeps up the right of ways, property of the City and roads. They are under the direct supervision of the Utility Services Foreman. Duties also include support services for other departments and employees. Instructions are somewhat general, though occasionally, the employee may need to consider different course of action, or deviate from standard operating procedures to get the job done. The Utility Services Foreman will check work as it is being done, and reviews completed job.

DISTINGUISHING FEATURES OF WORK

The employee will use a variety of hand tools, and other small tools. The employee will be required to drive tractors, pick up truck, one-ton truck, mower, salt spreader, snowplow, roller, dump truck, knuckle boom, and backhoe. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move greater weights.

ESSENTIAL EXAMPLES OF WORK:

Performs routine and repetitive work as part of a crew in the street department;

Collects brush;

Trims trees on right of way;

Changes signal lights and light bulbs;

Operates hydraulic tools;

Performs road repairs and snow removal;

Responds to complaints and service requests regarding pot holes, flooding, right-of-way problems, signals, street lights or related issues; evaluates situation; explains findings to Public Works Director.

Performs general mowing;

Maintains drainage ditches;

TRAINING AND EXPERIENCE:

Must have a High School Diploma or GED;

Must have valid Driver and CDL license;

Must pass a physical examination and drug test as well be covered under DOT regulations which requires pre- employment and random drug and alcohol testing;

Some experience in heavy manual labor;

Must attain Level I Collections certification within 1 year

Must have a good work and attendance record.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	UTILITY CLERK / CASHIER
CLASSIFICATION	Administrative
REPORTS TO:	Office Manager
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

Under general supervision, performs accounts receivable, cashiering and general clerical work of advanced difficulty; and performs related work as required. Work is performed under the supervision of the Office Manager and is reviewed upon completion, as needed.

DISTINGUISHING FEATURES OF WORK:

An employee in this position is responsible for handling the accounts receivable functions for the city as relate to utility billing and collections, and also does cashiering and general clerical work.

Answers questions and processes requests regarding municipal services via phone or in person; receives cash and negotiable instruments on new accounts and payment of bills; checks and balances cash and negotiable instruments against receipts and register tapes on a daily basis; may type form letters, records, or lists; initiates work orders for water connects and disconnects, sewer service requests, meter re-reads and calibration tests; follow-up with necessary paperwork, calculates fees and charges; utilizes a computer in all aspects of work; performs other duties as assigned.

ESSENTIAL EXAMPLES OF WORK:

Receives utility service related fees such as for new services, tap fees, commitment fees, inspections and prepares bank deposits.

Acts as receptionist by receiving visitors and telephone calls, supplying requested information and directing them to other entities.

Thorough knowledge of city utility services and charges, or the ability to learn same within a relatively short period of time;

Skilled in the operation of office equipment such as switchboards, calculators, cash registers, typewriters, personal computers and base radios;

Ability to perform simple mathematical calculations;

Ability to process and count cash;

Ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures;

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

High school diploma or equivalent; experience in bookkeeping or accounts receivable preferred.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date



City of Millersville Summary and Recommendation

Item # 8

SUBJECT: Discussion related to take home vehicle policy

BACKGROUND: The Mayor asked for this to be placed on the agenda and it deals with the two Chiefs, the L. and the Assistant Chief being on call 24/7

RECOMMENDATIONS: Approval

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 1/10/2018

Reviewed by:

City Manager ☒ Comments if any:

Fiscal Impact if any: None

Other ☐ _____

Attorney if applicable ☐ Comments if any:



City of Millersville Summary and Recommendation

Item # 9

SUBJECT: Discussion related to second surgery for City Manager

BACKGROUND: Surgery is set for February 9. The City Manager may need to work from home for a period of one or two weeks depending on recovery. Will get a doctor's note.

RECOMMENDATIONS: Approval

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 1/10/2018

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any: None

Other ☐ _____

Attorney if applicable ☐ **Comments if any:**