City of Lebanon Tennessee

CITY OF LEBANON

Office of the Mayor

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Philip Craighead
Mayor

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REGULAR CALLED CITY COUNCIL MEETING

AGENDA - JUNE 21, 2016 - 6:00 P.M.

TOWN MEETING HALL, ADMINISTRATION BUILDING

1. **CALL TO ORDER**

2. **INVOCATION**

3. **PLEDGE TO FLAG**

4. **ROLL CALL**

5. **APPROVAL OF MINUTES:**

   June 7, 2016 - Regular Called City Council Meeting
   June 9, 2016 - Special Called City Council Meeting

6. **COMMUNICATION FROM CITIZENS:**

7. **COMMUNICATION FROM MAYOR:**

8. **REPORTS FROM MAYOR PRO TEM / COMMITTEES / ALDERMEN / OFFICERS:**

9. **OLD BUSINESS:**

   1. **Resolution No. 15-1892**, adopting a Plan of Services for the annexation of unaddressed property on US Highway 231/Hunters Point Pike (Tax Map 45, Parcels 26 and 26.04) to be added to Ward 1 (107.48 acres), by Paul Corder, Planning Director. (Request by Jerry Earwood)

   2. **Resolution 15-1889**, annexing unaddressed property on US Highway 231/Hunters Point Pike, also identified as Tax Map 45, Parcels 26 and 26.04, containing 107.48 acres in the records of the Wilson County Assessor of Property, to be added to Ward 1, by Paul Corder, Planning Director. (Request by Jerry Earwood)

3. **Ordinance 15-5038**, first reading, zoning unaddressed property on US Highway 231/Hunters Point Pike (106.14 acres; Tax Map 45, Parcels 26 and 26.04) as RS20 (Low Density Single Family) District in Ward 1, by Paul Corder, Planning Director. (Request by Jerry Earwood)

10. NEW BUSINESS:

1. **Resolution No. 16-1936**, to authorize application for and acceptance of funds obtained through the Edward Byrne Memorial Justice Assistance Grant (JAG) (100% funding; (2016-2017 Fiscal Year Budget), by Mike Justice, Police Chief.

Budget Amendment – Before the Fact:

2. **Ordinance No. 16-5241**, first reading, to approve the proposal from Common Ground, LLC for Urban Design Services and to authorize a Budget Amendment (2016-2017 Fiscal Year Budget; Not to exceed $55,000), by Paul Corder, Planning Director.

Line Item Transfer – Before & After the Fact:

3. **Ordinance No. 16-5248**, first reading, to authorize Line Item Transfers for the Fire Department (2015-2016 Fiscal Year Budget), by Chris Dowell, Fire Chief, and Robert Springer, Commissioner of Finance and Revenue.

4. **Resolution No. 16-1944**, to adopt the City of Lebanon Personnel Rules and Regulations Policy revisions relative to Background Investigations and Criminal History Personnel Rules, by Sylvia Reichle, Human Resources Director.

5. **Resolution No. 16-1945**, in support of the eighteenth annual observance of "A Day of Prayer for Our Schools," by Mayor Philip Craighead.

Line Item Transfer – Before & After the Fact:

6. **Ordinance No. 16-5249**, first reading, to authorize Line Item Transfers for the MIS Department (2015-2016 Fiscal Year Budget), by Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

7. **Ordinance No. 16-5250**, first reading, to authorize Line Item Transfers for Human Resources (2015-2016 Fiscal Year Budget), by Sylvia Reichle, Human Resources Director, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

8. **Ordinance No. 16-5251**, first reading, to authorize Line Item Transfers for Traffic Maintenance (Maintenance Vehicles & Operating Supplies; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – After the Fact:

9. **Ordinance No. 16-5252**, first reading, to authorize a Line Item Transfer for the Mayor and Council Department (Medical & Vet; 2015-2016 Fiscal Year Budget), by Mayor Philip Craighead, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

10. **Ordinance No. 16-5253**, first reading, to authorize Line Item Transfers for the Street Department (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

11. **Ordinance No. 16-5254**, first reading, to authorize Line Item Transfers for the Public Works Department (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

12. **Ordinance No. 16-5255**, first reading, to authorize Line Item Transfers for the Garage (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

13. **Ordinance No. 16-5256**, first reading, to authorize the purchase of Lot 193 Richmond Hills Subdivision to construct a Water Booster Station (funds appropriated in the 2015-2016 Fiscal Year Budget), by Randy Laine, Engineering Director of Capital Projects.

14. **Resolution No. 16-1946**, to approve the bids for sealing the mile track and two parking lots at the Don Fox Park (funds appropriated in the 2015-2016 Fiscal Year Budget), by William Porter, Parks & Recreation Director, and Lisa Lane, Purchasing Agent.

Budget Amendment – Before the Fact:

15. **Ordinance No. 16-5258**, first reading, to amend the 2016-2017 Budget to include a new Human Resources Policy, clarify Pay Rates for Dispatchers, to correct the Pay Rate for the Mechanic II and General Services Administrator Superintendent Positions, to revise Gas Department Field Operations Tech Position to Gas Compliance Coordinator/Inspector, and to establish the Hiring Rate for the Gas Department Superintendent, by Sylvia Reichle, Human Resources Director; Robert Springer, Commissioner of Finance and Revenue; and Jeff Baines, Commissioner of Public Works.

Line Item Transfer – After the Fact:

16. **Ordinance No. 16-5259**, first reading, to authorize Line Item Transfers for the Stormwater Department (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – After the Fact:

17. **Ordinance No. 16-5260,** first reading, to authorize Line Item Transfers for the Engineering Department (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

18. **Ordinance No. 16-5261,** first reading, to authorize Line Item Transfers for Airport Maintenance (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before & After the Fact:

19. **Ordinance No. 16-5262,** first reading, to authorize Line Item Transfers for Building Inspection (2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – Before the Fact:

20. **Ordinance No. 16-5263,** first reading, to authorize a Line Item Transfer for the Jimmy Floyd Center (2015-2016 Fiscal Year Budget), by Tim Hill, Floyd Center Director, and Robert Springer, Commissioner of Finance and Revenue.

21. **Ordinance No. 16-5264**, first reading, changing unaddressed property on Toshiba Drive from R2 (High Density Residential) to CS (Commercial Service Park) in Ward 1 (3.57 acres; Tax Map 58, Parcel 15.27), by Paul Corder, Planning Director. (Request by Victor Nixon)

22 **Ordinance No. 16-5265**, first reading, to amend Title 14, Chapter 2, Section 14.203.B, and Title 14, Chapter 12, Section 1205.B.1 of the Lebanon Municipal Zoning Code to allow three (3) and four (4) unit residential developments that are under 5,000 sq. ft. to be reviewed as minor site plans, by Paul Corder, Planning Director.

23. **Resolution No. 16-1947**, to adopt the updated Internal Control Manual for the City of Lebanon, by Stuart Lawson, Accounting Manager.

Line Item Transfer – After the Fact:

24. **Ordinance No. 16-5266**, first reading, to authorize a Line Item Transfer for the Legal Department (2015-2016 Fiscal Year Budget), by Andy Wright, City Attorney, and Robert Springer, Commissioner of Finance and Revenue.

Line Item Transfer – After the Fact:

25. **Ordinance No. 16-5267**, first reading, to authorize a Line Item Transfer for the Jimmy Floyd Center (Maintenance; 2015-2016 Fiscal Year Budget), by Tim Hill, Floyd Center Director, and Robert Springer, Commissioner of Finance and Revenue.

11. ADJOURNMENT

CITY COUNCIL MEETING

June 7, 2016

The City Council met in regular session in the Town Meeting Hall of the City of Lebanon Administration Building at Castle Heights.

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A Public Hearing was held at 5:55 p.m. for:

1) Adopting the Annual Budget (and Tax Rate) for the Fiscal Year beginning July 1, 2016 through June 30, 2017, by Robert Springer, Commissioner of Finance and Revenue. (Reference Ordinance No. 16-5231)

1) **Joe Walford** addressed the Council regarding the proposed tax rate that was published in the newspaper. When he saw it in the newspaper he became alarmed. From what was published in the newspaper, it appears the City has got a $16.1 million fund balance. Mayor Craighead explained much of that is water, sewer and gas which is not General Fund. Mr. Walford understood that these are Enterprise Funds; but asked the balance in the General Fund. Mayor Craighead replied the balance of the General Fund is estimated at $10 million. Mr. Walford though this was quite a bit of money and would like to know why a property tax increase is even being discussed. Mayor Craighead stated, "I will be glad to kind of answer a little bit of that for you, sir. We have a City that has just done the census and we have about 6,000 more people. We are needing to add additional policeman, of which we have four in this budget additional policemen. But, we really need about 15 to 20 policemen. Three quarters of the City is covered with a 2 ISO rating; but the other quarter of our City, which doesn't have a Fire Department, has about a 10 ISO rating. So, the insurance rates for those people are quite a bit higher. Response times are about 15 minutes or more. We are getting prepared for the manpower we will need next year when we get the Fire Hall built. Our community, from what we hear, needs to improvement our community. We went a lot of years without improvements in the parks and other amenities to make our community even better. At this point, a lot of the dollars that are here will be to make up for what we know will be coming at us. We have ideas for some of the monies that we have in reserve, that we might be able to spend in our community to make it a better community. But, also, you always want to have a good enough reserve so that you can have your interest rate as low as possible; especially, if things start creeping back up. One other thing is, we have an unfunded liability of about $18 million. Part of that $10 million money will be going into a fund to make sure that we are still able to meet our obligations to the employees that have retired. "

Mr. Walford asked if these were unfunded mandates; to which the Mayor replied, no, the changes in our funds for that part of the insurance are changes being made by the State on the way we report and the way it affects our credit rating. The Mayor explained we are trying to chip away at that in order that it will not be devastating bill later. Mr. Walpole understands some of that because he also works for the government. The Mayor also noted that is just the tip of it.

The Mayor pointed out that in 2000 the City of Lebanon had approximately 20,000 people compared to the 32,732 people we have today. We do not charge for garbage service, as well as, other services that we provide, including recreation for our children. Mayor Craighead stated the City of Lebanon continues to provide a great value in services to the citizens Lebanon at no charge. The Mayor also advised that costs associated with residential water generally run around $30 per month. The City of Lebanon gave back $30 in rebates on water, sewer and gas this year; and have done so for the past three years. Mayor Craighead said there is still much more to get to and prepare for, especially since we are not given the grants that we have received in the past. We must prepare for the future and make investments that are wise.

Mr. Walpole said there was some concern about the recent property value appraisals which he believes will raise property taxes. There was some discussion between the Commissioner of Finance and Revenue Robert Springer, the Mayor and Mr. Walpole regarding assessed values, appraised value and tax rates and percentages. Upon further discussion, it became apparent that the Mayor and Mr. Walpole were talking about assessed rates versus appraised rates, which are much different. The assessed property tax rate is 25% of the appraised rate.

Commissioner Springer explained the average increase for the entire City of Lebanon will be about $3.50 a month for the residential customer. Mr. Walpole agreed that it would be approximately $40 a year; with commercial rates being about $70 a year. Commissioner Springer emphasized, "It's a real bargain whenever you consider that everything that this City provides for 33,000 people now, that it has been providing for 20,000+ people." Mr. Walpole said does not mind paying his fair share. Commissioner Springer responded, "If you will list out everything that the citizens of Lebanon get from their City government---the property tax is a bargain. " Mr. Walpole believes that the tax should remain neutral since we have a reserve.

Commissioner Springer informed Mr. Walpole that the new Fire Hall will be funded out of that reserve. He also stated it is not real smart to pay your every year annual recurring expenses out of your reserves because it would go very quickly--- then you would have a huge property tax increase when you hit the wall.

Mr. Walpole stated, "What concerns me is, you can't tap that fund balance judiciously to mute part of this property tax increase. $10 million, from your numbers, is a significant amount of money that possibly could be used to lower the effective tax rate that you are talking about raising. That's all I am saying."

2) **Jim Dunn**, of Blairmont Drive, addressed the subject of the home evaluations which have recently been received from the State. He got his in the mail, just as everybody else. The new evaluation is valued at approximately $100,000 more than it is worth. It is nice that someone thinks his home is worth half a million dollars---he certainly would like for them to come and offer him that much for it. Consequently, with such an inflated increase if you pay the property tax on a quarter of it, you are paying more than you were. Commissioner Bryan suggested that Mr. Dunn have an adjuster come look at the property to have the appraisal adjusted. Mr. Dunn doesn't know what criteria they use; but, if someone actually came and evaluated the house it would be less than a quarter of a million dollars. He will have the adjustment done sometime in July. Mr. Dunn has talked to many people who do not believe that their houses are worth as much as they have currently been appraised for. It would be nice of they only had to pay the property taxes on what the house is really worth. However, Mr. Dunn supposed there are pro and cons to this.

Mr. Walpole addressed Mr. Dunn's comments regarding the property reappraisals, "I called the Property Assessor's office and asked a question relative to the matter. The State apparently now sets the method in which reappraisals are done. What they apparently do now, is they take the lowest and the highest valued house in a subdivision, they throw those two parcels out, and then they appraise every other house that is in that development. Then they establish a value per square foot, and they charge everybody that is in that development that assessed value, and that is the way it is done." Mayor Craighead agreed he had heard that as well. Mr. Walpole doesn't know what to make of that. But, fighting your property tax appraisal, based off of that method is going to be extremely difficult. So, you are basically going to end up stuck with what your appraisal is right now, right, wrong or indifferent. Because finding comps that are going to fight that issue is going to be very hard.

3) **Don Oakley**, of Carver Lane, asked where the City of Lebanon is going to get the money for the park they are wanting to build, for the improvements to the Police, and Fire, and whatever else. Mayor Craighead stated it will be a combination of growth revenues from all over--money has come in for other subdivisions to help make improvements. Once approved, the developer would have certain things that they would be responsible for and required to do, to be able to build on that property.

4) **Tom Huffman**, of Roanoke Drive in Lebanon, felt that there was a big disconnect between the first gentleman who spoke and the Mayor's response. In his quickie analysis the difference was that the gentleman was talking about a $400,000 assessed value and the tax rate is based on $100,000. The Mayor in his response was talking about a $100,000 house, which in effect, is taxed at $25,000. Mr. Huffman felt that was a very incoherent discussion---and he hopes that got stricken from the record. Mayor Craighead responded that they both realized they were on a different page about half-way through their conversation, and the discussion should reflect that. The record shows there was a difference in the assessed rates versus the appraised value.

Mr. Huffman had another comment to make regarding the tax rate being set, "It is typical in other cities I have lived in or currently owned property in, when there is a reappraisal the tax rate is lowered by whatever the average percentage is in Lebanon, and then the Council has to vote separately to increase the tax rate. What I am hearing here, is we got it all balled into one ball of wax, which is the oldest political game in the world; and I deeply resent that we are not being upfront about this." Commissioner Springer responded, "We are being upfront about it; and it has been advertised in the paper; but, your tax rate is normally set, in Tennessee, in your budget." Mr. Huffman replied, "That is correct. But, it is lowered first, then there is a vote that has to increase it."

The Public Hearing was adjourned at 6:19 p.m.

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Prior to the Call to Order, Mayor Craighead advised there will be three revisions on tonight's Agenda: Ordinance No. 16-5245, Resolution 16-1934 and Resolution 16-1937.

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Mayor Craighead called the Regular Called City Council Meeting to order at 6:25 p.m.

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Invocation was given by Randy Laine, Engineering Director of Capital Projects.

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Randy Laine, Engineering Director of Capital Projects led the Pledge of Allegiance to the United States Flag.

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Council members present: Lanny Jewell, Fred Burton, Rob Cesternino, Bernie Ash, Tick Bryan and Rick Bell. Also present were Robert D. Springer, Commissioner of Finance and Revenue; Andy Wright, City Attorney; and Council Secretary, Jaci Diebner.

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Approval of Minutes:

Motion was made by Councilor Ash, seconded by Councilor Jewell, to approve the minutes of the May 17, 2016, Regular Called City Council Meeting. Motion carried unanimously. Minutes were approved.

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Communication from Citizens:

1) **James Camp**, 412 Carver Lane, has lived there for years and he loves living there. He is disappointed there are not more citizens here this evening to address the issue of the Greentree Pointe Apartments. He has spoken with several people, including the former Councilor Joe Hays, and Paul Crockett regarding what they are wanting to do here. He would just ask that the Council take their time and consider the area as a whole when they are planning this. Whether they get it or not, he is still going to shake their hands; and he is not going to get upset or angry; but, it is a massive deal here. He is sure the Council is aware that this will affect a lot of people.

2) **Terry Byrd,** of Farmington Woods, was here at the Planning Commission Meeting. He tried to leave Councilor Jewell a message on his voice mail, but it wasn't working. Mr. Byrd did send the Councilor an e-mail. The main issue that Mr. Woods would like to bring up to the Council this evening, is the construction of this project off of Carver Lane. He knows that Lebanon has put a lot of money into Hartmann Drive and the whole area, from the Outlets Mall to Hwy 70. The infrastructure is in place and there are a lot of parcels of land out there for sale that seem like a better fit for a 750 unit apartment building, rather than Carver Lane. If you do put it off of Carver Lane the infrastructure is going to have to go in, the road is going to have to be improved--- and there are several things that are going to have to take place for that to be able to be a viable solution for that big of an apartment complex. Because, if you are talking about 740 units, with over 1300 parking spaces---on average, then you are talking about 100 vehicles coming in and out of that apartment complex. As it stands

now, when he comes out of Alhambra onto Hartmann it is already backed up, especially if you are turning left. He understands that TDOT is in charge of putting in lights. There are many factors that will come into this. He would just like for the Council to be very judicial on this and put a lot of thought into this. There was no recommendation from the Planning Commission regarding this; because they were split and not able to come to an agreement. He just wanted to speak his mind and let the Council know where he was coming from as a homeowner in Farmington Woods.

3) **Kelly Stadther**, 109 Springfield Lane, in Farmington Woods, moved to Lebanon from Franklin 2 1/2 years ago. Ms. Stadther pointed out that one of her reasons for moving here, was the two road lane she lived on in Franklin became massive with apartment buildings. She could no longer get to Hwy 96 and the constructions was a disaster for years in the making. The reason they chose Farmington Woods, was because it was country living outside of the city. Now you all are talking about ruining that and I am extremely disappointed. As I walk my neighborhood and the new homes and the families that move in there, I can tell you there isn't anyone that is pleased at this opportunity that you are looking at. This is not the right place for this development, You are talking about putting a massive complex in the middle of housing on every side of it. Apartments don't belong in the middle of communities. They belong in a community made for them; and this is not the place. I can't imagine what Carver Lane will be like. Then you are talking about a possible second entrance down off Maple Hill thinking that might alleviate some of the traffic; and it might."

Ms. Stadther's concerns go beyond traffic issues. She questioned, "But, my questions go well beyond the development. It is going to be who is going to monitor who lives there? $1100 a month for a two bedroom apartment may seem like a lot, but it's not when you split it between two people -- that's 600 a month for them to move it. Who is going to monitor how many people live in there? Credit checks, background checks. I'm very concerned about what moves into an apartment complex. I lived in an apartment for many, many years. I didn't buy my first house until I was 36 years old. I know what apartment living is all about; and I also know the dangers of apartment living. I think as homeowners in a very nice neighborhood, and those people who have lived there for years and years and accompanying streets, Alhambra. Everyone has a beautiful home. They keep their lawns up, it's quiet, it's exactly why we moved there and why people on Carver still stay there. I'm very insulted that you would think that this is the official place for an apartment complex---that this would be the best place in this city.

4) **Laura McClellan**, 313 Carver Lane, which is on the corner of Carver Lane and Alhambra, or better known as the cut through. It is also known as a narrow street where I cannot even walk my granddaughter in her stroller. People are passing each other on this narrow road, and the traffic is just crazy. She has a picture where someone couldn't make the corner, so they cut through her yard and hit the tree. Her biggest concern is the traffic on Carver and Alhambra. It is well known that people cut through Alhambra to get to South Hartmann. There is no turning left on South Hartmann in the mornings. Sometimes people will cut across Smith to get to Maple Hill. These neighborhoods cannot handle the amount of traffic which will come with this. Ms. McClellan emphasized a project this big would need to have the correct infrastructure to support it. She begged the Council to think about that aspect and the people that are already living in this area.

5) **Charles Long,** of Farmington Woods, spoke to the Mayor and Council regarding the fact that he and his wife moved here approximately 2 1/2 years ago. Prior to moving here, they looked at 82 houses between Wilson and Davison County. The Builder and Developer of Farmington Woods have done a beautiful job, and it has everything you want sidewalks, lights and nice upscale housing. Consequently, they chose Lebanon to make their home. At one time Mr. Long also lived in apartments very similar to the proposed Greentree Pointe Apartments. At first the apartments were nice; but, three years down the road, they couldn't sell those units--and it became Section 8 housing. Mr. Long pointed out, "Who is going to say that that wouldn't happen here when you are talking about that many units over time. Will they be able to the luxury style they are claiming in the paper. This has to be taken under very careful consideration. There are many people who have bought $400,000 and $55,000 homes; and if you put an apartment complex in there, you are going to start seeing a lot of people moving out. You will be losing the economy that Wilson County and especially the City of Lebanon is trying to bring in. They will go somewhere else if you keep building on top of communities like this. We have talked about the traffic problems which have already been assessed according to previous comments. I will tell you that today I was driving home and had to pull over and stop; because of one of the construction trucks that was coming through there on a normal day. That is just from the Farmington Woods expansion. If you add another entire complex of construction, you may as well go ahead and shut that road down, or go ahead and pay for your extra ambulance and police; because, they are going to be on that road anyway."

6) **Dr. Tabitha Casilli**, 206 Sagamore Drive, is a pediatrician here in Lebanon where she was born and raised. She feels it is important for the pediatrician to live here. With a bunch of

apartments coming in, it is highly like they will move. She hopes that the Council will consider preserving their community as it is.

7) **Jim Dunn**, of Blairmont Drive, stated there is a lot of concern in his neighborhood about the Greentree Pointe Apartments, which has been there quite a while. He pointed out that if anybody wants to see what they look like they can drive down Blair Lane, because this is what happens after they have been there a while. Mr. Dunn asked if the Housing Authority will own the apartments. Mayor Craighead explained although it will be under the auspices of the Federal Government through Lebanon Housing Authority, the actual management team will be Freeman and Webb. The Mayor added that Federal tax credits will become available that will allow Freeman and Webb to spend approximately $18,000 per unit for maintenance and repair. With these tax credits Freeman and Webb will be able to refurbish the property and bring it back up to standard. With their management, it will be a very positive impact in the area.

Mr. Dunn is afraid if nobody keeps an eye on the maintenance it will end up like the one on Blair Lane that is currently an eyesore. He suggested that if the apartment complex is built then someone will need to have a contract for maintenance and upkeep of the property. Because, if not, they will leave and you will never see them again. The apartments on Blair Lane are a perfect example. The Mayor agreed saying that is the whole idea of this program is to bring the properties up and get new roofing. Mayor Craighead has personally spoken with Freeman Webb regarding handling of applications and issues with drugs. They are very aggressive in keeping people who do not belong there out, as well as and drugs and things; and keeping the properties safe. Mr. Dunn reminded the Mayor he will be at every meeting to make sure the property is kept up.

8) Houston Robinson, lives at 323 Carver Lane, which is next to the proposed 12 acres for this project. Mr. Robinson has lived there for 43 years and doesn't mind if they put houses there. However, just to put up anything is wrong. Mr. Robinson asked, "Does anybody on this Council have anything to do with the land or this project? Any interest in it at all? " The Mayor responded, "Not that I am aware of. Not that I know of, no." Mr. Robinson said a lot of money is made on building houses, but what they want to make more money by putting these apartments up. You are going to ruin Carver Lane for me. When he moved there Carver Lane was a nice quiet place to live; however, for the last two years he has had to listen to dump trucks going up and down the road and all hours. They fly down the road, and no police are there to slow them down.

9) Walter Szkwarok, also from the Farmington Woods community. He was at the last Zoning Commission meeting, where it was discussed making the density from low/ medium to high density; because it kind of fit the aesthetic area for apartments. So, he did some research going around to find out how many rental units were in the area. Basically, from Lebanon Road all they way back around Maple Hill, Alhambra, and Toshiba Drive, there is 124 rental units and that includes 6 duplexes. So, if you are looking at putting 750 into this very small area, yes it will destroy the community.

Mr. Szkwarok compared this to Antioch in 1995, it was a hot little market there and everyone was doing well. Hickory Hollow Mall was awesome. And then they flooded the area with apartment complexes. If you look at Antioch now, it is a shell of what could have been. Mr. Szkwarok hopes the Council really considers what impact this will have in the future for the citizens of Lebanon. It will ruin the community.

10) Jack Lowery, Jr. spoke on behalf of the developers of the proposed project out at Carver Lane. Mr. Lowery noted, "To be clear, it is proposed that there would be 732 units. That is simply a proposal. Of course the requested rezoning, if approved, and annexation of the property, if approved would then have to go back for a review of any plan of what actual number of apartments would go out there, and what the development would ultimately look like. To the point of many of the comments here tonight, some of which, and a lot of which we agree with. The developers took a lot of time and attention to consider the location of this apartment complex. One of the things that we saw around there, is on Carver Lane, you have a large industrial side of it where you have the old Toshiba Plant, which of course has been shut down as we all know, and does not have near the amount of traffic that it used to have in and out of there on a 24 hour basis. You have apartments in that area as well; you have duplex housing and then you also have residential housing; as well, on one back side, part of the property to the east it backs up to a creek, which on the other side of it is a light industrial area as well. We noted the apartments that were there and the duplexes as well as the residents, and then the residents that went on from that and that was one of the deciding factors in looking at trying to put this type of development there. The development is proposed to be an upper end development that is predominantly brick and rock with some concrete siding areas, but predominantly brick and block. There is approximately, out of the entire complex, just shy of 20 acres that would be left as proposed to a park, a walkway area and vegetation. We, through the community meetings as well as at the Planning Commission, left all of the large vegetation around the border that exists. We have proposed

and are agreed to pay for the improvements to the road as you enter into the complex, both on the right-hand deceleration lane and the left hand turning lane. This development will mirror, what many of the people who are here to talk about tonight, their own housing, which is Farmington Woods. The developer of Farmington Woods is the developer of this particular complex. And it is that character that we are trying to keep in tune with. Our target are younger professionals, and younger people who are looking to--either they can't afford a home, or as was spoken here tonight, they live in an apartment, and hopefully will transition out into a residence. Ideally, Farmington Woods. Or you may get into a situation in your life where you don't want to maintain a home and you would rather rent. Additionally, we are seeking professionals who may be coming into the area who are looking for homes because they have been relocated here and they want to find out what is available. We are looking to target those individuals who may be in transition, as well. The other points that we believe why this development is appropriate here, is obviously it will add a tax basis to the City that will continue to help with those improvements. There are things such as impact fees that will help the property value. The taxes paid for that property will certainly help. On the loan on Farmington Woods, the developer has already paid $58,000 in to the City for impact fees, and by the time it is all over will have paid $120,000, as it relates to that particular development. Additionally, the City will not be responsible for maintaining any of the roads and/or infrastructure in the apartment complex, So, we think that it is a positive development for the City and those requirements can be put in writing to maintain those at such a level. And also, it can be required to be bonded. All in all, it is a development that we believe fits the area and it would be a positive impact for the City of Lebanon, and we ask for you consideration on those bases.

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Mayor Philip Craighead called for a brief intermission of 10 minutes.

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The Mayor called the meeting back to order at 6:55 p.m.

Communication from Mayor:

Mayor Philip Craighead informed the Council a Special Called City Council Meeting will be held June 9, 2016, Thursday at 8:00 a.m.

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Reports from Mayor Pro Tem / Committees / Aldermen / Officers:

1) Councilor Lanny Jewell questioned Commissioner Baines regarding the status of the drainage remediation in his ward, as he has a few phone calls from citizens this week. Commissioner Baines replied they are aware of some concerns; however, the guys are tied up on other projects right now. Commissioner Baines stated if Councilor Jewell has any specific concerns he can relate them to himself or staff and they will certainly check on it. Councilor Jewell believes the Commissioner knows the area he is talking about.

2) Councilor Fred Burton requested that Commissioner Baines add Beard Avenue to the list of areas to be sprayed for mosquitoes. Residents have expressed that the mosquitoes are getting really bad. Commissioner Baines will do that.

Councilor Burton also has questions about the drainage crew in his ward. Commissioner Baines nodded.

Councilor Burton noted for the record, that since we have been approved for a $500,000 Home Grant from the Metropolitan Development and Housing Agency (MDHA) to rehab substandard housing, there are some people in his ward that can use that $40,000 to rehab their houses. This will be an asset to all of us.

3) Councilor Rob Cesternino noted that since they are going to be voting on the Budget this evening he would like to thank Commissioner of Finance and Revenue Robert Springer and his staff for streamlining the budget process. Councilor Cesternino also noted, that for those who have been on the Council for a while, in the past, it has been a very difficult process and the Council appreciates all the hard work done by Commissioner Springer and the Finance crew to make that process easier.

4) Councilor Bernie Ash has also been getting calls from residents regarding mosquitoes. Is there any plan to start spraying? Commissioner Baines responded hot spot spraying will begin either tomorrow night or Thursday night. Citizens can contact 444-0825 and let staff know they have an area that needs to be sprayed.

5) Councilor Tick Bryan thanked everyone for being here this evening.

6) Councilor Rick Bell commended Sara Haston, the Economic Development Director, for her hard work in getting some new businesses to come to Lebanon. One of those new businesses was her project from day one and he appreciates her work.

Councilor Bell remarked, "On the flip side of that, I just want to say, sarcastically, for the record, we have a good crop of corn growing on Hartmann Drive, right there in front of our high school, and I don't know how much the city spent to build that road; but, as I have said in meetings before, I would like Hartmann Drive start to get developed and help build our sales tax base up instead of being dedicated to agriculture."

Councilor Bell noted that the Mayor, Councilor Ash and Sara Haston just returned from Las Vegas, Nevada, where they promoted the entire city not just certain areas, at the International Convention of Shopping Centers. He appreciates that.

Councilor Bell addressed the Greentree Pointe development. Mr. Dunn sent him an e-mail addressing this. Greentree Pointe needs to be improved. It has been government subsidized housing since day one. It is not necessarily fair to compare it to another apartments in town. It will continue to be government subsidized housing and there is nothing we can do to stop that. But, we can improve the way it looks and get those blue tarps off of the roofs and get that fence fixed. When I got on the City Council, the first call I received was from a person from ward 5, regarding what could be done about that fence. These gentlemen are going to be doing something about that fence and spend some money on that.

7) Councilor Fred Burton wanted to remind people that beginning June 19 through June 25, is the big rodeo that is coming to Lebanon. There are supposed to be around 50,000 people here from all over the world including Australia and Canada. He reminded folks to be friendly and give them a little respect, so they will spend their money. The Mayor agreed saying it will be a busy week for everybody.

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Consent Agenda:

Commissioner Springer read the items for the Consent Agenda. The Mayor asked if there was any discussion on each item. There was none.

Motion was made by Councilor Fred Burton, seconded by Councilor Rob Cesternino, to accept the consent agenda. Motion carried unanimously. Consent Agenda was accepted and all Ordinances were read and passed on second/final reading.

Ordinance No. 16-5221, second reading, to authorize an Interlocal Agreement with Wilson County, Tennessee, for the acceptance of funds obtained through the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG), by Mike Justice, Police Chief.

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5222, second reading, to authorize the appropriation of funds received from the Country Living Fair for overtime reimbursement (2015-2016 Fiscal Year Budget), by Mike Justice, Police Chief, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5223, second reading, to authorize the appropriation of a donation received from the Country Living Fair for CERT (for Operating Supplies and Uniforms; 2015-2016 Fiscal Year Budget), by Mike Justice, Police Chief, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5224, second reading, to authorize the purchase of a Patrol/Narcotics Detection Canine and Handler Course for the Police Department (funds appropriated in the 2015-2016 Fiscal Year Budget), by Mike Justice, Police Chief, and Lisa Lane, Purchasing Agent.

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5225, second reading, to approve bids for the 2015-2016 Annual Street Paving Project No. CL16004 (Funds appropriated in the 2015-2016 Fiscal Year Budget), by Regina Santana, Engineering Director of Development.

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5226, second reading, to approve bids for the 2015-2016 Annual Street Striping Project No. CL16005 (Funds appropriated in the 2015-2016 Fiscal Year Budget), by Regina Santana, Engineering Director of Development.

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5227, second reading, to approve Lease Rates for the second floor office and shared common areas in the new Terminal Building at the Lebanon Municipal Airport, by Randy Laine, Engineering Director of Capital Projects.

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5228, second reading, to purchase one 3/4 ton truck for the Street Department (replacement; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Lisa Lane, Purchasing Agent. *(Line Item Transfer – Before the Fact)*

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5229, second reading, to authorize a Line Item Transfer for the Garage (Purchase of a replacement scan tool – Operating Supplies; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND READING NO OBJECTIONS

Ordinance No. 16-5230, second reading, for the Police and ESU Departments to cover overtime expenses related to the National Junior High Finals Rodeo, by Mike Justice, Police Chief, and Robert Springer, Commissioner of Finance and Revenue.

PASSED SECOND READING NO OBJECTIONS

Old Business:

Ordinance No. 16-5212, second reading, approving a Payment in Lieu of Taxes (PILOT) Program for the Lebanon Housing Authority (Greentree Pointe), by Mayor Philip Craighead.

Motion was made by Councilor Bryan, seconded by Councilor Bell, to pass said Ordinance on second/final reading.

Councilor Jewell brought forth discussion regarding the Housing Authority and if the developers here will have to follow the same guidelines as them. The Mayor explained this is under legislation that requires the Housing Authority to preside over it; however there are some differences.

After speaking with those involved, the Mayor is assured the guidelines here will be more stringent and it will be a much safer place. Councilor Jewell understands this type of housing as he has lived beside it. He lived there when it wasn't so good and now it is. The owners and management are doing such a good job that he can't accept that it can't be done. He knows it can be done, because he has seen it done and it leaves no excuses not to clean it up and do it right.

Councilor Ash said, "Historically, the pilot program has been used to entice programs to come into the City to hire people and to eventually bring income into the city. Why is the City involved in this at all? What is the advantage to the City. I mean, I want the place cleaned up. It needs to be cleaned up. It is a mess." Mayor Craighead replied that is the main focus of the tax credits. The Mayor explained that the State passed a new law, whereby they are able to give tax credits back to properties that previously had tax credits, but those tax credits are about to run out. This way they can invest back into the apartments and fill them back up. Just as in our industrial aspects for the tax laws, you have to go through an industrial board to put the property in that name, they have to go through the Housing Authority for the State property tax abatement on the investment.

Mayor Craighead pointed out, "You have to remember they are still paying property tax which stays the same, plus an additional 12%, of which the Housing Authority will receive about $5,000 a year and about $62,000 up front in the first year. We are involved as the City because we have to vote to approve that."

Councilor Ash said when he asked why we should abate these taxes, he was told that a major increase in real estate taxes would result in a major increase in operating expenses and the property may not be able to pay the mortgage payment. He does not know how that would affect the City. Councilor Ash asked if the Council is supposed to lower taxes in order to help someone make their mortgage payments.

Mayor Craighead replied, "I'm sorry, but you are not comprehending it as if it were the property tax as staying the same plus an additional 12%. The reason that they need to have this go through the Housing Authority to make this whole project work is because in some places, not only do they tax the project and the improvements--but, then they also went along and did a property tax on the tax credits themselves. So, that is why the State set this up, so that they could have a viable way and a financial way to work to bring these properties back up to par. You are not eliminating the tax."

Motion was made by Councilor Jewell, seconded by Councilor Burton, to suspend the rules to hear from the representative from Freeman Webb. Motion carried unanimously. Rules were suspended.

Matt Olson, a spokesman from Freeman Webb, stated this actually involves a new bill that was introduced by the Governor of the State of Tennessee. He explained, "As the Mayor mentioned, the reason they introduced this is not only because they are low income properties---and this is specific to the State of Tennessee, this is does not happen in many other jurisdictions in any other states---but, the local tax assessors were not only taxing the property, but they were actually taxing the tax credits delivered from the Federal Government. So, the Federal Government is saying, we will give you these tax credits or give you these funds to fix up the properties that are in need. So, again, it is a complicated process; but, it is a competitive process for properties that are definitely in need. This Greentree Pointe was one of, I think, 18 properties awarded last year in the State, determined to be in need of these tax credits. What the local tax assessors are doing in some areas of Tennessee, is actually taxing the funds that are given from the Federal Government. That was not the intent of the program, from the Federal program. The State recognized that, the Governor recognized that. They introduced this bill as a work around, so the local tax assessors do not tax the funds that are given to the property to fix up the property. In terms of a tax abatement--again, the Mayor also touched on this; but--the proposed pilot payments are actually 12% first year, a 12% increase relative to the taxes that were paid last year. And then if you factor in also the payment that is being made to the Housing Authority, that's another 5%-- so, it's 17% which actually, I didn't read the local paper but, it sounds like that is in line with the average increase in taxes for the City. So, it kind of goes hand in hand with that. So, the taxes aren't being abated, they are actually increasing--the pilot would increase But, the bill itself states that the program has to go through the Lebanon Housing Authority or the local housing authority."

Councilor Ash: What about the maintenance?

Mr. Olson: I know that this is a touchy point for you.

Councilor Ash: It is, very touchy.

Mr. Olson: Yes, absolutely.

Councilor Ash: I have driven through there and I see other apartment buildings headed the same direction.

Mr. Olson: Absolutely.

Councilor Ash: What kind of guarantee do we have that you are going to maintain these apartments from here on out?

Mr. Olson: Sure.

Councilor Ash: --that they are not just going to get back to the same shape they are in.

Mr. Olson: Sure. So, on the front side with the tax credit program, this is administered through the Tennessee Housing and Development Authority (THDA). They have up front a certified architect that signs off and says that the improvements being made on the property will last a 15 year period. On that front they have THDA inspectors. The lender has an inspector. There are a number of people that come in and inspect the property to make sure that everything is done to code as it said it would be to meet that 15 year requirement. In addition to that, we put money in reserves. We are not the owner, but Freeman Webb would be managing it. Money is put into reserves to be able to fund the maintenance of the property and keep the upkeep.

Councilor Ash: I'm going to vote for this just because I don't see any other way to get the improvements done. Let's fix the eyesore. But, I hope that the maintenance will be a major issue with Freeman Webb or whoever is managing this apartment complex. I don't want us to be ,10 or 15 years from now, back where we are at now.

Mr. Olson: Sure, I can understand that.

Councilor Jewell: Just a couple other questions, Mayor. I brought that up about the Housing Authority, because I know that we did all that up there. We even had, they even provide an officer; but, I don't think we are going to go to that extent. But, the reason I am saying that is like I said, I have lived beside it. I look at it because I have gotten to know some people that live there, and there is also some very good people that need this. The reason I am stressing that point is because they deserve a nice and safe place to live. I am not knocking it. I want to make sure that as much power as I have, that you provide that for them too.

Mr. Olson: I 100% agree and I think we are 100% on the same page.

Main motion carried unanimously. Ordinance was read and passed on second/final reading.

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New Business:

Council approval of a Certificate of Compliance for a Retail Package Store (Applicant: Lina Bachour Arnouk; Cheers Wine & Liquor; 325 Highway 109 North), by Robert Springer, Commissioner of Finance and Revenue.

Motion was made by Councilor Bryan, seconded by Councilor Burton, to approve a Certificate of Compliance for a Retail Package Store by Lina Bachour Arnouk; Cheers Wine & Liquor located at 325 Highway 109 North. Motion carried unanimously. Certificate of Compliance was approved for a Retail Package Store for Lina Bachour Arnouk; Cheers Wine & Liquor, located at 325 Highway 109 North.

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Ordinance No. 16-5231, first reading, adopting the Annual Budget (and Tax Rate) for the Fiscal Year beginning July 1, 2016 through June 30, 2017, by Robert Springer, Commissioner of Finance and Revenue.

Motion was made by Councilor Cesternino, seconded by Councilor Bryan, to pass said Ordinance on first reading.

Discussion was brought forth by Councilor Jewell saying he does not have a problem with setting the tax rate at , but he thinks we may be short changing ourselves in the Fire Hall and next year's budget. He feels that should be a high priority. Councilor Jewell is worried about next year's budget.

Commissioner Springer responded to Councilor Jewell by saying he tried to make the Council aware that there are some positions that are funded at a half a year in this budget; but, will be at a full year in the following budget. Commissioner Springer has said for the record, that he felt like it was manageable and that we will close out this year 2015-2016 in a couple weeks very well. The Commissioner thinks that some of that surplus from the end of this year needs to be committed for the 2016-2017 Budget, in order to help address that. Commissioner Springer has also made the Council aware through e-mail that there are certain policies that the time is right to make a change on simply

because we have done a pay adjustment for the employees and we have got some other policies that need to be looked at and addressed that will help that budget as well.

Councilor Ash suggested that leaving the tax rate at .6075, would be a nine cent tax increase for the tax payers. With the census monies, sales tax monies and other monies that have come in, he does not believe it is the time to jump the tax rate by nine cents. He suggested the City should lower to tax rate to the state tax rate which is

Councilor Cesternino: Well, Bernie, I would just like to comment. You know, as you know, I have been on the Council for 5 years and when we first came on here, we were doing the whole shooting match for thirty four (34) cents. That's Police, that's Fire, that's Public Works, that's everything. That's chipper service, that's trash, which is--again, I don't like to use the word free, because there is a cost. When Mt. Juliet went to a single fire station, they had to charge twenty (20) cents to the citizens. What we did, is we said based on services we provide that we think sixty (60) cents per hundred (100) is fair. The value of your home is irrelevant. If your home value went down then we would have to be tightening our belts, because I wouldn't support raising it. We felt that for the services we provide it was sixty (60) cents, and if you look at the lion's share of increases in these budgets, and these are projects that we have all approved, that we are now going back to fund to put more police and more fire fighters on the street. It will put nearly $1.8 million to our streets and our sidewalks. It is to put $1 million to fund the unfunded liability that we have got going forward. I mean, I also think if we trust that our Finance Commissioner says it is manageable--this is a Finance Commissioner that authored a bill, that he sent down to the State of Tennessee, that starting next year we will be able to do a bi-annual budget and that is based on the fiscal responsibility of the City. So, I personally have said I will never support deficit spending. The projects that we have are related. Every project that we have is directly related to growth of this community that was not addressed. And we are in the position to address that growth. And I would urge the other Council members to have the political will to keep the sixty (60) cents. There is never a good time to raise it. Because if things are great, and you raise taxes, then it's *why are you being greedy?* If things are bad

and you raise taxes, *why aren't you thinking about people*? There is never a good time to do it. But, we said sixty (60) cents is fair and we should stick with that. We should have the political will to do it as long as we can show the tax payers a return on their investment and I think this budget does that.

Councilor Ash: Well, we have gone from thirty four (34) cents to sixty (60) cents and now we are going to raise it nine (9) cents.

Councilor Cesternino: No, we are going to stay at sixty (60) cents.

Mayor: No, it stays at sixty (60).

Commissioner Springer: It stays at sixty (60).

Councilor Ash: Well, in reality you are going to raise it. You are going to have nine (9) cents more money. So, somebody has to pay that nine (9) cents and it is going to be the taxpayers.

Commissioner Springer: And it averages about $3.00 a month. If you started charging all the residents in the City to go out and hire a garbage service to pick up their garbage, it would be ten times that every month.

Mayor: And also, we made changes even in the sewer bills for a lot of them that were on these other services. For a lot of them it saved people about $2.50 a month on their utility bills. We have made a lot of changes on our utility bills and other ways of saving. I agree with Rob on this one. We have a lot of issues coming up and we are trying to equalize the needs down at the Hwy. 109 and I-40 area for the Fire Hall and to make sure that we will have the dollars that are needed for the Fire Department, but also we know that we are going to end up having to-- as Mike said the other day---by the FBI code that we need 30 more men. So, we are dedicated to making this a safe community. With that it is going to take some dollars and it's going to take some more manpower. We have gone for years, almost 20 years with this community, at 3% less in manpower ; but, our community had grown by 57% or so.

Commissioner Springer: 62%.

Mayor: 62%. So, you know, we have been good stewards; but, we realize the future is getting too big for us to continue with the manpower and the facilities we have.

That's why those needs are having to be addressed and those needs are having to be planned for the future.

Motion was made by Councilor Ash, seconded by Councilor Jewell to amend said ordinance to lower the tax rate to the state tax rate which is .5183.

Mayor Craighead called for a roll call vote.

Councilors voted as follows:

Jewell:	pass,	no	
Burton:		no	
Cesternino:		no	
Ash:			yes
Bryan:		no	
Bell:		no	

Motion to amend failed for lack to majority with 1 yes and 5 no.

Mayor Craighead called for a roll call vote on the Main Motion.

Councilors voted as follows:

Jewell:		no
Burton:	yes	
Cesternino:	yes	
Ash:		no
Bryan:	yes	
Bell:	yes	

Main Motion carried by majority vote of 4 yes and 2 no. Said Ordinance 16-5231, to adopt the Annual Budget and Tax Rate for 2016-2017, was read and passed on first reading.

Councilor Jewell appreciates Commissioner Springer and the Finance staff for their hard work and preparation in order to complete the budget and to make everything clear. They are appreciated.

On behalf of the Finance staff, Commissioner Springer thanked the Council members for their kind remarks.

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Ordinance No. 16-5232, first reading, to authorize Line Item Transfers for Town Square Improvement (Operating Supplies - to purchase benches and trash cans; 2015-2016 Fiscal Year

Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

Motion was made by Councilor Cesternino, seconded by Councilor Jewell, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5233, first reading, to authorize a Line Item Transfer for the Jimmy Floyd Center (Public Relations – newspaper advertisements; 2015-2016 Fiscal Year Budget), by Tim Hill, Floyd Center Director, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

Motion was made by Councilor Jewell, seconded by Councilor Burton, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5234, first reading, to approve bids for Fire Station 4, by Chris Dowell, Fire Chief, and Randy Laine, Engineering Director of Capital Projects.

Motion was made by Councilor Bryan, seconded by Councilor Bell, to pass said Ordinance on first reading as revised.

Councilor Jewell knows that a lot of time and effort has been done in order to put a great plan together. He believes it is the right time to approve the bids.

Motion carried unanimously. Ordinance was read and passed on first reading as revised.

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Resolution No. 16-1940, authorizing the issuance, sale, and payment of Gas Interfund Loan Capital Outlay Notes not to exceed $2,000,000 (to build the new fire hall), by Chris Dowell, Fire Chief, and Robert Springer, Commissioner of Finance and Revenue.

Motion was made by Councilor Cesternino, seconded by Councilor Jewell, to pass said Resolution on first reading. Motion carried unanimously. Resolution was read and passed.

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Ordinance No. 16-5235, first reading, to accept an 8.14 acre land donation along Barton's Creek from Loman Properties, LLC, for expansion of City park and recreational facilities, by Mayor Philip Craighead.

Motion was made by Councilor Bryan, seconded by Councilor Jewell, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5236, first reading, to authorize Line Item Transfers for Building Inspection (Printing - for labels; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5237, first reading, to authorize a Line Item Transfer for the Fire Department (for Training; 2015-2016 Fiscal Year Budget), by Chris Dowell, Fire Chief, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5238, first reading, to authorize Budget Amendments for Beautification (additional expenses for 2015-2016 Think Green-Think Clean Project), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

Motion was made by Councilor Jewell, seconded by Councilor Bryan, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5239, first reading, to accept bids for the Service Agreement for Mechanical and Electrical Services for the repair of pumping stations and treatment plants (five year bid; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Lisa Lane, Purchasing Agent.

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5240, first reading, to authorize the execution of a Professional Services Agreement with CSR Engineering, Inc. for Quiet Zone Implementation at Maple Hill, Carver Lane, and West Baddour Parkway Grade Crossings (2016-2017 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works.

Motion was made by Councilor Bryan, seconded by Councilor Jewell, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5242, first reading, to approve bids for the South Hartmann Drive/Legends Drive Water Transmission Main, Project #CL-15004 (funding through previously approved Drinking Water Revolving Loan Fund), by Randy Laine, Engineering Director of Capital Projects.

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Ordinance No. 16-5243, first reading, to approve bids for North Cumberland/College Street Existing Sewer Rehabilitation Project, Project #CL-13001 (funding through TML Loan; 2015-2016 Fiscal Year Budget), by Randy Laine, Engineering Director of Capital Projects.

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Ordinance on first reading.

Councilor Jewell, who had checked with Commissioner Baines earlier today, stated this does not require any kind of rate increase.

Motion carried unanimously. Ordinance was read and passed on first reading.

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Resolution No. 16-1937, in support of the Tennessee Department of Transportation Congestion Mitigation and Air Quality Improvement (CMAQ) Grant Application (for development including GPS Control, Traffic Signalization Command/Control Center at Public Works, 231 South Fiber & Operations, West Main Street Fiber & Operations, and SR 109 (I-40 to Franklin Road) Fiber & Operations; 80/20 Funding - $2,000,000/$500,000 – Federal/Local; 2016-2017 and 2017-2018 Fiscal Year Budgets), by Jeff Baines, Commissioner of Public Works.

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Resolution as revised. Motion carried unanimously. Resolution was read and passed as revised.

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Resolution No. 16-1938, adopting a Plan of Services for the annexation at 409 Carver Lane (13.32 Acres; Tax Map 45, part of Parcel 57) to be added to Ward 1, by Paul Corder, Planning Director.

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Resolution.

Councilor Ash, who is a member of the Planning Commission, commented that he believed there was some type of disagreement regarding this. Councilor Bell, who chaired the Planning Commission Meeting, explained this Plan of Services for annexation was a 4-4 tie vote. Councilor Ash wondered if it should be sent back to the Planning Commission for more study. Councilor Bell stated he does not know that anyone's mind would be changed. Councilor Jewell would love to see a deferral on this resolution, because he is finding out about the road problems and he is not comfortable.

Motion was made by Councilor Ash, seconded by Councilor Jewell to send said resolution back to the Planning Commission.

Mayor Craighead called for a roll call vote.

Councilors voted as follows:

Jewell:		yes
Burton:	no	
Cesternino:	no	
Ash:		yes
Bryan:	no	
Bell:	no	

Motion to send back to the Planning Commission failed for lack of a majority.

Mayor Craighead called for a roll call vote on the Main Motion.

Councilors voted as follows:

Jewell:		no
Burton:	yes	
Cesternino:	yes	
Ash:		no

Bryan: yes

Bell: yes

Main Motion carried by majority vote of 4 yes and 2 no. Budget Ordinance was read and passed on second reading.

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Resolution No. 16-1939, annexing property at 409 Carver Lane, also identified as Tax Map 45, part of Parcel 57, containing 13.32 acres in the records of the Wilson County Assessor of Property to be added to Ward 1, by Paul Corder, Planning Director.

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Resolution.

Mayor Craighead called for a roll call vote on the Main Motion.

Councilors voted as follows:

Jewell: no

Burton: yes

Cesternino: yes

Ash: no

Bryan: yes

Bell: yes

Main Motion carried by majority vote of 4 yes and 2 no. Resolution was read and passed.

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Ordinance No. 16-5244, first reading, requesting zoning approval of 13.32 acres at 409 Carver Lane (Tax Map 45, part of Parcel 57) as RM6 (High Density Multi-Family Residential) in Ward 1, by Paul Corder, Planning Director

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Ordinance on first reading.

Councilors voted as follows:

Jewell: no

Burton: yes

Cesternino: yes

Ash: no

Bryan: yes

Bell: yes

Motion carried by majority vote of 4 yes and 2 no. Ordinance was read and passed on first reading.

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Ordinance No. 16-5245, first reading, changing unaddressed Madrid Drive from RS20 (Low Density Single-Family) to RM6 (High Density Multi-Family Residential) in Ward 1, by Paul Corder, Planning Director. (Request by Country Acres, LLC) (30.33 acres; Tax Map 58, Parcel 15.45)

Motion was made by Councilor Bryan, seconded by Councilor Burton, to pass said Ordinance on first reading as revised.

Councilors voted as follows:

Jewell: no

Burton: yes

Cesternino: yes

Ash: yes

Bryan: yes

Bell: yes

Motion carried by majority vote of 5 yes and 1no. Ordinance was read and passed on first reading as revised.

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Ordinance No. 16-5247, first reading, to authorize an agreement with Nashville and Eastern Railroad Corporation for the upgrade of the Highway 231S railroad crossing (50% city funding – not to exceed $25,000; 2015-2016 Fiscal Year Budget), by Councilor Fred Burton, and Jeff Baines, Commissioner of Public Works.

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Ordinance on first reading. Motion carried unanimously. Ordinance was read and passed on first reading.

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Resolution No. 16-1941, to approve three (3) attorneys to act as Administrative Hearing Officers and Ethics Investigators for the City of Lebanon, by Andy Wright, City Attorney.

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Resolution. Motion carried unanimously. Resolution was read and passed.

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Resolution No. 16-1942, to approve Private Chapter No. 52, House Bill No. 2651, Senate Bill No. 2676, Private Acts of 2016, Amending the City Charter of Lebanon, by Andy Wright, City Attorney.

Motion was made by Councilor Cesternino, seconded by Councilor Burton, to pass said Resolution. Motion carried unanimously. Resolution was read and passed.

****

Resolution No. 16-1943, to authorize the opening of a separate Sinking Fund Account titled Carver Lane Improvement Fund, by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue.

Motion was made by Councilor Burton, seconded by Councilor Cesternino, to pass said Resolution. Motion carried unanimously. Resolution was read and passed.

****

The Regular Called City Council Meeting of June 7, 2016 adjourned at 7:48 p.m.

****

Attest:

Approved:

Robert D. Springer
Commissioner of Finance & Revenue

Philip Craighead
Mayor

Secretary:

Jaci Diebner

REVISED

RESOLUTION NO. 16-1937

A RESOLUTION OF THE CITY COUNCIL OF LEBANON IN SUPPORT OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) GRANT APPLICATION

WHEREAS, the Tennessee Department of Transportation is accepting proposals for the 2016 CMAQ Project Competition; and

WHEREAS, the City of Lebanon wishes to apply for such grant to develop intelligent transportation systems, including GPS control, traffic signalization command/control center at public works, 231 S fiber and operations, West Main fiber and operations, and SR 109 (I 40 to Hickory Ridge Road) fiber and operations; and

WHEREAS, the total project cost is $2,500,000.00 with an estimated local share of $500,000.00; and

WHEREAS, the City of Lebanon Public Works Commissioner desires to apply for and receive funds from the Tennessee Department of Transportation CMAQ Program.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue shall authorize any documentation necessary for the purposes of the Public Works Commissioner applying for and accepting funds being made available to local governments through the Tennessee Department of Transportation CMAQ Program.

Section 2. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this_____day of _____, 2016.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

REVISED

ORDINANCE NO. 16-5234

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO APPROVE BIDS FOR FIRE STATION 4

WHEREAS, the City of Lebanon wishes to construct Fire Station 4 in order to better protect the health, safety, and welfare of the citizens of Lebanon; and

WHEREAS, the City of Lebanon received the following bids for the project; and

COMPANY	AMOUNT OF BID
Steed Brothers Contractors	$1,776,853.00
Phoenix Commercial Builders	$1,860,000.00
Hilbers, Inc.	$2,022,680.00
Baron Construction	$2,075,777.00

WHEREAS, Steed Brother Contractors is recommended as the best and lowest bidder; and

WHEREAS, funds for this project are provided under capital projects in the 2016 – 2017 fiscal year budget.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to enter into a contract with Steed Brother Contractors for the construction of Fire Station 4, in the amount of One Million, Seven Hundred Seventy-six Thousand, Eight Hundred Fifty-three Dollars and No Cents ($1,776,853.00).

Section 2. In the event that Fire Station 4 is to be located on property other than the parcel for which this bid was prepared, the Engineering staff will present to the City Council an ordinance approving any increase in the bid amount by a change order.

Section 3. This ordinance shall take effect immediately, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____ Passed second reading: _____

REVISED

ZONING ORDINANCE 16-5245

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ATLAS OF THE CITY OF LEBANON, TENNESSEE, BY CHANGING UNADDRESSED MADRID DRIVE FROM RS20 – LOW DENSITY SINGLE-FAMILY TO RM6 – HIGH DENSITY MULTI-FAMILY RESIDENTIAL IN WARD 1

WHEREAS, the City of Lebanon desires to amend the official zoning atlas of the City; and

WHEREAS, the subject property is adjacent to an existing residential district; and

WHEREAS, the subject property is identified as Medium Density Residential in the Future Land Use Plan; and

WHEREAS, the property owner is asking for the RM6 zoning to continue the residential zoning on Madrid Drive; and

WHEREAS, the City of Lebanon believes that such amendment will promote, protect and facilitate the public health, safety and welfare of the community through coordinated and practical land use and land development for the betterment of Lebanon's population; and

WHEREAS, at Lebanon Municipal Regional Planning Commission Meeting on May 24, 2016, a motion to recommend approval of this annexation request to the Mayor and City Council, failed due to the lack of a majority.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RS20 – Low Density Single-Family To RM6 – High Density Multi-Family Residential:

> Approximately 30.33 acres more or less, located at unaddressed property on Madrid Drive as shown on the attached map.
>
> For reference, see Deed Book 1236 Page 1432 in the Register's Office of Wilson County, Tennessee, and being shown as Tax Map 58 Parcel 15.45, for Wilson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict.

Section 3. That this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

Notice of the Public Hearing was published in the Wilson Post on _____.

The Public Hearing was held at 5:55 PM in the City Council Chambers on _____.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

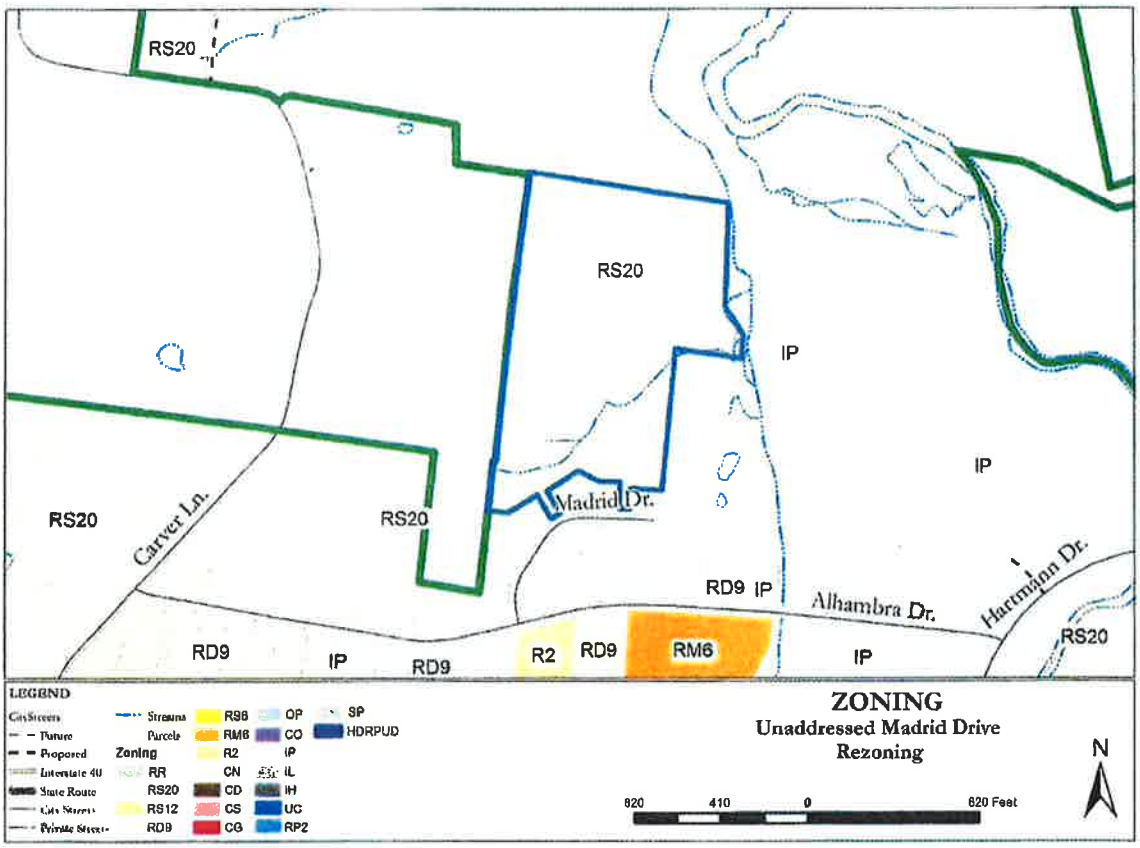
_____
Mayor

Approved as to Form:

_____
City Attorney

Passed first reading: _____

Passed second reading:_____.



SPECIAL CALLED CITY COUNCIL MEETING

June 9, 2016

The City Council met in a special called session in the Town Meeting Hall of the City of Lebanon Administration Building at Castle Heights.

****

Mayor Philip Craighead called the Special Called City Council Meeting to order at 8:00 a.m.

****

Council members present: Lanny Jewell, Fred Burton, Rob Cesternino, Bernie Ash, Tick Bryan and Rick Bell. Also present were Robert Springer, Commissioner of Finance and Revenue; Andy Wright, City Attorney; and Jaci Diebner, Council Secretary.

****

Consent Agenda:

Robert Springer, Commissioner of Finance and Revenue read the items for the Consent Agenda. Mayor Craighead asked if there was any discussion on each item. There was none.

Motion was made by Councilor Lanny Jewell, seconded by Councilor Tick Bryan, to accept the consent agenda. Motion carried unanimously. Consent Agenda was accepted and all Ordinances were read and passed.

Ordinance No. 16-5232, second reading, to authorize Line Item Transfers for Town Square Improvement (Operating Supplies - to purchase benches and trash cans; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5233, second reading, to authorize a Line Item Transfer for the Jimmy Floyd Center (Public Relations – newspaper advertisements; 2015-2016 Fiscal Year Budget), by Tim Hill, Floyd Center Director, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5234, second reading, to approve bids for Fire Station 4, by Chris Dowell, Fire Chief, and Randy Laine, Engineering Director of Capital Projects.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5235, second reading, to accept an 8.14 acre land donation along Barton's Creek from Loman Properties, LLC, for expansion of City park and recreational facilities, by Mayor Philip Craighead.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5236, second reading, to authorize Line Item Transfers for Building Inspection (Printing - for labels; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5237, second reading, to authorize a Line Item Transfer for the Fire Department (for Training; 2015-2016 Fiscal Year Budget), by Chris Dowell, Fire Chief, and Robert Springer, Commissioner of Finance and Revenue. *Line Item Transfer – Before the Fact:*

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5238, second reading, to authorize Budget Amendments for Beautification (additional expenses for 2015-2016 Think Green-Think Clean Project), by Jeff Baines, Commissioner of Public Works, and Robert Springer, Commissioner of Finance and Revenue. *(Line Item Transfer – Before the Fact)*

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5239, second reading, to accept bids for the Service Agreement for Mechanical and Electrical Services for the repair of pumping stations and treatment plants (five year bid; 2015-2016 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works, and Lisa Lane, Purchasing Agent.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5240, second reading, to authorize the execution of a Professional Services Agreement with CSR Engineering, Inc. for Quiet Zone Implementation at Maple Hill, Carver Lane, and West Baddour Parkway Grade Crossings (2016-2017 Fiscal Year Budget), by Jeff Baines, Commissioner of Public Works.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5242, second reading, to approve bids for the South Hartmann Drive/Legends Drive Water Transmission Main, Project #CL-15004 (funding through previously approved Drinking Water Revolving Loan Fund), by Randy Laine, Engineering Director of Capital Projects.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5243, second reading, to approve bids for North Cumberland/College Street Existing Sewer Rehabilitation Project, Project #CL-13001 (funding through TML Loan; 2015-2016 Fiscal Year Budget), by Randy Laine, Engineering Director of Capital Projects.

PASSED SECOND/FINAL READING NO OBJECTIONS

Ordinance No. 16-5247, second reading, to authorize an agreement with Nashville and Eastern Railroad Corporation for the upgrade of the Highway 231S railroad crossing (50% city funding – not to exceed $25,000; 2015-2016 Fiscal Year Budget), by Councilor Fred Burton, and Jeff Baines, Commissioner of Public Works.

PASSED SECOND/FINAL READING NO OBJECTIONS

Old Business:

Ordinance No. 16-5231, second reading, adopting the Annual Budget (and Tax Rate) for the Fiscal Year beginning July 1, 2016 through June 30, 2017, by Robert Springer, Commissioner of Finance and Revenue.

Motion was made by Councilor Cesternino, seconded by Councilor Bryan, to pass said Ordinance on second/final reading.

Motion was made by Councilor Ash, seconded by Councilor Jewell, to defer said Ordinance to have the vote be heard at the next Regular Called City Council Meeting on June 21, 2016.

Councilor Cesternino noted that he will not be present at the next Regular Called City Council Meeting as he is being deployed.

Mayor Craighead called for a roll call vote on the motion to defer.

Councilors voted as follows:

Jewell:		no
Burton:	yes	
Cesternino:	yes	
Ash:		no
Bryan:	yes	
Bell:	yes	

Motion to defer failed for lack of majority, with a vote of 4 no and 2 yes.

Main motion carried by majority vote of 4 yes and 2 no. Ordinance was read and passed on second/final reading. The Budget for 2016/2017 Fiscal Year has passed on second/final reading. Third reading is not required as there were no rate changes in the Budget.

****

The Special Called City Council Meeting of June 9, 2016 adjourned at 8:03 p.m.

****

Attest:

Approved:

Robert D. Springer
Commissioner of Finance & Revenue

Philip Craighead
Mayor

Secretary:

Jaci Diebner

RESOLUTION NO. 15-1892

A RESOLUTION ADOPTING A PLAN OF SERVICES FOR THE ANNEXATION OF UNADDRESSED PROPERTY ON US HWY 231/ HUNTERS POINT PIKE (TAX MAP 45 PARCELS 26 and 26.04) TO BE ADDED TO WARD 1

WHEREAS, TCA 6-51-102, as amended, requires that a plan of services be adopted by the governing body prior to passage of an ordinance annexing any territory; and

WHEREAS, the plan of services shall be reasonable with respect to the scope of services to be provided and the timing of the services; and

WHEREAS, before the adoption of the plan of services, a municipality shall hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEBANON, TENNESSEE:

Section 1. Pursuant to the provisions of Section 6-51-102, Tennessee Code Annotated, there is hereby adopted for the area bounded as described in the legal description section and attached maps of the plan of services:

November 19, 2015
Marlin/Gibbs Annexation on Hunters Point Pike/US Hwy 231

The City of Lebanon, Tennessee, is pursuing the annexation of about 107.48 acres of unaddressed property on US Hwy 231/Hunters Point Pike as described in this report, along with a corresponding plan of services and zoning plan for the area. The area is inside the existing Urban Growth Boundary (UGB). This annexation is proposed to take place in 2016.

This report begins with a brief overview of the annexation process and the requests by the landowners for annexation. The report then turns to a proposed Plan of Services (POS) for the annexation area. The services described are those that would be necessary for the City to provide under Tennessee law. This area is proposed to receive City services in accordance with the POS.

Introduction

Public Chapter 1101 (PC 1101), adopted as Tennessee law in 1998, required cities to work cooperatively with other local governments to determine an urban growth boundary (UGB) in which annexations could occur. Lebanon can annex property within its UGB by resolution.

PC 1101 Section 19 requires a "Plan of Services" (POS) prior to annexation and a Plan of Services must include: police and fire protection; water, electrical, and sanitary sewer services; solid waste collection; road and street construction and repair; recreational facilities and programs; street lighting; and zoning services. Public Chapter 225 adopted by the Tennessee General Assembly and signed by Governor Bredesen on June 2, 2003, amended TCA 6-51-102 to include impact on school attendance zones.

The owner of the property unaddressed property on US Hwy 231/Hunters Point Pike has asked the City of Lebanon to consider annexing their property.

CITY OF LEBANON, TENNESSEE

Planning Commission Application
Rezoning General Information and Checklist

Title of Project: Marlin/Gibbs Property (Station Pointe Sub-Division)

Street Location: U.S. Hwy 231

Tax Map/Group Number: 45 Parcel Number: 28

Total Acreage: 107.48 ac (R.O.W. & Property)

Approval Requested:

- [x] Annexation & Zoning 107.48 Acres / To RS-12
- [ ] Specific Plan District _____ Acres
- [ ] Preliminary Subdivision _____ No. of Lots
- [ ] Final Subdivision _____ No. of Lots
- [ ] Rezoning _____ Acres / From ___ To ___
- [ ] Site Planning _____ Bldg. sq.ft.

Owner/Developer:

Name: Jerry Earwood (Gibbs/Marlin)
Address: 6558 Leiper Creek Rd
Columbia, TN 38401
Telephone Number: (615) 440-3833
Fax Number: _____ E-Mail: _____

Surveyor/Engineer:

Name: Jim T. Harrison - Civil Site Design Group, PLLC
Address: 630 Southgate Avenue, Suite A
Nashville, TN 37203
Telephone Number: (615) 512-5250
Fax Number: (615) 251-9575 E-Mail: jimh@civil-site.com

Information required for all applications:

- Cover Letter or Written Narrative Explaining the Purpose of the Request
- Thirteen (13) Copies of all Required Information
- Non-refundable Application Fee (see current fee schedule)

Date Application Filed 10/28/15 Date of Requested Planning Commission Meeting 11/24/15

200 North Castle Heights Avenue • Lebanon, Tennessee 37087 • (615) 444-3647 • Fax (615) 443-2899

revised 1/09

Page 1 of 3

CITY OF LEBANON, TENNESSEE

Planning Commission Application
Annexation & Zoning General Information and Checklist

Title of Project Martin Property + Gibbs Property (Station Pointe Sub-D

TCA 134-304(a) states, in part, "The Commission shall approve or disapprove a plat within thirty (30) days after submission of such plat...." By signing this application, the applicant (and owners, as applicable) acknowledge that items for consideration by the Planning Commission shall be considered submitted when all required information, a completed submittal application, and fee have been received by the City of Lebanon by noon (12:00 pm) on the fourth Wednesday of every month. The Planning Commission agenda will be finalized approximately two (2) weeks after the submittal deadline. You may call 444-3647 to verify placement of an item on the agenda.

Applications shall not be placed on the Planning Commission agenda until complete information is received. It is the responsibility of the applicant to submit the required, complete and accurate information before such application may be considered.

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the City of Lebanon and conditions imposed by the applicable commissions of the City. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

Signature of Applicant

Signature of Owner (if different from applicant provide a copy of contract showing involved parties) Nashville Pebble LLC

As the applicant or the applicant's agent, I understand that it is my sole responsibility to notify my client of the time, date and location of the Preliminary Planning Commission and Planning Commission meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

Signature of Applicant or Applicant's Agent

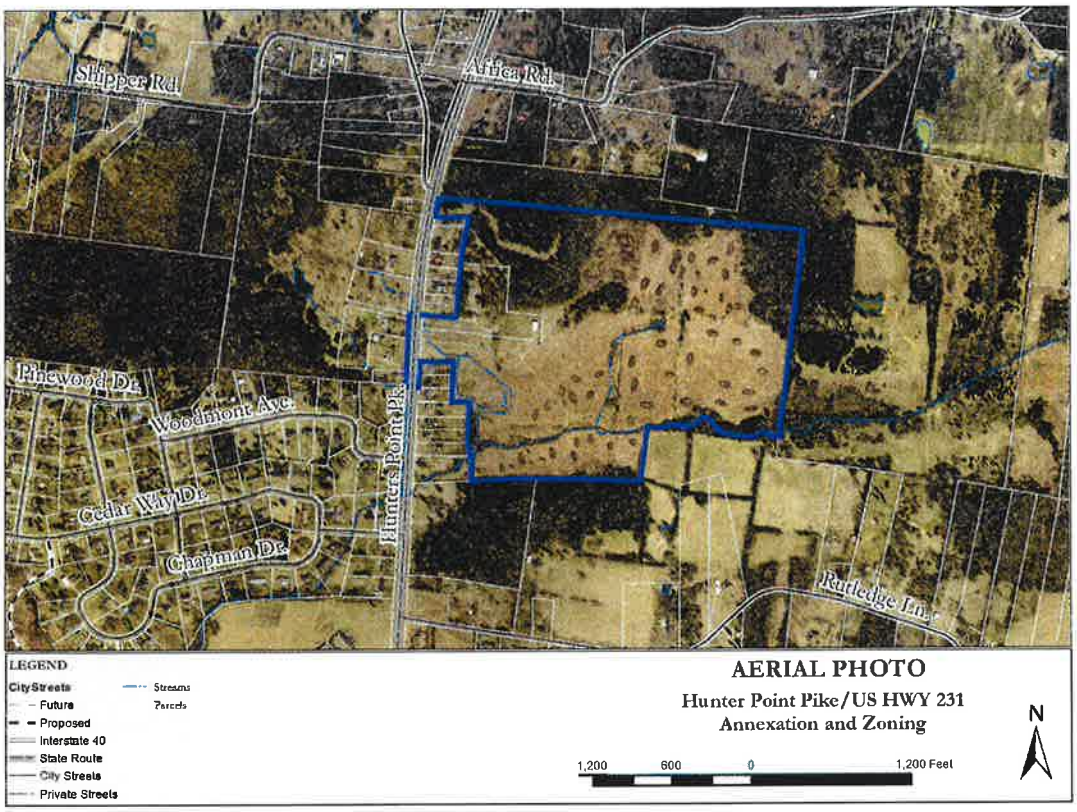
200 North Castle Heights Avenue • Lebanon, Tennessee 37087 • (615) 444-3647 • Fax (615) 443-2899

Page 2 of 3

revised 1/09

Paul,
This email is just to confirm that as we have verbally stated over the past week, we are now requesting RS20 zoning for the referenced annexation and zoning.
I just wanted to make sure you have this in writing.

Jim T. Harrison, Jr.
615-512-5250 Cell



Legal Description

A legal description will be added before final passage

Plan for Serving the Annexation Area

1. Police Protection

Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.

2. Fire Protection

Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.

3. Domestic Water, Sanitary Sewer Service, and Fire Hydrants

    a. Domestic Water – The Water Department currently has an 8" water line on the west side of the referenced property.

    b. Sanitary Sewer – Sewer will need to be extended by the applicant. The estimated cost will be **$66,000.**

    c. Fire Hydrants – If any new hydrants are needed the cost would be between $**2500 and $3000** each.

4. Electric Service and Street Lighting

There are existing Middle Tennessee Electric power lines on these lots.

5. Public Works

    a. Stormwater – Stormwater services will be available to this property in the same manner they are available to the rest of the City.

    b. Sanitation – City sanitation services will be available at the time of annexation.

    c. Street and Right-of-Way Repair and Maintenance – About 1.30 acres of US 231 right-of-way will be part of this annexation. This section of road will continue to be maintained by TDOT.

    d. The City and/or the County may require road improvements by the owner as this property develops.

6. Gas

The Gas department currently serves Kontiki subdivision on the opposite side of the US Hwy 231. Gas service could be available within 4 years. The cost will be around **$75,000.00.** Installation cost is always based on projected load needed by customer.

7. Schools

Neither Wilson County Schools nor Lebanon Special Schools anticipated any noticeable effect from the annexation.

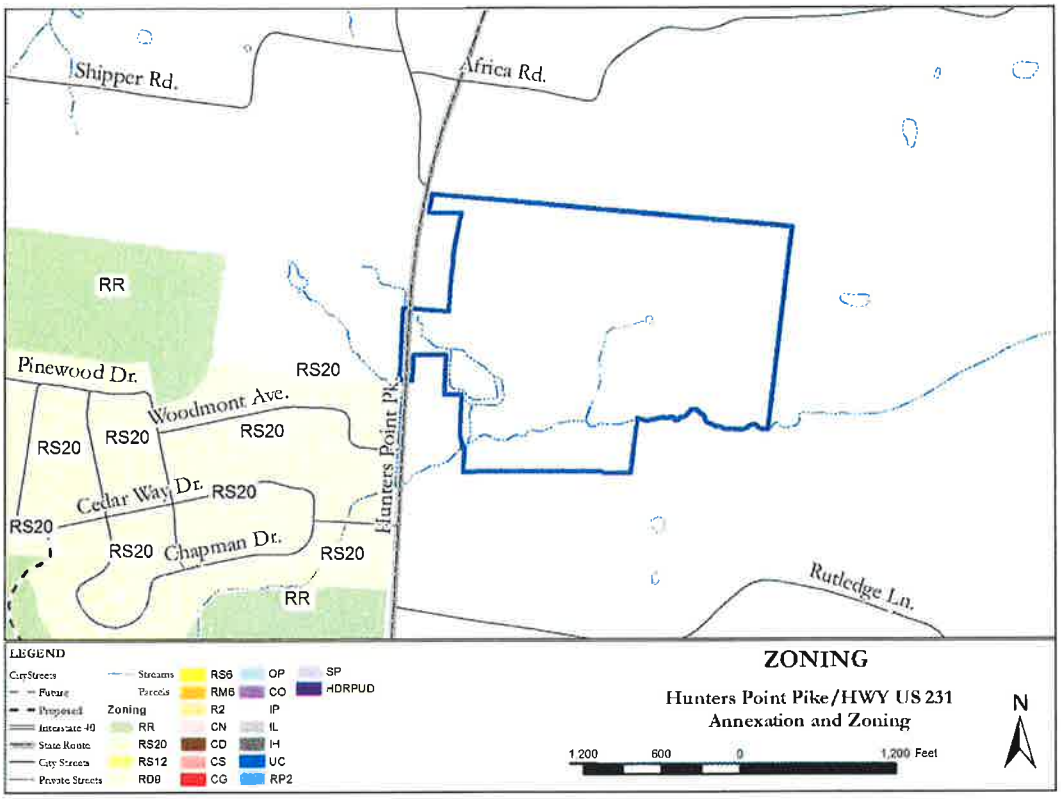
8. Inspection and Codes Enforcement

All inspection and code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.

9. Planning and Zoning

   a. The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.

   b. The requested zoning for the annexation is RS20 (Low Density Single Family Residential).



c. The current Future Land Use Plan classification for this area is LDR (Low Density Residential).

10. Animal Shelter

The City operates a full-time animal control program including an animal shelter. The animal shelter is located on Park Drive. Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.

11. Voting Rights and City Elections

a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.

b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Revenue

The total appraised property value for the parcel in the annexation area is about **$626,700**. This equals an assessed value of about **$156,675** for two residential property. The property tax generation from these properties as two residential properties in the City would be about **$952** per year. The estimated cost to serve this property is **$141,000**. The cost of service will be the responsibility of the developer.

Section 2. That this resolution shall take effect after its adoption and upon the official annexation of this area.

Notice of the Public Hearing was published in the Wilson Post on _____.

The Public Hearing was held at 5:55 PM in the City Council Chambers _____.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Resolution Passed: _____

RESOLUTION NO. 15-1889

A RESOLUTION ANNEXING UNADDRESSED PROPERTY ON US HWY 231/HUNTERS POINT PIKE, ALSO IDENTIFIED AS TAX MAP 45 PARCEL 26 AND 26.04 CONTAINING 107.48 ACRES IN THE RECORDS OF THE WILSON COUNTY ASSESSOR OF PROPERTY (SHOWN ON THE ATTACHED MAP) TO BE ADDED TO WARD 1

WHEREAS, the owner has requested the annexation of this property; and

WHEREAS, the owner will be responsible for extending any utilities; and

WHEREAS, approximately 1.35 acres of right-of-way is being added to the city, said right-of-way is to be maintained by the State of Tennessee; and

WHEREAS, the Lebanon Municipal Regional Planning Commission recommended denial of the request to annex and zone the property to RS20 (Low Density Residential) at their November 24, 2015 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. That Tennessee Code Annotated 6-51-102 authorizes the City of Lebanon to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially retarded and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Lebanon hereby determines that the prosperity of the municipality and territory described herein will be materially retarded and the welfare of the inhabitants and property endangered if the property is not annexed.

Section 2. That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property (as shown on the attached map) is hereby annexed into the City of Lebanon, Wilson County, Tennessee, and incorporated within the corporate boundaries thereof.

Section 3. That this resolution takes effect 30 days from and after its final passage, the public welfare requiring it.

Notice of the Public Hearing was published in the Wilson Post on _____.

The Public Hearing was held at 5:55 PM in the City Council Chambers on _____.

Attest: Approved:

Commissioner of Finance & Revenue

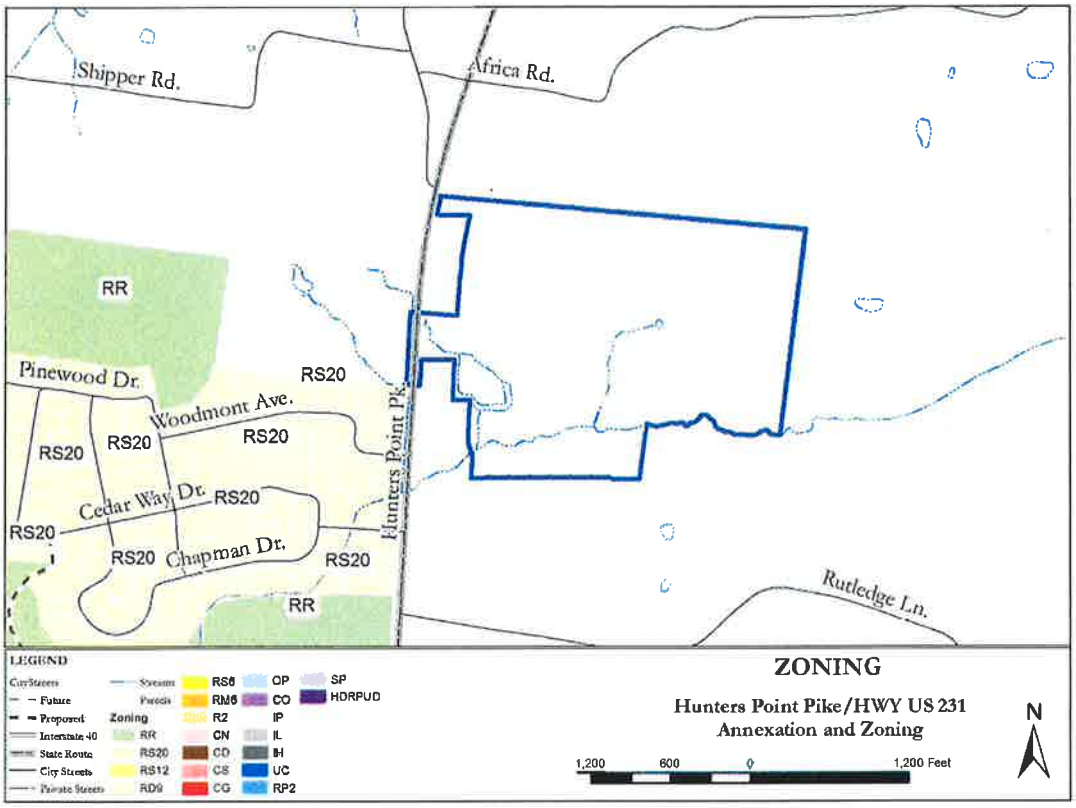
Mayor

Approved as to Form:

Passed first reading:_____

Passed second reading:_____

City Attorney



Zoning Ordinance No. 15-5038

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ATLAS OF THE CITY OF LEBANON, TENNESSEE, BY ZONING PROPERTY AT UNADDRESSED PROPERTY ON US HWY 231/ HUNTERS POINT PIKE (TAX MAP 45 PARCELS 26 AND 26.04) RS20 – LOW DENSITY SINGLE FAMILY DISTRICT IN WARD 1

WHEREAS, the City of Lebanon desires to amend the official zoning atlas of the city; and

WHEREAS, the subject property is adjacent to an existing residential district; and

WHEREAS, the owner is asking for the RS20 zoning to continue the residential zoning on Hunters Point Pike; and

WHEREAS, the City of Lebanon believes that such amendment will promote, protect and facilitate the public health, safety and welfare of the community through coordinated and practical land use and land development for the betterment of Lebanon's population.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, zoned RS20 – Low Density Single Family District:

> Approximately 106.14 acres more or less, located at unaddressed property on Hunters Point Pike as shown on the attached map.
>
> For reference, see Book 1403 Page 1010 and Book 1420 Page 294 in the Register's Office of Wilson County, Tennessee, and being shown as Tax Map 45 Parcels 26 and 26.04, for Wilson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict.

Section 3. That this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

Notice of the Public Hearing was published in the Wilson Post on _____.

The Public Hearing was held at 5:55 PM in the City Council Chambers on _____.

15-5038

Attest: Approved:

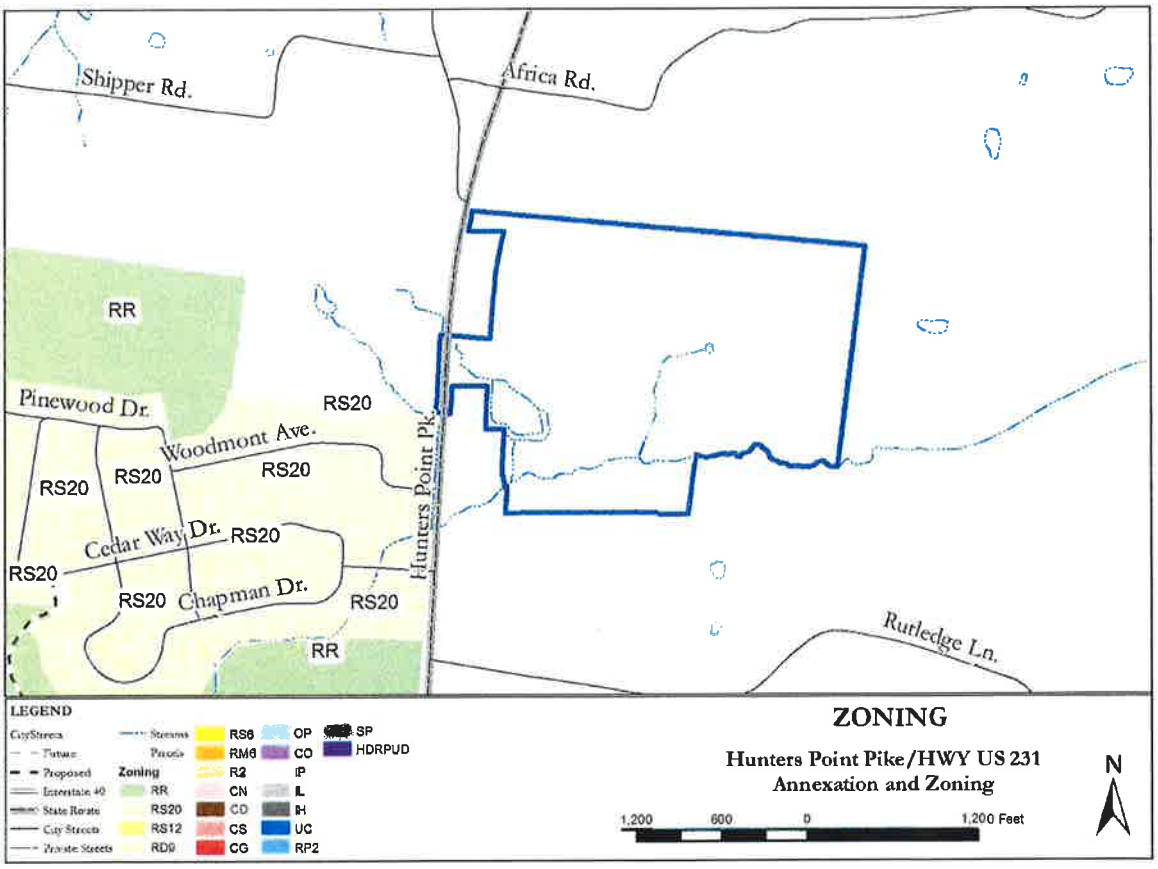
Commissioner of Finance & Revenue Mayor

Approved as to form:

City Attorney

Passed first reading: _____

Passed second reading: _____



RESOLUTION NO. 16-1936

A RESOLUTION OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE APPLICATION FOR AND ACCEPTANCE OF FUNDS OBTAINED THROUGH THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

WHEREAS, funds have been made available for local governments through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS, JAG funds can be used for a broad range of activities including local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice purposes; and

WHEREAS, the JAG program does not require that any funds awarded to a local governmental entity be matched by that local governmental entity; and

WHEREAS, the Lebanon Police Department desires to apply for and receive funds through the JAG program to purchase e-ticket hardware.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue shall authorize any documentation necessary for the purposes of the Lebanon Police Department applying for and accepting funds in the amount of Sixty-five Thousand, Six Hundred Fifty-seven Dollars and Eighty Cents ($65,657.80) being made available to local governments through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Section 2. The application for and acceptance of any funds awarded to the City of Lebanon through the JAG program shall not include any City of Lebanon matching funds.

Section 3. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this _____day of _____, 2016.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

ORDINANCE NO. 16-5241

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO APPROVE THE PROPOSAL FROM COMMON GROUND, LLC FOR URBAN DESIGN SERVICES AND TO AUTHORIZE A BUDGET AMENDMENT

WHEREAS, the Lebanon City Council approved and adopted the 2016 – 2017 fiscal year budget on June 9, 2016 by Ord. No. 16-5231; and

WHEREAS, the City has been unable to find an acceptable candidate for the Urban Designer position; and

WHEREAS, the City wishes to hire a consultant on an as needed basis to perform urban design services for FY 16 – 17; and

WHEREAS, Common Ground, LLC offers such consulting services in the amounts detailed on the proposal attached hereto by reference as if appearing verbatim herein; and

WHEREAS, a budget amendment is necessary to move funds from the salary line to contractual services.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to accept the proposal, attached hereto by reference as if appearing verbatim herein, and to execute any necessary agreements with Common Ground, LLC for urban design services.

Section 2. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to amend the FY 2016 – 2017 City of Lebanon budget in the following manner:

Department: Engineering

From:	11043150-71110	Salaries	$46,749.00
	11043150-71410	FICA & Med Tax	$3,576.20
	11043150-71430	Retirement	$4,674.80
To:	11043150-72900	Contractual Services	$55,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

Approved:

_____
Commissioner of Finance & Revenue

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

ordinance 16-5241

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT
2016 JUN 14 PM 3:57

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT ENGINEERING

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043150-71110	SALARIES	$ 46,749.00	
11043150-71410	FICA & MED TAX	$ 3,576.20	
11043150-71430	RETIREMENT	$ 4,674.80	
	Total	$ 55,000.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043150-72900	CONTRACTUAL SERVICES		$ 55,000.00
	Total		$ 55,000.00

REQUESTED BY Paul [illegible] **DATE** 6/14/16

DEPARTMENT HEAD Jeff Baima **DATE** 6/14/16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

TRANSFER FUNDS FROM THE URBAN DESIGNER POSITION IN ENGINEERING TO THE CONTRACTUAL SERVICES LINE IN ENGINEERING TO FUND A CONSULTANT TO PERFORM THE TASKS OF AN URBAN DESIGNER AND TO APPROVE THE PROPOSAL FROM COMMON GROUND, LLC NOT TO EXCEED $55,000.

REVISED 10-8-2013

common ground
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May 31, 2016

Mr. Paul Corder
Planning Director
City of Lebanon
200 N. Castle Heights Avenue
Suite 300
Lebanon, TN 37087

RE: Urban Design Services for Lebanon, Tennessee

Dear Paul:

It was great meeting with you to discuss the opportunity of serving as the City's "on-call" urban designer for a period of twelve months to assist on a variety of projects. Based on that conversation, we are pleased to submit this proposal to provide urban design and planning support services for annual-based retainer services on a fixed monthly fee basis. We are providing a "Menu of Services" to give you a better idea of what we might be able to accomplish over the next 12 months, given your annual budget for this position.

The rates and fees below are intended to provide general information related to the cost of our design services. If requested or required, we will provide a general scope of work outline specific to each project that will include deliverables for each task and an estimate of reimbursable expenses. This way, you can identify key projects to take on within a given year, and budget accordingly.

We hope that this option will provide you with both budget and scheduling flexibility. It will also allow us to work on multiple projects or tasks under a single agreement. We believe that this retainer service provides a very cost effective means to gain access to our expertise, our understanding of urban design from both a public and a private sector perspective, and our years of experience in providing similar services. Below you will find a Menu of Services that we have developed for The City of Lebanon, based on our recent discussion. This letter, in its entirety, may serve as our formal agreement (the "Agreement") should you decide to execute it. Please review its contents and let us know if you have any questions or concerns.

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Standard Fees for Specific Services

Standard fees for specific services are provided as a general guideline, and may be adjusted to fit a specific scope or project. Below, you will find four services that we believe would be beneficial to the City of Lebanon: Zoning, Regulations, and Design Standards; On-demand Urban Design Services; Development Studies; and Design Review.

project type 1:
zoning, regulations, and design standards

Our regulations are graphically-oriented and easy to understand and implement for local City staff, citizens, and property owners alike. We pride ourselves on working closely with our clients to ensure that we have a clear understanding of community desires and expectations, and that each of our projects fits within the local political and legal contexts. We develop standards that help to ensure that the desired uses and the character of the City continue to reflect the community's ideals.

Based on our conversation, we understand that the City of Lebanon is currently in need of regulations that address the "missing middle." The regulations would include typical zoning standards addressing bulk requirements as well as design standards to promote development contextual to the community. These regulations would be one component or new chapter within the City's existing zoning code. We would have to sit down with you and develop a specific scope for this particular project, but below you will find a general fee range and timeframe for this type of project.

Zoning, Regulations, and Standards

- New Zoning Code Chapter or Section ("missing middle" for example)
  - $ 20,000 - $25,000
  - 3 to 6-month timeframe
- Project-specific Regulations (see On-demand Urban Design Services below)
  - $15,000 - $20,000
  - 3 to 6-month timeframe

project type 2:
on-demand urban design services

We have been providing Mobile Urban Design Studio (MUDS) services to multiple municipalities and planning firms for a wide array of projects over the past 10 years. These projects include but are not limited to corridor plans, downtown revitalization

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plans, and neighborhood plans. Utilizing the charrette process, we run an on-site urban design studio wherever these projects take us.

The Mobile Urban Design Studio is a flexible, comprehensive way that we can provide on-site urban design services that include a background trip and a design workshop utilizing the charrette method. The background trip is an opportunity for us to become familiar with the project, and includes an option for additional stakeholder input.

We have had tremendous success in utilizing the charrette process to develop realistic plans that have wide support and are implementable. Short feedback loops during the charrette allow for a visible progression of ideas that represent a general consensus of everyone involved. The charrette process allows us to produce a great amount of work within a short period of time. This often generates excitement, which results in momentum for the plan.

Charrettes have optional durations of three to seven days. Each charrette will include a hands-on design session with members of the public and a concept presentation; however, the actual deliverables vary based on the complexity and duration of the charrette. A three-day charrette will yield more schematic, conceptual design solutions, while a seven-day charrette will yield more refined and detailed design solutions.

An illustrator is an optional addition to the five-day charrette, and is included in the seven-day charrette. Through the use of three-dimensional simulations or renderings, the illustrator can help communities better visualize proposed design solutions and generate excitement and momentum for the project. Similarly, other disciplines, such as development economists and engineers, can be added to the charrette team as needed to fill specific roles.

A charrette document generally addressing land use, intensity, character, form, and circulation is typically the result of this service and serves as a summary of the charrette process. If the City desires to adopt the plan as policy for the area, a plan document with more detail and specific guidance can be developed. If the plan resulting from this process is intended to be implemented through adopted regulations, this service can be paired with the development of an implementation tool as outlined in "Project Type 1" above. The standard fee breakdown is as follows:

On-demand Urban Design Services

- Three-day Charrette
  - $15,000
  - 3-month timeframe
- Five-day Charrette
  - $20,000
  - With Illustrator: $26,000 (three 3-D illustrations)

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    - With other disciplines: $ 5,000 - $ 25,000 per discipline (actual estimate to be determined by project need)
    - 3 to 6-month timeframe
- 7-day Charrette
    - $31,000 (three 3-D illustrations)
    - With other disciplines: $ 5,000 - $ 25,000 per discipline (actual estimate to be determined by project need)
    - 6 to 9-month timeframe
- Additional Post-Charrette Work
    - Refinement of work produced during charrette (beyond Charrette Report): hourly
    - Planning Document for Adoption as Policy: $ 10,000 - $ 15,000
    - Regulations to implement Planning Document: see Project Type 1 above

project type 3: development studies

Common Ground helps developers and municipalities understand and visualize the development potential of particular properties through what we call "Development Studies." These studies illustrate how development might occur without expending a great deal of time or resources in order to determine the highest and best use for the property. The intent of the Development Studies service is to provide off-site, schematic design services for a particular study area or project. While Development Studies are not as comprehensive as the MUDS system above, they are a cost-effective tool, because they typically only require input from and interaction with a limited number of people.

Based on site and programmatic information provided through email or telecommunication, we will conduct an analysis of the study area and develop a conceptual design for the site. The design may be presented in-person to City staff, a property owner, and/or a developer. Development Studies are a great way to look at the development or redevelopment possibilities of a study area before investing in a more comprehensive and inclusive approach, such as the MUDS system. The standard fees for development services are typically calculated based on an hourly rate. The number of hours to complete the studies may be dependent upon the size of the project area, the complexity of the design problem, and the desired level of detail or graphic quality.

Development Studies

- Simple Design/lower graphic quality
    - $3,000
    - 2 to 4-week timeframe
- Complex Design/higher graphic quality

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- $ 6,000 without 3-D illustrations
- $ 10,000 with two 3-D illustrations
- 2 to 6-week timeframe

project type 4: design review

The intent of these services is to provide input on development proposals that have been submitted to the City for the purpose of determining compliance with existing codes and ordinances, as well as with general urban design principles. We will mark up plans by others or submit conceptual redesigns of proposed developments to illustrate changes necessary to meet existing regulations or good planning/urban design principles. The deliverables for this type of project may be a red-lined drawing for an applicant, a memo to the Planning Director, or the redesign of a submitted project. The standard fees for design review are typically calculated based on an hourly rate. The number of hours to complete the reviews will be dependent upon whether or not the final deliverable will be redlines, a memo, or an actual design solution.

Design Review

- Redlines
  - $500
  - 1-week timeframe
- Memorandum
  - $1,000
  - 2-week timeframe
- Redesign
  - $2,000 - $5,000
  - 2 to 4-week timeframe

Conditions

The following conditions are hereby incorporated into this Agreement.

1. **Term.** The term of this Agreement shall be for twelve (12) months, beginning on the date set forth below (the "Term"). The Term may be extended upon the written agreement of both parties.

2. **Compensation.** The Consultant shall be compensated as follows:

   2.1 The Consultant's compensation shall be as described above under Fee for Services.

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2.2 The Consultant shall submit monthly invoices to the Client. The Consultant shall bill the Client based on the percentage completion of the Services. All invoices shall be paid within thirty (30) days of receipt.

2.3 The Client may request additions or changes to the Services during the Term. For additional services, the Client shall pay the Consultant one hundred five dollars ($ 135) per hour until completion of the additional services or a fixed fee as agreed upon by both parties.

2.4 All amounts due to the Consultant shall be paid in full by the Client no later than thirty (30) days following the end of the Term or the completion of the Services, whichever comes first. If the Client fails to make any payment when due, the Consultant may suspend performance of Services until payment in full is made.

3. **Work Product.** All documents and plans prepared by the Consultant for the Project are the sole and exclusive property of the Consultant. The documents and plans prepared shall be used only for the Project and shall not be used by the Client or anyone else for any other projects. The Consultant shall be deemed the author of these documents and plans, and the Consultant shall retain all common law, statutory, and other reserved rights, including the copyright.

4. **Termination.** Either party may terminate this Agreement at any time, upon ten (10) days written notice to the other party and payment to the Consultant of all amounts owed for the Services that have been performed.

5. **Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Tennessee.

6. **Notices.** All notices and other communications in connection with this Agreement shall be in writing and shall be addressed to the respective parties as follows:

If to Consultant:
Common Ground, LLC
Attn: Keith Covington
113 Fitzgerald Street
Franklin, TN 37064

If to Client:
Paul Corder
Planning Director
City of Lebanon
200 N. Castle Heights Avenue
Suite 300
Lebanon, TN 37087

7. **Entire Agreement; Amendment.** This Agreement represents the entire agreement between the parties and is not subject to change or modification except by written agreement signed by both parties.

8. **Dispute Resolution.**

   8.1 If a dispute arises out or relates to this Agreement or its alleged breach, the parties shall direct their Representatives to endeavor to settle the dispute first through direct, good faith discussions. If the dispute cannot be resolved through direct, good faith discussions, the parties shall engage in and meaningfully participate in mediation. The Representatives of the parties shall attend all mediation sessions and shall make a good faith, meaningful effort to resolve the dispute(s) between them. The parties shall arrange to have representatives of their insurers present at the mediation to assist in resolving the dispute(s). The mediator(s), procedure, length, date and location of the mediation shall be mutually agreed upon between the parties. Once one party submits to the other a written demand for mediation, the parties shall commence such mediation within sixty (60) days of said written demand. Engaging in mediation hereunder is an absolute condition precedent to litigation, and any party which files or initiates litigation prior to satisfying this condition precedent shall pay the other party's legal fees and expenses incurred in responding to said litigation and moving to compel mediation.

   8.2 Client shall have the right to compel the Consultant to join, attend, support and participate in any negotiations, mediations, arbitrations or litigation arising out of the Program, and shall negotiate with Architect any reimbursement of costs associated therewith.

9. **Limitation on Liability.** Any and all professional liabilities incurred by the Consultant will be limited to a maximum of the net fees received by the Consultant for the Services.

10. **Disclaimer of Warranties.** CLIENT DISCLAIMS ALL WARRANTIES REGARDING THE SERVICES, WHETHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR TITLE AND AGAINST INFRINGEMENT. CLIENT AGREES THAT IN NO EVENT SHALL CONSULTANT BE LIABLE TO CLIENT OR ANY OTHER PERSON UNDER CONTRACT, TORT OR ANY OTHER THEORY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY CHARACTER OR FOR LOST DATA, LOSS OF BUSINESS OR LOST PROFITS OR REVENUE, EVEN IF CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

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11. **Standard of Services.** The Services provided hereunder are for planning and design purposes only and are performed pursuant to a "design intent" standard. The Services shall never be construed as being performed pursuant to an "architectural" standard or to a "contractor" standard.

Conclusion

We wish to thank you for the opportunity to work with you on this Project. Once you have reviewed the Agreement, please call with any questions. If everything is agreeable to you, simply sign and date below. We look forward to hearing from you.

consultant:	**client:**
COMMON GROUND, LLC, a Tennessee limited liability company	CITY OF LEBANON, TN
By:	By: _____
Name: Keith Covington	Name: _____
Title: President	Title: _____
Date: 5/31/16	Date: _____

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ORDINANCE NO. 16-5248

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE FIRE DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Fire Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached tables by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Fire

From:	11042200-72100	Communications	$2,200.00
	11042200-71130	Scheduled Overtime	$10,000.00
	11042200-72790	Business Meals	$350.00
	11042200-72340	Community Relations	$50.00
	11042200-72120	Trans Expense	$157.41
	11042200-72310	Subscriptions	$588.00
	11042200-72800	Travel Expenses	$589.64
	11042200-72100	Communications	$1,195.00
	11042200-73200	Operating Supplies	$1,000.00
	11042200-72540	Data Processing	$100.00
To:	11042200-72480	Training	$2,200.00
	11042200-71120	Overtime	$10,000.00
	11042200-72300	Public Rel & Notices	$400.00
	11042200-73320	Motor Vehicle Parts	$3,630.05

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

Approved:

_____
Commissioner of Finance & Revenue

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Fire

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110422007 2100	Communications	2200.00	
	Total	$ -	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110422007 2480	Training		2200.00
	Total		$ -

REQUESTED BY [signature] **DATE** 10-3-16

DEPARTMENT HEAD [signature] **DATE** 10-3-16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

Cover Expenditures in Training for remainder of fiscal year.

REVISED 10-8-2013

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Fire

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-71130	scheduled overtime	10,000.00	
	Total	$ -	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-71120	overtime		10,000.00
	Total		$ -

REQUESTED BY [signature] **DATE** 6-3-16

DEPARTMENT HEAD [signature] **DATE** 6-3-16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

To balance the line for 2015-2016 Fiscal year

REVISED 10-8-2013

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Fire

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-72790	Business meals	350.00	
11042200-72340	Community relations	50.00	
	Total	$ -	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-72300	Public Relat. + Notices		400.00
	Total		$ -

REQUESTED BY [signature] **DATE** 6-3-16

DEPARTMENT HEAD [signature] **DATE** 6-3-16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

Balance the line for 2015-2016 Fiscal year

REVISED 10-8-2013

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Fire

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-72120	Trans Expense	157.41	
11042200-72310	subscriptions	588.00	
11042200-72800	Travel Expenses	589.64	
11042200-72100	communications	1195.00	
11042200-73200	Operating Supplies	1,000.00	
11042200-72540	Data Processing	100.00	
	Total	$ -	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042200-73320	motor vehicle Parts		3,630.05
	Total		$ -

REQUESTED BY _____ **DATE** 6-3-16

DEPARTMENT HEAD _____ **DATE** 6-3-16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

To Balance the line for 2015-2016 Fiscal year

REVISED 10-8-2013

RESOLUTION NO. 16-1944

A RESOLUTION OF THE CITY COUNCIL OF LEBANON TO ADOPT THE CITY OF LEBANON PERSONNEL RULES AND REGULATIONS POLICY REVISIONS RELATIVE TO BACKGROUND INVESTIGATIONS AND CRIMINAL HISTORY PERSONNEL RULES

WHEREAS, the Lebanon City Council passed Ord. No. 15-4937 on second reading June 16, 2015 to create a new section 4-104 of the Lebanon Municipal Code which established a new procedure for amending the employee's handbook by resolution; and

WHEREAS, the Human Resources Director has determined that revisions to the City of Lebanon Employee's Handbook relative to background investigations and criminal history personnel rules are necessary and in the best interest of the City of Lebanon and its employees; and

WHEREAS, the City of Lebanon Personnel Rules and Regulations Policy Revisions relative to background investigations and criminal history personnel rules are attached hereto by reference as if appearing verbatim herein.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The City of Lebanon Employee's Handbook policy revisions to Rule IV: Recruitment and Employment, Rule VII: Drug/Alcohol Policy Statement, Rule X: Separation, Disciplinary Action, and Suspension, and Rule I: General Provisions, attached hereto by reference as if appearing verbatim herein, are hereby adopted. The Human Resources Director is hereby authorized to implement such policy revisions.

Section 2. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this ___ day of _____, 2016.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Background Investigation and Criminal History Disqualifiers
Proposed Policy Revisions

RULE IV: RECRUITMENT AND EMPLOYMENT

REVISE Section 5: Rejection of Applicants

The Department Head, in consultation with the Human Resources Director shall reject any application or applicant when it has been determined:

5.1 The applicant fails any of the following:

1) the background and criminal history investigation as defined in Section 8: Background Investigations
2) the pre-employment drug screen as defined by RULE V: EXAMINATIONS
3) Fails to meet the minimum fitness standards required by the position to which appointed as defined by RULE V: EXAMINATIONS

5.2 The applicant does not possess the minimum qualifications;

5.3 The applicant has established, as evidenced by reference checks, an unsatisfactory employment or personnel record of such nature as to demonstrate unsuitability for employment;

5.4 The applicant has made a false statement of any material fact or has practiced deception in his/her application; or

5.5 The applicant does not reply to a mail inquiry within seven days; does not return an email or telephone inquiry within two days; or fails to accept an appointment within the time prescribed in the offer.

ADD Section 8: Background Investigations

8.1 The City of Lebanon has determined that a detailed background, reference and criminal history records check is required for all candidates. The City of Lebanon is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, disability, genetic information, or any other characteristic protected by federal, state or local laws.

8.2 Procedures

The internal or external applicant for the position will be asked to provide written authorization for the background investigation using the company-provided form and The City will conduct the check. The City may utilize a third party background investigation agency to conduct the background check or portions of the check. Human Resources will review the results of the background investigation and share or discuss the results with the appropriate management personnel for a determination as to the candidate's fitness for the position.

8.3 Internal applicants for transfer or promotion

Internal candidates* shall be subjected to a criminal background and motor vehicle records (when applicable) investigation when one or more of the following scenarios apply:

1. If the person is applying for a transfer or promotion to a safety or security sensitive role
2. If the person will be driving a city vehicle or operating equipment
3. If it has been more than 2 years since the last background investigation was completed

**Certified police officers are required to have regular recurring criminal and motor vehicle records checks that meet these requirements. Additional checks will not be required.*

8.4 Disqualifying factors

The following factors are considered disqualifying factors for both internal and external applicants.

Positions within The City that are designated as Safety or Security Sensitive roles:

4. If the person has ever been convicted of a felony
5. If the person has ever been convicted of any misdemeanor crime of moral turpitude
6. If the person has been convicted of a DUI within the past 5 years
7. Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to The City, its citizens, employees, customers or vendors.

Positions within The City that are not designated as Safety or Security Sensitive roles:

1. If the person has ever been convicted of any violent crimes including but not limited to aggravated assault, homicide related offense, sex offense.
2. If the person has been convicted of a felony within the past 5 years
3. If the person has been convicted of any misdemeanor crime of moral turpitude within the past 5 years
4. If the person has been convicted of a DUI Within the past 12 months
5. Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to The City, its citizens, employees, customers or vendors.

8.4 Department specific requirements

Departments may impose Departmental Rules that may expand upon these background requirements when it is specific to the department's business needs or when applicable laws may apply to certain positions. Any Departmental specific background requirements must have approval from the Director of Human Resources and the Department Head.

8.5 Military Discharges

Applicants with military service who are applying for law enforcement or firefighter positions shall be required to submit a certified copy of their most current military history form. Military service will be reviewed as follows:

a. Honorable discharge will be eligible for further consideration.
b. General discharge under honorable conditions or other than honorable discharge shall be thoroughly investigated in order to determine if applicant is eligible for further consideration.
c. Any applicant with a dishonorable discharge shall be rejected and the applicant process will be discontinued.

ADD Section 9: Arrest of an Employee

9.1 It is the policy of The City of Lebanon to require employees who are arrested to immediately report their arrest.

9.2 An employee who is arrested and charged with a misdemeanor or felony crime, whether or not it is related to the individual's employment with The City, will report such arrest to Human Resources and their Department Head within 24 to 48 hours. Failure to do so shall subject the employee to the disciplinary process.

9.3 The affected employee shall be subjected to the disciplinary process to evaluate the circumstances of the arrest and to determine if they shall be permitted to work or suspended until such charges are concluded. In the event the employee is relieved of duty, the affected employee will remain on a leave without pay status until cleared or convicted of the crime.

RULE VII: DRUG/ALCOHOL POLICY STATEMENT

REVISE Section 1: Purpose and Policy Statement

As a condition of continued employment, all city employees must abide by the terms of this section. Any employee convicted under a criminal drug statute for violations occurring on or off city premises, either on or off duty, shall report the conviction to Human Resources or the Department Head within 24 to 48 hours after conviction. The affected employee shall be subjected to the disciplinary process as defined by RULE X: SEPARATION, DISCIPLINARY ACTION, AND SUSPENSION, Section 7: Disciplinary Action.

RULE X: SEPARATION, DISCIPLINARY ACTION, AND SUSPENSION

REVISE Section 7: Disciplinary Action.

In accordance with the provisions outlined in these Personnel Rules, the department head may, after conducting a hearing wherein the employee may present testimony and proof, issue a written reprimand; demote; reduce pay; suspend without pay; or dismiss an employee for violation of any one or more of, but not limited to the following:

REVISE 7.45 A conviction of any felony, a DUI conviction or conviction of a misdemeanor crime of moral turpitude.

ADD 7.56 Failure by any employee to immediately report to his/her Department Head and to Human Resources any conviction of a felony, a DUI conviction or any misdemeanor crime of moral turpitude within 24 to 48 hours after the conviction.

RULE I: GENERAL PROVISIONS

REVISE Section 3. Definitions

CRIMES OF MORAL TURPITUDE can be either a felony or a misdemeanor and may include but are not limited to larceny, theft, burglary, bribery, forgery, arson, shoplifting, fraud, sex offenses, assault, violent crimes or homicide related offenses. This term is a legal concept that refers to conduct that is considered contrary to community standards of justice, honesty or good morals.

RESOLUTION NO. 16-1945

A RESOLUTION OF THE CITY COUNCIL OF LEBANON IN SUPPORT OF THE EIGHTEENTH ANNUAL OBSERVANCE OF "A DAY OF PRAYER FOR OUR SCHOOLS"

WHEREAS, "A DAY OF PRAYER FOR OUR SCHOOLS" was conceived by members of the Kiwanis Club of Lebanon during the summer of 1999 after the murder of several students and a teacher at Columbine High School in Colorado; and

WHEREAS, the first observance of "A DAY OF PRAYER FOR OUR SCHOOLS" was sponsored by the Kiwanis Club of Lebanon on August 14, 1999; and

WHEREAS, the eighteenth annual "DAY OF PRAYER FOR OUR SCHOOLS" will be held on July 31, 2016.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The City of Lebanon supports the Kiwanis Club of Lebanon in its effort to unite the community in prayer by encouraging all churches and places of worship to dedicate a portion of their worship service to special prayers seeking God's help in keeping children safe at school.

Section 2. That the City of Lebanon hereby proclaims July 31, 2016 as "A DAY OF PRAYER FOR OUR SCHOOLS."

Section 3. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this _____ day of June, 2016.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Res. 16-1945

The Kiwanis Club of Lebanon

P.O. Box 218

Lebanon, TN 37088-0218

June 6, 2016

Mayor Phillip Craighead
City of Lebanon
200 Castle Heights Avenue North
Lebanon, TN 37087

Dear Mayor Craighead:

The members of the Kiwanis Clubs of Lebanon and Mt. Juliet will be sponsoring the 18th annual observance of **"A DAY OF PRAYER FOR OUR SCHOOLS"** on Sunday, July 31, 2016. We will be asking every church in Wilson County to participate in this community wide project again this year. I am enclosing a copy of **"The History of A DAY OF PRAYER FOR OUR SCHOOLS"** for your information. It explains a little about why we sponsor this project each year.

Our Kiwanis Clubs devote most of our efforts toward the needs of children in our community. We feel that the safety of our children at school is important and we want to do whatever we can to make school a safe place.

We would like to request that a resolution be approved by the Lebanon City Council designating Sunday, July 31, 2016, as **"A DAY OF PRAYER FOR OUR SCHOOLS DAY"** in Lebanon. A similar request is being sent to the mayors of Mt. Juliet, Watertown, and Wilson County. I will be pleased to provide any additional information you may need. I can be reached by telephone at 615-969-0394.

Thank you in advance for your consideration of our request.

Sincerely,

Eddie

Eddie Callis

The History of
"A DAY OF PRAYER FOR OUR SCHOOLS."

"A DAY OF PRAYER FOR OUR SCHOOLS" was conceived by members of the Kiwanis Club of Lebanon, TN during the summer of 1999 after the murder of several students and a teacher at Columbine High School in Littleton, CO. This tragedy caused Americans across the nation to become concerned for the safety of their children at school. Sadly, this was not the last example of violence in an American school. More recently violence erupted at Sandy Hook Elementary School in Newtown, CT and in other communities in America.

This year the Kiwanis Club of Mt. Juliet and the Kiwanis Club of Lebanon are jointly sponsoring this community wide project. The 18th annual observance of **"A DAY OF PRAYER FOR OUR SCHOOLS"** will be held on Sunday, July 31, 2016. Students will be returning to class as a new school year will be beginning the very next day. This is a time of excitement for students and parents. It can also be a time of tension and stress. This effort seeks to unite the entire community in prayer for the safety of our children by encouraging all churches and places of worship to dedicate a portion of their worship service that day to special prayers seeking God's help in keeping our children safe at school.

The first two "Objects of Kiwanis" are "*To give primacy to the human and spiritual rather than the material values of life*" and *"To promote the daily living of the Golden Rule in all human relationships."* It is doubtful that the perpetrators of the instances of violence we have read about gave any thought to these two values.

We have no greater blessing from God than the gift of our children. Kiwanis members believe that the safety of our children at school should be a very high priority. We think that seeking God's help in assuring a peaceful and safe school year is a good thing to do and we are asking the entire community to join us in this effort.

Kiwanians believe that the solutions to many of the problems existing in our society are spiritual in nature, rather than political. New laws and more metal detectors in our schools will not change the way people treat each other. That is why we believe that **"A DAY OF PRAYER FOR OUR SCHOOLS"** is so important. We can think of no better thing to do while seeking a safe school environment than to ask God to help.

More information concerning **"A DAY OF PRAYER FOR OUR SCHOOLS"** is available from any member of the Kiwanis Clubs of Lebanon and Mt. Juliet or by contacting Eddie Callis at 615-969-0394.

ORDINANCE NO. 16-5249

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE MIS DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the MIS Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: MIS

From:	11041600-73150	Computers	$3,309.00
To:	11041600-72120	Trans Expense	$9.00
	11041600-71460	Workmens Comp	$800.00
	11041600-71120	Overtime	$2,000.00
	11041600-71440	HSA Contribution	$500.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM FINANCE DEPT

FY 2014-2015 5 16

2016 JUN -2 AM 10: 00

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT MIS

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041600-73150	COMPUTERS	3309.00	
	Total	$ 3,309.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041600-72120	TRANS EXPENSE		9
11041600-71460	WORKMENS COMP		800
11041600-71120	OVERTIME		2000
11041600-71440	HSA Contribution		500
	Total		$ 3,309 - 00

REQUESTED BY MIKE Collinsworth **DATE** 2 JUN 16

DEPARTMENT HEAD **DATE**

COMM. OF FINANCE **DATE** 6 JUNE 16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

YEAR END BALANCING

REVISED 10-8-2013

ORDINANCE NO. 16-5250

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR HUMAN RESOURCES

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for Human Resources to cover various expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Human Resources

From:	11041650-72500	Medical & Vet	$9,600.00
To:	11041650-71440	HSA Contribution	$600.00
	11041650-71460	Workers Comp	$600.00
	11041650-72110	Postage & Ship	$300.00
	11041650-71420	Emp Pd Benefits	$8,100.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

2016 JUN -2 PM 2:27

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Human Resources

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041650-72500	medical & vet	9,600.00	
	Total	$ 9,600.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041650-71440	HSA Contribution		600.00
11041650-71460	Workers Comp		600.00
11041650-72110	Postage & Ship		300.00
11041650-71420	Emp Pd Benefits		8100.00
	Total		$ 9,600.00 -

REQUESTED BY [signature] **DATE**

DEPARTMENT HEAD [signature] **DATE** 6-2-16

COMM. OF FINANCE [signature] **DATE** 6-6-16

MAYOR [signature] **DATE**

REASON FOR THIS TRANSFER:

Cover expenditures for remainder of the year

After & Before

REVISED 10-8-2013

ORDINANCE NO. 16-5251

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR TRAFFIC MAINTENANCE

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for Traffic Maintenance to cover various expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Traffic Maintenance

From:	11090000-79000	Fund Balance	$16,004.07
	11043130-79300	Improvements	$2,000.00
To:	11043130-72010	Maint. Vehicles	$16,004.07
	11043130-73200	Operating Supplies	$2,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

2016 JUN -6 AM 10: 08

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Traffic Maintenance

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11090000790000	fund balance	$16,004.07	
11043130-79300	Improvements	$2,000.00	
	Total	$18,004.07	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043130-72010	maint. vehicles		$16,004.07
11043130-73200	Operating Supplies		$2,000.00
	Total		$18,004.07

REQUESTED BY Lee Clark **DATE** 6/1/16

DEPARTMENT HEAD Jeff Barnes **DATE** 6/6/16

COMM. OF FINANCE [signature] **DATE** 6/7/16

MAYOR [signature] **DATE**

REASON FOR THIS TRANSFER:

to cover expenditures for the remainder of year

After

REVISED 10-8-2013

CITY OF LEBANON

Philip Craighead, Mayor
City Hall
Lebanon, Tennessee 37087

Lisa Lane, Purchasing Agent
200 N. Castle Heights Ave. Lebanon, TN 37087
Phone: (615) 443-2802 Fax: 443-2849

EMERGENCY PURCHASE/REPAIR EXPLANATION FORM

PURCHASE ORDER # _____ ASSIGNED ON (DATE): 12/01/2015

PO NUMBER ASSIGNED BY Lisa Lane

MATERIAL OR SERVICES PURCHASED (GENERAL DESCRIPTION):

Replace Motor and Engine in Bucket Truck

Emergency purchases are to be made by departments only when submitting a requisition in the regular manner would hamper functions and operations of the department, or where property, equipment, or lives are endangered through unexpected circumstances and materials, services, etc., and are needed immediately. ***BE CONCISE BUT DESCRIBE THE EMERGENCY COMPLETELY:***

Bucket Truck is used in the repair and replacement of traffic signals. The bucket truck was Towed to Full Force Diesel to evaluate the problem. Please see attached estimate for explanation.

VENDOR: **Full Force Diesel Performance**

TOTAL ACTUAL COST OF EMERGENCY PURCHASE: **$16,004.07**

PREPARED BY: (NAME) Lee Clark

Please sign by your name _____

DEPARTMENT/DIVISION: **Traffic Maintenance**

DATE PREPARED: 12/01/2015

ATTACH INVOICE, PAYMENT VOUCHER AND ANY OTHER SUPPORTING DOCUMENTATION AND FORWARD TO PURCHASING FOR REVIEW, APPROVAL AND PROCESSING FOR PAYMENT.

APPROVED BY PURCHASING: Lisa Lane DATE: 12-1-15

Full Force Diesel Performance Inc.

491 Middle Tennessee Blvd
TN 37129

Estimate

Date	Estimate #
11/13/2015	1275

Name / Address
City of Lebanon

Project

Description	Qty	Rate	Total
new ford Motor with 2 year unlimited warranty	1	14,540.00	14,540.00
6.4L Engine R&R		1,200.00	1,200.00
scheaffers7000 gal	3.75	29.61	111.04
oil filter		23.85	23.85
fuel filter		55.18	55.18
antifreeze	4	18.50	74.00
steve @ full force diesel 1-615-962-8291			
Sales Tax		9.75%	0.00
		Total	$16,004.07

Pan To Turbo
Esr. Cooler

ORDINANCE NO. 16-5252

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE A LINE ITEM TRANSFER FOR THE MAYOR & COUNCIL DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, a line item transfer is now necessary for the Mayor & Council Department to cover background check and screening for a new hire; and

WHEREAS, the appropriate line item transfer is incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfer in the FY 2015 – 2016 City of Lebanon budget:

Department: Administration

From:	11041110-72610	Maintenance Vehicles	$50.00
To:	11041110-72500	Medical & Vet	$50.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT FINANCE DEPT

BUDGET AMENDMENT FORM 2016 JUN -8 AM 8:13

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Administration

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110-41110-72610	Maintenance Vehicles	$ 50.00	
	Total	$ 50.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110-41110-72500	Medical & Vet		$ 50.00
	Total		$ 50.00

Department Head certifies that no funds have or will be obligated prior to approval of this transfer.

REQUESTED BY Debbie Jessen **DATE** 6/7/2016

DEPARTMENT HEAD **DATE**

COMM. OF FINANCE **DATE** 6/8/16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

To complete fiscal year.

After

REVISED 5-2-12

ORDINANCE NO. 16-5253

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE STREET DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Street Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Street

From:	11043110-73310	Gas, Oil, etc.	$6,000.00
	11043110-72900	Contractual Services	$1,500.00
To:	11043110-72600	Maintenance	$500.00
	11043110-73260	Uniforms	$2,500.00
	11043110-74500	Raw Materials	$2,000.00
	11043110-74700	Fabricated Materials	$1,000.00
	11043110-73210	Chemicals	$1,500.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT. FINANCE DEPT.

BUDGET AMENDMENT FORM 2016 JUN -6 AM 10: 08

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY
BGT #
POSTED
REF #
INITIALS

DEPARTMENT Street

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043110-73310	Gas, Oil, etc.	$6,000.00	
11043110-72900	Contractual Services	$1,500.00	
	Total	$7,500.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043110-72600	Maintenance		$500.00
11043110-73260	Uniforms		$2,500.00
11043110-74500	Raw Materials		$2,000.00
11043110-74700	Fabricated Materials		$1,000.00
11043110-73210	Chemicals		$1,500.00
	Total		$7,500.00

REQUESTED BY Lee Clark **DATE** 6/1/16

DEPARTMENT HEAD Jeff Barnes **DATE** 6/6/16

COMM. OF FINANCE Robert D. Spring **DATE** 6/7/16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

to cover expenditures for remainder of year

After & Before

REVISED 10-8-2013

ORDINANCE NO. 16-5254

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Public Works Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Public Works

From:	11041610-72600	Maintenance	$2,000.00
	11041610-73200	Operating Supplies	$2,000.00
To:	11041610-79300	Improvements	$4,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

FINANCE DEPT

BUDGET AMENDMENT FORM

2016 JUN -6 AM 10: 08

FY 2015-2016

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Public Works

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041610-726000	Maintenance	$2,000.00	
11041610-732000	Operating Supplies	$2,000.00	
	Total	$4,000.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041610-793000	Improvements		$4,000.00
	Total		$4,000.00

REQUESTED BY Lee Clark **DATE** 6/1/16

DEPARTMENT HEAD [signature] **DATE** 6/6/16

COMM. OF FINANCE [signature] **DATE** 6/7/16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

to cover expenditures for remainder of year

After

REVISED 10-8-2013

ORDINANCE NO. 16-5255

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE GARAGE

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Garage to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Garage

From:	11043170-79200	Buildings	$7,000.00
To:	11043170-72300	Public Relations & Notices	$1,000.00
	11043170-72480	Training	$1,000.00
	11043170-73260	Uniforms	$1,000.00
	11043170-72800	Travel	$1,000.00
	11043170-73200	Operating Supplies	$3,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT
2016 JUN -6 AM 10: 08

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Garage

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043170-79200	Buildings	$7,000.00	
	Total	$7,000.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043170-72300	Public Bid Ad. + Notices		$1,000.00
11043170-72480	Training		$1,000.00
11043170-73200	Uniforms		$1,000.00
11043170-72900	Travel		$1,000.00
11043170-73200	Operating Supplies		$3,000.00
	Total		$7,000.00

REQUESTED BY Lee Clark **DATE** 6/1/16

DEPARTMENT HEAD [signature] **DATE** 6/6/16

COMM. OF FINANCE [signature] **DATE** 6/7/16

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

to cover expenditures for remainder of year

Before & After

REVISED 10-8-2013

ORDINANCE NO. 16-5256

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE THE PURCHASE OF LOT 193 RICHMOND HILLS SUBDIVISION TO CONSTRUCT A WATER BOOSTER STATION

WHEREAS, Art. II, Sec. 1(11) of the Lebanon City Charter authorizes the City of Lebanon to acquire real property by ordinance; and

WHEREAS, the City of Lebanon wishes to purchase Lot 193 Richmond Hills Subdivision for the purpose of constructing a water booster station; and

WHEREAS, based on two appraisals for Lot 193 Richmond Hills, the City wishes to offer the owner $46,500.00; and

WHEREAS, it is in the best interests of the citizens of Lebanon to purchase Lot 193 Richmond Hills.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to execute any documentation necessary to purchase Lot 193 Richmond Hills Subdivision from John Bradshaw, Owner Representative, in the amount of Forty-six Thousand Five Hundred Dollars and No Cents ($46,500.00) and associated closing costs.

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON

PHILIP CRAIGHEAD, Mayor

RANDY LAINE, P.E.
Engineering Director - Capital Projects
200 North Castle Heights Avenue
Suite 300
Lebanon, Tennessee 37087
Phone: (615) 444-3647
FAX: (615) 444-1515

200 North Castle Heights Avenue
Suite 100
Lebanon, Tennessee 37087

June 7, 2016

Mr. John Bradshaw
First Freedom Bank
1620 West Main Street
Lebanon, Tennessee 37087

RE: Purchase of Lot 193 Richmond Hills Subdivision by City of Lebanon

Dear John,

The City of Lebanon has expressed interest in purchasing lot 193 in the Richmond Hills Subdivision for the purposes of making necessary improvements to our water distribution system. As previously discussed, we have each obtained independent appraisals of the property and agreed to complete the transaction based on a sale price of the average of the two appraisals. Mr. Wendell Ethridge, Great American Appraisal, appraised the value of the lot at $50,000. Mr. M.F. Donnell, Donnell Appraisal Services, Inc., appraised the value at $43,000.

Based on our previous conversation and the values reflected in the 2 appraisals, The City of Lebanon is prepared to offer $46,500 for lot 193 Richmond Hills. If you are in agreement with this please sign the form below and I will have our attorney begin the paperwork to complete the transaction. The City of Lebanon appreciates your willingness to work with us in this matter.

Thanks for your help,

Randy Laine

Randy G. Laine
Engineering Director of Capital Projects
City of Lebanon

John Bradshaw
Owner Representative

RESOLUTION NO. 16-1946

A RESOLUTION OF THE CITY COUNCIL OF LEBANON TO APPROVE BIDS FOR SEALING THE MILE TRACK AND TWO PARKING LOTS AT THE DON FOX PARK

WHEREAS, Article III, Section 5 of the City of Lebanon Charter authorizes all contracts and agreements to be approved by resolution; and

WHEREAS, the mile track and two parking lots at the Don Fox Park are in need of sealing in order to better protect the health, safety, and welfare of the citizens of Lebanon; and

WHEREAS, the City of Lebanon received the following bids for the project; and

COMPANY	AMOUNT OF BID
AMI Asphalt	$11,998.75
C&C Asphalt	$13,500.00
FSR	$34,812.25
Sessions	$24,750.00
Hawkins	$14,930.60

WHEREAS, AMI Asphalt is recommended as the best and lowest bidder; and

WHEREAS, funds for this project appropriated in the 15 – 16 fiscal year budget in line item 110-44410-930.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to enter into a contract with AMI Asphalt for the sealing of the mile track and two parking lots at the Don Fox Park, in the amount of Eleven Thousand, Nine Hundred Ninety-eight Dollars and Seventy-five Cents ($11,998.75).

Section 2. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this ____ day of _____, 2016.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

City of Lebanon - Purchasing Office

TABULATION OF BIDS/PROPOSALS

Opening Date: June 10, 2016 @ 10:00 a.m.		(Vendors)	AMI Asphalt		C & C Asphalt		FSR		Sessions		Hawkins			
For: (1) Sealing Track & Parking Lots														
Item:	Quan.	DESCRIPTION	Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total
1	1	Sealing Walking Track & Parking Lots	11,998.75	11,998.75	13,500.00	13,500.00	34,812.25	34,812.25	24,750.00	24,750.00	14,930.60	14,930.60		
		TOTAL PRICE:		$11,998.75		$13,500.00		$34,812.25		$24,750.00		$14,930.60		$0.00

REASON FOR AWARD:		Recommend award be made to: AMI Asphalt for the low bid price of
X	LOW BID	$11,998.75 for the sealing of the walking track & parking lots at the Don Fox Park.
	DELIVERY	Funds are appropriated in the 2015-2016 fiscal year budget
	BETTER OR REQUIRED DESIGN	In Line Item #110-44410-930
	ONLY SOURCE AVAILABLE	
	State Contract	

PREPARED BY Lisa Lane DATE 6/10/2016 APPROVE/AGREE:

REQUISITION# COMMENTS:

BUDGET YEAR *2015-2016*

Requested Council Meeting Date: *21-Jun-16* SHEET 1

ORDINANCE NO. 16-5258

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AMEND THE FY 2016 – 2017 BUDGET TO INCLUDE A NEW HR POLICY, CLARIFY PAY RATES FOR DISPATCHERS, TO CORRECT THE PAY RATE FOR THE MECHANIC II AND GENERAL SERVICES ADMINISTRATOR SUPERINTENDENT POSITIONS, TO REVISE GAS DEPARTMENT FIELD OPERATIONS TECH POSITION TO GAS COMPLIANCE COORDINATOR/INSPECTOR, AND TO ESTABLISH THE HIRING RATE FOR THE GAS DEPARTMENT SUPERINTENDENT

WHEREAS, the Lebanon City Council approved and adopted the 2016 – 2017 fiscal year budget on June 9, 2016 by Ord. No. 16-5231; and

WHEREAS, it is now necessary to amend the 2016 – 2017 fiscal year budget to include a new HR Policy, to clarify the pay rates for Police Dispatchers, to correct the pay rate for the Mechanic II and General Services Administrator Superintendent positions, to revise Gas Department Field Operations Tech position to Gas Compliance Coordinator/Inspector, and to establish hiring rate for the Gas Department Operation Superintendent (current superintendent is retiring June 24, 2016); and

WHEREAS, such amendments are reflected on the documents attached hereto by reference as if appearing verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The new policies developed by the Human Resources Director, Rule IX: Employee Evaluations and Rule II: Classification Plan Section 9, Probationary Period, attached hereto by reference as if appearing verbatim herein, are hereby adopted. The Human Resources Director is hereby authorized to implement such policy revisions and to amend the City of Lebanon Employee's Handbook to reflect such policy revisions.

Section 2. That the following pay rates for the Lebanon Police Department Dispatchers are hereby established:

Position	Hourly pay rate
Existing Dispatcher	$16.00
Certified Training Officer	$16.50
New Dispatcher	$15.00 which will increase to $16.00 upon the successful completion of 12 months probation and certification

Section 3. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to amend the FY 2016 – 2017 City of Lebanon budget in the following manner to correct the pay rate for the Mechanic II position from Grade E to Grade F:

Department: Garage

From:	11090000-79000	Budget Fund Balance	$3,949.92
To:	11043170-71110	Salaries	$3,220.48
	11043170-71410	FICA & Med Tax	$246.37
	11043170-71430	Retirement	$483.07

Section 4. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to amend the FY 2016 – 2017 City of Lebanon budget in the following manner to correct the pay rate for the General Services Administrator Superintendent from $24.25 to $28.13:

Department: Public Works Admin.

From:	11090000-79000	Budget Fund Balance	$10,128.74
To:	11041610-71110	Salaries	$8,258.24
	11041610-71410	SS & Med Tax	$631.76
	11041610-71430	Retirement	$1,238.74

Section 5. That the Field Operations Tech position in the Gas Department is hereby modified to the Gas Compliance Coordinator/Inspector at Grade G, as discussed in the FY 16 – 17 Saturday work session. No impact to the FY 16 – 17 approved budget.

Section 6. That the Gas Department Operation Superintendent may be filled at a rate not to exceed $30.56 per hour. This rate is above midrange but in house experienced/qualified candidates are available. No impact to the FY 16 – 17 approved budget.

Section 7. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

RULE IX: EMPLOYEE EVALUATIONS

Section 1: Evaluation Types and Procedures

Probationary Evaluations

1.1 Each employee completing their probationary period shall have his/her performance evaluated in writing; personally discussed with their immediate supervisor and reviewed by the department head prior to and no later than 14 calendar days after completing the probationary period. (Law enforcement shall completed probationary evaluations at 6 months and 12 months.)

1.2 Department Heads may develop their own evaluation forms, with approval from the Human Resources Director, or may obtain evaluation forms from Human Resources, prior to the time for evaluation. The forms shall be completed and immediately forwarded to the Human Resources Department for review and placement in the employee's Human Resources file.

1.3 The department head shall notify the employee in writing when he/she is not meeting the probationary period requirements, and shall offer the employee additional advice and assistance and outline the action expected of the employee to show future improvement. This notification will also give the employee an indication of the action which may be taken by the department head if improvement does not meet expectations within the specified time limits. A copy of any and all such correspondence, to or from the employee shall be immediately forwarded in its entirety to the Human Resources Director for the employee's file.

1.4 Probationary evaluations must be completed and processed prior to the end of the probationary period, thus allowing time for changing the employee's status to classified, if he/she is to be retained; or, time for separation before the end of the period, if the evaluation indicates service should be terminated. It is recommended the department head notify the Human Resources Director on a change of status form at least 14 calendar days prior to the expiration of an employee's probationary period, indicating whether the employee should employee placed in classified status or terminated.

1.5 Employees on a probationary employment status may be rejected at any time, without cause and without right of an appeal or hearing, and the decision of their department head is final.

1.6 Part Time and Seasonal employees are on a probationary employment status for the full duration of their part time or seasonal employment. Part Time and Seasonal employees are not subject to the employee evaluation process.

Annual Evaluations

1.6 Each classified employee shall have their performance evaluated in writing, personally discussed with the employee by their immediate supervisor, and reviewed by the department head on an annual basis prior to December 1 each year. Each employee's supervisor shall be responsible for furnishing the Human Resources Director with copies of the evaluation reports as required in this rule. The supervisor, with concurrence of the department head, may impose additional evaluations throughout the year.

1.7 The Evaluation Period is October through September. Disciplinary matters noted in the employee's personnel file must be considered for the evaluation period in which they occurred. For example the 2016 evaluation will evaluate the employee's work performance for October 1, 2015 through September 30, 2016 and may not take into consideration infractions of the rules and regulations that occurred prior to October 2015.

1.8 Human Resources shall send evaluation forms for annual evaluations to the Department Heads and Managers by October 15 of each year. The evaluation shall then be completed and reviewed as required in the above paragraph in sufficient time for the supervisor to forward the form and all related correspondence back to Human Resources by December 1 of that same year.

1.9 Performance evaluations are required no less frequently than annually.

1.10 When a classified employee's performance has reached the level which the immediate supervisor determines to be unsatisfactory (in comparison with the minimum standards for the position); an oral warning has not resulted in expected improvement; more severe initial action is warranted, or for other just cause, an official written reprimand shall be issued to the employee. When alternative actions such as written reprimands have not resulted in expected improvement or when more severe initial action is warranted, or for other just cause, the department head, in accordance with the provisions of Rule X, Sections 11, 12 & 13, may suspend the employee and provide a departmental hearing to determine discipline or termination. The provisions of these rules shall be strictly adhered to when applying this section of this rule.

Section 2: Use of Evaluations

Evaluations may be adapted to a variety of uses concerning the employee's status. Some typical uses are:

2.1 Performance appraisal during the probationary period 2.2 Performance appraisal on an annual basis

2.3 Evaluation for a promotion

2.4 In-service training

2.5 Self improvement

Section 3: Employee Evaluation Discussion

As frequently as deemed necessary by the supervisor and/or department head, but at least as part of the employee's annual evaluation, an employee dialog shall be conducted between the supervisor and the employee. The dialog is an effort to encourage the supervisor to communicate to an employee his/her reactions to the employee's performance, to offer praise for a job well done, to offer positive assistance in remedying any shortcomings in the employee's job performance, and to give the employee an opportunity to express feelings and thoughts in those various job related areas. The use of a form is primarily intended to help the Supervisor organize ideas and guide discussion with the employee.

Section 4: Overall Performance Rating

The overall performance rating developed in the performance appraisal, as derived from the total evaluation score, shall be considered when evaluating any recommendations for pay increases according to Rule III Pay Plan, Merit Increases. And, the overall performance rating developed in the performance appraisal, as derived from the total evaluation score, shall be considered when evaluating any recommendations for promotions or transfers.

4.1 Employees rated as "unacceptable" or "marginal" shall be denied any pay increase within their pay grade and may be considered for disciplinary action under the criteria of Rule X: Section 10 and 11. All such employees shall be provided close supervision, more training, and follow up to include frequent performance evaluations and counseling with a view toward attainment of established job standards in the least amount of time possible.

4.2 Employees rated as "acceptable" or higher may qualify for consideration for Merit Increase, if recommended by the Department Head and approved by the Merit Review Board, under the criteria set forth in Rule III Pay Plan, Merit Increases. Employees are not entitled to Merit Increases based on performance appraisal results alone.

Section 5: Provisions

The following provisions shall apply to evaluations:

5.1 After an evaluation has been completed with a classified or probationary employee, the employee and the supervisor must sign the form. This certification by the employee should not be interpreted to mean that the employee is satisfied or dissatisfied with the evaluation, but does signify that the employee has seen the rating; that it has been explained to him/her, and that he/she does understand the areas in which their performance has been strongest or weakest and improvements are expected, if any. This certification by the supervisor should signify that the rating has been completed and explained to the employee, that in the supervisor's best judgment, the rating reflects the true picture of the employee's performance, clearly outlines the areas in which the employee's performance has been the strongest or weakest, what actions are expected and that advice and assistance has been offered.

5.2 Use of Standards - The department head is responsible for developing job performance standards for each position classification. Such standards will be used as a basis for measuring employees' performance against job related criteria to determine whether the employee has performed at an acceptable level to meet position and departmental expectations.

5.3 Standards must be clearly defined, documented, and communicated to the employee with a copy provided to the affected employee and a copy placed in the employee's Human Resources file.

5.4 Standards must be measurable, under one or more of the following concepts:

a. "Quantity based" on a production concept. For example, the number of expected utility connections, meters installed, meters repaired, etc., during a rating period.

b. "Quality based" on a concept of few 'rejects' in the work produced, absence of customer complaints, level of errors tolerated, etc., or

c. Procedures based" on a concept of specific adherence to detailed procedures without deviation, timeliness of work accomplished, etc.

5.5 Standards must be attainable and reasonable, yet challenge the employee to work as a team member toward the betterment of the work unit, department, and the City as a whole.

5.6 Standards must identify critical elements and noncritical elements of the employee's job. A critical element is one deemed sufficiently important that performance below the established minimum standard requires remedial action and may be the basis for removal from the position. Accordingly, elements of each standard should be weighted for relative importance to the successful accomplishment of the assigned job so that "critical elements" carry much more significance in the overall performance evaluation than less important but necessary 'noncritical elements.'

5.7 Standards must be accurate and consistent and developed by a detailed study of the job content, with input from each affected employee. In developing standards for each position, the department head will guard against simply relying on past experience.

5.8 Standards must be predetermined, to allow each affected employee to develop a clear understanding of what is expected in the job performance.

5.9 Standards shall be reviewed with the affected employee no less frequently than annually at the time of the performance appraisal.

5.10 The evaluation process for employee performance herein specified must be thoroughly explained to and discussed with all employees by their immediate supervisor at the time of employment, including those who rate employees, as well as those being rated. It shall be the ultimate responsibility of the department head to see that the purposes and methods of carrying out the performance evaluations are fully adhered to for all affected employees as provided for in these rules. Both the employee's Human Resources file and record of evaluations are public records and subject to public view by following prescribed procedures to view them.

5.11 No annual performance evaluation shall be conducted unless the rater has been in direct supervision over the rated employee for at least three consecutive months. Rating supervisors who are transferred or terminated in good standing shall complete interim evaluations for all employees under their supervision. The succeeding supervisor will complete annual evaluations, provided he/she has supervised the employee for at least three continuous months; otherwise, the Department Head shall delegate a manager or supervisor familiar with the employee's work performance to complete the performance evaluation in lieu of a supervisor who has transferred or terminated.

5.12 Justification for Rating - Each performance evaluation shall include, in narrative comments:

a. Specific and objective examples clearly indicated how the rated employee failed to meet, met, or exceeded the job standards; and,

b. Constructive comments to include goals and methods, timetables, etc., to achieve goals and standards.

5.13 Indicators of exceeded standards - The following are some, but not necessarily all possible indicators which may be used in determining whether an employee has exceeded standards;

a. Demonstrated improvement in efficiency, productivity, and quality of work or service;

b. Significant reduction of paperwork or the elimination of unnecessary steps in accomplishing job tasks;

c. Cost effectiveness remaining within budgetary constraints and/or accomplishing required tasks with the most efficient utilization of available Human Resources and resources.

d. Timeliness or performance meeting necessary deadlines while still maintaining a high level of performance, and

e. Effectiveness, productivity, and quality of subordinate performance used in supervisory evaluations.

Section 6: Appeals of Evaluation Results

Appeal of an evaluation may be made by the employee through the grievance and appeals procedures outlined in Rule XI.

Section 7: Review by the Human Resources Director

In all matters relating to employee performance, the Human Resources Director shall from time to time review the procedures being used and make suggestions to supervisors and provide reports to the Mayor as may be necessary for carrying out the spirit and intent of this rule.

RULE II CLASSIFICATION PLAN

Section 9 Probationary Period

9.1 Every person appointed or promoted to fill a classified position within the city service must successfully complete a probationary period before becoming a classified employee. The probationary period is a "work test" period, lasting 6 months (12 months for law enforcement and police dispatch), from the date of appointment or promotion. During this period, the probationary employee's work is being evaluated so that the supervisor may determine whether or not the employee is capable and willing to perform his or her duties in a satisfactory manner.

9.2 The department head may take certain action if, in his or her opinion, the probationary employee is unwilling or unable to satisfactorily perform the duties of the position. A new employee failing to complete the probationary period will be dismissed from city service. During the probationary period, the employee may be rejected at any time, without cause and without right of an appeal or hearing, and the decision of their department head is final.

9.3 Sometimes, an extended probationary period may be determined necessary in the training and evaluation of an employee. A one-time extension, not to exceed six months, may be directed by the department head with concurrence of the Human Resources Director. Upon satisfactory completion of the probationary period, the employee is notified and designated as classified.

9.4 Part Time and Seasonal employees are on a probationary employment status for the full duration of their part time or seasonal employment and may be rejected at any time, without cause and without right of an appeal or hearing, and the decision of their department head is final.

LEBANON POLICE

www.lebanonpd.org

MIKE JUSTICE, CHIEF OF POLICE
406 Tennessee Boulevard
Lebanon, Tennessee 37087
(615)444-2323
FAX (615)443-3960

PHILLIP CRAIGHEAD, MAYOR
200 Castle Heights Avenue North
Suite 100
Lebanon, Tennessee 37087

Recommendation to revise hourly pay rates for Dispatch:

- Move existing Dispatchers to $16.00 per hour
- Move existing Certified Training Officers to $16.50 per hour
- Establish hiring pay rate for new dispatchers at $15.00 per hour with an increase to $16.00 per hour after completion of 12 months' probation and certification.

These changes are necessary in order to attract high quality candidates and to retain existing employees. The department has experienced high turnover in the past several months and it is evident that the existing hourly pay rate is not adequate to attract quality applicants.

Additional training will be required in the near future and this pay rate takes the training in to consideration.

$21,450

City of
Lebanon
Tennessee

Philip Craighead, Mayor

JEFF BAINES, P.E.
Commissioner of Public Works
200 North Castle Height Avenue
Suite 300
Lebanon, Tennessee 37087
Phone: (615) 443-2824
Fax: (615) 444-1515

200 North Castle Heights Avenue
Suite 100
Lebanon, Tennessee 37087

To: Mayor Philip Craighead
From: Jeff Baines, Commissioner of Public Works JB
Date: June 13, 2016
Re: Mechanic II Position - Garage

During the review of the final budget, we noticed that the Mechanic II position was classified as a Grade E position along with the Mechanic I (entry level) position. The Mechanic III position is classified as a Grade G position.

After review with HR, Sylvia and I agree that the Mechanic II position should be Grade F. Mechanic II requires more practical experience and qualifications versus the entry level Mechanic I position.

Pay rate should be $16.10 per hour, currently $14.58.

Budgeted payroll is impacted by approximately $3,161.60 for FY 16/17.

We respectfully request this oversight be corrected with the appropriate budget amendment.

Thanks,

CC: Sylvia Reichle, Human Resources Director
Lee Clark, General Services Administrator
Robert Springer, Commissioner of Finance

"This institution is an equal opportunity provider and employer."

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT
2016 JUN 14 PM 3:01

FOR ACCOUNTING PURPOSES ONLY
BGT #
POSTED
REF #
INITIALS

DEPARTMENT GARAGE

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11090000-79000	BUDGET FUND BALANCE	$ 3,949.92	
	Total	$ 3,949.92	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11043170-71110	SALARIES		$ 3,220.48
11043170-71410	FICA & MED TAX		$ 246.37
11043170-71430	RETIREMENT		$ 483.07
	Total		$ 3,949.92

REQUESTED BY Shai Fieathaston **DATE** 6-14-16

DEPARTMENT HEAD [signature] **DATE** 6/14/16

COMM. OF FINANCE **DATE**

MAYOR **DATE**

REASON FOR THIS TRANSFER:

CORRECTION OF PAY RATE FOR FY 2016-2017

REVISED 10-8-2013

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2016-2017

FINANCE DEPT

2016 JUN 15 PM 4:27

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT PUBLIC WORKS ADMIN.

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11090000-79000	BUDGET FUND BALANCE	$ 10,128.74	
	Total	$ 10,128.74	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041610-71110	SALARIES		$ 8,258.24
11041610-71410	SS & MED TAX		$ 631.76
11041610-71430	RETIREMENT		$ 1,238.74
	Total		$ 10,128.74

REQUESTED BY Jeff Baima **DATE** 6/15/16

DEPARTMENT HEAD Jeff Baima **DATE** 6/15/16

COMM. OF FINANCE [signature] **DATE** 6/15/16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

CORRECTION OF PAY RATE FOR FY 16-17

REVISED 10-8-2013

ORDINANCE NO. 16-5259

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE STORMWATER DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Stormwater Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Stormwater

From:	120-43000-261	Maintenance Vehicles	$90.00
To:	120-43000-212	Transportation Expense	$20.00
	120-43000-250	Medical & Vet	$70.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-16

FINANCE DEPT

2016 JUN 10 AM 10: 04

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Stormwater

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
120-43000-261	Maintenance Vehicles	$ 90.00	
	Total	$ 90.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
120-43000-212	Transportation Expense		$ 20.00
120-43000-250	Medical & Vet		$ 70.00
	Total		$ 90.00

REQUESTED BY Regina Santana **DATE** 6-10-16

DEPARTMENT HEAD Jeff Barnes **DATE** 6/10/16

COMM. OF FINANCE [signature] **DATE** 6/10/16

MAYOR **DATE**

REASON FOR THIS TRANSFER:

To compensate for overexpenditures in 2 line items.

After

REVISED 10-8-13

ORDINANCE NO. 16-5260

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR THE ENGINEERING DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for the Engineering Department to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Engineering

From:	110-43150-261	Maintenance Vehicles	$1,250.00
To:	110-43150-230	Public Relations & Notices	$800.00
	110-43150-250	Medical & Vet	$200.00
	110-43150-948	Computer Equipment	$250.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-16

FINANCE DEPT

2016 JUN 10 AM 10: 03

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Engineering

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110-43150-261	Maintenance Vehicles	$ 1,250.00	
	Total	$ 1,250.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
110-43150-230	Public Relations & Notices		$ 800.00
110-43150-250	Medical & Vet		$ 200.00
110-43150-948	Computer Equipment		$ 250.00
	Total		$ 1,250.00

REQUESTED BY Reina Santana **DATE** 6-10-16

DEPARTMENT HEAD Jeff Barnes **DATE** 6/10/16

COMM. OF FINANCE [illegible] **DATE** 6/10/16

MAYOR [illegible] **DATE**

REASON FOR THIS TRANSFER:

To compensate for overexpenditures in 3 line items.

REVISED 10-8-13

ORDINANCE NO. 16-5261

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR AIRPORT MAINTENANCE

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for Airport Maintenance to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Airport Maintenance

From:	12452518-72300	Public Relations & Notices	$4,500.00
	12452518-72520	Engineering	$8,000.00
To:	12452518-72400	Utilities	$5,000.00
	12452518-72600	Maintenance	$7,500.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT.
2016 JUN 10 PM 12:27

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Airport Maintenance

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
12452518 72300	Public Relations & Notices	4500.00	
12452518 72520	Engineering	8000.00	
	Total	$ 12,500.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
12452518 72400	Utilities		5000.00
12452518 72600	Maintenance		7500.00
	Total		$ 12,500.00

REQUESTED BY [signature] **DATE** 6/10/16

DEPARTMENT HEAD [signature] **DATE** 6/10/16

COMM. OF FINANCE [signature] **DATE** 6/10/16

MAYOR [signature] **DATE**

REASON FOR THIS TRANSFER:

Cover balance of FY 15/16

After & Before

REVISED 10-8-2013

ORDINANCE NO. 16-5262

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE LINE ITEM TRANSFERS FOR BUILDING INSPECTION

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, line item transfers are now necessary for Building Inspection to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfers are incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfers in the FY 2015 – 2016 City of Lebanon budget:

Department: Building Inspection

From:	11042420-73260	Uniforms	$500.00
	11042420-72480	Training	$800.00
	11042420-7320	Operating Supplies	$200.00
To:	11042420-73100	Office Supplies	$1,300.00
	11042420-72300	Public Relations & Notices	$200.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

_____
Mayor

Approved as to form:

_____
City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT

2016 JUN 10 PM 12: 36

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT Building Inspection

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042420-73260	Uniforms	500.00	
11042420-72480	Training	800.00	
11042420-7320	Operating Supplies	200.00	
	Total	$ 1500-00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11042420-73100	Office Supplies		1300.00
11042420-72300	Public Relations & Notices		200.00
	Total		$ 1500-00

REQUESTED BY [signature] **DATE** 6/10/16

DEPARTMENT HEAD [signature] **DATE** 6/10/16

COMM. OF FINANCE [signature] **DATE** 6/10/16

MAYOR [signature] **DATE**

REASON FOR THIS TRANSFER:

To balance negative line item and cover possible future costs.

REVISED 10-8-2013

ORDINANCE NO. 16-5263

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE A LINE ITEM TRANSFER FOR THE JIMMY FLOYD CENTER

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, a line item transfer is now necessary for the Jimmy Floyd Center to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfer is incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfer in the FY 2015 – 2016 City of Lebanon budget:

Department: JFFC

From:	122-34003	Concessions	$7,000.00
To:	12244441-73200	Operating Supplies	$7,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM FINANCE DEPT

FY 2015-2016

2016 JUN 10 AM 11:48

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT JFFC

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
122 44491 73200	OPERATING SUPPLIES		$ 7000
	Total	$ -	

TRANSFER From

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
122-34003	Concessions	7000	
	Total		$ -

REQUESTED BY _____ **DATE** _____

DEPARTMENT HEAD Jim Hill **DATE** 6/10/16

COMM. OF FINANCE _____ **DATE** 6/15/16

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

INCREASE OPERATING SUPPLIES $7000

INCREASE SALES REVENUES $7000

REVISED 10-8-2013

ZONING ORDINANCE 16-5264

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ATLAS OF THE CITY OF LEBANON, TENNESSEE, BY CHANGING UNADDRESSED PROPERTY ON TOSHIBA DRIVE FROM R2 – HIGH DENSITY RESIDENTIAL TO CS – COMMERCIAL SERVICE PARK IN WARD 1

WHEREAS, the City of Lebanon desires to amend the official zoning atlas of the city; and

WHEREAS, the subject property is identified as Residential Mixed Use in the Future Land Use Plan; and

WHEREAS, the property owner is asking for the CS zoning which allows both residential and commercial uses; and

WHEREAS, the City of Lebanon believes that such amendment will promote, protect and facilitate the public health, safety and welfare of the community through coordinated and practical land use and land development for the betterment of Lebanon's population; and

WHEREAS, the Lebanon Municipal Regional Planning Commission recommended approval of this rezoning to CS – Commercial Service to the Mayor and City Council at their May 24, 2016 meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from R2 – High Density Residential District to CS – Commercial Service.

> Approximately 3.57 acres more or less, located on unaddressed property on Toshiba Drive as shown on the attached map.
>
> For reference, see Deed Book 879 Page 1712 in the Register's Office of Wilson County, Tennessee, and being shown as Tax Map 58 Parcel 15.27, for Wilson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict.

Section 3. That this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

Notice of the Public Hearing was published in the Wilson Post on _____.

The Public Hearing was held at 5:55 PM in the City Council Chambers on _____.

Attest:

_____
Commissioner of Finance & Revenue

Approved:

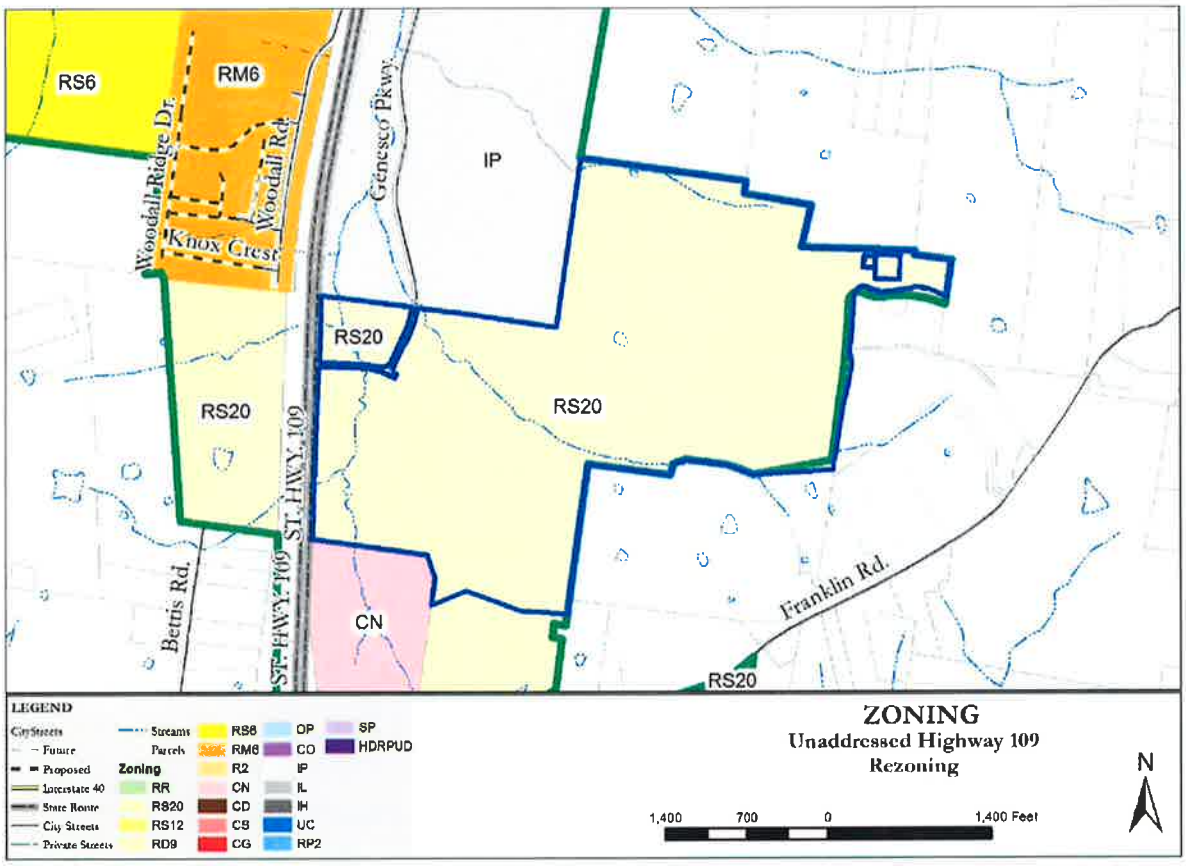
_____
Mayor

Approved as to Form:

_____
City Attorney

Passed first reading: _____.

Passed second reading:_____.



ORDINANCE NO. 16-5265

AN ORDINANCE TO AMEND TITLE 14 CHAPTER 2 SECTION 14.203.B AND TITLE 14 CHAPTER 12 SECTION 1205.B.1 OF THE LEBANON MUNICIPAL ZONING CODE TO ALLOW THREE (3) AND FOUR (4) UNIT RESIDENTIAL DEVELOPMENTS THAT ARE UNDER 5,000 SQFT TO BE REVIEWED AS MINOR SITE PLANS

WHEREAS, Staff has reviewed the regulations from neighboring communities and are recommending a change in the site plan requirements for three (3) and four (4) unit residential developments if the area under roof is under 5,000 sqft; and

WHEREAS, the cost of building houses has been an impediment to providing an adequate mix of housing options and affordability; and

WHEREAS, the FHA (Federal Housing Administration) has financing targeted to residential developments with four (4) units or less; and

WHEREAS, a threshold of 5,000 sq ft (of roofed area) is already in use in our zoning code and for other legislation in Tennessee; and

WHEREAS, this amendment is essential for the health, safety and welfare of the community through coordinated and practical land use and land development for the betterment of Lebanon's population.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF LEBANON, TENNESSEE as follows:

Section 1. That the Lebanon Municipal Code, Title 14 Chapter 2 Section 14.203.B (Alteration of Existing Building and Other Structures) by adding 14.203.B.4 as follows:

4. A Three-Family and Four-Family Residential Development that does not have more than 5,000 sqft of roofed area on one parcel may be reviewed as minor site plans as regulated in Title 14.1205.B.1

Section 2. That the Lebanon Municipal Code, Title 14 Chapter 12 Section 1205 (Scope of Regulations) be amended 14.1205.B, as follows:

1. No Site Plan Required

   Single-Family Dwellings, Two-Family Dwellings, non-habitable improvements (air conditioners, dog houses etc.) and improvements that are not under a roof (uncovered decks, patios etc.)

2. Minor Site Plan Required

   Residential Buildings or Accessory Structures or Commercial Buildings or Additions where the total addition under roof is 5,000 square feet or less on any parcel.

The site plan of any residential building or accessory structures containing three (3) or four (4) dwelling units and any commercial building or an addition of less than 25% increase in the area under a roof or where the total addition under roof is 5,000 square feet or less on any parcel and no drive thru facilities are proposed shall indicate:

a. The actual shape, location and dimensions of the lot.

b. The shape, size and location of all buildings or other structures to be erected, altered or moved, and of any building or other structure already on the lot.

c. The existing and intended use of the lot and of all such buildings or other structures upon it, including the number of dwelling units the building is intended to accommodate

d. Internal parking, traffic flow and property access

e. Method and location of stormwater runoff control

f. Such other information concerning the lot or adjoining lots as may be essential for the determining whether the provisions of this ordinance are being observed.

3. All Other Buildings, Structures and Activities

All site plans shall be prepared and stamped by registrants of the State of Tennessee who are licensed to practice the particular discipline being prepared (e.g. site layout and drainage by civil engineers, boundary surveyors,)...

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict.

Section 3. That this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

Notice of the Public Hearing was published in the Wilson Post on _____

The Public Hearing was held at 5:55 PM in the City Council Chambers on _____

Attest:

_____
Commissioner of Finance & Revenue

Approved as to form:

_____
City Attorney

Approved:

_____
Mayor

Passed first reading: _____

Passed second reading: _____

RESOLUTION NO. 16-1947

A RESOLUTION OF THE CITY COUNCIL OF LEBANON TO ADOPT THE UPDATED INTERNAL CONTROL MANUAL

WHEREAS, Tennessee lawmakers in the 2015 legislative session passed a law requiring local governments to establish and adopt internal controls by June 30, 2016; and

WHEREAS, the Comptroller's Office has recently issued its revised Internal Control and Compliance Manual for Governmental Entities and Other Audited Entities in Tennessee, December 2015. The new manual follows the framework of the Standards for Internal Control in the Federal Governement, issued by the US Government Accountability Office more commonly called the Green Book and is more principle based than specific procedures; and

WHEREAS, the City of Lebanon Finance Department has taken the current City of Lebanon Accounting Department Policies and Procedures Manual, along with other current policies adopted like: Travel Policy, Debt Management, Purchasing, and Human Resources Policies to develop the Internal Control Manual. These policies and procedures were used along with the updating the current ways revenues and expenditures are properly recorded and for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets; and

WHEREAS, the Internal Control Manual has organized the Green Book five components that the State required. The five components are the Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring. The updated City of Lebanon Internal Control Manual is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City of Lebanon, Tennessee, as follows:

Section 1. The updated City of Lebanon Internal Control Manual, attached hereto as Exhibit A, developed by the City of Lebanon Finance Department is hereby adopted and accepted.

Section 2. This resolution shall take effect immediately upon its passage, the public welfare requiring the same.

Adopted this ____ day of _____, 2016.

Attest:

Approved:

_____
Commissioner of Finance & Revenue

_____
Mayor

Approved as to form:

_____
City Attorney

City of
Lebanon
Tennessee

Internal Control Manual

June 30, 2016

EXHIBIT
A
Res. No. 16-1947

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Internal Control Manual

2 INTRODUCTION

The City of Lebanon has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public monies and property. The City of Lebanon in its efforts to serve the public as city officials or employees, the City established this Internal Control Manual to ensure that financial statements accurately present the operating results of the organization; that public funds are administered and expended in compliance with applicable statutes and regulations; and that funds are used for the purposes for which they were authorized and intended.

State of Tennessee statutes require the Comptroller's Office, Department of Audit to prescribe uniform accounting systems for entities that handle public funds. Those statutes require public officials to adopt and use the system designated by the Comptroller's Office. The Tennessee Legislature amended TCA Section 9-2-102 in 2015 to require local governments to establish and maintain internal controls in accordance with guidance issued by the U.S. Government Accountability Office (GAO). The guidance is titled *Standards for Internal Control in the Federal Government* (Green Book). The Green Book follows the format developed by the Committee of Sponsoring Organizations (COSO) which has been the gold standard of internal control for all entities except the federal government for several years.

The internal control system consists of three objectives and five main components. Within the 5 components there are 17 principles that apply to certain components. The State considers the 5 elements mandatory and the 17 principles are optional. The City of Lebanon will address the 5 main components of internal controls and the 17 principles will be used to help the internal controls for the City. Here are three objectives of internal controls and five main components of internal control:

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. The policies to achieve the objectives are derived from various financial best practices, state and federal laws, and regulations and policies may be developed to suit specific needs of city functions and resources. Detailed procedures are then developed and documented as a means for cities to comply with its established policies. The 17 principles are listed to help understand the five components.

OV2.09 THE GREEN BOOK

Figure 3: The Five Components and 17 Principles of Internal Control:

CONTROL ENVIRONMENT:

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

RISK ASSESSMENT:

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

CONTROL ACTIVITIES:

10. 10. Management should design control activities to achieve objectives and respond to risks.
11. 11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. 12. Management should implement control activities through policies.

INFORMATION AND COMMUNICATION:

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

MONITORING:

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. GAO-14-704G.

3 CONSIDERATIONS IN DEVELOPMENT OF INTERNAL CONTROLS

Internal control is defined as a process affected by an entity's board of directors, management, and other personnel and designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and objectives. Before developing its Internal Control System (ICS), the city as a whole and each department should determine its mission, strategic goals and objectives, and then formulate a plan to achieve those objectives. The internal controls are policies and procedures put in place to help achieve those goals and objectives. By describing how a city/department expects to meet its various goals and objectives by using compensating controls to minimize risk, the entire city becomes more aware of expectations. Each department's internal control plan will be unique; however it will be based on polices included in this guide which incorporates or references to other comprehensive state, federal or standard setting agency polices that have been adopted.

Consistent monitoring of all components will ensure that the ICS (which must be reviewed and updated at least annually) is updated whenever changing conditions justify.

Since a cities/department's policies and procedures are the control activities for its internal control plans, it is important that they be reviewed in conjunction with the plans and referenced where appropriate. Everyone in the city has a responsibility to ensure that internal controls operate effectively.

As directed by T.C.A. 9-18-102 (a) and in accordance with the guidance issued by Tennessee Comptroller's Office, the city has adopted this internal control manual. It is critical to note that the development and operation of the internal control system involves everyone in the organization. As such, management must ensure that the manual is shared with all of its employees. The manual is a work in process and will be assessed periodically.

The following sections document the 5 components of internal control and significant financial and compliance areas that are deemed high risk (*for the purpose of this example manual).*

3.1 THE GREEN BOOK STATES DOCUMENTATION IS MANAGEMENT'S RESPONSIBILITY:

> ***3.09*** *Management develops and maintains documentation of its internal control system.*
>
> ***3.10*** *Effective documentation assists in management's design of internal control by establishing and communicating the* ***who, what, when, where, and why*** *of internal control execution to personnel. Documentation also provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, as well as a means to communicate that knowledge as needed to external parties, such as* external auditors.

4 Five Components of Internal Control

4.1 Control Environment

Overview

The control environment is the foundation for **all** other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

Objectives

1. The governing body and management should conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire qualified and competent management.
4. Establish structure, authority and responsibility for employees to follow.

Policies

1. Disclosure of personal interest by city employee form.
2. Employee conduct has been adopted by the governing board and management for the employees to follow.
3. The governing body through management has adopted a human resources policies which includes job descriptions with minimum job requirements.
4. The governing body also uses the budget as a means to keep oversight of departments and spending.
5. Organizational charts are developed for regards of authority and responsibility.

4.1 Control Environment (Continued)

Procedures

Procedures of policy 1

- Under the Human Resource policies any official with a vote shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself from voting on the measure.
- Disclosure of Personal Interest by City Employee- any City of Lebanon employee who exercises discretion relative to any matter and who has a personal interest, as defined by Lebanon Municipal Code (LMC) 22-102, in any matter in which such discretion is exercised, must complete this form and file it with the Commissioner of finance.
- Outside employment or other position of financial interest must be filed before an employee can accept another outside position.
- Must be approved by employee's department head prior to the initiation or acceptance of any position of outside employment, or other position of financial position.
- Must be renewed annually and up to employee to get form updated.
- Upon approval or disapproval a copy of form shall be given to the employee and the original placed in employee's City of Lebanon human resource file.

Procedures for policy 2 and 3

- Upon hiring at the City of Lebanon an employee is given the Human Resources policy book and must sign that have received it.
- The policy establishes the conduct the employee must follow and the procedures the employee needs to follow to maintain their employment.
- It also establishes the minimum job descriptions for each position and each department keeps list of the job description for each position in that department.
- Hiring procedures are detailed in the manual and prohibit hiring anyone who does not meet the minimum job requirement.

4.1 Control Environment (Continued)

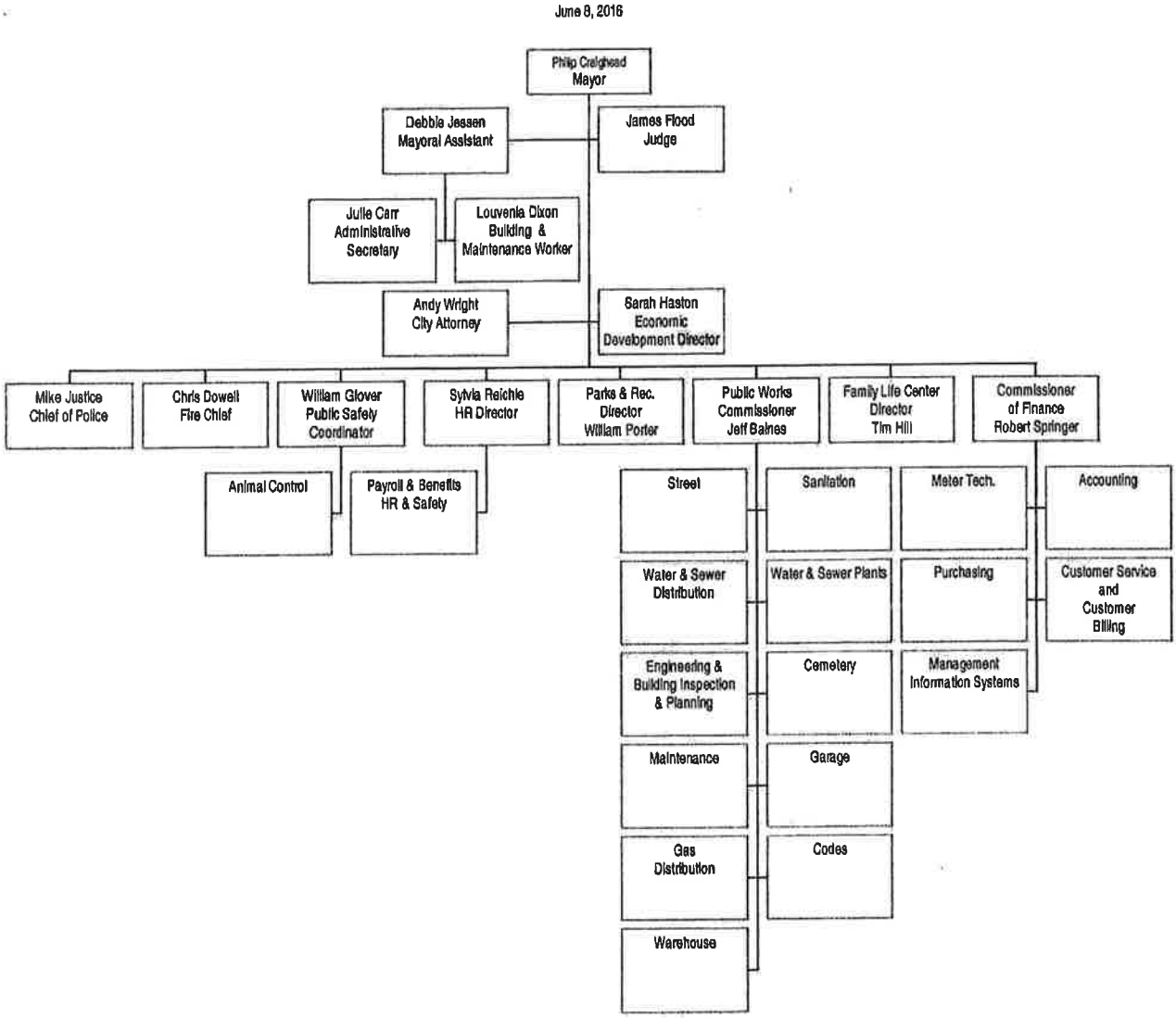
Procedures for policy 4

- The Commissioner of Finance sends all departments heads the budget worksheets in December for the up-coming fiscal year. The budgets are due back by the end of January.
- The Commissioner of Finance along with the Accounting Manager work on revenue projections using history along with current growth indicators. Also, the Commissioner along with the Finance Officer will also estimate all the appropriations no other wise assigned to a department head.
- The first budget workshop is in March or at latest in the first of April. It is split up by departments and will continue until May. All department heads are present to explain their respective budgets to the governing body and work to reduce any budget overages or request additional funding based on their department strategic plan of operation.
- The Commissioner makes the approved changes to the proposed budget and identifies problem areas that exist. The Commissioner will make suggested changes to present to the governing body.
- After final budget revisions in May the Finance Officer will prepare the budget ordinance for its first reading in May or June. If no water/sewer rates are not being changed the budget will only need two readings to pass. If water/sewer rates are being changed will take three readings. Will be passed in June in either case.
- The required public notice will be placed in the local newspaper after the first ordinance reading unless it only needs two readings then it will posted in local paper no less than 10 days prior to first reading. If needs three it will be posted no less than 10 days prior to second reading.

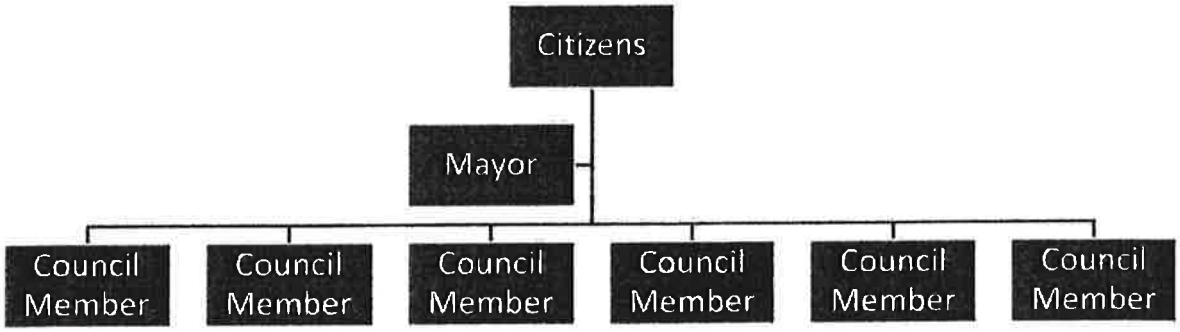
Procedures for policy 5

- City organizational charts were developed based on the city structure required in the city charter.
- The charts are reviewed periodically as positions are added or changed to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.
- The charts are updated if a job description is changed.

4.1.1 City of Lebanon Organizational Chart

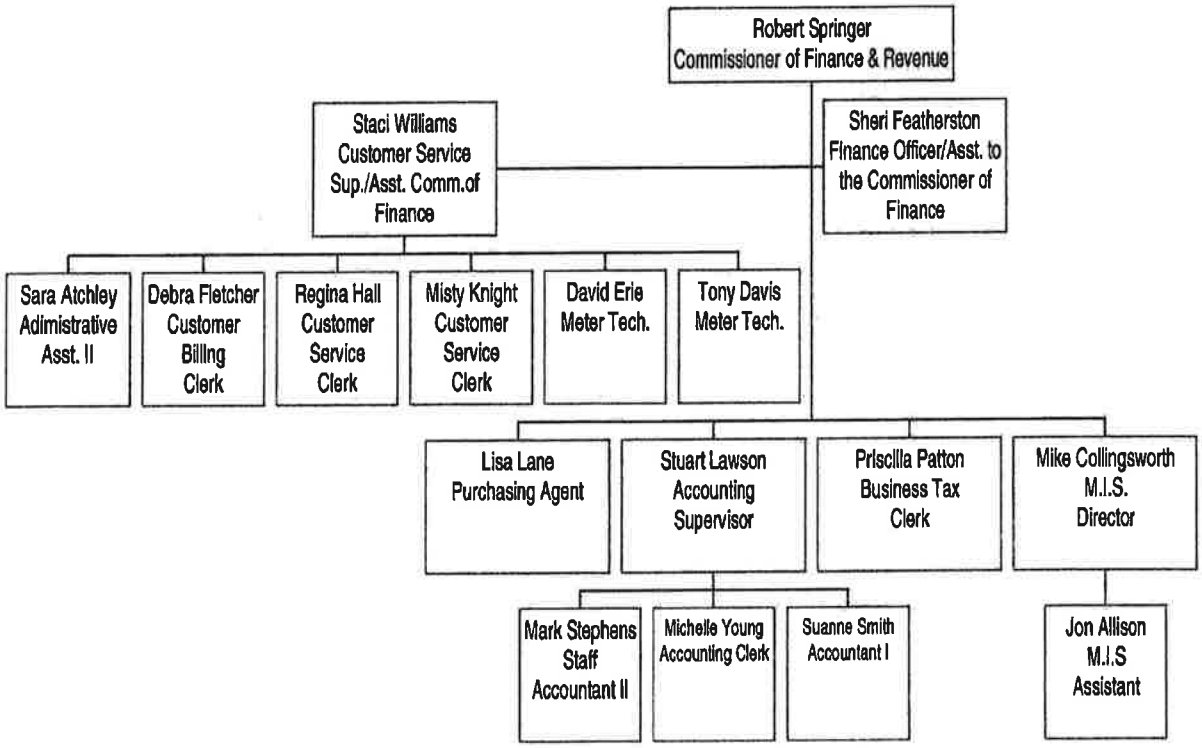


4.1.2 Mayor & Council



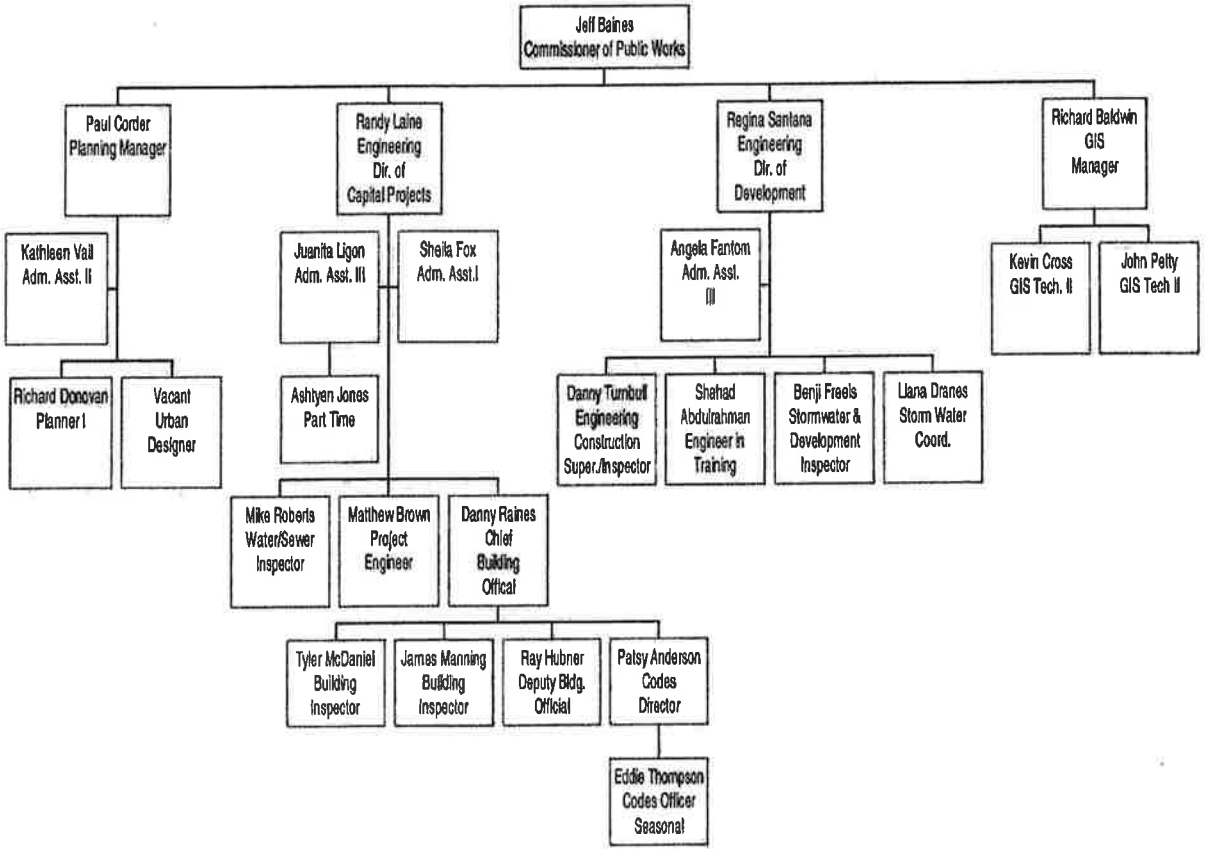
4.1.3 Finance & Revenue

June 8, 2016

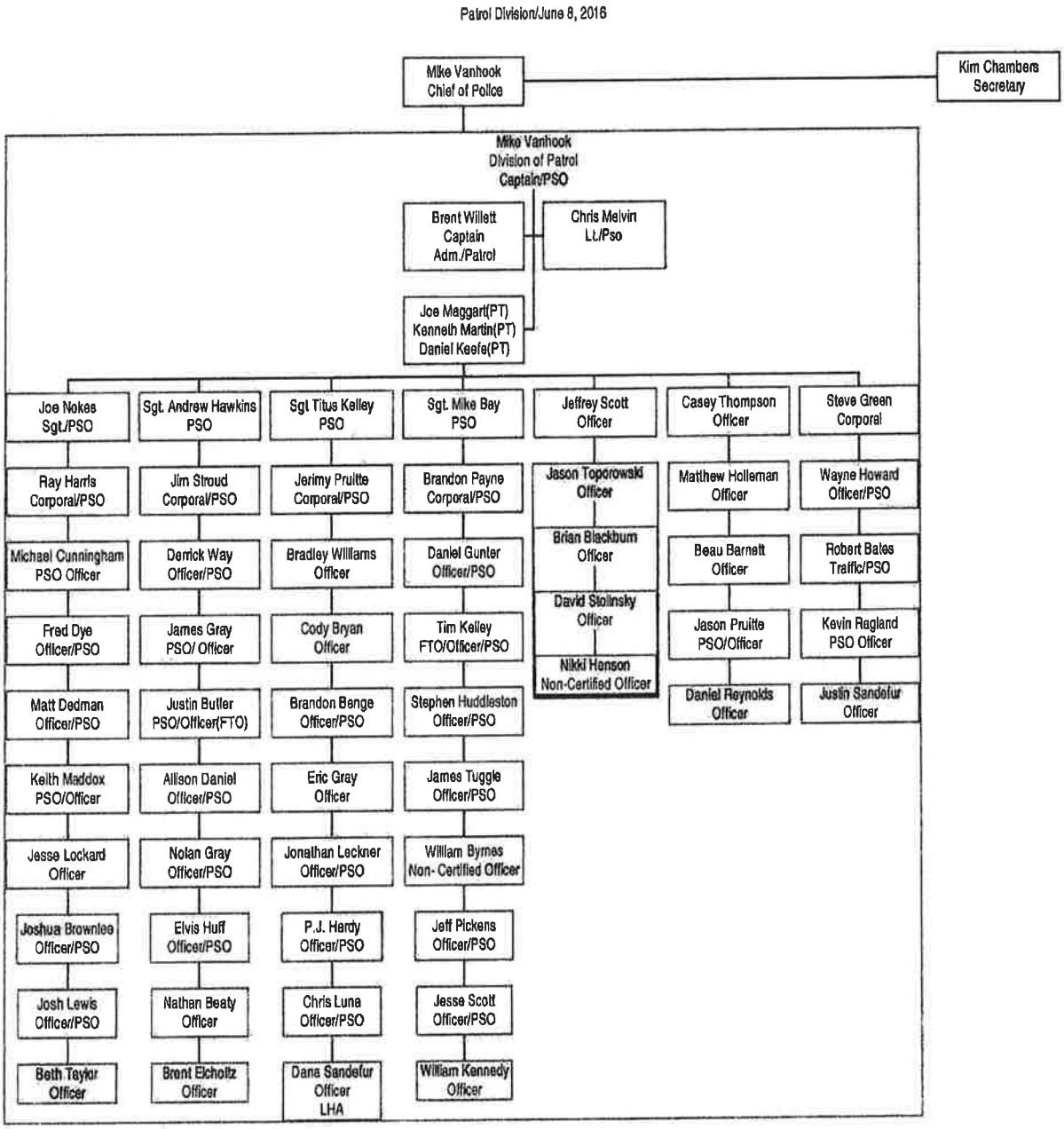


4.1.4 Engineering

June 6, 2016

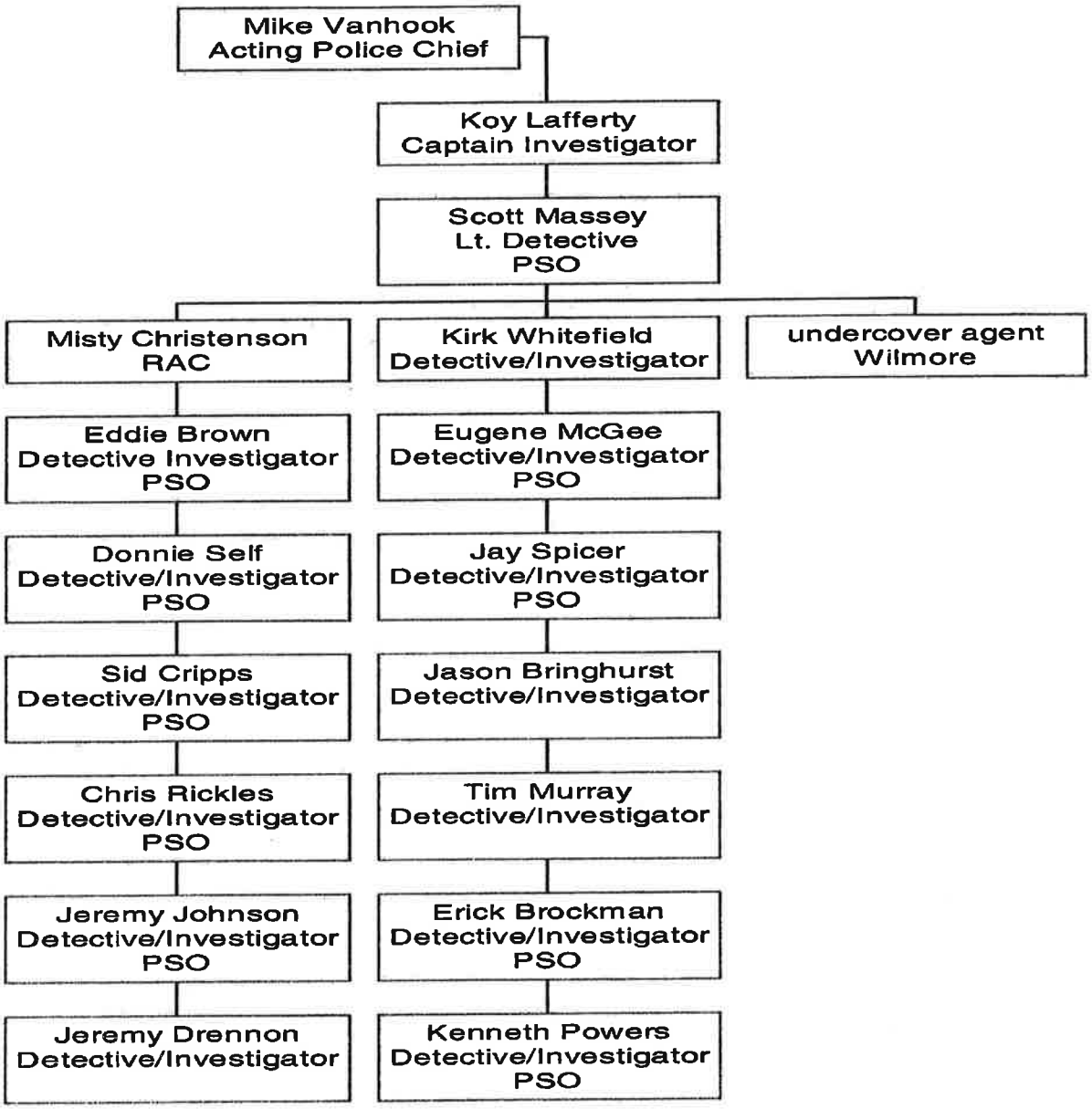


4.1.5 Police Department



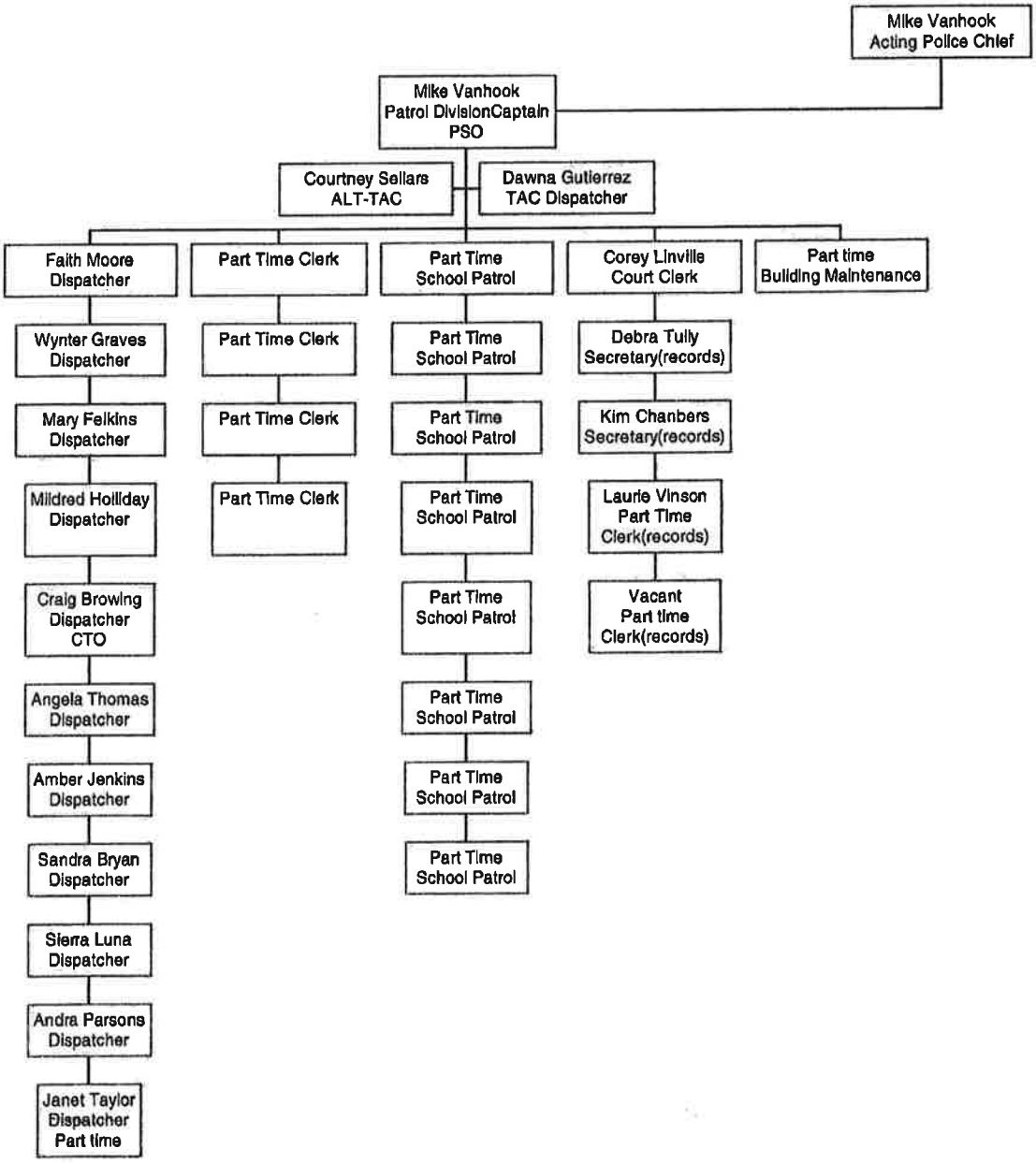
4.1.5.1 Police Department- Detective/Investigator Division

September 4, 2015



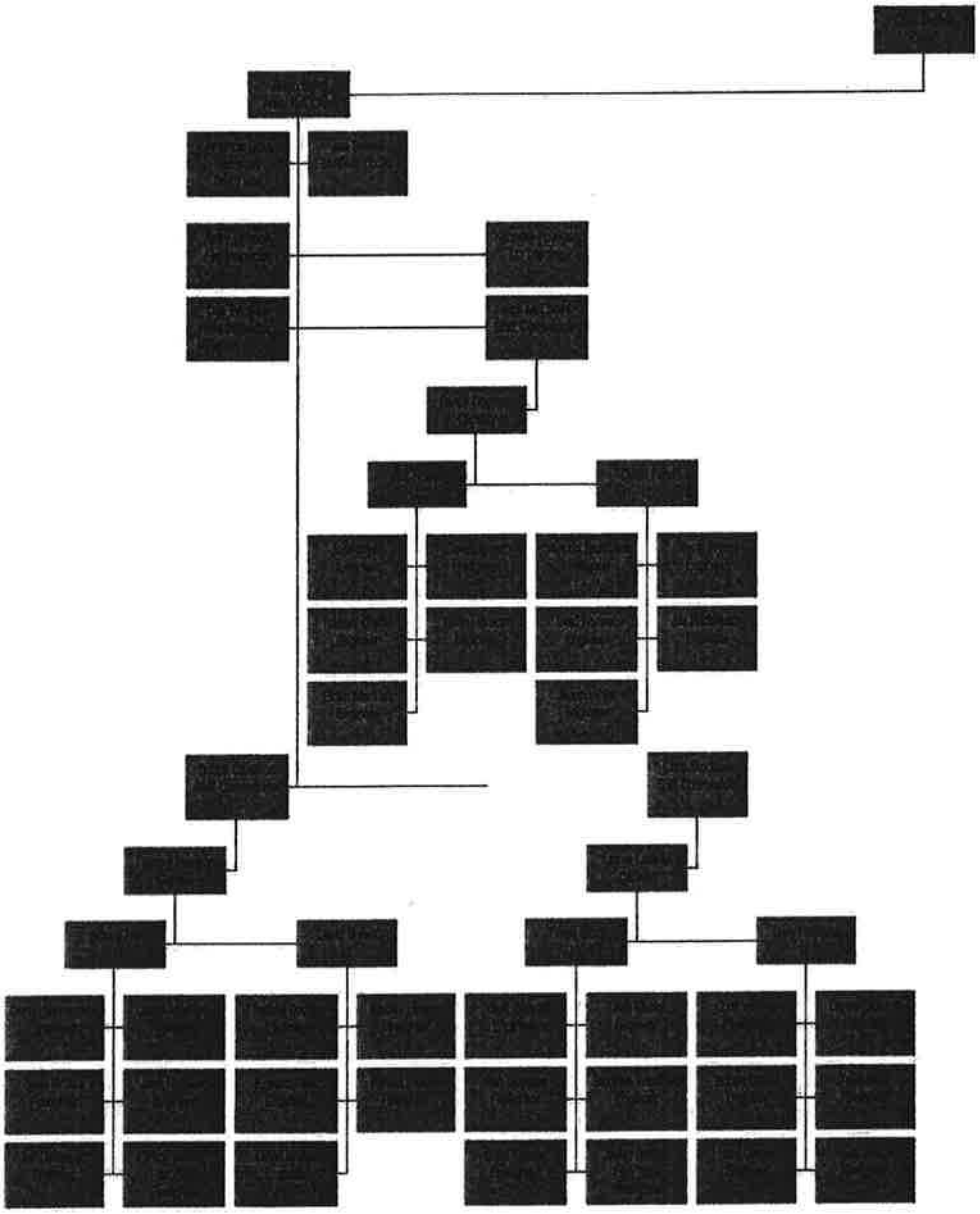
4.1.5.2 Police Department- Dispatchers, School Patrol, Clerks

Dispatchers, School Patrol and Clerk/September 4, 2015



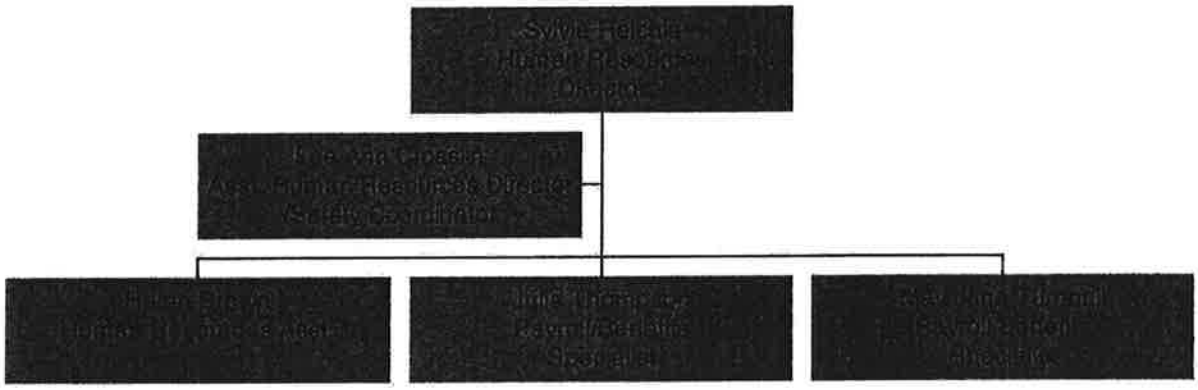
4.1.6 Fire

Fire Department/June 8, 2016



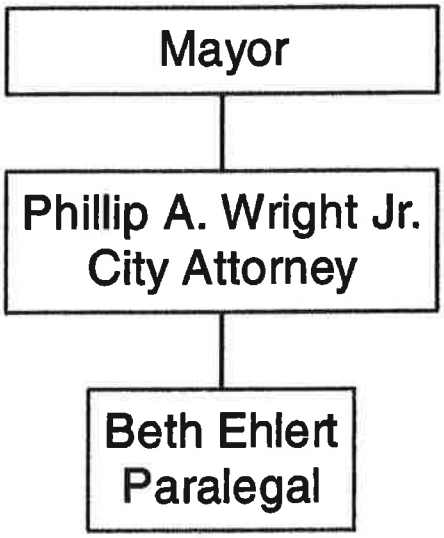
4.1.7 Human Resource

Human Resources Department/June 8, 2016



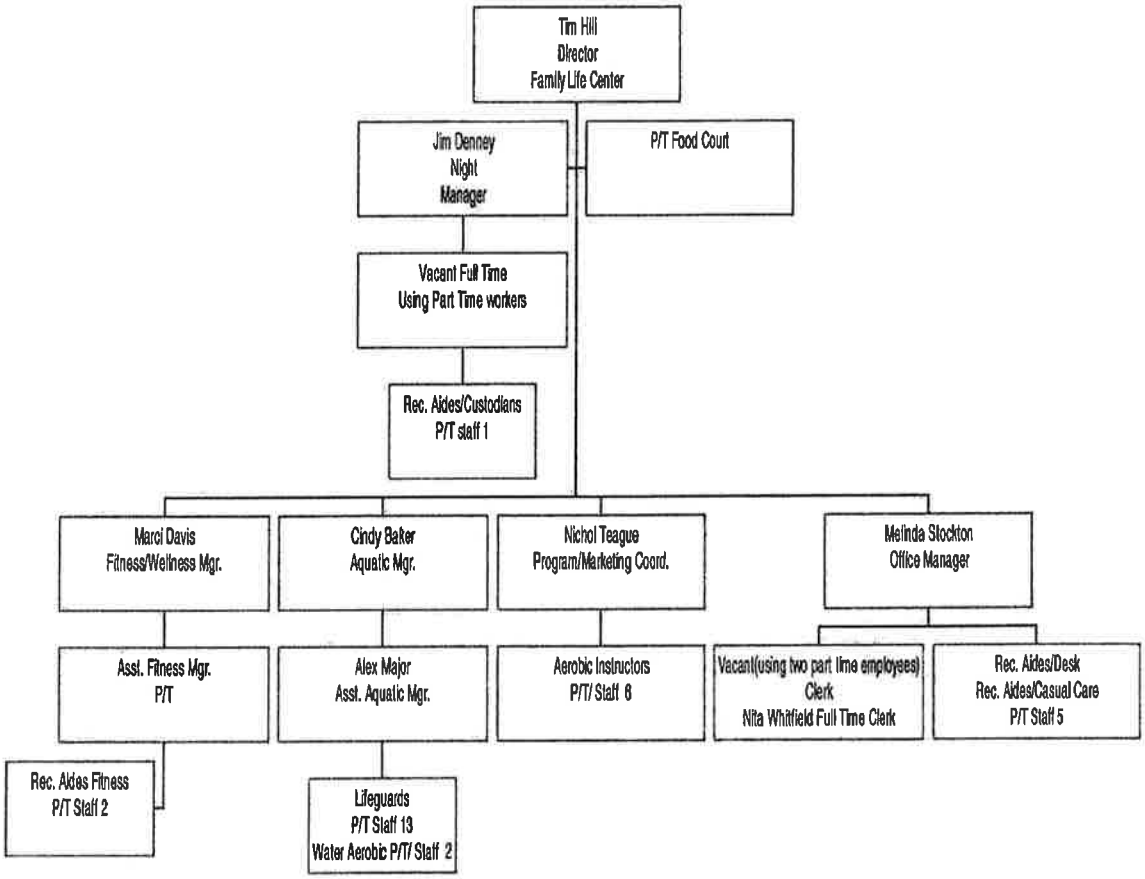
4.1.8 Legal

June 8, 2016



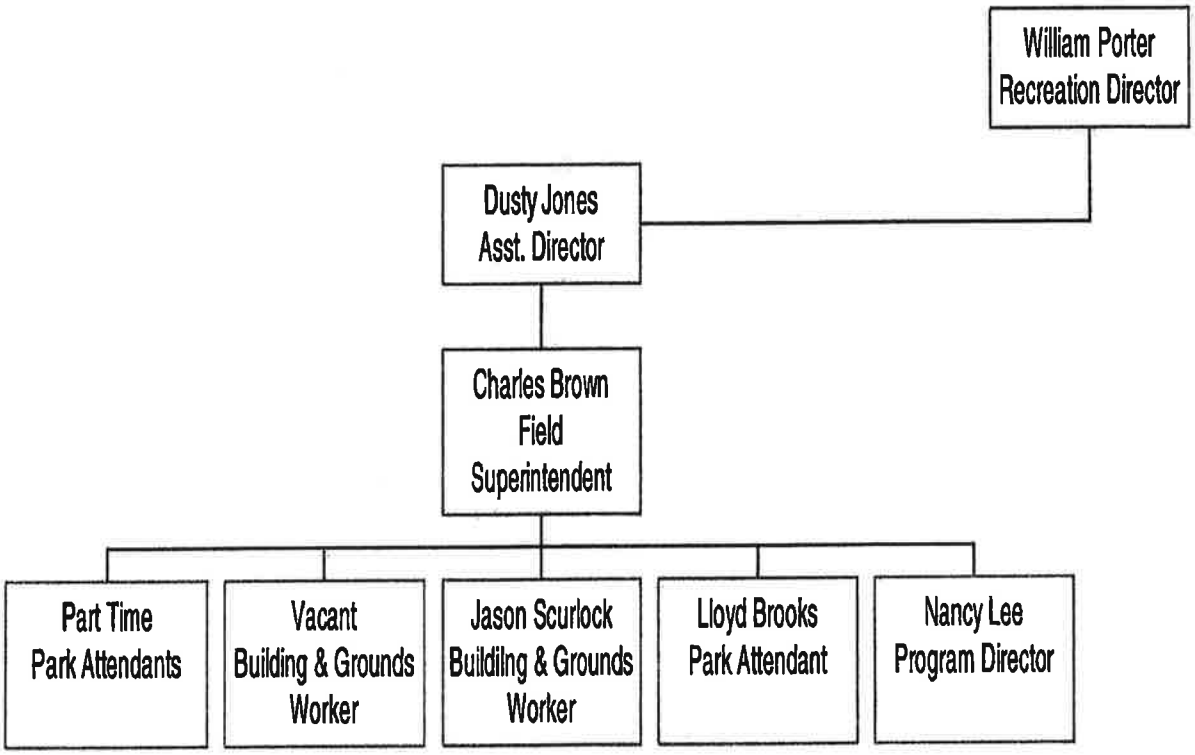
4.1.9 Jimmy Floyd Family Center

June 8, 2016



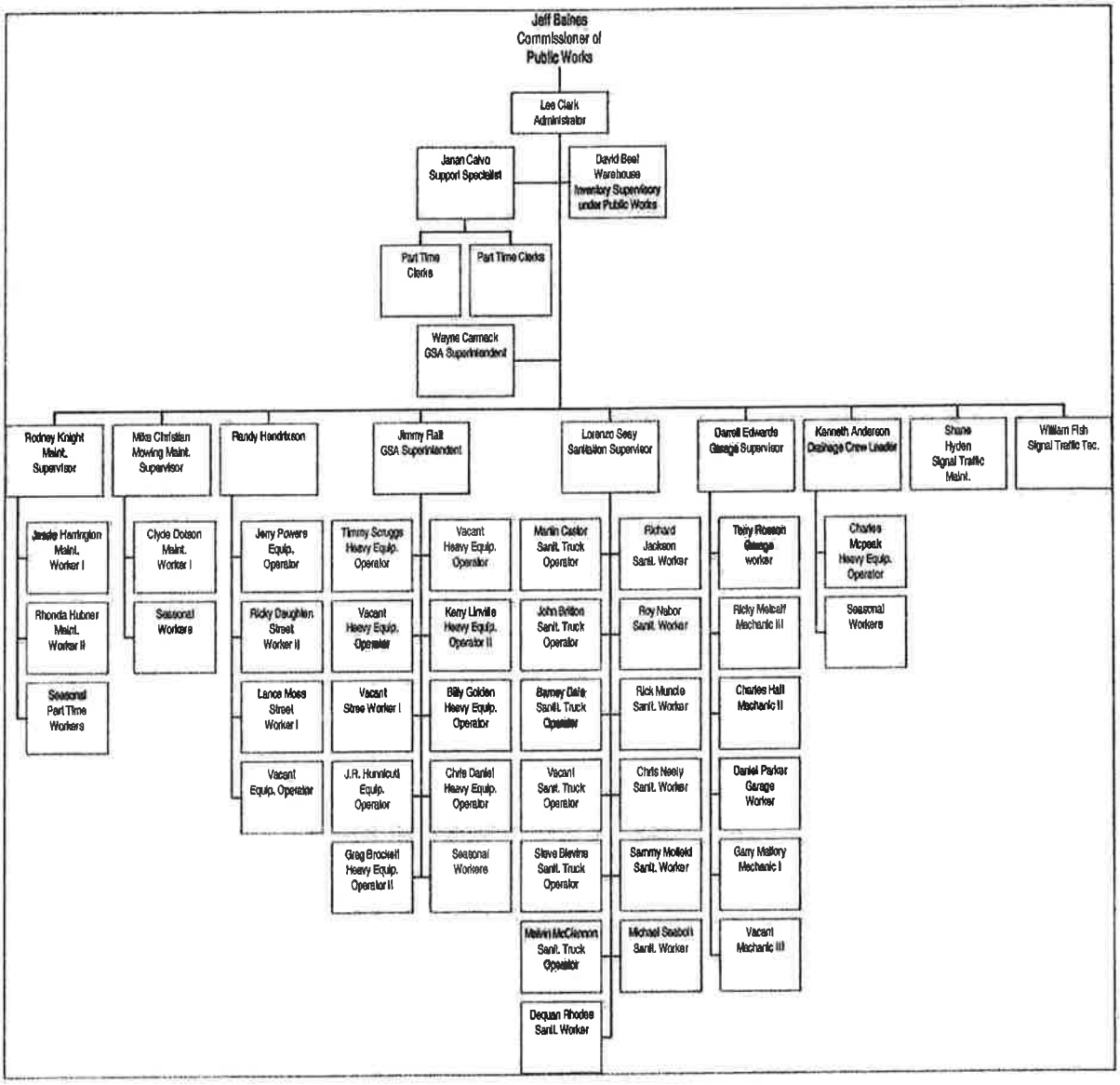
4.1.10 Parks & Recreation

June 8, 2016

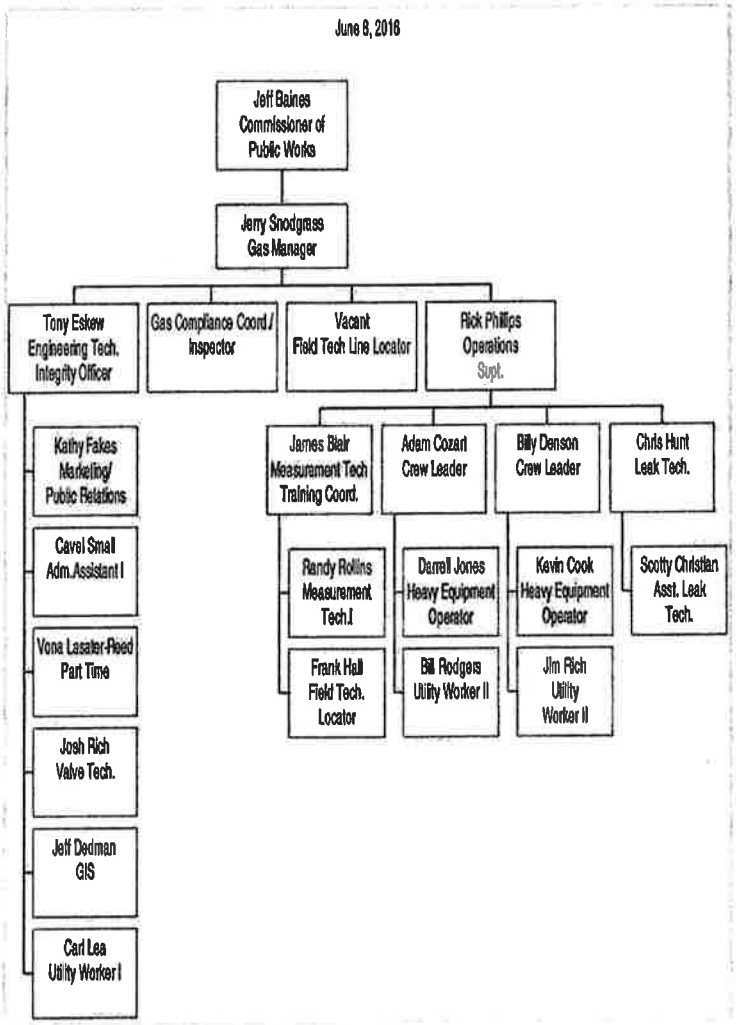


4.1.11 General Services

GENERAL SERVICES/April 26, 2016

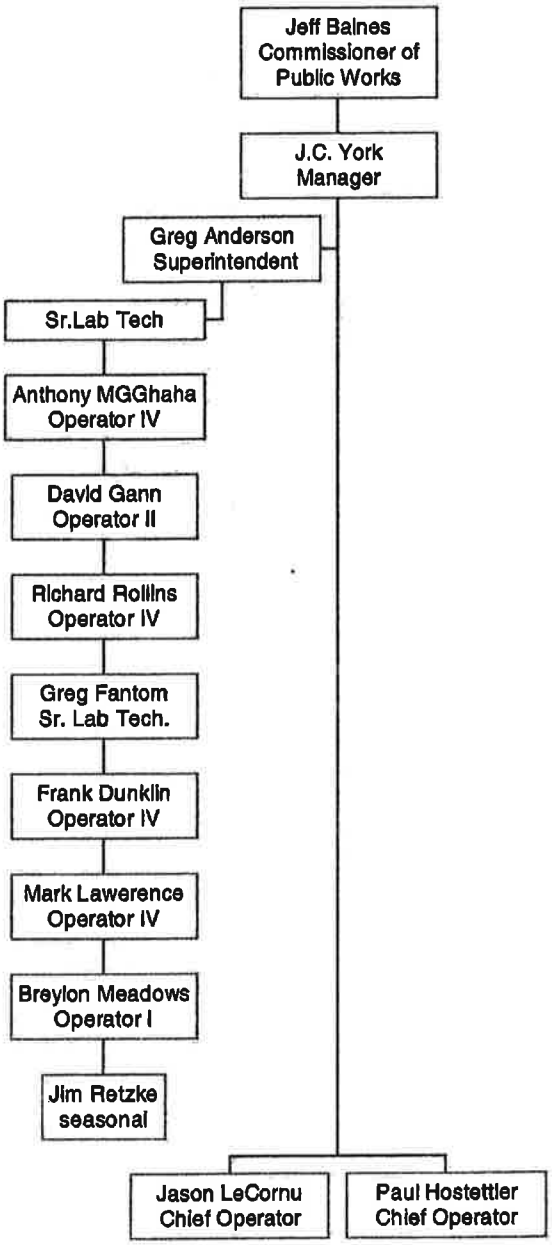


4.1.12 Natural Gas



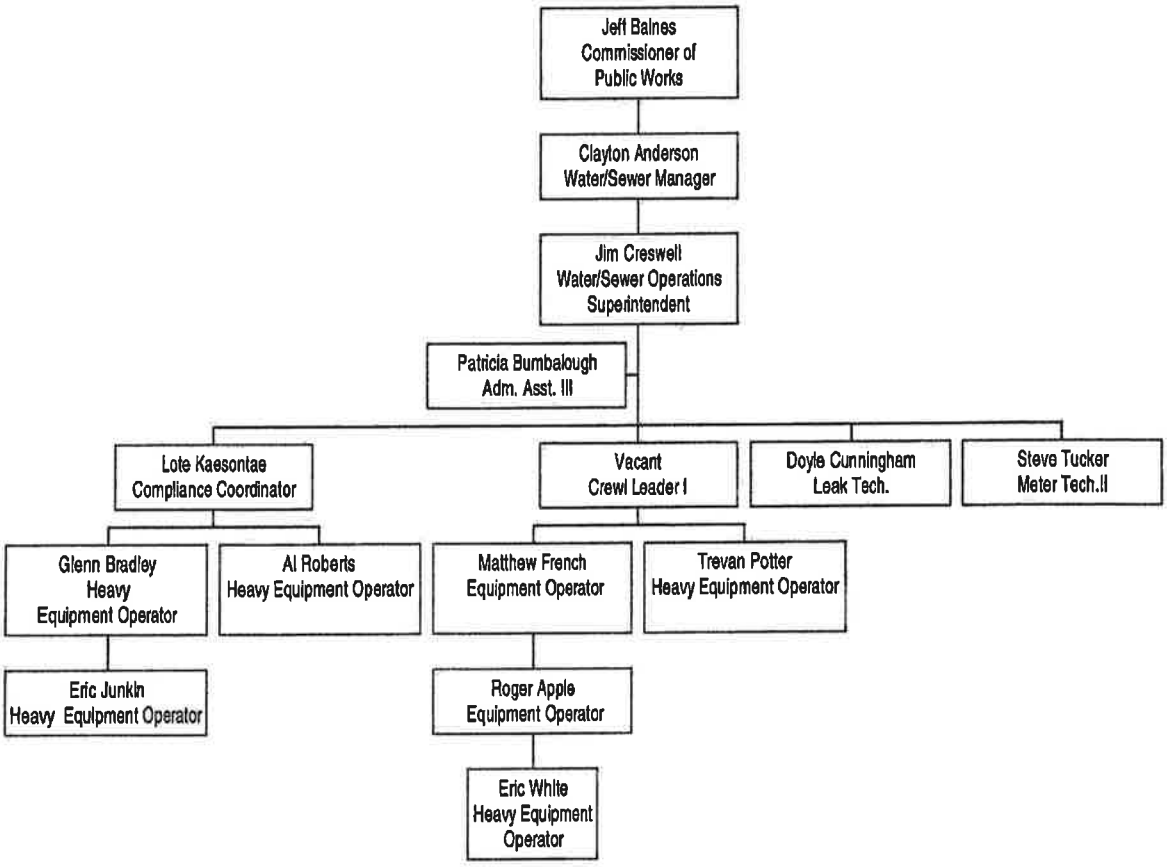
4.1.13 Water Plant

June 8, 2016



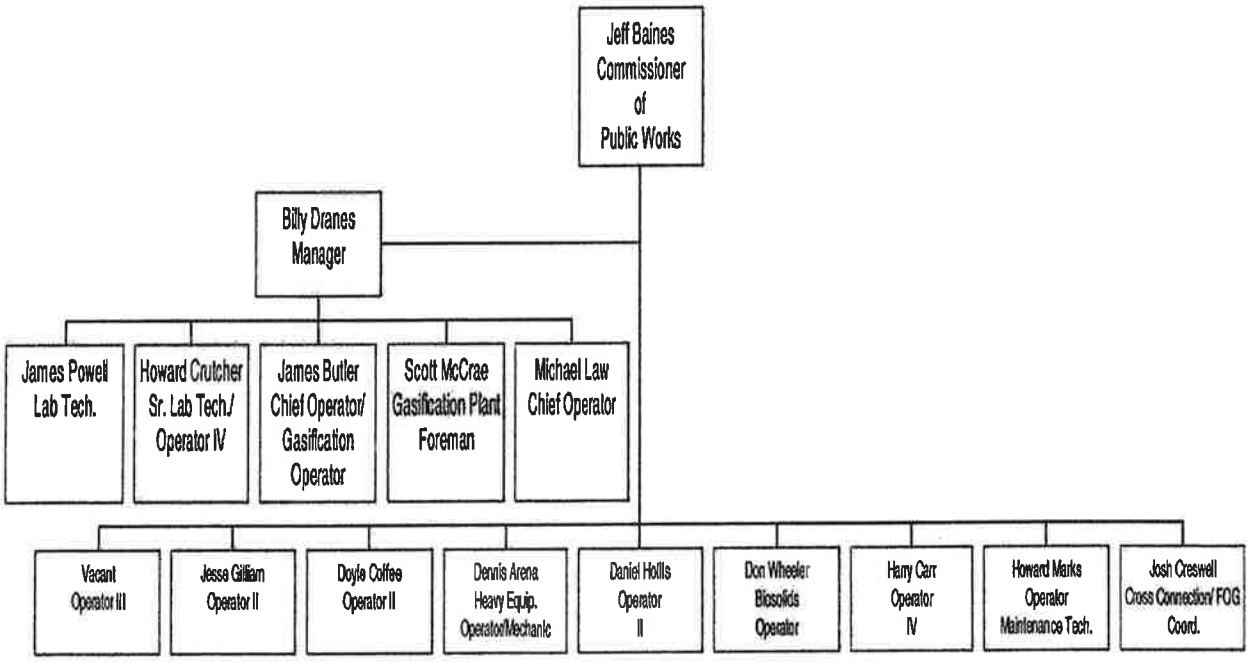
4.1.14 Water Distribution

June 8, 2016



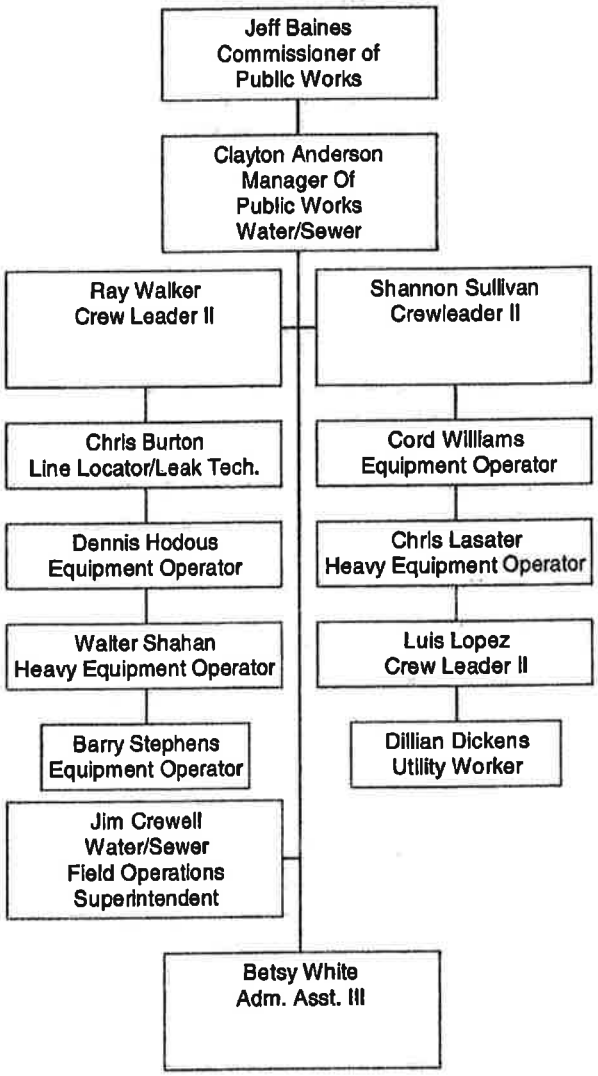
4.1.15 Wastewater Plant

june 8, 2016



4.1.16 Sewer Collection

June 8, 2016



4.2 Risk Assessment

Overview

City officials and management assess risk of operations continually. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about and as it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met. The City of Lebanon is in the process of hiring a Risk Manager in the upcoming budget.

Objectives

1. **Collections** are complete, timely and accurate.
2. **Disbursements** are for a valid city purpose and properly recorded.
3. **Assets** are properly safeguarded.
4. City is in **compliance** with contractual, local, state and federal laws and regulations.

Risk

Objective 1

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.

4.2 Risk Assessment (Continued)

Risk

Objective 2

1. Disbursements could be unauthorized.
2. Disbursements could be for personal items.
3. Disbursements could be made for items never received.

Risk

Objective 3

1. Bank balances may be inaccurate due to failure to reconcile bank accounts.
2. Capital assets or inventory items could be missing.
3. Inventory is not available when needed.

Risk

Objective 4

1. Grant funds could be spent for unallowable items.
2. Grant rules may not be followed which could result in having to return federal funds.
3. Federal reporting requirements were not met.

The significant areas of risk are identified above and policies and procedures will be documented in the **next section** to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these area of operations.

4.3 Control Activities

Overview

This section is where the detailed procedures will be documented. The objectives, policies and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

4.3.1 General Collections/ACHs

Objectives

1. **Collections are complete, timely and accurate.**
2. **Collections are safeguarded.**
3. **Collections should be recorded accurately and timely in the accounting system.**

Policies

Objective 1

1. **A receipt will be issued for each collection made.**
2. **Each cashier will have their own cash drawer.**
3. **All cash drawers will be closed out and counted daily.**
4. **All funds will be deposited daily.**
5. **Any voids are posted to correct accounts.**

4.3.1 General Collections (continued)

Procedures

Procedures for policies 1-5

- The City has 3 cashiers. Two cashiers are at the front desk and collect any receipts needed. The other cashier is at the drive-thru window and can collect any receipts.
- Each time a payment is received the system will issue a prenumbered receipt. Each receipt list date, amount, payer, accounting code, cash or check number.
- Each cashier will close drawer during the day and print a cash drawer report that is used to balance their drawer to what is collected. These funds and report will be given to the Customer Service Manager to make sure they are balanced.
- The City has an employee that opens the mail and will scan the checks for payment and will create a file that list all of the checks and this file is sent to the bank.
- City also takes credit card payments through Invoice Cloud that will process our credit cards. They will download a report and update to our software. This report will go with all payments to be balanced when the daily cash report is posted.
- Customer Service Manager will take all reports from cashiers, mail, and credit cards and put into daily cash report.
- A night process is done to process to update customer accounts.
- Money not deposited will be locked inside the vault at night.
- Any voids are tried not to be done, instead if have any corrections will be done by adjustments. The adjustments will be done by the cashier on paper then approved by Customer Service Manager to their account.

Policies

Objective 2

6. All cash draws are locked when unattended.
7. All cash drawers are locked in the vault during closed hours.
8. Deposit is taken to the bank daily.
9. Access to the vault is restricted.

4.3.1 General Collections (continued)

Procedures

Procedures for policies 6-9

- When cashiers are not at their drawer the drawer stays shut until they get back to their area.
- When funds are not deposited they are locked in the vault by the Customer Service Manager and or by their backup. Access to the vault is limited to them.
- The deposit that are not scanned and sent to the bank electronically are balanced by the Customer Service Manager by about 10am and they deposit is taken to the bank by a police escort.

Policies

Objective 3

10. Have access to cash codes.
11. Daily Cash Reports are collected by the Accountant and Staff Accountant.
12. Any corrections needed to the daily cash receipts are done and communicated to the Customer Service department for them to fix.
13. Reconciliations are done by the Staff Accountant.

Procedures

4.3.1 General Collections (continued)

Procedures for policies 10-13

- Any updates done on the cash codes are given out to the Customer Service department. Also, any problems are communicated to the accounting department to fix the codes.
- All of the cashier reports, mail scans, business tax receipts, credit card receipts, deposit slips, are given to the Customer Service Manager for that day and are rolled into one report. The Accountant or Staff Accountant will come down and collect and print reports and balance then post to the general ledger. Any differences will be brought to the Customer Service Manager and a plan will be done to fix problem.
- Monthly the Staff Accountant will balance the bank statement tied to the account for all of the money collected for the City. Staff Accountant will also balance other bank accounts monthly for other City accounts.
- Any checks received by the City will be deposited within three days to follow the State rule.

4.3.1.1 Utilities

Objectives

1. Utility readings are complete, timely and accurate.
2. Utility payments are recorded accurately and timely in the accounting system.

Policies

Objective 1 and 2

1. Readings will be done for all the cycles.
2. Readings will be accurate for each cycle.
3. Ensure data is downloaded to proper system.
4. Bills are mailed out at the proper times.
5. Errors can be found and get proper approval to contact errors.
6. Utility payments are collected and if accounts are not paid go through process of cut-offs.

Procedures

Procedures for policies 1-6

- Have two meter readers go out and collect readings of the four cycles we have for the City of Lebanon.
- City uses an Automatic Meter Reading (AMR) that loads the routes and cycles the meter readers need to take.
- After reading download data into Local Government software.
- Calculate bills, send file to Datamatx that will print bills and mail to customers.
- Also, send bills to Invoice Cloud the company the City's uses to collect bills with credit cards.
- Customers can view their bills online with Invoice Cloud to pay their bills.

4.3.1.1 Utilities (continued)

Procedures for policies 1-6

- Clerk in Customer Service can run report for each route, that shows readings, errors, no usage, high usage that way can send Meter Readers to go check on leaks.
- Also can data logging on the AMR to check on issues.
- If have any adjustments will fill out and give to Customer Service Manager to verify and make adjustments.
- After customers pay bills will follow General Collections in the internal control manual.

4.3.1.2 Property Taxes

Objectives

1. Property taxes are complete, timely and accurate.
2. Property tax payments are recorded accurately and timely in the accounting system.
3. Property tax vouchers are correct and sent to customers and money collected from the State.

Policies

Objective 1 thru 3

1. Property tax bills will be sent to customers.
2. Property tax bills are accurate.
3. Ensure data is properly uploaded into the system.
4. Property taxes are balanced to ensure proper posting to accounts.
5. Any uncollected property taxes are turned over for collection.
6. Property tax vouchers are balanced to ensure collection from the State.

4.3.1.2 Property Taxes (continued)

Procedures

Procedures for policies 1-5

- State of Tennessee sends file in October for the City of Lebanon property tax levies.
- State sends bills directly to customers at the beginning of October.
- File from the State is downloaded into our accounting system by Local Government.
- Total amount of taxes report is given to the accounting department for them to record the tax revenue, accounts receivable, deferred revenue and estimated uncollectible.
- Taxes are due by the end of February
- Customers can come in and pay taxes at the front counters or send check for their taxes.
- Also, customers can view and pay online by using Invoice Cloud.
- On a monthly basis the Customer Service will send report up to the Staff Accountant detailing the receipts, corrections, refunds for that month for the Staff Accountant to balance against the property tax receivable. Will balance current and delinquent taxes receivable.
- Property tax collections are run through our downstairs cashiers and use the General Collections in the internal control manual.
- In March when the current taxes become delinquent they are turned over to the Clerk & Master to try to be collected.
- City keeps records of taxes for up to ten years to try to collect, then they are written off.
- At the end of June the Staff Accountant will make final adjustment for delinquent taxes collected for the year.

Procedures for policies 6

- State sends property tax relief vouchers to the City and we mail to the citizens. (For citizens that receive relief for part or all of their taxes.)
- When citizens brings in tax relief voucher to use the City will enter into the State's website to enter the customer's data and run the voucher through the daily cash drawer for that day.
- Accountant or Staff Accountant will run report on monthly basis to check on the vouchers outstanding.
- When State sends funds for vouchers will take off receivable and balance the account on a monthly basis to ensure City collects funds.

4.3.1.3 Airport Collections

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Receipt is given for each collection made.
2. Funds collected by the Airport are turned over to the City on a timely basis.
3. Funds collected by the Airport are turned into the accounting department that way they are properly recorded.
4. Other Airport collections are done by the accounting department.

4.3.1.3 Airport Collections (continued)

Procedures

Procedures for policies 1-3

- The City of Lebanon has the FBO run and collect funds for the airport hangers.
- The FBO will bill the companies and individuals that sign agreements for hangers and for fuel usage.
- The FBO will send over the collections within the three day rule for collections.
- On the hanger rentals the FBO will send over a summary of the deposits that were collected that day that has the check number, payment method, payment from, the hanger number and amount.
- These funds are taken in by the Staff Accountant and is taken down to the cashier downstairs where they are written up to the proper accounts.
- Receipt is given to the Staff Accountant and put in with the detail for the daily cash reports.
- Then will follow General Collections in the internal control manual.

Procedures for policies 4

- Some of the airport collections are billed by the accounting department.
- The Staff Accountant will bill for the fuel for our largest customer, large hanger rent and airport lot leases.
- These are usually billed once a year and will send out invoices for the amount owed.
- Once they are billed the Staff Accountant will set up a receivable for the invoices.
- When payments are received for the invoices they are taken downstairs and written up by the cashier and will be issued a receipt to have for detail for the daily cash report.
- Also, Staff Accountant will clear out receivable that were set up for the bills.
- Then will follow General Collections in the internal control manual.

4.3.1.4 Recreation

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Receipt is given for each collection made.
2. Funds collected by the recreation department are turned over to the accounting department to be recorded by the cashier at City Hall.
3. Funds collected by Recreation are turned in on a daily basis or by the next day.

Procedures for policies 1-3

- Recreation department will take collections for pavilion rentals and sports signups.
- Receipts are given to the customers who want to rent a pavilion at the community park and sign up their children for sports the City runs.
- These collections are counted and brought over to City Hall that day or next day available and given to the Staff Accountant.
- The Staff Accountant will count the funds to verify that it agrees with receipts that the recreation has brought over.
- Once verified the Staff Accountant will take the funds downstairs to write up receipt at the cashiers at the front.
- Then will follow General Collections in the internal control manual.

4.3.1.5 Police Department Collections

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Officer's issue pre-numbered uniform traffic citations.
2. Municipal court docket is maintained and dispositions are recorded in the court docket.
3. Records are maintained by the court clerk.
4. Court dockets are posted; along with posting receipts and disbursements of funds.
5. Funds collected by the Police department are balanced daily and turned over to the City Hall cashiers.
6. Funds collected by the Police department are brought over with report to show where they should be deposited.
7. Bank card charges for the Police department are given to the Staff Accountant to balance with the bank statement.

4.3.1.5 Police Department Collections (continued)

Procedures

Procedures for policies 1-6

- Officer's issue pre-numbered uniform traffic citations to violators.
- Officer turns in all citations at the end of their shift.
- Dispatcher will run history report of citations.
- Records Court Clerk will get report and enter into the system.
- Will give to the court and they put on the docket.
- Once case is settled or they pay their ticket will pay the cashiers at the front of the police department. Will issue receipt for payment on their ticket or case.
- Each day these funds are balance by printing a daily balancing report to verify the funds collected.
- After funds are balanced these funds are brought over to City Hall cashiers to be entered into the City's system.
- Receipt is given and the daily balancing report is included in the City's daily cash report to help balance the report.
- Then will follow General Collections in the internal control manual.

Procedures for policies 7

- The Police department takes credit cards for payments on tickets and citations.
- The Police department uses their own credit card service for the credit cards.
- Therefore these credit card charges are not run through the cashiers at City Hall.
- On a daily basis when the Police department brings over there daily balancing report they include the bank card slips and gives those to the Staff Accountant.
- These slips are entered into a spreadsheet that shows each revenue account that the slips show it should go to.
- At the end of each month the accounts are summarized and a journal entry is made the revenue.
- When the bank statement is balanced the credit cards are balanced to the spreadsheet to verify that the funds have been deposited.

4.3.1.6 Drug Seizures- Settled/Unsettled

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

<u>Objective 1 thru 3</u>

1. Property Receipt form is filled out for each seizure done by the Police Department.
2. Funds collected by seizures by the Police department are kept secure in the records office.
3. Funds collected are brought over to City Hall along with property receipt form to be deposited with the cashiers downstairs or taken to the bank for unsettled deposits.
4. Some seizure funds can be directly deposited to the City's bank accounts tied to the cashiers downstairs.
5. Other funds that the case is not settled the funds are deposited into another account called the Unsettled Seizures until the case is settled and either the City gets all of the funds, some of the funds, or the defendant gets some of the funds or the defendant gets all of the funds back.

4.3.1.6 Drug Seizures- Settled/Unsettled (continued)

Procedures

Procedures for policies 1-5

- When the Police department seizes money during drug bust or raids those funds become property of the police department.
- Officers will count the money and issue a Property Receipt Form given to the Evidence Room officer.
- The form will have the case#, evidence #, reporting officer, date, time, recovery location, persons, property chain of custody and administration.
- If the case is settled then the funds can be deposited into the drug fund for the City of Lebanon.
- If the case is unsettled then the funds can be deposited into a separate account called "Unsettled Seizures" that is not part of the City's everyday funds, until the case can be settled.
- Evidence Officer will bring the settled and unsettled funds over to the Accounting Manger no more than three days after the funds have been seized.
- Accounting Manager will count funds to verify they match the Property Receipt Form. If they are settled funds will be taken downstairs to cashier and get receipt for funds and give a copy to the Evidence Officer and keep one for our records.
- Accounting Manger will sign and date that they received the funds.
- If funds need to go to unsettled will take funds to different bank where unsettled account is and deposit funds and give copy of deposit slip to Evidence Officer and keep one for own records.
- Deposit to unsettled will use copy of deposit slip to make journal entry into Munis accounting system.
- Accounting Manager will create spreadsheet for settled and unsettled funds that has amount, evidence #, case # to keep for records.
- Keep spreadsheet, receipt, and property receipt form for records for the auditors to look at.
- When unsettled case gets settled Evidence Officer will bring over final Order of Compromise and will issue check out of unsettled account to the police or defendant.
- If police receive the funds will take downstairs and write up receipt for the case. If defendant gets money back will write check out Unsettled Seizures checking account and get two signatures on the check and send back to Evidence Officer for them to give back to the defendant.

4.3.1.7 Jimmy Floyd Collections

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Receipt is given for each collection made.
2. Funds collected by the Jimmy Floyd Center are balanced daily and turned over to City Hall cashiers.
3. Funds collected by the Jimmy Floyd Center are brought over with a report to show where they should be deposited.
4. Bank card charges for the JFC are given to the Staff Accountant to balance with the bank statement.

4.3.1.7 Jimmy Floyd Collections (continued)

Procedures

Procedures for policies 1-3

- The JFC collects funds for memberships, daily fees, etc. and is given a receipt for their transactions or given a card to scan when they come in.
- Each day these funds are balanced with all the cashiers that take money.
- These funds are counted by one of the managers and balanced to a report of what was taken in.
- JFC manager will balance the funds to the report run to get ready to bring over to City Hall.
- JFC manager will bring funds to City Hall cashier and the cashier will enter into the system based on a report from the JFC.
- Cashier will give receipt to the JFC manager and will take back with them and verify that the deposit matches receipt given.
- Then will follow General Collections in the internal control manual.

Procedures for policies 4

- The Jimmy Floyd Center takes credit cards for charges at the center.
- JFC uses their own credit card service for their credit cards.
- Therefore these credit card charges are not run through the cashiers at City Hall.
- On a daily basis or every other day bank card slips are brought over to the Staff Accountant with the corresponding revenue account on each slip.
- These slips are entered into a spreadsheet that shows each revenue account that the slip shows it should go too.
- At the end of each month the accounts are summarized and a journal entry is made to record the revenue.
- When the bank statement is balanced the credit cards are balanced to the spreadsheet to verify that the funds have been deposited.

4.3.1.8 Building Inspection/Engineering

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Receipt is given for each collection made.
2. Funds collected by the Building Inspection/Engineering are balanced and turned over to City Hall cashiers.
3. Funds collected are brought over with report to show where funds should be deposited.

4.3.1.8 Building Inspection/Engineering (continued)

Procedures

Procedures for policies 1-3

- The Building Inspection/Engineering department collects many different funds for permits, inspections, water & sewer charges, gas charges etc.
- A receipt is given out for each collection made.
- Funds collected by them are counted and balanced to a General Ledger Proof Report.
- Funds are brought down to the City Hall cashiers to be deposited.
- The General Ledger Proof Report is used to make sure the funds collected are written up to the correct revenue.
- A receipt is attached to the General Ledger Proof Report to verify that when the Staff Accountant or Accountant post the Daily Cash Report that the data is correct.
- Then will follow General Collections in the internal control manual.

4.3.1.9 Cemetery Lots

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 3

1. Receipt is given for each collection made.
2. Cemetery lots can be purchased in full or made over time.
3. Deed is prepared for lots purchased in full.
4. Lot paid for on time will be set up on a payment arrangements.
5. Cemetery department makes records of lots purchased and burials entered into their computer system.
6. Information regarding sales of and burials in the cemetery is submitted to the Engineering department.

4.3.1.9 Cemetery Lots (continued)

Procedures

<u>Procedures for policies 1-6</u>

- Prospective purchases of cemetery lots contact the Cemetery Sexton regarding lots available.
- Customer can purchase lots in full or make arrangements to pay over time.
- If purchase made in full, receipt is given to customer then a deed is given. The deed is prepared by Finance Officer and signed by the Commissioner of Finance and notarized by the Finance Officer and given to the customer.
- Customer making payment arrangements are sent a statement of the payment due each month. Payments are either mailed to or brought to the office.
- When payments are received they are brought over to the City Hall cashiers to be deposited. A receipt is given to the cemetery department to verify with the records.
- When all payments have been received on an agreement, a deed is prepared and sent to the customer.
- When funds are received from the cemetery department then follow General Collections in the internal control manual.
- A schedule of balances owed is maintained by the cemetery department.
- Information regarding sales of and burials in the cemetery is submitted to the Engineering department periodically; a legend of the lots id printed and given to the cemetery department.

4.3.1.10 Electrical Permits

Objectives

1. Collections are complete, timely and accurate.
2. Collections should be recorded accurately and timely in the accounting system.
3. Disbursements are made on a timely basis to the State of Tennessee.

Policies

Objective 1 thru 3

1. City of Lebanon is authorized by the State of Tennessee to collect for and issue electrical permits as their agent.
2. Funds are collected and balanced and sent to the City Hall cashiers.
3. Funds are disbursed to the State less an administrative charge.
4. At the end of the year balance Electrical Permits.

4.3.1.10 Electrical Permits (continued)

Procedures

Procedures for policies 1-3

- Customer gives us information regarding the need for an electrical inspection.
- Fees are based on the service size plus and issuing agent fee per permit.
- After collect fee a receipt is given to the customer.
- Funds collected are added up and balanced to the daily permit record funds are sent to City Hall cashiers to be deposited. Funds are collected at the Public Works department.
- On a weekly basis the total numbers of permits and the State fees are listed, along with the permit numbers that have sold that week.
- Public Works will fill out form for the State and either send in a check request or do a purchase order for the payment to the State.
- The detail for the State electrical permits is sent to the accounting department and when the check is issued to the Tennessee Department of Commerce and Insurance and the detail is mailed to them.

Procedures for policies 4

- On a yearly basis the Public Works will send over the balance of Electrical Permits as of yearend.
- The Accounting Manager will take this balance and compare to the (110 22302) Deferred Revenue Electrical Permits and make an adjustment to either increase the deferred revenue or record revenue for the permits.

4.3.2 General Disbursements/Wires

Objectives

1. Disbursements are for a valid city purpose and necessary.
2. Disbursements are timely.
3. Disbursements are accurately coded and recorded in the accounting system.
4. Disbursements are legally appropriated.

Policies

Objective 1 thru 4

1. The City has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchase Orders are sent to the departments that purchased items for them to match with invoices to pay.
4. Checks are written twice a week to ensure invoices are paid timely.
5. All checks require two signatures.
6. System has any checks up $5,000 the system will print two signatures; $5,001-$50,000 system will print one signature and have to get one live signature; $50,000+ will have to get two live signatures.
7. Any Purchase Order, check request and wire will have to have an invoice attached to be paid.
8. Checks request forms are to be used for the purpose of a customer refund; the one time pay to a vendor or individual and miscellaneous checking accounts that are tied to the Munis accounting system.
9. Wire request forms are used for any wires that need to be paid usually with the City's bond payments.

4.3.2 General Disbursements/Wires (continued)

Procedures

Procedures for policies 1-7

- The City pays most of its bills by check and uses Purchase Orders to pay those bills.
- The Purchasing Manual for the City spells out what needs to be done for the City to follow state law.
- Each department will fill out a requisition for any purchase they wish to purchase.
- This requisition is filled out by the department and when the department puts in its account number the system will check budget before it proceeds further.
- If budget is available the requisition will have to be approved by the department head.
- If budget is not available, department will have to fill out a budget amendment to move funds into the line item that is over budget. Budget amendment will be sent to the Finance department.
- Once requisition has been sent to the Purchasing Agent they will check vendor, account number, description, budget and any other questions and if everything is ok they will approve and send purchase order back to the department.
- If requisition has problems Purchasing Agent will decline and send back to the department.
- Once department has purchase order and the product they ordered has come in and they are satisfied with purchase and have invoice can get ready to pay.
- Department will receive purchase order in the Munis accounting system and attach a copy of the invoice electronically.
- Accounts Payable Clerk will receive notification in their inbox that purchase orders are ready to be paid.
- Accounts Payable Clerk will open a batch in the accounts payable section of Munis and check notifications to see if valid invoice has been attached to purchase order.
- If purchase order is valid will enter date, po number, invoice #, amount, org, object for each purchase order to be paid.
- Once batch is complete can write checks that day wait for more to come in to write later. Try to write checks a couple days a week to keep current on bills.
- Once batch is ready to be paid; put signature key into system to stamp signature on checks that fall within the range of checks that can be double signed, single signed, or no signature and have to get two live signatures.
- Once checks are printed Accounts Payable Clerk will sort checks that need live signatures and take downstairs to be signed.
- Accounts Payable Clerk will fold checks and put in mail box.
- AP Clerk will prepare check batch into cash disbursement journal and post to the accounting system.
- Accounting Manager will receive notifications that checks have been written and will match checks to the cash disbursement journal to make sure funds are available in the bank account.

4.3.2 General Disbursements/Wires (continued)

Procedures

Procedure for 8

10. Check request forms are used for one time vendors, utility refunds, miscellaneous bank accounts, of special request approved by Commissioner of Finance.
11. Checks request forms are signed off by the department and to the Finance department to check budget and if available will sign off on request.
12. Will be sent back to Accounts Payable Clerk and if can be written out of main bank account will be put in as described above.
13. If needs to be paid out of miscellaneous bank accounts will write check and get two signatures on check.
14. Will give check to Accounting Manager and make copy of check, request, invoice and scan into document to attach to journal entry into Munis accounting system.
15. Accounting Manager will mail check or given to vendor if available.

Procedures

Procedure for 9

- Wire request forms are usually used to pay the City's bond payments and few other vendors that require wires.
- Will get wire request form signed by person that has the invoices and send down to finance to approve if budget is available.
- Once wire approved, form will be sent to Accounting Manager to set up in the bank website to wire funds when they are due.
- When wire is ready to be paid the Accounting Manager will set up on bank website and approve the wire answer two security questions. Then Accounting Manager will get either Accountant or Staff Accountant to approve wire at their desk and also answer two security questions.
- Once approved they will give back to Accounting Manager and wait on call from bank. Bank will call and verify the wires to be sent out and release the funds from the City's bank account.

- Accounting Manager will make copy of wire transfer, wire request, invoice to scan into document to prepare to make journal entry into Munis accounting system. The scanned document will act as the back up to the journal entry.

4.3.2.1 Purchasing/Purchase Card

Objectives

1. Clarifying the procedures, both using department and the Purchasing department will benefit time saved obtaining materials, equipment and services.
2. Main function of the Purchasing department is to aid all departments within the City by securing the best materials, supplies, equipment and service at the lowest possible cost, while keeping high standards of quality.
3. Have all city employees directly or indirectly associated with buying must work as a team to promote the City's best interests in getting the maximum value for each dollar spent.
4. Have clear policy for usage and accountability of the procurement (purchasing) cards.

Policies

Objective 1 thru 4

1. The purchasing agent shall have the power and authority to purchase and shall purchase all materials, supplies and equipment for the proper conduct of the City's business.
2. The City Council shall prescribe by ordinance the maximum expenditure which the purchasing agent may make without the specific authorization of the Council.
3. Policy was no purchase shall be made at any one time in an amount which in the aggregate, will be made at any one time in an amount which in the aggregate, will exceed $25,000 unless sealed bids shall have been requested as provided in Article XII, Section 3.
4. New policy to amended Ordinance 14-4617: less than $1,000 no bids required, $1,000 to $4,999.99 3 quotes if available approved by Commissioner of Finance (CoF), $5000 to $24,999.99 3 competitive bids and approved by CoF, $25,000 and higher official bids and public advertisement.
5. A purchase requisition lets the purchasing department know, in detail, what the using department's needs. A requisition is required for purchase, requesting price information, initiating a bid request. Requisitions are prepared electronically.
6. Requisitions shall originate in the using department and must be approved electronically by the department head. At the time of entering the requisition, the system automatically does a budget request for the availability of funds.
7. If funds are not available, then a line item transfer is required and an override may be obtained by the Purchasing Agent or the Finance department to process the requisition.
8. If a requisition is incomplete or improperly prepared, the purchasing department shall reject the request with the information on why it was rejected. An incomplete requisition can cause unnecessary delays.

9. The issuing person, superintendent or department head shall not split orders to avoid any provision of the City code or charter, this manual, or any policy established by the City, nor shall requisitions be submitted for the sole purpose of using up budgetary balances.
10. Purchase orders are issued only after a requisitions has been submitted and approved by the Purchasing Agent. No purchase order will be issued until the accounting system has certified adequate funds and budget balances.
11. Emergency purchases are to be made by department only when normal functions and operations of the department would be hampered by submitting a requisition in the regular manner, or where property, equipment, or lives are endangered through unexpected circumstances and materials, services, etc., and are needed immediately.
12. Sealed bids are required on purchases of $25,000 or more and should be placed with the lowest and best bidder.
13. The City Purchasing Agent is the administer of the City's Property Disposal Program.
14. This directive will be available to those City departments who have selected employees to use procurement (purchasing) cards to purchase goods, services, or for specific expenditures incurred under conditions approved by this directive. The (CoF) will decide when a purchasing card is issued, and to whom, only.
15. The procurement (purchasing) card is to be used for City purchases ONLY.
16. The City of Lebanon is tax exempt. Please notify the vendor of this fact at the point of purchase. Please examine your sales invoice. If sales tax has been, in fact charged, please have this corrected immediately. A sales tax exempt certificate can be obtained easily from the Accounting department.
17. Request for initial, additional or changes to purchasing cards.
18. Lost or stolen purchasing cards.
19. Terminated employee.

Procedures

4.3.2.1 Purchasing/Purchase Card

Procedures for policies 1-12

- All purchase of equipment or materials in excess of $25,000 shall be to the lowest and best bidder upon sealed bids.
- The department in question may prepare an electronic requisition and must be approved by the department head. System will check budget if budget available will go on and process, if budget not available department will need to send budget amendment to Finance and Purchasing Agent can override to process requisition or wait for budget amendment approved and change on the system and process the requisition.
- Purchasing Agent will check prices and if items need to be bided will start bid process.
- If need bids Purchasing Agent will start process along with help from department and bids must be advertised in a local newspaper of general circulation not less than five days before bid opening date and placed on the City's website.
- The Purchasing Agent then issues a purchase order to the successful bidder, or the lowest best provider of the good or service.
- Information needed on requisition: dept/loc, Fiscal Year: current budget fiscal year will be filled in automatically, Requisition #: automatic, General Description: invoice number(s) being paid or a short description of the items being purchased, Needed by: date the purchase is needed by, Entered: date automatically fills in, Vendor: the vendor that the department would like the purchasing department to consider (a search option is available), "Vendor/Sourcing Notes" is an area to provide information on a new vendor that is currently not in the system, Terms/Miscellaneous: notify originator when converted to PO/Contract, Quantity: the number requested, unit: dozen, lineal feet, gallons, Description: give a clear description of the items including size, color, type, etc. Inventory and Work Orders should be included in this description box, unit price, freight, discount, price, credit, amount, request by: person requesting the item being purchased, org: fund and department, obj: expense line item that item falls under.
- If a requisition is incomplete or improperly prepared, the Purchasing Agent shall reject the request with the information on why it as rejected.
- Purchase orders are issued only after a requisition has been submitted and approved by the Purchasing Agent.
- Two white copies of the purchase order is created. One for the purchasing department to keep. The other is mailed, hand carried, or faxed to the vendor to be used as authority to furnish the City the materials or services indicated.
- A copy of the purchase order can be also be sent to the department by either paper or electronically.
- Upon completion of the order or contract, the department will scan all correspondence (invoices, contract copies, agreements, packing slips) into the system. The department will then "Quick Receipt" the purchase order, in the system, notifying the accounting department that either all or part of the purchase order is ready to be paid.
- The department head or superintendent may authorize an emergency purchase with the knowledge of the Purchasing Agent. At the next regular council meeting the department head, superintendent or the Purchasing Agent will notify the Mayor & Council of the emergency purchase.
- Department head or superintendent will notify the Purchasing Agent as soon as possible of the need to make an emergency purchase.

4.3.2.1 Purchasing/Purchase Card

- Department must use sound judgement when making emergency purchases of materials and supplies.
- Suppliers shall furnish sales ticket, delivery slips, invoices, etc., for the supplies or services rendered.
- As soon as possible give the purchasing department a complete requisition with description of the emergency and approval by the department head or superintendent. Confirming Emergency Purchase will be marked on the requisition.
- All corresponding documents need to be attached to the emergency requisition form.
- When sealed bids are needed purchasing will: prepare bid requests, establish a date and time for bid opening, select possible sources of supply, prepare specifications, mail bids requests, and advertises as appropriate, receive and open bids, evaluate bids using department's assistance, prepare bids and make a recommendation on award to governing body for approval, process purchase order after governing body approval, maintain all specification and bid data files.

Procedures

Procedure for 13

20. Properly disposing of surplus items is the last step in the purchasing and supply management process.
21. The City Purchasing Agent administers the City's Property Disposal Program.
22. The details to dispose property is detailed in the City's Purchasing Manual from page 25-30. A copy of the City's Purchasing Manual is included at the back in the appendix of the City's internal control manual.

Procedures

4.3.2.1 Purchasing/Purchase Card

Procedure for 14 thru 19

- The City uses a purchase card program for small purchases.
- The Council has approved a purchase card policy and the (CoF) will decide when a purchase card is issued, and to whom.
- Council and (CoF) also will decide the limit for each purchase card holder.
- The Accounting Manager will manage the program after the Council and (CoF) have developed the polices.
- Cards are issued to the purchase card holders.
- Card use is for City purchases only.
- Also, purchase card holders should make sure the City doesn't pay sales tax on any of the City's purchases.
- Request for initial cards or changes should be submitted to the Accounting Manager and will confer with the (CoF) for new cards or change in limits. Will contact bank requesting these changes.
- Lost or stolen cards should be reported immediately to the Accounting Manager that way the bank can be contacted to cancel cards or if stolen cards have been used to get charges taken off account.
- Receipts are kept for each transaction. A Purchasing Card Voucher is filled out for each receipt.
- When receive monthly bill for transactions will compare to receipts to bill to make sure have copy of all receipts and fill out record of credit card use that summarizes with charge codes.
- These transactions are signed off by the department head for each purchase card holder and sent over to the Accountant by the 15th of each month.
- The Accountant will enter all transactions into a spreadsheet for purchase card holders that will list all transactions for the month.
- Will fill out a request the (CoF) will sign off for all transactions.
- Accountant will check receipts change account numbers if needed and report any problems to the Accounting Manager when warranted.
- Accountant will use spreadsheet as a basis for their journal entry to record expenditures to the Munis accounting system.
- Will keep the purchase card records in accounting office for auditors or others to look over.
- When employee is terminated or is no longer in charge of the purchase card for their department the Accounting Manager is contacted and the card is canceled.

4.3.2.2 Fuel Usage/Transportation Clearing

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.
3. Entries are balanced monthly.

Policies

Objective 1 thru 3

1. City record fuel used by all city vehicles.
2. City vehicles use gas, oil, and diesel that are entered into the system.
3. On a monthly basis gas, diesel, and oil prices are checked to reflect the current price of these products.
4. The current value is used enter into system for gas, oil, diesel used.
5. Public Works gas GasBoy system to keep up with amount of gas and diesel used by city vehicles.
6. Garage keeps up with oil usage on vehicles on the Service and General Inspection forms.
7. Reports are downloaded or entered into accounting system to create report.
8. Gas, oil, diesel used by the Enterprise funds (Water/Sewer and Gas) is not initially charged to an expense account, but to an asset account on the balance sheet entitled "Transportation Clearing".
9. Once a month an entry needs to be made to each fund to clear out the Transportation Clearing and charge the related expense or to a Work Order.

4.3.2.2 Fuel Usage/Transportation Clearing (continued)

Procedures

Procedures for policies 1-5, 7

- Monthly basis will average out past invoices of gas and diesel purchased to come up with rate for each.
- Public Works has GasBoy program that will track the gas and diesel used by City vehicles and the Lebanon Special School District and Mid-Cumberland.
- Accounting Manager will go in on a weekly basis and download report for fuel used.
- Download report for each day and report will have date, time, vehicle #, product, quantity, total sale, odometer and department.
- Will group report on a weekly basis.
- Accounting Manager or Accounting Clerk will summarize the report into a spreadsheet that has the division, vehicle #, date, fuel type, fuel code, quantity and odometer.
- Once have summarized report will enter data into the Local Government accounting system. Will enter into the Vehicle Maintenance module.
- Will use Vehicle Maint, Vehicle Charges/Work Orders, charge work order entry by code, create, group #, date, refer #, code: either gas (1) or diesel (2), vehicle #, odom, quantity, cost of fuel, then repeat for each vehicle.
- After all vehicle records entered will run transaction report by department. Vehicle Maint, Transaction Report, department, from date, thru date, from code, thru code then print report.
- Will check transaction report to summarized fuel report for errors.
- After done checking for errors will run Vehicle Maintenance General Ledger Packet. Vehicle Maint, General Ledger link, Create Packet, Department, from date, thru date, create packet, packet name, packet period, reference, packet date then run report.
- After running report check against Transaction Report by Department for errors. This report will generate the general ledger numbers needed to be entered into the accounting system.
- Scan Vehicle Maintenance General Ledger Packet report with Transactions Report by Department as back up for the general ledger entry.
- Make journal entry in Munis accounting system. Munis, Financials, General Ledger Menu, Journal Entry/History, General Journal Entry/Proof, Effective Date, Fiscal Year, Period, Journal #, Short Description, then enter in Org, Object, Line Description, D/C, amount on attached document, Output-post, and then post journal entry.

4.3.2.2 Fuel Usage/Transportation Clearing (continued)

Procedures

Procedure for 6-7

10. Garage will send over the Service & General Inspections forms that shows how much oil was used by vehicles. Send over to the Staff Accountant on a monthly basis.
11. Staff Accountant will enter data into the Local Government accounting system at the end of each month.
12. Purchases for oil will be posted during the month to come up with the price of the oil to be used when entering in the data for oil usage.
13. Will enter data the same way as described above for the fuel usage.
14. Same reports will be run. Transactions by Department run to verify against the records from the Garage. Vehicle Maintenance General Ledger Packet run next and verified against the Transactions by Department.
15. Scan reports and enter the journal into the Munis accounting system same as above.

Procedures

Procedure for 8-9

- Gas, oil, diesel transactions from the fuel usage are entered into the Munis accounting system to be cleared on a monthly basis.
- Entries are entered into two accounts (411 15300 and 415 15300).
- First will run account analysis on these two accounts in the Munis accounting system. Will run Account Trail Balance for the org and object and the month needed.
- Then in Local Government accounting system under the Vehicle Maintenance module will run fuel usage report for the departments of 411, 412, and 415. Also, fun the report for each charge code: gas (1), diesel (2), oil (3).
- Run a Summary History Distribution Report for the period you are working on. Need report for funds 411 and 415.
- Run a Work Order Distribution Report for the period you need. Need report for fund 411 and 415. In Munis system run report for 411 16520 and 415 16520.
- On Fuel Usage report, add all Fnd-Dept into like groups on your spreadsheet for fuel usage by vehicle into the account numbers. Do for both funds 411 and 415.

- After all transactions are added up will create the amount of money spent in each department or work order.
- On Work Order Distribution spreadsheet it will add up all work order entries into one amount and then use Munis report that summaries the amount of money spent on Construction in Process by work orders. Add up amounts and enter into spreadsheet. That will distribute the amount by percentage spent by the total amount of work orders.
- Take Fuel Usage by vehicle spreadsheet and make journal entry into the Munis accounting system.
- Take Work Order Distribution report spreadsheet and use to make entries into Local Government accounting system. Work Orders will be listed along with the distribution of the amount of money for each one. Go to Work Orders, Work Orders, Transaction Entry, Create, Dept #, Date, Refer #, Code: 600, WO#, Qty, Cost, then enter the next one.
- After done make copy of both 411 and 415 and give to Staff Accountant to use to balance Work Orders.

4.3.2.3 Postage

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 2

1. City records postage used by each department.
2. City has centralized postage machine that records postage used by each department.
3. Record postage for each department.

4.3.2.3 Postage (continued)

Procedures

Procedures for policies 1-3

- City has a postage machine located at the Public Works complex.
- Daily a messenger picks up the outgoing mail in each department's box and takes back to Public Works.
- Each department's batch of mail is run through the machine separately; the general ledger code for that department is entered before the mail is run through.
- The machine maintains information regarding how much is run through each department.
- Replacement of postage on the machine are charged to Prepaid Postage in the General fund (110 15100).
- At the end of each month an Account Summary Report is sent to the Accountant that shows postage used by account number for the month.
- A spreadsheet is prepared for the report that breaks down the postage used for each department.
- This spreadsheet is used to make the journal entry to record the expenditures for each department in the Munis accounting system.
- Each department's budget for postage is charged and prepaid postage is credited.

4.3.2.4 Overhead

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.
3. Entries are balanced quarterly.

Policies

Objective 1 thru 3

1. The City of Lebanon General fund operates many departments that provide services to all departments of the City.
2. These departments are referred to as "Overhead Departments."
3. On a monthly basis, the cost of operating these departments is distributed on a pre-determined basis to the General and enterprise funds.
4. The percentage used depends on the nature of the departments.
5. Entries posted to the general ledger.

4.3.2.4 Overhead (continued)

Procedures

Procedures for policies 1-5

- Spreadsheet with all departments percentages are loaded into it based on the budget approved for that year.
- Will run a Year to Date Budget report for each month once all expenditures have been posted.
- Accountant usually runs reports if not someone in the accounting department will.
- The departments that need to be done are: Mayor & Council (11041110), Economic Development (11041115), City Attorney (11041120), Finance (11041500), Building Maintenance (11041510), Accounting (11041530), Customer Service (11041570), Purchasing (11041590), MIS (11041600), Public Works (11041610), Human Resource (11041650), EAC (11041651), General Maintenance (11041840), Building Inspection (11042420), Engineering (11043150), Garage (11043170), Debt Service Acctg Software (11044110), Dues (11044235), and Stormwater (12043000).
- Once these reports are run for each department need to enter data into overhead spreadsheet.
- Spreadsheet has formulas for each line in the file and will create the amount of money and what account to either debit or credit.
- Once completed you can scan or attach the spreadsheet as back up for your journal entry.
- Make journal entry into the Munis accounting system and post entry.
- Every quarter will run a Year to Date Budget report for each of the departments above to make an adjustment to the overhead to reflect any changes made after overhead was done.

4.3.2.5 Interfund Transfers

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.
3. Entries are balanced monthly and transfers done quarterly.

Policies

Objective 1 thru 3

1. The City of Lebanon General fund provides services for the enterprise funds (Water/Sewer, Gas and Stormwater).
2. These departments are referred to as "Overhead Departments."
3. On a monthly basis, the cost of operating these departments is distributed on a pre-determined basis to the General and enterprise funds.
4. The percentage used depends on the nature of the departments and entries are posted to the general ledger.
5. Also, the General fund has fuel, office supplies, postage that is charged out to the enterprise funds and a payable is created.
6. Also, from time to time bills will be paid out of one fund that should have been out of another and a correcting entry will be made.
7. Will make entry to correct this and set up payable from on fund to another.
8. The interfund accounts are balanced on a monthly basis and on a quarterly basis funds are transferred to between funds to clear the payables.

4.3.2.5 Interfund Transfers (continued)

Procedures

Procedures for policies 1-8

- After overhead entries are posted and any corrections are done for the month can go ahead and balance interfunds.
- Will run account trial balance for each due to and due from accounts in the Munis accounting system.
- This is on a monthly basis for the accounts to ensure that entries agree with money owed from one fund to another.
- If any accounts are not balanced correcting entries are made to correct these funds.
- An account analysis is run to find out why the accounts are not balanced to see what correcting entry is needed.
- All this information is put in a Payable/Receivable Reconciliations spreadsheet to summaries the accounts.
- This information is kept in a notebook in the Accountants office who performs this activity.
- The Accounting Manager on a quarterly basis will take this report and run an account trial balance or a balance sheet report to see all of the due to and die from accounts for all the funds.
- Will make sure accounts are in balance. Once accounts are in balance will prepare spreadsheet to summarize money owed to and from the different funds.
- Will use spreadsheet as back up for the journal entry to record the transfer in and out of the different funds bank accounts to clear out payables and receivables in the funds.

4.3.2.6 Travel Policy

Objectives

1. Travel policy is in compliance with Tennessee Code Annotated 6-54-901-907.
2. To provide consistent travel regulations and reimbursement.
3. Have clear person in charge of the travel regulations.

Policies

<u>Objective 1 thru 3</u>

1. City of Lebanon adopted a travel policy that is in compliance with Tennessee Code Annotated 6-54-901-907.
2. This policy covers expenses incurred by a mayor and any member of the local governing body and any board or committee member elected or appointed by the mayor or local governing body, and any official or employee of the municipality whose salary is set by charter or general law.
3. The Commissioner of Finance (CoF) or his or her designee shall be responsible for the enforcement of these travel regulations.
4. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the City.
5. Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the City for registration fees, air fares, meals, lodging, conferences and similar expenses.
6. Travel advances are available only for special travel and only after completion and approval of the travel authorization form.
7. The travel expense reimbursement form will be used to document all expense claims.
8. To qualify for reimbursement, travel expenses must be: directly related to the conduct of the City business for which travel was authorized; actual, reasonable and necessary under the circumstances. The CoF may make exceptions for unusual circumstances. Expenses considered excessive will not be allowed.

9. Claims of $5 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee and other reimbursable costs.
10. Any person attempting to defraud the City or misuse City travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.
11. Mileage and motel expenses incurred within the City are not ordinarily considered eligible expenses for reimbursement.

4.3.2.6 Travel Policy (continued)

Procedures

Procedures for policies 1-11

- Before travel request need to ensure budget is available.
- Then to fill out Authorization for Travel form to request the travel. This ensures any reimbursement for official travel, is approved.
- Needs to sign off by employee, Department Head and CoF.
- This forms lets CoF know date, city & state, hotel address, purpose of trip, special funding request. Also fill out: registration prepayment, method of payment, prepaid airline, car rental, city vehicle, personal vehicle, and travel advance needed.
- Once approved sent back to employee to keep until trip.
- After trip is completed and requesting reimbursement need to fill out Statement of Expense Claims with the necessary supporting documents and original receipts. This form must be signed by the employee, department head, and CoF.
- The reimbursement form should be filed with the finance department within 10days of return or at the end of the month, whichever is more practical.
- Once both forms are signed and sent back to employee, that designed department person that does requisitions for that department will enter into the Munis accounting system a requisition that will be converted into a purchase order, received and then the accounting department will receive notification that is ready to be paid.
- Once check written will be sent to the employee.
- If the traveler received a travel advance and spent less than the advance, the traveler should attach a check made payable to the City for the difference.
- A copy of the travel policy is attached that goes step by step what needs to be done.

4.3.2.7 Paid Time Off Liability & Comp Time

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.

Policies

Objective 1 thru 2

1. Due to accounting rules, the liability the City incurs for vacation benefits must be recognized on its financial statements.
2. The City uses paid time off for its vacation liability and these benefits are accrued at different rates depending on the length of service; they are accrued on each payroll.
3. Some employees can accrue comp time and this will also need to be recognized on its financial statements.

4.3.2.7 Paid Time Off Liability & Comp Time (continued)

Procedures

Procedures for policies 1-3

- At the end of each fiscal year, after the last payroll of the year is run, an outstanding paid time off and comp time liability register is run by the payroll department.
- The report is broken down by total in each department.
- This report is given to the Accounting Manager who will take this year's numbers and put into a spreadsheet that has last year's numbers to make a comparison.
- The amount of any difference is charges or credited to the salary line item in each department's budget and the total difference is posted to Accrued Vacation Liability or Comp Time Liability.

4.3.2.8 Payroll/Human Resource

Objectives

1. Ensure that employees are recorded into the system correctly.
2. Ensure that payroll is properly approved, supported, calculated and recorded.
3. Ensure that paychecks are issued in a timely manner.
4. Ensure that payroll is handled in accordance with local, state, federal laws. Have required federal forms on file.

Policies

<u>Objective 1 thru 4</u>

- New employees and current employees are given the proper forms to be entered into the system.
- Make sure all employees have a current file with all the proper paperwork in the file.
- Timesheets are signed by employee and signed by their supervisor.
- Some exempt employees are not required to have timesheets, that when they take off they send in proper paperwork.
- All payroll changes are signed off by supervisor and sent to Human Resource.
- Payroll will enter in timesheets and check and make corrections as needed and create packet for payroll.
- Payroll will send file to the bank for direct deposit.
- Accounting will download packet from payroll and create a journal entry and move money for the payroll.
- Staff Accountant will balance payroll bank statement when balance other bank statements on a monthly basis.

4.3.2.8 Payroll/Human Resource (continued)

Procedures

Procedures for policies 1-2

- Human Resources Director shall prepare recruiting notices to publicize vacancies and to secure applicants for vacant positions.
- Applications for employment are received in the office of the Human Resources Director.
- Each applicant for employment shall make application in the manner prescribed by the Human Resources Director.
- Applications are reviewed by the department that is hiring.
- After narrow down the applicant field will send back to Human Resource to set up interviews.
- After department conducts interviews and an applicant is recommended the Human Resource department will do a background check.
- If background check comes back ok and applicant accepts position the Human Resource department will prepare paperwork for them to sign.
- New employee and other employees have signed paperwork of: disclosure of personal interest by City employees, receipt of Human Resources rules and regulations, payroll action form (set rate of pay), W-4, I-9, and if employee signs up for health insurance and other forms needed by Human Resources.
- Each employee has their own personnel file and it is maintained in Human Resource department with access limited to the employees in the Human Resource/Payroll department to make sure HIPPA laws are followed.
- The Human Resource Clerk will enter employees in the Munis accounting system.
- Payroll Specialist will go back and check on the employees entered into the system.
- During budget prep time the Finance Manager will coordinate with the payroll department on list of employees pay to make sure have correct information for the budget.

4.3.2.8 Payroll/Human Resource (continued)

Procedures

Procedure for 3-8

- City is paid on a biweekly basis.
- City pays by direct deposit.
- When employee starts with the City their bank information is given to the payroll department to be entered into the system.
- Timesheets are collected from all departments every two weeks to prepare the payroll.
- Timesheets are signed by the employee and verified by their supervisor and signed.
- Exempt employees that don't have to fill out timesheets will send ant request off that they took during the two week time period. They will send in their Request for Time Off and Absence Reporting Form for the paid time off that they used. This form will be signed by their supervisor and the employee.
- Other employees will also have Request for Time Off and Absence Reporting Form and Absence Tracking Form for their time off will be signed by employee, supervisor and department head.
- These forms can be sent to payroll directly after they are signed or sent along with timesheet during that time frame.
- Once payroll receiving all timesheets by department the Human Resource Clerk and Payroll Specialists will enter them into the system by Wednesday of that payroll week.
- Once timesheets are entered, checked and verified by the payroll department they prepare the file to be sent to the bank by Wednesday afternoon.
- This file to the bank is for the direct deposit to be deposited into each employee's bank account.
- Any employee's bank information that is not correct is rejected by the bank and will send a notification back to the payroll department to correct.
- Once bank has file will process to deposit funds into employees account by Friday morning.
- After file to bank the Payroll Specialist will continue to process the payroll in the Munis system to prepare the general ledger entry.
- Payroll department will print any vendor check that the system created for that payroll and balance check with any invoices from the vendor.
- If vendor invoice is correct will mail out check. If vendor invoice is more than check will do manual check to balance and mail check. If vendor invoice is less than check will void check and reissue check and refund expenditures back to the department.
- The health insurance bill for the City is downloaded by the Accounting Manager on a monthly basis. Will download report and balance employees to department to have correct expenditures by department.
- Accounting Manager will pay bill at the first of each month and the funds will be transferred from payroll account to the health insurance vendor.
- Once payroll packet is ready payroll will notify the Accounting Manager that packet is ready.

- Accounting Manger will download packet in Munis system and prepare the funds to be moved to the payroll account to cover employee's pay, vendor checks, and IRS payment.
- After make corrections and move funds the Accounting Manager will process the packet to the general ledger.
- Will keep packet and other records in office file for the auditors and Staff Accountant to use to balance payroll account.

Procedures

Procedure for 9

- On a monthly basis the Staff Accountant will balance all bank accounts for the City.
- This includes the payroll account.
- Staff Accountant will gather information from the bank statement, payroll department and Accounting Manager to balance account.
- Will go in and make sure direct deposits have cleared and clear any vendor checks.
- Will enter data into spreadsheets to balance payroll account and have list of items that the payroll department has not taken care of.
- Will work with payroll to clear up any of these issues that arise while balancing the account.
- Any corrections needed will be summarized by the Staff Accountant to either move money into the account or out of the account to balance the payroll account.
- Will give spreadsheet to the Accounting Manager to review and either move funds in or out to balance the account.
- Accounting manager will make copy of transfer to Staff Accountant to include with his journal entry to balance to the general ledger.
- Staff Accountant will keep notebook of reconciliation of the payroll account for inspection by the auditors or other management.

4.3.2.9 Senior Citizens

Objectives

1. Entries are complete, timely and accurate.
2. Entries are recorded accurately and timely in the accounting system.
3. Entries are balanced monthly.

Policies

Objective 1 thru 3

1. Accounting Department will record entries and keep up with the records.
2. Check request are sent over to accounting to be processed to be paid.
3. Full-time employees are paid by the City's payroll system and will follow the payroll procedures.
4. Part-time employees are paid by an outside payroll processing company and entry given to accounting to enter into the accounting system.
5. Other records are given to the accounting department on a monthly basis to reconcile and enter into the system.
6. Accounting will balance bank statements monthly and Finance will send monthly budget reports to the Seniors department.

4.3.2.9 Senior Citizens (continued)

Procedures for policies 1-6

- The Lebanon Senior Citizens Center is a component part of the City of Lebanon.
- The City provides services for the Senior Center and they use one of the City's buildings.
- On a bi-weekly basis the Seniors will send over request for payments on paper request that will be signed off by one of the managers of the center and one of the accountants in the accounting department.
- The Accountant will give request to the Accounts Payable Clerk to write checks. Use QuickBooks to write checks not the Munis accounting system.
- Once checks are written the Accounts Payable Clerk will get two signatures on the checks and give back to the Accountant.
- Accountant will get checks and backup from Accounts Payable Clerk and review. Once checks are reviewed and fine to be sent out will scan copies of check and back up and record checks into the Munis system by way of journal entry.
- Accountant will notify Senior Center that checks are ready and they will come by and pick up.
- Accountant also keeps file of checks written and other documentation in their office to be reviewed by auditors or Senior's management.
- For payroll the full-time employees send over timesheets to the payroll department and will follow the procedures to process payroll and receive their payroll by direct deposit and accounting will process packet for expenditures.
- Payroll for part-time employees the timesheets are uploaded to a company that will process the payroll for them and employees will receive their pay by direct deposit.
- Accountant will download payroll report from company that processed payroll for part-time employees and record journal entry into the Munis system.
- On a weekly basis the Senior Center will send over the deposit slips for the money collected each day for lunch, memberships and other charges. Deposits are made each day but the deposit slips are sent over on a weekly basis.
- These deposits slips are entered into a spreadsheet and separated into revenue accounts and will use to make journal entry into Munis system.
- On a monthly basis the Senior Center will send over bank statements for a travel account and pool fund account. The Accountant will go through and review and reconcile these accounts and record any transactions for deposits or charges into the Munis system.
- The Staff Accountant on a monthly basis will receive the bank statement for the main Senior's account and will balance the statement to the general ledger and also the Quicken report from the Accounts Payable Clerk.

- Also, the Finance department will send on a monthly basis the Senior budget report to the Senior's Director to review.
- The accounting department will have all the records available for when the auditors come to audit the Senior Center the files are in one place for them to review.
- The auditor's will provide the board of directors for the Senior Citizens Center a copy of the audit. The audit is reviewed by finance and accounting department for the City to help solve any problems or issues that auditors have come up with.
- Also, the auditors prepare the 990 form for the Senior Citizens and is submitted to the IRS.

4.3.3 Safeguarding of Assets

Objectives

1. Entries city assets are properly valued and protected.
2. Ensure Cash, Accounts Receivable and other assets accounts are reconciled.
3. Ensure investments are safe and in accordance with adopted investment policy.
4. Ensure all capital assets and inventories are properly recorded.
5. Ensure inventory is necessary and reasonable.
6. Ensure inventory items are available when needed.

Policies

<u>Objective 1 thru 6</u>

- All bank account statements (checking, savings, and investments) are reconciled to the general ledger on a monthly basis.
- Accounts Receivable subsidiary ledgers are reconciled to the general ledger on a monthly basis.
- All bank accounts are appropriately collateralized City bank accounts are with banks that participate in the State Collateral Pool. This includes checking, savings, investments and CD's.
- All bank accounts are held in financial institutions under the municipality's name.
- All withdrawals, checks, liquidations required two signatures.
- All investments require two signatures.
- Inventories are maintained to ensure they have proper items when needed.
- Inventories purchased for the water/sewer, gas and general fund are purchased by purchase orders and reconciled each month.
- Inventories for the water/sewer and gas departments are counted at the end of each year and compared to the inventory on the general ledger and any adjustments are made.
- Fixed Assets are purchased for the General fund using the object codes that start with (79).
- They are purchased using the purchasing policy the City has adopted.
- Fixed Assets have to have a budget approved by the City Council and when these purchases are made they are balanced each month. Entries are made to the sub ledger and compared to the general ledger.
- Fixed Assets are balanced each month to ensure they are being properly recorded.
- Enterprise fixed assets are purchased using work orders using the construction in process account (16520).

4.3.3 Safeguarding of Assets

- This includes the water/sewer department and gas department and also follow the purchasing policy the City has adopted.
- Purchases are made using purchase orders and is balanced each month and entries are made to the sub ledger to balance to the general ledger.
- Work Orders are balanced monthly to the construction in process.
- At the end of the year work orders are closed. The ones closed are added to the Fixed Assets for the water/sewer and gas departments.
- Fixed Assets are balanced monthly and record depreciation on a monthly basis for the enterprise funds.

4.3.3 Safeguarding of Assets (continued)

Procedures

Procedures for policies 1-2

- Bank statements are sent to the accounting department or they are downloaded of the bank's website.
- Once have all bank statements the Staff Accountant will compare to the general ledger and have spreadsheet that reconciles each bank statement.
- Staff Accountant keeps the bank statements in files and has notebook that has all the statements reconciled to the general fund.
- Accounting Manager has one investment statement that is sent to them and reconcile that account to the general ledger.
- Accounting Manager will keep statement and reconciliation in file in office.
- The Accountant and Staff Accountant will balance the Customer Accounts Receivable along with miscellaneous accounts receivable accounts on a monthly basis.
- The Accountant will download all Customer A/R reports and reconcile to the general ledger and make any adjustments needed. Also, keeps reports and notebook that has reconciliations for auditors or management to look at when needed.
- The Staff Accountant will receive any bills or invoices that they or other departments bill for and reconcile then to the general ledger.
- Also, keeps records and notebook of other miscellaneous A/R to have for inspection.

4.3.3 Safeguarding of Assets (continued)

Procedures

Procedure for 3-4

- City of Lebanon bank accounts are opened in banks that are in the State Collateral Pool.
- The Accounting Manger will usually open all bank accounts for the City. If the Accounting Manager can't the Accountant or Staff Accountant can also.
- The accounts will have the City of Lebanon as part of the name and will include at least 4 people for the finance office as signers. People from the accounting are not signers on the bank accounts to ensure separation of duties.
- This includes checking, savings, investments and CD's opened for the City.

Procedures

Procedure for 5-6

- All checks, wires require two signatures.
- Any investment and CD's are opened with at least four signatures and two signers to close.
- Wires require two signers on the form and when wires are approved to be paid it takes two people in the accounting to approve and the bank will call back to verify before funds are released.

4.3.3 Safeguarding of Assets

Procedures

Procedure for 7-9

- City purchases inventory for gas, oil diesel, paper, water supplies and gas supplies.
- These purchases are made with purchase orders and follow purchasing policy and the approval of purchase orders and follow through to payment.
- Gas, oil and diesel are reconciled monthly from the sub ledger to the general ledger.
- Accounting Manager will record expenditures for the gas and diesel charges.
- Staff Accountant will record expenditures for the oil charges.
- Staff Accountant will record any purchases for gas, oil and diesel into the sub ledger and will balance with the general ledger to ensure it balances.
- Inventory for the water/sewer and gas is purchased by these department when they deem it necessary.
- On a monthly basis these departments will send over materials used worksheets to the Staff Accountant to enter into the sub ledger.
- Once these entries are made any inventory purchased during the month are entered into the sub ledger the Staff Accountant will run report to compare to the general ledger to balance.
- This is done on a monthly basis.
- At the end of the fiscal year the water and gas department will do an inventory count of the materials that have on hand.
- This count is given to the Staff Accountant and will run physical inventory count to compare the two totals and make adjustments where needed. Any adjustments the Staff Accountant will make journal entry to the Munis accounting system.

Procedures

Procedure for 10-13

- Fixed assets are purchased in each department's line items that being with 79 object codes.
- Budget must be approved by the Council before purchases can be made.
- Purchases follow the City's purchasing manual.
- On a monthly basis the Accountant will run report of all fixed assets purchased during that month.
- The Accountant will look up each purchase and see if the purchase is actually a fixed asset or needs to be reclassified.

4.3.3 Safeguarding of Assets

- Once determined to be fixed asset will assign asset number in the sub ledger for either a new asset or continuing adding value to an asset already created.
- Once finished adding all assets for the month will run report in sub ledger and compare to general ledger to reconcile.
- Accountant will keep notebook with reconciliation and records for auditors to look or other management.
- Accountant will run depreciation report at the end of the year to give to auditors to include in audit since in fund accounting don't have to record depreciation on the general ledger just in the audit to compare funds to enterprise funds.

Procedures

Procedure for 14-18

- Enterprise funds (water/Sewer and Gas) use work orders to purchase there fixed assets.
- Will use purchase orders to make these purchases and use City's Purchase Manual.
- These will be made in an asset account construction in process for both water and gas.
- The purchase order will include the work order number to where it should be classified.
- The Staff Accountant will balance the work orders on a monthly basis and record the work orders to the sub ledger. Will run the construction in process to get the detail for each purchase will need to be added to work order sub ledger.
- Once entered and balanced the Staff Accountant has a spreadsheet that has the detail of the detail of the work orders to the general ledger.
- At the end of the fiscal year once the work orders have been balanced for all purchases the Accounting Manager and Staff Accountant will look at the work orders that need to be closed.
- Work orders for services, change outs, equipment, fire hydrants and projects that are complete are closed out.
- The detail of these work orders are run to see what value has been added.
- Any new assets are entered into the Local Government accounting system.
- Any value added to existing assets is noted on the report.
- Once ready to close will close out value given to the assets.
- When all work orders are closed will import the new assets to the sub ledger.
- Will need to balance work orders and fixed assets for enterprise funds again to reflect the work orders closed and new asset added to the sub ledger.
- Staff Accountant will run reports and use to make the journal entry to the Munis accounting system to make general ledger match sub ledger.

4.3.3 Safeguarding of Assets

Procedures

Procedure for 19

- Enterprise funds will have to record depreciation on equipment and the system for water, sewer and gas.
- Accounting Manager will run monthly depreciation report for water, sewer and gas.
- Will run the Accumulate Depreciation report for each department for water, sewer and gas to come up with monthly depreciation. Then will run Asset General Ledger packet that will summarizes the expenses and follow for depreciation.
- Will use to make journal entry in the Munis system and Staff Accountant will balance the fixed assets on a monthly basis for the enterprise funds.

4.3.3.1 Audits

Objectives

1. Information is complete, timely and accurate.
2. Access is given to the auditors to all of the City's financial information in order to perform their job.

Policies

<u>Objective 1 thru 2</u>

1. Engagement letter is prepared and sent to the Comptroller of the State of Tennessee.
2. Data is given to the auditor when it is requested.
3. Any audit adjustments needed are discussed to determine if needed.
4. City of Lebanon management prepares the "Management Discussion and Analysis" section of the audit.
5. When audit it is finished it is distributed to the Mayor, Commissioner of Finance and Council and any other person who request the audit.
6. Copies are made available to the public and other vendors. Also, will be posted on the City's website.

4.3.3.1 Audits (continued)

Procedures

Procedures for policies 1-6

- Once the decision is made on who to use as our auditor the engagement letter is sent to the State Comptroller around March or April. Once it is approved by the Commissioner of Finance or other levels of management in the City it sent on to the State.
- Then the auditors will send a preliminary information letter to the Accounting Manager for information they need to start their work.
- Usually information needed is provided to them by the Accounting Manager, Staff Accountant and Accountant.
- The auditors will coordinate with the Accounting Manager to set up times for them to come and do their work.
- Accounting Manager sets up place for the auditors to work.
- Some of the information can be sent online for the auditors to work from their office.
- While the auditors are here data is given to them and access to the accounting system for them to do their work.
- The auditors will do the audit for the City of Lebanon, Lebanon Wilson County Development Board and the Senior Citizens Center.
- Once these audits are almost completed the auditor will send over draft copies and updated information on the financial statement.
- The Accounting Manager will use this and update the changes in the financial highlights to prepare the "Management Discussion and Analysis" section of the audit. Also, will send updated statistical information to the auditors to put in the audit.
- The auditor will submit any audit adjustments needed and the Accounting Manager examines these adjustments to ascertain which adjustments have been made or need to be made.
- Once the auditors have all the information and final audit is approved by the City it is sent to the State Comptroller office.
- Copies are sent to the Mayor, Commissioner of Finance, Council members and any vendors wanting a copy.
- A copy will uploaded and put on the City's website for anyone to read.

4.3.4 Compliance

Objectives

1. Ensure that state law regarding the issuance of debt is followed.
2. Ensure that state and federal grant regulations are understood and followed.

Policies

Objective 1

1. The city has adopted a debt management policy in accordance with state requirements.
2. The Finance department is well versed on the state requirements for issuing debt.

Objective 2

3. Every department must notify the Commissioner of Finance or the Finance department when applying for grant funding and subsequently awarded. All grants with matching requirements must be approved by the Mayor and Commissioner of Finance prior to submission of application.
4. Grants with matching funding that do not have a budget must go before the Council to be approved before the application is sent in.
5. The Finance department and the Accountant must be provided with grant contract information, grant or contact numbers and whether the grant is state or federal grants.

4.3.4 Compliance (continued)

Procedures

Procedures for Policies 1-2

- The City of Lebanon adopted their Debt Management policy on 12/20/11.
- The City uses this policy to establish a set of parameters by which debt obligations will be undertaken.
- Bond anticipation notes, capital outlay notes, grant anticipation notes, tax and revenue anticipation notes, bond issues, capital leases and loans of any type (whether from an outside source such as a bank or from another internal fund) will be submitted to the State of Tennessee Comptroller's Office and the City Council prior to issuance or entering into the obligation.
- A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance.
- Notices shall be posted in the customary and required posting locations, including as required local newspapers, bulletin boards and websites.
- Debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens, members, City Council and other stakeholders in a timely manner.
- Copy of Debt Management policy attached.

Procedures for Policies 3-5

- Any department applying for a grant sends copy of grant application to the finance department to get approval by Mayor and Commissioner of Finance.
- If approved will get a budget amendment to present before the City Council. If funds are 100% matching will use to create revenue and expenditure side of budget. If requires a match from the City will also use budget amendment to create revenue and expenditure budget.
- If grant is approved by Council along with budget, then if the grant application is approved by whatever agency we have applied for the paperwork is sent to the finance department and the Accountant.
- Once grant is approved and work has started on the grant the Accountant in the accounting department will track cost and submit request for reimbursement or will be given the request for reimbursement by the department that applied for the grant.
- Accountant will set up receivable for the revenue that is requested or record revenue that has come in for the grant.
- Accountant will work with department that applied for grant to make sure funds are spent on correct projects and funds come in for the grant.
- Accountant will keep records on the grants in their office so when auditors come in to do the audit on the City will have records in one location.

4.4 Information and Communication

Overview

Management has the responsibility to adequately communicate and provide information to both internal and external parties. This information needs to evaluate for communication on three levels: quality of information, effectiveness of communication and timeless of information. Quality information and effective communications are essential to achieve all three of these categories. Further, information systems produce reports containing operational, financial, and compliance related information needed to run a municipality.

Objectives

1. Necessary quality information for achieving the City's objectives is available and used.
2. The required information for achieving the City's objectives is internally communicated by management.
3. The quality information for achieving the City's objectives is externally communicated by management.

Policies

1. Information maintained by the City comes in many different forms but can be communicated in a centralized form.
2. Reliable and accurate quality information from the City's internal sources are communicated to the people who need it in a timely and useful format.
3. Information released to the outside parties is accurate and the release is in compliance with policies and procedures.

Procedures

4.4 Information and Communication

Procedures for policy 1

- City of Lebanon use Munis (Tyler) accounting system for its general ledger, purchasing, accounts payable, payroll and budget.
- City also has Local Government accounting system software that it uses for cash receipts, utility billing, property taxes, customer accounts receivable, inventory, fixed assets, work orders and vehicle maintenance.
- Information from local government is imported to the Munis system to be recorded in the general ledger.
- Also, other departments that collect funds bring to City Hall to be recorded into the general ledger are then deposited together with all other funds. These departments also have their own type of system but it is all integrated into the general ledger.
- Can produce reports in excel and pdf from the Munis system.
- Balance general ledger assets and liabilities in excel and compare to sub ledgers in other accounting system (Local Gov't).

Procedures for policy 2

- Munis accounting system allows the departments to access their budgets and know what they have to spend and what they have spent.
- Departments put in their own requisitions for purchases and until they are approved for purchase orders they are encumbered into the system.
- Also, if departments put in requisitions and available funds are not there they will not be able to put in the requisition and have to do a budget amendment to move funds into that line item.
- On a monthly basis each department is emailed there budget, so as to review and contact the finance department of any corrections needed.
- Access to the system and monthly reports helps the departments during the budget process to develop a budget for their department.

4.4 Information and Communication

Procedures for policy 3

- Budget information is given to the City Council during the process of developing the budget for the next year.
- Other reports are given to Council on a needed basis to help make decisions on projects and other needs. Such as bond request, budget amendments, etc.
- During the budget approval the budget is posted to the local paper for citizens to review. Also, during the council meetings it is open for the citizens to voice their concerns over the budget before final passage of the budget.
- The City of Lebanon passed a Lebanon Public Records Policy on 10/7/14.
- Citizens can request to view or receive a copy of a City document by completing and submitting an Inspection/Duplication of Records Request.
- Can be downloaded from City's website or requested from the City's Commissioner of Finance's office, or the public records request coordinator in any City department.
- Citizens may call or request form and can be emailed back to them, but the request must be filled out with a copy of their government issued photo ID.
- Within seven days of request for records the Commissioner of Finance's office shall: produce the request, deny the request in writing, giving explanation for denial, in the case of volume, and give an estimated time frame to produce records.
- A charge for physical or electronic copies of records, in accordance with the Office of Open Records Counsel can be levied.
- The City of Lebanon passed the Lebanon Police Department Criminal History Records Policy on 8/19/14.
- Purpose is to establish guidelines to insure security, privacy and proper dissemination of adult and juvenile arrest records information by all personnel of the Lebanon Police Department.
- Request for Criminal History Records (CHRI) may be oral or written requests. Any denials will be made by email or written form letter.
- The Lebanon Police Department will comply with the letter and spirit of Open Records Law. The department will not release confidential public records except as provided for by statue.
- Department personnel authorized to release CHRI are responsible for ensuring that requestors qualify as proper recipients for CHRI prior to releasing CHRI information. All TBI and FBI procedures shall be followed when releasing CHRI information.
- The department will release a copy or condensed summary of departmental records. The department will collect a fee per copy for summary of records plus applicable labor charges.

4.5 MONITORING

Overview

Monitoring is the ongoing assessment of internal control performance over time through routine activities and separately scheduled evaluations. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to ensure the controls are being followed.

Objectives

1. To practice activities to monitor the internal control system and evaluate the results.
2. To address deficiencies noted in the internal control system in a timely manner.

Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time and checked on a periodically basis.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

Procedures

Procedures for policies 1 and 2

- Evaluate and check on the current internal control system and document the differences the criteria of the design and the current condition of the internal control.
- Determine if the internal control is still valid or does it need to be updated for what you are needing.
- As technology is updated and processes are changing or updated need to review internal controls to see if they need to be updated.
- Evaluate to see if changes have occurred but have not been documented. Has the internal control been properly implemented? Are internal control design changes needed to stay current with you are wanting to accomplish.

Procedures for policy 3

- Cash drawers are balanced every day and given to the Customer Service Manager to ensure they are correct before being deposited at the bank.
- Daily Cash reports are checked and balanced by the accounting department before they are posted to the general ledger.
- Bank statements are balanced monthly by the Staff Accountant.
- Other accounts like: accounts receivable, fixed assets, work orders, inventory are balanced by the Accountant and Staff Accountant.
- Reports of year to date budget are sent to departments to make sure expenditures are posted to the correct line items. Any corrections are given to the finance or accounting department to correct.
- Revenue accounts are balanced when the accounting department post daily cash reports.
- After the independent audit report; any suggestions to help with internal control is reviewed to see if can be updated.

SUMMARY

Internal control systems change over time. Because of this, controls must be monitored on an ongoing basis and on a periodic basis. The City of Lebanon will need to monitor these changes and help update and change internal controls to keep up with ongoing changes. That is why the City needs to monitor the controls that already in place and keep up with any changes the technology and personal to make sure information received from our system is accurate and reliable.

ORDINANCE NO. 16-5266

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE A LINE ITEM TRANSFER FOR THE LEGAL DEPARTMENT

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, a line item transfer is now necessary for the Legal Department to cover legal expenses; and

WHEREAS, the appropriate line item transfer is incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfer in the FY 2015 – 2016 City of Lebanon budget:

Department: Legal

From:	11041120-72310	Subscriptions	$8,355.00
To:	11041120-72510	Legal	$8,355.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT
2016 JUN 15 AM 9:44

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT LEGAL

TRANSFER FROM

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041120-72310	Subscriptions	$ 8,355.00	
	Total	$ 8,355.00	

TRANSFER TO

G/L ACCT NO	ACCT DESCRIPTION	DEBIT	CREDIT
11041120-72510	Legal		$ 8,355.00
	Total		$ 8,355.00

REQUESTED BY Beth Ehlert **DATE** 6/10/2016

DEPARTMENT HEAD Andy Wright **DATE** 6/10/2016

COMM. OF FINANCE **DATE**

MAYOR **DATE**

REASON FOR THIS TRANSFER:

To cover tax attorney for IRS matter 16-521010

REVISED 10-8-2013

ORDINANCE NO. 16-5267

AN ORDINANCE OF THE CITY COUNCIL OF LEBANON TO AUTHORIZE A LINE ITEM TRANSFER FOR THE JIMMY FLOYD CENTER

WHEREAS, the Lebanon City Council approved and adopted the 2015 – 2016 fiscal year budget on June 2, 2015 by Ord. No. 15-4924; and

WHEREAS, a line item transfer is now necessary for the Jimmy Floyd Center to cover expenses for the remainder of the fiscal year; and

WHEREAS, the appropriate line item transfer is incorporated on the attached table by reference as if stated verbatim herein.

NOW, THEREFORE, BE IT ORDAINED by the City of Lebanon, Tennessee, as follows:

Section 1. The Mayor and the Commissioner of Finance and Revenue are hereby authorized to make the following line item transfer in the FY 2015 – 2016 City of Lebanon budget:

Department: JFFC

From:	12244431-72400	Utilities	$5,000.00
To:	12244431-72600	Maintenance	$5,000.00

Section 2. This ordinance shall take effect immediately upon its passage, the public welfare requiring the same.

Attest: Approved:

_____ _____

Commissioner of Finance & Revenue Mayor

Approved as to form:

_____

City Attorney

Passed first reading: _____

Passed second reading: _____

CITY OF LEBANON ACCTG. DEPT.

BUDGET AMENDMENT FORM

FY 2015-2016

FINANCE DEPT.
2016 JUN 14 PM 2:22

FOR ACCOUNTING PURPOSES ONLY	
BGT #	
POSTED	
REF #	
INITIALS	

DEPARTMENT JFPC

TRANSFER TO

G/L ACCT NO 122	ACCT DESCRIPTION	DEBIT	CREDIT
44431 72600	Maintenance		$ 5000
	Total	$ -	

TRANSFER FROM

G/L ACCT NO 122	ACCT DESCRIPTION	DEBIT	CREDIT
44431 72400	Utilities	$ 5000	
	Total		$ -

REQUESTED BY _____ **DATE** _____

DEPARTMENT HEAD Jim Hall **DATE** 6/14/16

COMM. OF FINANCE _____ **DATE** _____

MAYOR _____ **DATE** _____

REASON FOR THIS TRANSFER:

RJK Fan Motors went down + had to get two ASAP – This was @ $4000 not expected on this Budget

REVISED 10-8-2013