ATHENS CITY COUNCIL
REGULAR SESSION AGENDA

Tuesday, December 17, 2024, 6:00pm

Athens Municipal Building
Burkett L. Witt Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. APPROVAL OF MINUTES

(1-8) a. Tuesday, November 19, 2024 – Regular Session

VI. COMMUNICATIONS AND SPECIAL PRESENTATIONS

VII. CITIZENS COMMENTS GERMANE TO THE AGENDA

VIII. CONSENT AGENDA

(9 - 10) a. Approve 2025 Meeting Dates for City Council Work Sessions, Regular Sessions, and Beer Board Meetings

(11 - 20) b. Approve Applying for a 2025 Community Development Block Grant (CDBG) and Conducting a Required Public Hearing

(21 - 56) c. Approve Obtaining an Appraisal of Downtown Building to be Used as a City Hall.

(57 - 60) d. Approve Revision to Employee Handbook, Application of Policies, Plans, Rules, and Regulations Section and Departmental Rules and Regulations Section

(61 - 64) e. Approve Bid Award for On-Call Mowing & Property Cleanup for Code Enforcement Division

(65 - 68) f. Approve Purchase of Replacement Laptop Equipment for the Fire Department

(69 - 70) g. Approve Renewal of Contract for Police Department Car and Body Camera Equipment

(71 - 76) h. Approve Purchase of Software and Related Equipment for the Sanitation Fund

(77 - 78) i. Approve Declaration of Surplus City Property

(79 - 82) j. Approve Resolution No. 2024-23 to Apply for a 2024 Assistance for Firefighters Grant

(83 - 88) k. Approve Application from McMinn County Living Heritage Museum for Additional Hotel/Motel Tax Funds

(89 - 106) l. Approve Revised Debt Management Policy

(107 - 108) m. Confirm Mayor Appointments

- Larry Eaton to Board of Zoning Appeals
- Steven Sherlin to Athens Regional Planning Commission
- John Duggan to Friendly City Sister Cities Committee
- Larry Eaton to Athens Parks Foundation
- John Duggan to McMinn County Department of Juvenile Services
- Jordan Curtis to McMinn County Economic Development Authority
- John Duggan to McMinn County Senior Citizens
- Jordan Curtis to Historic Preservation Commission

(109 - 110) n. Appoint Jordan Curtis to the Athens Regional Planning Commission

(111 - 112) o. Appoint Larry Eaton to the Athens Utilities Board

(113 - 114) p. Approve Appointment of Vice Mayor Curtis to the Retirement Committee in Lieu of Mayor Eaton.

q. Appoint Reita Witt to the Council Advisory Committee (Councilmember Duggan)

(115 - 117) r. Appoint Perry McCowan to the Council Advisory Committee (Councilmember Duggan)

s. Appoint Shawn McKeehan to the Council Advisory Committee (Councilmember Duggan)

IX. ORDINANCES

None

X. OLD BUSINESS

None

XI. NEW BUSINESS

(118 - 121) a. Disposing of North City School

(122 - 123) b. Appointment to the McMinn County Library Board

XII. REPORTS

(124 - 133) a. Finance Department Monthly Report
presented by Director of Finance, Mike Keith

(134 - 145) b. Fire Department Monthly Report
presented by Fire Chief, Brandon Ainsworth

(146 - 153) c. Police Department Monthly Report
presented by Police Chief, Fred Schultz

(154 - 162) XIII. REPORT FROM THE CITY MANAGER

XIV. CITIZENS COMMENTS

XV. ADJOURNMENT

ATHENS CITY COUNCIL
MINUTES OF MEETING
November 19, 2024

The Athens City Council met in regular session on Tuesday, November 19, 2024, at 6:00 p.m. in the Athens City Hall Council Chambers with Mayor Sherlin presiding. Councilmember Curtis led the invocation. Councilmember Pelley led the Pledge of Allegiance.

Upon roll call, the following members were present:

Curtis, Witt-McMahan, Pelley, Eaton, Sherlin

The following decisions were made and ordered to be part of the records of the Athens City Council.

APPROVAL OF MINUTES
-1-

Councilmember Curtis moved to approve the regular meeting minutes of October 15, 2024 and the called meeting minutes of October 30, 2024; Councilmember Witt-McMahan seconded. Minutes approved.

Roll call vote:

YEAS: Curtis, Witt-McMahan, Pelley, Eaton, Sherlin
NAYS: None

CERTIFICATION OF ELECTION
-2-

The following certification of election and official tabulation of the Athens City Election was presented by City Attorney Caldwell, and is entered herein as a part of these minutes:

"We, the undersigned members of the McMinn County Election Commission, do hereby certify that we held a Municipal Election for the City of Athens on Tuesday, November 5, 2024, in the voting precincts in this city, according to law, for the purpose of electing the offices of Athens City Council (2) members and City School Board (3) members, and that we have canvassed the returns of said election as required by law, and we do hereby certify that the following (3) three pages of tabulation are a true, correct, and complete accounting of the results by precinct of said election as established by the canvassing of the returns, this 18th day of November, 2024."

McMinn County Commissioners of Election
/s/ Todd Watson, Chairman
/s/ Bobby Goodman, Secretary
/s/ Amber Robinson, Member
/s/ Brenda Ratledge, Member
/s/ Stephen Miller, Member

ATHENS CITY COUNCIL – (4 YEAR TERM) VOTE FOR THREE (3)

Jordan Curtis	2,950
John M. Duggan	2,778
Perry McCowan	2,007

Total Votes 7,735

ATHENS CITY SCHOOL BOARD – VOTE FOR THREE (3)

Stan Harrison	4,024
Chris Adams	2,962
Beth Jackson	2,913

Total Votes 9,899

SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS

-3-

The swearing in of the newly elected council members was conducted by City Judge, Derek Green. Jordan Curtis recited the oath of office followed by John M. Duggan. The new council took their seats.

Upon roll call, the following members were present:

Curtis, Duggan, Eaton, Pelley, Sherlin

ELECTION OF MAYOR & VICE MAYOR

-4-

Election of Mayor

Councilmember Curtis nominates Vice Mayor Eaton

Discussion: Councilmember Pelley spoke in opposition.

Roll call vote:

YEAS: Curtis, Duggan, Eaton, Sherlin
NAYS: Pelley

-5-

Election of Vice Mayor

Councilmember Duggan nominates Councilmember Sherlin
Councilmember Sherlin declines.

Mayor Eaton nominates Councilmember Curtis

Councilmember Pelley nominates Councilmember Duggan
Councilmember Duggan declines.

No discussion.

Roll call vote:

YEAS: Curtis, Sherlin, Eaton
NAYS: Duggan, Pelley

COMMUNICATIONS AND SPECIAL PRESENTATIONS

-6-

Councilmember Sherlin presents Frances Witt-McMahan with an appreciation plaque for her dedicated service as a city council member from 2020 – 2024.

CITIZEN'S COMMENTS GERMANE TO THE AGENDA

-7-

1. Tyler Boyd
2. Glenn Whiting

CONSENT AGENDA

-8-

The following items were read into the record by the recording clerk:

a.) Approve Athens City Schools Budget Amendment #1 FY 2025.

b.) Approve Revised Public Comment Rules.

c.) Approve an annual contribution, not to exceed $500, to the Veterans Day Parade through American Legion Post 68.

d.) Approve the bid from Tim's Fencing, Inc. (Knoxville) to install replacement ornamental fencing at the Cedar Grove Cemetery for a cost not to exceed $110,000.

e.) Approve Purchase of a 2022 Ford F550 Altec bucket truck for the Public Works Department Traffic Control Division & surplus of asset #4263, a 2008 Ford F550 Altec, to be sold using GovDeals.

f.) Appoint Frances Witt-McMahan to the Council Advisory Committee.

g.) Appoint Mary Scudder to the Council Advisory Committee.

Vice Mayor Curtis moved to approve consent agenda items; Councilmember Duggan seconded. No discussion. **Motion approved.**

Roll call vote:

YEAS: Duggan, Pelley, Sherlin, Curtis, Eaton
NAYS: None

ORDINANCES

-9-

OLD BUSINESS
-10-

NEW BUSINESS
-11-

Reimbursing $341.82 to Larry Eaton for funding the 2024 Veterans Day Parade insurance.

Vice Mayor Curtis moved to approve reimbursement; Councilmember Duggan seconded. Mayor Eaton stated that he did not ask for the reimbursement. Councilmember Sherlin stated that he asked for the reimbursement to be considered. Councilmember Pelley stated that he opposed the reimbursement.

Councilmember Sherlin moved to call the question; Councilmember Duggan seconded.

Roll call vote:

YEAS: Duggan, Sherlin, Curtis
NAYS: Pelley
ABSTAIN: Eaton

-12-

Motion: Approve reimbursing $341.82 to Larry Eaton.

Roll call vote:

YEAS: Duggan, Sherlin, Curtis
NAYS: Pelley
ABSTAIN: Eaton

-13-

Preparation for 2025 Strategic Summit

Councilmember Duggan made a motion to approve the date of Friday, February 21, 2025 for the 2025 Strategic Summit, Vice Mayor Curtis seconded. No discussion.

Roll call vote:

YEAS: Duggan, Pelley, Sherlin, Curtis, Eaton
NAYS:

-14-

Councilmember Duggan made a motion to change the time of the monthly Work Session meeting from 3:00pm to 5:00pm; Councilmember Pelley seconded. No discussion.

Roll call vote:

YEAS: Duggan, Pelley, Curtis, Eaton
NAYS: Sherlin

-15-

Mayor’s appointments of council members to boards and committees

Mayor Eaton appointed Interim council members to the following boards and committees:

Board of Zoning Appeals	Eaton
Athens Regional Planning Commission	Sherlin
Friendly City Sister Cities Committee	Duggan
Athens Park Foundation	Pelley
McMinn County Department of Juvenile Services	Duggan
McMinn County Economic Development Authority	Curtis
McMinn County Senior Citizens	Duggan
Historic Preservation Commission	Curtis
Athens Regional Planning Commission	Curtis
Athens Utilities Board	Eaton

Further discussion concerning permanent appointments will take place at the December Work Session.

Councilmember Sherlin moved approval; Vice Mayor Curtis seconded. Discussion began with Councilmember Pelley questioning his censure. No Vote.

-16-

Mayor Eaton moved that all policy and procedures are in accordance with the Charter; and if the City Manager implements any policy or procedure, it must be presented to the City Council within 60 days; Councilmember Duggan seconded.

-17-

Councilmember Pelley moved to postpone the discussion of policy and procedure until the December Work Session; Vice Mayor Curtis seconded. Councilmember Duggan believes that it is important to review policy often. Vice Mayor Curtis emphasizes the importance of allowing the staff feedback and supports the postponement to December.

-18-

Councilmember Pelley moved to call the question; Councilmember Sherlin seconded. No vote.

Motion to postpone the discussion on policy and procedures until December Work Session. Roll call vote:

YEAS: Pelley, Sherlin, Curtis
NAYS: Duggan, Eaton

-19-

Councilmember Pelley moved to investigate why Mr. Whiting was not allowed to fix his building for over 5 years but now we are allowing someone else to do what our experts said could not be done; no second. Motion failed.

-20-

Councilmember Pelley moved to require certification from any employee that inspects possible condemned buildings; no second. Motion failed.

-21-

Councilmember Pelley moved that anytime an investigation is done an outline must be required for informational records; no second. Motion failed.

-22-

Councilmember Pelley moved that an "honest investigation" take place regarding term limits; Councilmember Sherlin seconded. Councilmember Pelley says that only a referendum vote can change the term limits. Councilmember Sherlin disagrees, stating the power to change the Charter is given to the City Council, then approved by the state legislator. **Motion failed.**

Councilmember Sherlin moved to call the question; Mayor Eaton seconded.

Roll call vote:

YEAS: Duggan, Sherlin, Curtis, Eaton
NAYS: Pelley

Motion: "Honest investigation" regarding term limits.
Roll call vote:

YEAS: Pelley
NAYS: Duggan, Sherlin, Curtis, Eaton

-23-

Councilmember Pelley moved for outside counsel to investigate if it is true that Public Entity Partners can decide to settle cases against the city; no second. Motion failed.

-24-

Councilmember Pelley moved to have a called meeting to discuss why the city attorney refused to respond to his email concerning Mr. Whiting request for certain exhibits; no second. Motion failed.

-25-

Councilmember Pelley moved to terminate the City Attorney; no second. Motion failed.

-26-

Councilmember Pelley moved to have outside counsel investigate whether the attorney can handle the ouster lawsuit; no second. Motion failed.

-27-

Councilmember Pelley moved to have outside investigators investigate Nina shredding documents pertaining to an employee compliant; no second. Motion failed.

-28-

Councilmember Pelley moved to have a called meeting to discuss why an investigation did not take place after an employee went to Human Resources with a compliant; no second. Motion failed.

REPORTS

-29-

Finance Department Monthly Report
presented by Director of Finance, Mike Keith

Fire Department Monthly Report
presented by Fire Chief, Brandon Ainsworth

Police Department Monthly Report
presented by Police Chief, Fred Schultz

REPORT FROM THE CITY MANAGER

-30-

Randall Dowling presented the departmental reports and updates.

CITIZENS COMMENTS

-31-

1.) Tyler Boyd - Appreciates the police enforcing the new speed limit on Ingleside Avenue. He supports employee handbook revision to allow the city council to review all policies and procedures.

2.) Glenn Whiting – Discussed various disagreements he has with city council, city attorney, and city employees.

3.) Dick Pelley – Discussed his various failed motions he made during the meeting. He claims corruption within the city.

ADJOURNMENT

-32-

Mayor Eaton called for adjournment. The meeting adjourned at 7:40 p.m.

Roll call vote:

YEAS: Duggan, Pelley, Sherlin, Curtis, Eaton
NAYS:

LARRY EATON, Mayor

RANDALL DOWLING, City Manager

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII a. Approve 2025 Meeting Dates for City Council Work Sessions, Regular Sessions, and Beer Board Meetings

Overview
City staff prepared the 2025 meeting dates for the city council work sessions, regular sessions, and beer board meetings (attached). City holidays and Tennessee Municipal League conferences have been taken into consideration when preparing this meeting schedule. There are no apparent conflicts.

This item was discussed during the November 12, 2024 work session but postponed until the December 9, 2024 work session. In addition, during the November 19, 2024 regular session, the time of the work sessions were changed from 3:00 p.m. to 5:00 p.m.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to approve the 2025 Meeting Dates for City Council Work Sessions, Regular Sessions, and Beer Board Meetings as presented.

Affected Departments
All Departments

2025

ATHENS CITY COUNCIL – WORK SESSION

5:00 P.M.

Monday the week prior to the regular city council meeting

January	13	2025	May	12	2025	September	8	2025
February	10	2025	June	9	2025	October	13	2025
March	10	2025	July	7	2025	November	10	2025
April	7	2025	August	11	2025	December	8	2025

Meetings to be held in the Athens City Hall Burkett L. Witt Council Chambers

ATHENS CITY COUNCIL

6:00 P.M.

3rd Tuesday of each month

January	21	2025	May	20	2025	September	16	2025
February	18	2025	June	17	2025	October	21	2025
March	18	2025	July	15	2025	November	18	2025
April	15	2025	August	19	2025	December	16	2025

Meetings to be held in the Athens City Hall Burkett L. Witt Council Chambers

ATHENS BEER BOARD

5:30 P.M.

(preceding each regular meeting of the city council whenever there is business to come before the board)

January	21	2025	May	20	2025	September	16	2025
February	18	2025	June	17	2025	October	21	2025
March	18	2025	July	15	2025	November	18	2025
April	15	2025	August	19	2025	December	16	2025

Meetings to be held in the Athens City Hall Burkett L. Witt Council Chambers

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item

VIII b. Approve Applying for a 2025 Community Development Block Grant (CDBG) and Conducting a Required Public Hearing

Overview

The application period to apply for a 2025 Community Development Block Grant (CDBG) has opened and the city is eligible to apply. Previously completed city CDBG projects included sewer improvements through the Athens Utility Board. According to the attached Powerpoint presentation, national CDBG objectives are to benefit low and moderate income persons, elimination of slum and blight, and resolve immediate threat or urgent needs. Specifically, eligible grant categories include:

- Public health and safety
- Community infrastructure
- Community revitalization
- Sewer system rehabilitation
- Water system rehabilitation
- Water line extensions

Funding limits are $420,000 for non-construction projects and $1,000,000 for construction projects with a required city match around 9%. The application deadline is March 7, 2025 but many items must be completed prior to the application deadline such as conducting a public hearing, procuring professional services, preparing an engineering/architectural report and cost estimates, and approving a resolution.

Possible city projects include constructing a new community center at Regional Park or elsewhere with indoor basketball courts for the basketball program among many other indoor and outdoor recreational amenities. A community center was one of the top five projects identified during the 2024 Strategic Summit.

Staci Willoughby of the Southeast Tennessee Development District attended the work session and conducted a quick review of the program, identified eligible projects, and answered questions.

Summary of the December 9, 2024 Work Session

Following discussion and council leaning toward infrastructure improvements, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider

Motion, second, and vote are needed to approve applying for a 2025 CDBG and conducting a required public hearing to gather public input regarding potential projects. The public hearing is tentatively scheduled immediately prior to January 21, 2025 Beer Board meeting at 5:00 p.m.

TN Department of Economic & Community Development

CDBG Public Meeting

2025 Program Year

October 1, 2024

CDBG Overview

- Primary Objective is to develop viable communities by providing for decent housing and a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income

- Created by Title 1 of the Housing and Community Development Act of 1974 (42 U.S.C. § 69)

  https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter69&edition=prelim

TN

National Objective

All CDBG activities must address one of the following National Objectives:

- Benefit to low and moderate income (LMI) persons
  - Must benefit a minimum of 51% LMI persons
- Elimination of slum and blight
- Imminent threat or urgent need

TN

2024 Breakdown

- 71 eligible applications submitted
- $48,486,047 total requested ($682,902 average)
- 31% in Community Infrastructure and Revitalization
- 34% in Water and Sewer Systems

Category	Applications	Percentage
Public Health and Safety (Small)	10	14%
Public Health and Safety (Large)	14	20%
Community Infrastructure	5	7%
Community Revitalization	17	24%
Sewer Systems	10	14%
Water Systems	14	20%
Water Line Extensions	1	1%

TN

Budget Outlook

- Funding from HUD of approximately $28M last year
  - Expect the level funding in FY25

Program	House FY25	Senate FY25	FY24 enacted
Homeless Assistance	$4.06B	$4.3B	$4.051B
CDBG	**$3.3B**	**$3.3B**	**$3.3B**
HOME	$500m	$1.4B	$1.25B
RHP	**$30m**	**$30m**	**$30m**
Econ Dev Initiative (earmarks)	$2.176B	$1.187B	$3.29B
Section 108	$400m	$400m	$400m
Preservation and Reinvestment Initiative for Community Enhancement (PRICE)	$10m	$10m	$10m

TN

Existing Eligible Activity Categories

- Public Health and Safety (small and large population)
- Community Infrastructure
- Community Revitalization
- Sewer System Rehabilitation (small system only)
- Water System Rehabilitation (small system only)
- Water Line Extensions

- Funding Limits
  - Non-Construction: $420,000
  - Construction: $1,000,000

TN

Schedule for 2025 Applications

- Public Meetings held by January 17, 2025
- Final change orders due February 7, 2025
- Final RFPs due February 28, 2025
- Closeouts due February 28, 2025

- **Applications March 7, 2025**

TN

Application Process Flow

1. Public Meeting
2. Professional Services Procurement
3. Engineering document* and cost estimate
4. Execution of resolution
5. Submission of application

* Or architectural report

Agenda Item
VIII c. Approve Obtaining an Appraisal of Downtown Building to be Used as a City Hall

Overview
City Hall conditions, capacity, renovations, expansions, ADA compliance, and replacement construction have all been discussed for some time. During 2021, Allen & Hoshall prepared a survey of existing city hall conditions, renovation/expansion possibilities including reconfiguring recommendations with an updated floor plan, and cost estimates (report attached). However, no action was taken regarding this report. In looking toward the future and predicting the city's population will remain stable with minimal increases, the city needs to determine if the existing city hall should be renovated and/or expanded to retain most city departments, or an existing building acquired and renovated into a city hall, or a new city hall designed and constructed. The three options are explored as follows:

Renovate/Expand Existing City Hall
The existing 22,000 square foot city hall could be renovated/expanded into a more usable space and most departments kept within the building or at least on the city hall property campus. For example, Parks & Recreation could be relocated to a city-owned house at Regional Park to be closer to their maintenance staff to free up space needed for the remaining city hall offices. The house at Regional Park would need some renovations, however. Allen & Hoshall could be retained again to continue their city hall work from 2021 to prepare a revised space needs study of all departments except Parks & Recreation resulting in a revised floor plan and possibly new buildings on the existing city hall property campus. Then construction drawings could be prepared including HVAC replacement, code compliance issues, and needed IT infrastructure improvements such as an expanded data center, upgraded wiring, and council chambers audio/video enhancements that have been on hold for several years until a final decision can be made. Then, the project could be bid out, a general contractor selected, and construction could begin. The estimated cost of this option would be $3-4M using partially borrowed funds (debt) and take about 12+ months to complete.

Acquire an Existing Building and Renovate
A downtown building is available to evaluate as a possible replacement for city hall. According to the Tennessee Property Assessment Data card, this property generally consists of 3+ acres of land with paved parking and greenspace, a two-story building built during 1966 and expanded/renovated during 1976 with the main floor having 13,440 square feet and the basement having 13,440 square feet for a total of 26,880 square feet. In addition, the facility has drive-through lanes, many interior perimeter offices on both levels, and new HVAC units. The land is valued at $163,700 and the building is valued at $1,907,000 for a total value of $2,070,700. This property last sold during June 2018 for $500,000.

If the council is interested in acquiring this property to be used as a city hall, many things would need to be considered including obtaining an appraisal of the property to determine current fair market value, conducting an engineering assessment to determine current conditions of all building systems, preparing an architectural study to determine space needs and configuration of offices and shared spaces such as conference rooms, break rooms, storage space, and work spaces resulting in an efficient floor plan. The offices to be included are City Manager, IT, Community Development, Human Resources, Finance, Purchasing, Parks & Recreation, Council Chambers, and future spaces. Once all the information is known, construction drawings could be prepared, bid out, and a general contractor selected. Moving expenses of all furniture and rebuilding the data center would also need to be considered. The existing city hall could be used as a public safety complex for the Fire Department and the Police Department. Renovations/repairs are needed for the existing city hall such as replacement HVAC systems, ADA compliance, IT infrastructure improvements, and code compliance issues.

The estimated cost of this option would be $6-8M using partially borrowed funds (debt) and take about 9-12+ months to complete.

New Construction
A new city hall could be designed and constructed on city property or other property to accommodate all departments. The estimated cost of this option would be $13-16M using borrowed funds (debt) and take about 18-24+ months to complete.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda to obtain an appraisal of the building.

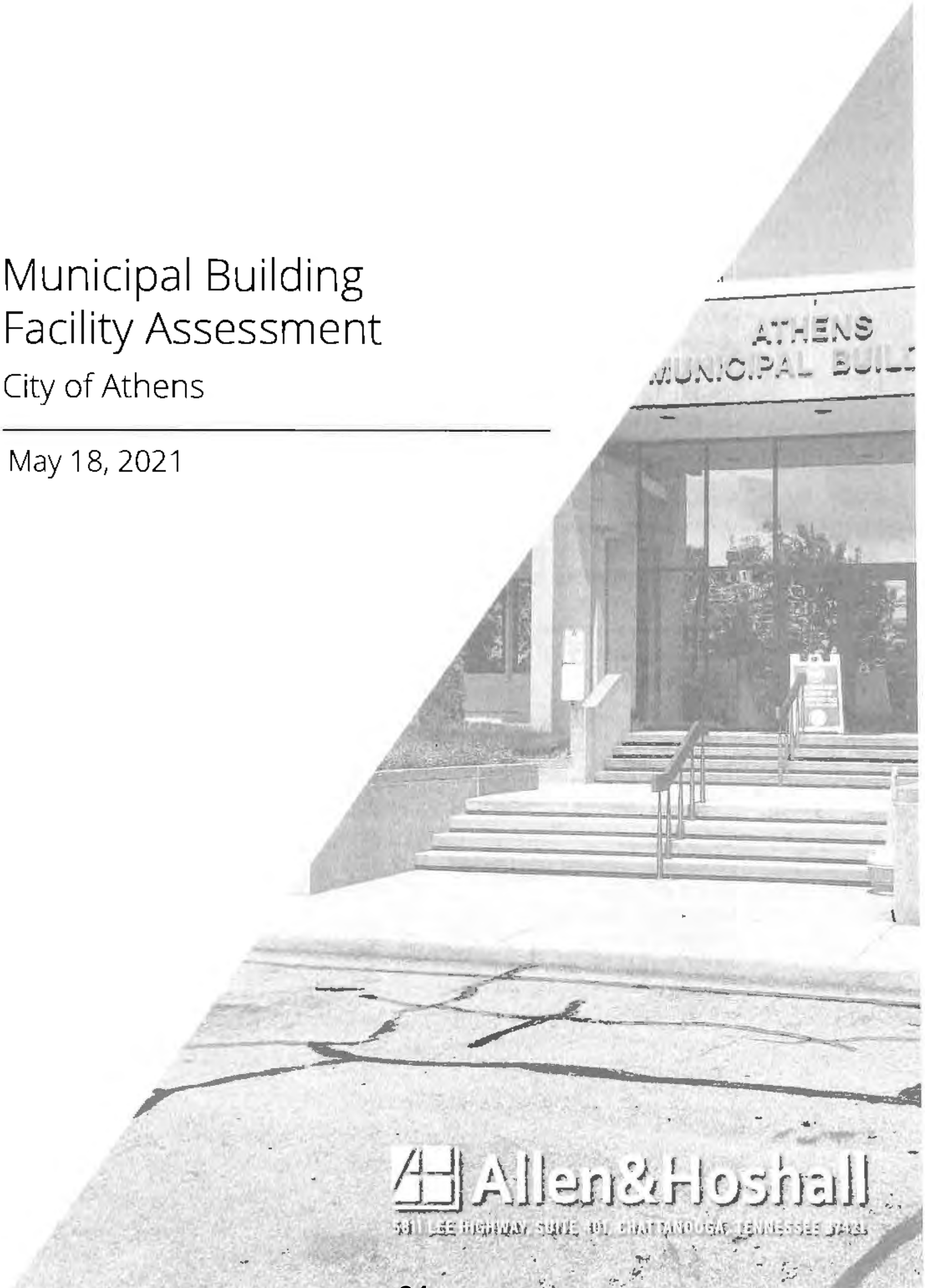
Action to Consider
Motion, second, and vote are needed to authorize the city manager to obtain an appraisal of the building.

Affected Departments
City Manager

Municipal Building Facility Assessment

City of Athens

May 18, 2021



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RECOMMENDATIONS FOR NEW/RENOVATED FACILITY

COST ESTIMATES

1.0 Cost Estimate for Proposed Renovations/Additions – Scheme 1
2.0 Cost Estimate for Proposed Renovations/Additions – Scheme 2

APPENDIX

1.0 Programming Spreadsheet
2.0 Proposed Floor Plan – Scheme 1
3.0 Proposed Site Plan - Scheme 1
4.0 Proposed Floor Plan – Scheme 2
5.0 Existing Photos

Executive Summary

1.0 Purpose -The purpose of this report is to document and analysis the existing City of Athens Municipal facility located at 815 North Jackson St to determine the feasibility and cost to accommodate their new programming needs.

2.0 Program Requirements - A detailed program and preliminary floor plans were developed to see what changes were needed at the existing facility to accommodate the programming needs and building improvements. The existing 22,000 sf facility is split into various areas currently containing the following departments: city administration, finance, parks and recreation, code enforcement, police services, and fire services. The new program concentrates on reconfiguring the current facility to better serve the needs of the user groups and looks at options to expand the existing building for future growth. The new program developed identifies the need for additional site upgrades as well as a building addition that is approximately 4,000 sf.

3.0 Observations / Issues - Upon close inspection, the existing building presented still functions well but could use some reconfiguring to accommodate recent departmental changes. The primary issues with the existing building include outdated heating and cooling equipment, lighting, outdated and worn interior finishes, and non-ADA compliant bathrooms and egress paths. To accommodate the additional building growth two floor plan options were developed to study function and cost.

4.0 Costs - A space program was developed along with a preliminary cost estimate to better understand the effort required to accommodate an addition and facility renovation. Two layout options were developed (a single story and a two story) and an approximate cost range of $2,000,000 to $3,200,000 was developed to accommodate the programming requirements and correct the existing issues. This cost includes site development and building costs. FF&E costs are included in the cost estimate but is not reflected in the total above.

5.0 Recommendations -Given the costs and complexity of the 2 story addition, it is our recommendation to proceed with the single story addition and renovations which allows for better phasing, lower cost, and easier structural separation for code compliancy.

SURVEY OF EXISTING CONDITIONS

1.0 ARCHITECTURAL/STRUCTURAL

1.1 Background/ Purpose of Study

The present City of Athens municipal building is located at 815 North Jackson St and was originally constructed in 1971. It is situated on a site that is approximately 3 acres with parking on all four sides. The facility has undergone many renovations with the last major renovation happening in 1997. The facility is still utilized for its original intended purpose and currently houses the city administration, finance department, parks and recreation, code enforcement, police services, court services, and fire services. The facility is the primary location with dealing with most of the city services. Although the facility still functions currently as is, it but would benefit greatly from better space reconfiguration, increased space for current and future growth, updated building systems, and updated interior finishes.

The facility shares a common lobby and for most of its municipal services which is served by a public parking area on the west side. The fire and police services uses the area north of the building for parking and apparatus drives. The east side of the building has a steep yard elevating to additional parking to the rear of the building. A small parking area to the south connects to an employee entrance direct to the city administration area.

The purpose of this study is to evaluate the existing facility and provide a recommendation on how to proceed to accommodate the programmatic changes, updates, and facility repairs.

Building Codes Classification

The City of Athens currently abides by the 2015 International Building Code family with the exception of the 2009 International Energy Conservation Code, 2014 National Electric Code, and the 2010 ADA Standards for Accessible Design. Under the provisions of this code the existing office areas would be classified as a Group B business occupancy. The existing fire station apparatus storage would be classified as Group S2. The larger meeting areas would be classified as A3. The existing building construction type would be Type IIB non-sprinkled.

1.2 Exterior Construction

The typical exterior wall construction is a mixture of 8" and 12" CMU walls with brick veneer. In areas throughout the façade exposed aggregate precast concrete panels are used in place of the CMU/brick wall around the windows and along the fascia area to highlight certain design elements. Exposed concrete columns along the front and side elevations are used to support the precast panels. There does not appear to be any insulation used in the exterior wall construction and the CMU cores are filled with sand. The walls range in height from approximately 10'-0 to 20'-0". The exterior wall condition is in good shape with no signs of leaking, movement, or deterioration. Some of the existing sealant at the wall to wall transitions are separating and need to be replaced.

The roof was originally a built-up roofing system but was replaced in the winter of 1997 with a single ply EPDM rubber member over sloped rigid insulation. The roof slopes and drains to interior roof drains but no overflow roof drains were noted. There are rooftop HVAC units, exposed gas lines, and ventilation fans located on the roof. The perimeter roof membrane is capped by an aluminum fascia gravel guard. There were some areas of ponding water which is a sign of improper slopes which should be monitored. The roof to wall flashing and HVAC units were properly flashed but are starting to show signs of material failure. The gas piping is starting to oxidize and is supported by wood blocks. Although the roof is visually in good condition it is reaching the end of its life which is typically 20 to 25 years.

The windows are dark bronze anodized aluminum framing with 1" insulated glazing. The exterior doors are a mix of wood core and metal doors and anodized aluminum and glazing. The windows and doors are not original to the building and were replaced in February of 2018 as part of TVA solar grant. The glazing, framing, and doors function are in good working order. The perimeter sealant needs to be replaced in certain areas due to UV exposure.

The three overhead coiling doors serving the fire departments apparatus bay are in fair but operating condition.

1.3 Interior Construction

The interior construction is a mixture of CMU walls and steel stud infill which support a variety of different finishes. The interior CMU walls are often load bearing and used in high traffic (corridors) and abuse areas (fire/police areas). A portion of the original structure contained an operations center which was hardened to protect during inclement weather.

The interior wall finishes include a wide variety which include marble paneling (lobby), wood paneling (executive offices) painted plaster, wall paper over drywall, and painted CMU. The interior finishes range in condition but in general the majority of them have aged poorly and are outdated with exception of the marble paneling.

The flooring finish over the existing concrete slab also has a variety of coverings which include terrazzo (lobby/public areas) carpet (offices) ceramic tile (toilet rooms) and vinyl tile (back of house areas). The condition of the floor coverings vary depending on age and abuse but in general they are overused and dated.

The ceilings though out the building consists of decorative acoustical lay-in tile or painted gypsum paneling. The age and abuse of the material is causing decay and failure which is reducing the acoustic properties in many areas.

1.4 Structural System

The existing structural system consists of exterior and interior load bearing CMU walls with internal steel reinforcement. These walls are supported by continuous concrete footings set below grade. The roof is supported by a reinforced concrete deck over steel deck form which is supported by steel joists. The slab is a steel welded wire reinforced concrete slab on grade with thickened interior areas for load bearing walls. The existing structural system is in good condition with no signs of stress, movement, or failure. There's a section of the building that was originally designed as the operations center which is enclosed by 12" reinforced CMU and is capped with a 12" concrete deck below the roof structure. This area was designed to withstand additional forces and to remain intact during severe storm situations.

1.5 ADA Observations

Access to the front door and egress points are currently not accessible due to steps and steep slopes. There is no ADA parking area designated or marked located at the front entrance. The side south entrance does have marked ADA spaces and a ramp to access the side entrance. None of the present toilet facilities comply with the current ADA requirements. The door hardware (lever type required) and the space required for the approach (to properly function) to many of the required doors do not meet current ADA standards. Building renovations and site alterations will need to be provided to comply with current requirements of the Americans with Disabilities Act, (ADA).

2.0 HVAC Systems

2.0 Existing Conditions

The current Municipal Building is being served by a mixture of Gas Packaged Roof Top Units and split air handler units. The restrooms are provided with roof top exhaust fans.

Most of the roof top units were installed in 2009 and are now at the end of their useful life and will need to be replaced with matching tonnage and air flow ratings. The heating and cooling needs of the current floorplan and layout are being met and the existing unit size is not currently an issue. Any new floor plan changes will need to be verified to meet cooling and heating needs and the ventilation requirements will need to be verified to meeting current code requirements.

The main trunk ductwork appears to be in good working order and properly insulated with returned air ducted back to the units. There appears to be no issue with current ductwork layout as it exists but access control modifications have been implemented since the installation of the existing HVAC systems and assessment of the impacts to air circulation have not been performed.

The dedicated unit serving the IT infrastructure room was replaced in 2016 and functions adequately.

2.1 Building Code Issues

Any new equipment provided will be designed to current code standards and requirements, including outside air requirements for any new buildings. This includes meeting current code requirements for outside air and ventilation for the new facility and any areas that will be changing.

3.0 PLUMBING

3.1 Restrooms and Fixtures

The existing restrooms consist of floor mounted flush valve water closets, wall hung flush valve urinals, and wall hung lavatories. There are multiple wash stations and double sinks as required in for different needs. The existing restrooms lack the quantities of fixtures as required by code to meet the proposed use and currently do not meet ADA requirements.

3.2 Piping Systems

The existing domestic hot and cold water piping consist of insulated copper piping and the existing sanitary waste and vent system is standard weight cast iron and PVC. It has been noted by staff that there have been several issues within recent years particularly with the drain lines located at the rear portion of the municipal building that exit via the north portion of the property.

3.3 Water Heaters

The domestic hot water is served by large tank type water heaters located in mechanical rooms and piped to specific segments of the building.

4.0 ELECTRICAL

4.1 Site

The existing is fed from a pad mounted transformer located approximately 35 feet from the East of the building. The power comes into the building via underground lines to a switchboard located in the Main Electrical Room on the East Side, back, of the building.

4.2 Power

The main power switchboard for the building is a 1600 Amp, 208/120-volt, 3-phase, 4-wire switchboard. The power is distributed to panels located throughout the building from this main panel. The main switchboard and the panels are over 40 years old and have exceeded their useful life expectancy and should be replaced.
In addition to the "normal" power, there is a 150 KW natural gas generator located in the main electrical room. This generator backs up the entire building. The generator and transfer switch are in good condition.

4.3 Lighting

The majority of the interior lighting is fluorescent along with some warm white LED fixtures. The majority of the interior lighting should be replaced with high efficiency LED fixtures and energy saving lighting controls.
The exterior lighting is minimal and mostly HID. The exterior lighting should be replaced with high efficiency Led lighting that meets the current International Illumination Society low BUG rating to minimize glare and light spillage.

4.4 Lightning Protection

There is limited lighting protection with questionable effectiveness located at the rear of the building. Staff has communicated that there have been numerous instances of issues stemming from lighting strikes in the past.

4.5 Emergency Lighting

Interior emergency egress lighting is done with a mix of battery back-up bug-eye fixtures and fixtures with integral batteries. Some of the fixtures no longer work. There is no exterior emergency egress lighting. The emergency egress lighting and exit signs should be upgraded to meet the current NFPA 101 requirements.

4.6 Fire Alarm System

The existing fire alarm system is in good condition.

4.7 Communications

The existing communications comes into a room centrally located in the middle of the building. Cabling is managed with runners located under the floor that travel to the room from the rear portion of the building. The infrastructure appears to be in good condition.

4.8 Building Code Issues

The existing facility does not have sufficient emergency egress lighting inside or outside the building.

SITE

5.1 Parking/Site access

The existing site immediately surrounding the buildings consists of asphalt paving and some concrete paving. There is public parking located at the front western entrance and side southern entrance. The parking located on north side is dedicated to fire and police traffic. The existing paving condition is in moderate condition and shows typical wear for its age and use.

The concrete planters, steps, and sidewalks along the primary public entrance are showing signs of movement. The concrete planter joints have separated and show signs of moisture infiltration. If these continue to separate, they could be problematic or even fail. This should be addressed as well as a lack of an accessible entrance to primary public entrance.

The existing landscaping is lush and well maintained.

RECOMMENDATIONS FOR FACILITY RENOVATION/ADDITION

This section of the report will discuss recommended modifications and new building components required to accommodate the new programming requirements. Two new floor plans have been developed to help define the programmatic needs of the user groups and identify key issues with the current design.

Although the current facility still functions there are issues with code compliancy, age/condition of the interior finishes, and the MEP systems. The age and condition of the interior finishes, mechanical, plumbing, and lighting systems have exceeded their lifespan and attempting to reuse these components will be inefficient, difficult, and non-code compliant in some situations.

In our programmatic exercise we developed the following site and building needs.

1. Approximately 4,000 sf of new space identified for growth in the city administration department, fire department, and council/public meeting areas.

2. Approximately 11,600 sf of existing space within finance, parks and recreation, city administration, community development, human resources, and public space would need renovating to update finishes, ADA compliancy, MEP updates, and minor reconfiguration.

3. Finishes in the renovated areas would include new flooring, ceilings, paint, doors, millwork update/modifications, etc.

4. The primary mechanical equipment would be replaced and the existing ductwork would be reused and modified if needed for any room reconfiguration.

5. The primary electrical panels would be replaced and additional receptacles would be located as needed. The panel would be sized to accommodate any new addition. The existing lighting would be replaced with new LED lighting throughout the renovated spaces. Emergency lighting needs will be addressed to accommodate the current code requirements.

6. Plumbing fixtures would be replaced to accommodate ADA accessibility and sensor technology.

7. The sidewalk area at the front entrance will need to be reconfigured to accommodate ADA accessibility. The public and private restrooms will have to be renovated to accommodate ADA accessibility. Egress and approach to the renovated areas will have to be renovated to ensure proper access.

8. Site, landscaping, utilities, and parking will need to be reconfigured to accommodate any building addition.

To accommodate the programmatic needs of the city two floor plans were developed to study layout, adjacencies and cost.

Scheme 1 is a single-story addition that would expand the existing building on the south side by approximately 3,700 sf. This would require removing the existing park lot and any associated utilities to accommodate the building addition. This location will allow the building to be structural separated and also allow the addition to be constructed with minimal disruption to the existing facility. The new addition would house the new community space/court room and allow for a dedicated exterior entrance to help with security and access currently lacking in the existing facility. Other spaces include offices, restrooms, and a new main conference room. As these spaces are relocated from the main building, renovations can be done to update finishes, MEP items, ADA updates, and minor space reconfiguration.

The approximate cost associated with this scheme ranges from $2,000,000 to $2,100,000.

Scheme 2 is a 2^nd^ story addition over the existing 1^st^ story structure. While this design does minimize additional site usage it does require significant structural modifications. The 5,200 sf 2^nd^ story addition would require an elevator and stairs to meet the required egress and ADA requirements. A study was conducted to determine the feasibility of adding this 2rd story addition.

The new proposed second story addition is expected to be constructed of structural steel main lateral frames and girders, with open-web steel joists, supporting a wide-ribbed steel roof deck. This system is chosen as the most lightweight structural option that can span between the existing columns below and support the proposed new floor and roof. The new proposed second floor would be constructed immediately above the existing roof structure, thus not loading the existing roof framing system of the Municipal Building. This floor system consists of composite structural steel with 3 ¼" lightweight concrete on 2" composite floor decking for a total slab depth of 5 ¼". The structural steel beams and girders will span between the new columns. This would create a small interstitial space between the proposed new floor and the existing roof of approximately 4-ft. This interstitial space allows for the structural member depth and the HVAC system, below the floor.

The proposed new second story construction addition must be designed in accordance with the new building code (International Building Code, IBC). With that in mind, the wind and seismic lateral force resisting system must meet the new code provisions, that have serious requirements for seismic, as this is a Risk Category IV facility. The increased ductility detailing requirements are well above the legacy code designs of the existing building. The existing building has been assessed utilizing the International Existing Building Code (IEBC), since it is referenced in IBC for assessing the gravity and lateral systems to see if a full-building seismic retrofit of the existing building is warranted.

The IEBC has a 5% overstress trigger for reinforcing existing members due to gravity loads. The IEBC also has a very specific requirements for the trigger on the seismic reinforcing of an existing building. The IEBC has a 10% overstress trigger for reinforcing the lateral force resisting members and the system. When the 10% overstress trigger is exceeded, the existing facility has to meet both strength and ductility detailing requirements of IEBC and ASCE 41. *Since the original lateral force resisting system was designed under legacy codes that have significantly less resistance than IEBC and none of the required ductility detailing, the entire building would fail the "as-is" status and would require a complete building retrofit.* Thus, if the seismic reinforcing requirement is triggered (overstress in any element >10%), then the original building could not practically implement the detailing requirements into an existing building. It would require an extensive and cost prohibitive solution to accomplish.

After modeling the lateral system and adding the proposed new addition to the Municipal Building, the existing roof diaphragm and the existing shear walls were above the 10% overstress allowable and thus the trigger for a retrofit for the entire facility is required, in our opinion. The connections and ductility detailing are practicably infeasible and would be high difficult and expensive to try and retrofit the current building to meet current standards, not to mention massively disruptive to services housed in this facility.

The new 2nd floor addition would house the new community space/court room and allow a dedicated exterior entrance to help with security and access currently lacking in the existing facility. This main entrance would require an elevated bridge structure or significant grade improvements to connect the entrance to the elevated parking area located on the east side of the facility. Other spaces include offices, restrooms, and a new main conference room. As these spaces are relocated from the main building, renovations can be done to update finishes, MEP items, ADA updates, and minor space reconfiguration.

The approximate cost associated with this scheme could range from $3,000,000 to $3,200,000. Given the unknown structural modifications, we've placed a $500,000 existing structural modification contingency to cover any cost potential. We would highly recommend doing a full structural analysis before proceeding to ascertain the entire scope and cost of this scheme.

Recommendation

Given the costs and complexity of scheme 2, it is our recommendation to proceed with scheme 1 which allows for better phasing, lower cost, and easier structural separation for code compliancy. The following reasons support our findings.

1. The single story Scheme 1 addition can be structurally isolated from the existing structure which does not impose any structural loading on the existing structure and prevents any costly analysis or structural upgrades.
2. The single story Scheme 1 addition is smaller in size since it does not require costly areas required for a two story structure which includes stairs, elevators, and elevator equipment rooms.
3. The single story Scheme 1 addition can be constructed and phased to allow the existing building to remain occupied with minimal disruption during the construction of the new addition.

Project Name	**Athens Municipal Building** Athens TN	Status of Design Rev.SD Submittal	Date March 24th 2021	
		Estimated by **Allen&Hoshall**	**Page 1**	
			Area new	**3,700**
Project Number	63006		Area renovated	**11,560**

	Item Description	**Unit Cost Total**	**Sq. Ft. Cost**
1.000	General Requirements	$240,000	$64.86
2.200	Site Utilities	$8,846	$2.39
2.300	Paving, Drainage and Misc	$159,950	$43.23
2.600	Foundation Preparation	$3,869	$1.05
3.100	Concrete Formwork	$540	$0.15
3.200	Conrete Reinforcing	$4,650	$1.26
3.300	Concrete Pour in Place	$48,600	$13.14
3.400	Finish Concrete	$616	$0.17
3.700	Misc. Concrete Products	$160	$0.04
4.100	Brick Masonry	$42,292	$11.43
4.200	Concrete Block	$30,000	$8.11
4.000	Stone Masonry	$0	$0.00
5.000	Steel	$7,000	$1.89
5.200	Metal Truss	$72,000	$19.46
5.300	Metal Deck	$8,769	$2.37
5.400	Metal Stairs	$0	$0.00
5.600	Misc. Steel	$0	$0.00
5.800	Misc. Metals	$6,400	$1.73
6.100	Rough Framing	$6,600	$1.78
6.500	Millwork	$9,000	$2.43
7.200	Insulation	$30,352	$8.20
7.400	Cladding/Siding	$0	$0.00
7.500	Roofing	$310,900	$84.03
7.800	Caulk and Sealant	$8,200	$2.22
7.900	Flashing	$1,406	$0.38
8.100	Total Doors and Frames	$12,034	$3.25
8.400	Aluminum Glass and Glazing	$25,200	$6.81
8.700	Hardware and Misc.	$13,500	$3.65
9.000	Finishes	$101,091	$27.32
10.000	Specialties	$8,053	$2.18
11.000	Fencing	$0	$0.00
11.000	Equipment/Appliances	$0	$0.00
12.000	Furnishings/FF&E	$600	$0.16
13.000	Fire Protection	$0	$0.00
15.000	Mechanical	$113,600	$30.70
15.400	Plumbing	$36,450	$9.85
16.100	Electrical	$111,000	$30.00
17.000	Renovated Areas	$704,923	$60.98
	Sub-Total	**$2,126,602**	**$139.36**
	Design Contingency @10%	**$212,660**	**$13.94**
	Project Total	**$2,339,262**	**$153.29**
	FFE @ $12 sf x 15,260	**$183,120**	

Project Name	**Athens Municipal Building** Scheme 2 - 2nd story	Status of Design Rev.SD Submittal	Date March 24th 2021	
		Estimated by **Allen&Hoshall**	**Page 1**	
			Area new	**5,200**
Project Number	63006		Area renovated	**11,560**

	Item Description	Unit Cost Total	Sq. Ft. Cost
1.000	General Requirements	$345,000	$66.35
2.200	Site Utilities	$5,841	$1.12
2.300	Paving, Drainage and Misc	$83,250	$16.01
2.600	Foundation Preparation	$3,380	$0.65
3.100	Concrete Formwork	$540	$0.10
3.200	Conrete Reinforcing	$5,325	$1.02
3.300	Concrete Pour in Place	$76,900	$14.79
3.400	Finish Concrete	$616	$0.12
3.700	Misc. Concrete Products	$160	$0.03
4.100	Brick Masonry	$51,860	$9.97
4.200	Concrete Block	$60,000	$11.54
4.000	Stone Masonry	$0	$0.00
5.000	Steel	$112,000	$21.54
5.200	Metal Truss	$104,000	$20.00
5.300	Metal Deck	$23,816	$4.58
5.400	Metal Stairs	$50,000	$9.62
5.600	Misc. Steel	$0	$0.00
5.800	Misc. Metals	$6,400	$1.23
6.100	Rough Framing	$13,200	$2.54
6.500	Millwork	$9,000	$1.73
7.200	Insulation	$41,536	$7.99
7.400	Cladding/Siding	$0	$0.00
7.500	Roofing	$272,500	$52.40
7.800	Caulk and Sealant	$10,496	$2.02
7.900	Flashing	$1,406	$0.27
8.100	Total Doors and Frames	$12,034	$2.31
8.400	Aluminum Glass and Glazing	$25,200	$4.85
8.700	Hardware and Misc.	$13,500	$2.60
9.000	Finishes	$111,379	$21.42
10.000	Specialties	$8,053	$1.55
11.000	Fencing	$125,000	$24.04
11.000	Equipment/Appliances	$0	$0.00
12.000	Furnishings/FF&E	$600	$0.12
13.000	Fire Protection	$0	$0.00
15.000	Mechanical	$155,600	$29.92
15.400	Plumbing	$49,200	$9.46
16.100	Electrical	$150,800	$29.00
17.000	Renovated Areas	$670,680	$58.02
	Sub-Total	**$2,599,272**	**$155.09**
	Existing Structural modifications	**$500,000**	
	Design Contingency @10%	**$309,927**	**$18.49**
	Project Total	**$3,409,200**	**$203.41**
	FFE @ $12 sf x 15,260	**$183,120**	

City of Athens Municipal Facilities
320 S. Jackson Street
Athens, TN
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Space Program Athens Municipal Building

Room Description	No.	Existing Facility Spaces: Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Spaces: Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
Public Common Area										General: Roof is EPDM approx. 12-15 years old - not causing issues currently. Exterior caulking needed throuhout facility.
Entry Vestibule		1	x			1	x			No vestibule needed. Address entry/ steps/ ramp ito building. Provide power door assist at front door. Address security for building.
Lobby	101	1	x	491	491	1	x	491	491	Update lighting, replace ceiling, update finishes, provide display cabnict (remove folding tables), rework video screen for City information/ unicipal tv
Public Restrooms	121	1	6 x 9	54	54	1	6 x 9	54	54	Update finishes
Public Restrooms	122	1	6 x 9	54	54	1	6 x 9	54	54	Update finishes
Janitor Closet		1	3 x 6	18	18	1	3 x 6	18	18	Can elimnite and use space in restrooms
Staff Restrooms	108	1	5 x 10	50	50	1	5 x 10	50	50	Increse to 2 person use, update finishes
Staff Restrooms	109	1	5 x 10	50	50	1	5 x 10	50	50	Increse to 2 person use, update finishes
Copy	116B	1	8 x 10	80	80	1	8 x 10	80	80	
Water Fountain Space		1	4 x 4	16	16	1	4 x 4	16	16	
Equipment/ IT Hub	135	1	12 x 12	144	144	1	12 x 12	144	144	Current size OK. Currently cooled with independent split AC system. Needs secure
Mechanical	149	1	13 x 14	182	182	1	13 x 14	182	182	Currently housing old systems not being utilized. Space may be available for use in other
Subtotal					**1,139**				**1,139**	
Departmental Circulation		*15%*			*171*	*15%*			*171*	
Total Departmental Area (sf)					**1,310**				**1,310**	
Human Resources										Prefer location near lobby for applicants access to area
Office	102	1	12 x 12	144	144	1	12 x 12	144	144	Update finishes and doors
Office	103	1	12 x 12	144	144	1	12 x 12	144	144	Update finishes and doors
Storage	116A	1	8 x 10	80	80	1	8 x 10	80	80	Update finishes and doors
Closet		1	3 x 6	18	18	1	3 x 6	18	18	
Subtotal					**386**				**386**	
Departmental Circulation		*30%*			*116*	*30%*			*116*	
Total Departmental Area (sf)					**502**				**502**	
Administration										
City Manager Office	104	1	x	274	274	1	x	274	274	Access through assistant office. Close off door to corridor. Prefers UT orange with grey trim. Replace carpet and ceiling/ lighting Update doors.
Passage		1	3 x 6	18	18	1	3 x 6	18	18	

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Room Description	No.	Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
		Existing Facility Spaces				Proposed Spaces				
Assistant office	105	1	12 x 14	168	168	1	12 x 14	168	168	Update finishes and doors. Space adequate - needs to be re-configured.
IT Mgr Office	107	1	12 x 14	168	168	1	12 x 14	168	168	Update finishes and doors. Space adequate - retain connecting door.
Assistant City Mgr Office	106	1	12 x 14	168	168	1	12 x 14	168	168	Update finishes and doors. Space adequate - retain connecting door.
Proposed Office						1	12 x 12	144	144	New position - TBD.
Proposed Office						1	12 x 12	144	144	New position - TBD.
Proposed Office			x			1	12 x 12	144	144	New position - TBD.
Subtotal					**796**				**1,228**	
Departmental Circulation		*30%*			*239*	*30%*			*368*	
Total Departmental Area (sf)					**1,035**				**1,596**	
Meeting Rooms										
Conference	110	1	22 x 27	594	594	1	22 x 27	594	594	Needs public and private access. Update: A/V-technology, lighting, wall and floor finishes, doors. Looking for warm/ welcoming feel - desire classic/ timeless finishes. Smart table, wall flat screen(s).
Operations Meeting Room	141	1	24 x 33	792	792	1	24 x 33	792	792	Update: electronics, floor & wall finishes, new tables and chairs. Typical set up as classroom - use by police and fire for training.
Council/ Court Room	123	1	32 x 33	1,056	1,056	1	32 x 33	1,056	1,056	Re-orient the room for council table on east wall ad configure for council/ court use. Space at desk for 3 Council members, 1 mayor, 1 vice-mayor, 1 city mgr, 1 city attrny. Side desk for clerk and 2 support staff. Locate with appropriate public and private access. Finish levwl to be nicer - wainscoting, darker woods. 2-3 cameras for video staming. 2 monitor for prsentations. Meeting configuration for up to 60 people. Also use as
Council/ Court Room Exp			x			1	8 x 32	256	256	
Subtotal					**2,442**				**2,698**	
Departmental Circulation		*15%*			*366*	*15%*			*405*	
Total Departmental Area (sf)					**2,808**				**3,103**	
Finance										Current door to Lobby and private door from Conference room. Upadte finishes and doors.
Work/ Cashier	111	1	x	510	510	1	x	510	510	Improve protection at counter. Provide ADA access at counter. 4 people in this area: cashier, accts payable, sanitation billing, payroll, business license
Office	112	1	10 x 12	120	120	1	10 x 12	120	120	1 person - manager
Office	113	1	12 x 12	144	144	1	12 x 12	144	144	Used as storage, copier, kitchen

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Space Program Athens Municipal Building

		Existing Facility Spaces				Proposed Spaces				Comments
Room Description	**No.**	**Quantity**	**Unit Size**	**Unit Area**	**Total Net Sq. Ft. (NSF)**	**Proposed Quantity**	**Unit Size**	**Unit Area**	**Total Net Sq. Ft. (NSF)**	
Restroom	124	1	6 x 12	72	72	1	6 x 12	72	72	
Vault	115	1	10 x 12	120	120	1	10 x 12	120	120	
Storage	114	1	9 x 20	180	180	1	9 x 20	180	180	Office work space and IT rack.
Subtotal					**1,146**				**1,146**	
Departmental Circulation		*30%*			*344*	*30%*			*344*	
Total Departmental Area (sf)					**1,490**				**1,490**	
Parks & Recreation										Update finishes and doors
Program Coordinator Office	117	1	12 x 12	144	144	1	12 x 12	144	144	Passage door to 118. Potential window desired for registration and fees. Would need queing line space in Lobby.
Director Office	118	1	11 x 12	132	132	1	11 x 12	132	132	
Admin Office	119	1	11 x 12	132	132	1	11 x 12	132	132	
Assist. Prog Coord Office	120	1	10 x 15	150	150	1	10 x 15	150	150	Need sound proofing at toilet wall.
Subtotal					**558**				**558**	
Departmental Circulation		*30%*			*167*	*30%*			*167*	
Total Departmental Area (sf)					**725**				**725**	
Communications										Raised access floor 16" above slab currently with VCT tile.
Communications/ Storage	133	1	18 x 30	540	540	1	18 x 30	540	540	Currently 3 storage rooms and open area built on access flooring.
Restroom		1	5 x 6	30	30	1	8 x 10	80	80	
Storage	148	1	6 x 13	78	78	1	8 x 10	80	80	Integrated as a part of office 147.
Kitchen	134	1	8 x 10	80	80	1	8 x 10	80	80	Employee kitchen and lounge - refigerator, oven, microwave, sink Need to locate in better spot in building for employee use.
Kit. Vest		1	4 x 10	40	40	1	4 x 10	40	40	Access to IT equipment area.
Subtotal					**768**				**820**	
Departmental Circulation		*30%*			*230*	*30%*			*246*	
Total Departmental Area (sf)					**998**				**1,066**	

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Room Description	No.	Existing Facility Spaces: Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Spaces: Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
Community Development										Need to verify configuration, doors between offices. Needs better public access without travel through staff areas.
Office - Codes Enforcment	146	1	9 x 9	183	183	1	x	183	183	
Space	146A	1	6 x 17	102	102	1	9 x 18	162	162	
Office - Codes Enforcment	147	1	9 x 9	159	159	1	x	159	159	
Permit Clerk/ Reception	145	1	9 x 18	162	162	1	9 x 18	162	162	Needs to be reconfigured to not be in open area.
Building Official Office	144	1	12 x 12	144	144	1	12 x 12	144	144	
Plans Room	143	1	8 x 14	112	112	1	12 x 12	144	144	
Director's Office	142	1	14 x 22	308	308	1	12 x 12	144	144	
Proposed Work space			x			1	12 x 15	180	180	
Subtotal					**1,170**				**1,276**	
Departmental Circulation		*30%*			*351*	*30%*			*383*	
Total Departmental Area (sf)					**1,521**				**1,661**	
Unassigned Space										
Storage	150	1	8 x 14	112	112	1	13 x 14	182	182	H.R. storage currently
Subtotal					**112**				**182**	
Departmental Circulation		*15%*			*17*	*15%*			*27*	
Total Departmental Area (sf)					**129**				**209**	
Fire Station										Need to show fire trining addition. Potential demolition for space for 4 th equipment bay.
Crew Toilet/ Shower	139	1	12 x 14	168	168	1	11 x 14	154	154	Building use restroom -confirm layout.
Women's Restroom	140	1	11 x 14	154	154	1	8 x 14	112	112	Building use restroom -confirm layout.
Radio Room	138	1	11 x 14	154	154	1	11 x 14	154	154	
Deputy Chief Office	137	1	9 x 14	126	126	1	9 x 14	126	126	Integrate onto fire dept corridor
Chief Office	136	1	14 x 14	196	196	1	14 x 14	196	196	Integrate onto fire dept corridor
Bunk Room	132	1	12 x 12	144	144	1	12 x 12	144	144	
Bunk Room	131	1	12 x 12	144	144	1	12 x 12	144	144	
Fire Lounge Exp	130	1	8 x 12	96	96	1	8 x 12	96	96	
Fire Lounge	129	1	14 x 29	406	406	1	14 x 29	406	406	
Fire Dept Toilet	128	1	7 x 18	126	126	1	8 x 12	96	96	

City of Athens Municipal Facilities
320 S. Jackson Street
Athens, TN
Revised: 1/15/21

DRAFT

Space Program Athens Municipal Building

Room Description	No.	Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
	Existing Facility Spaces					Proposed Spaces				
Sleeping - 2 bunks	127	1	16 x 18	288	288	1	14 x 29	406	406	
Building Mech	126	1	16 x 23	368	368	1	14 x 29	406	406	Electric switch gear area.
Fire Equipment	168	1	x	2,674	2,674	1	x	2,674	2,674	Curretly 3 equipment vehicles. Looking for space for another.
Tool Room	169	1	10 x 12	120	120	1	10 x 12	120	120	
Storage	170	1	8 x 10	80	80	1	8 x 10	80	80	
Closet	171	1	4 x 10	40	40	1	4 x 10	40	40	
Proposed Bunk Room			x			1	12 x 10	120	120	
Proposed Bunk Room			x			1	12 x 10	120	120	
Proposed Bunk Room			x			1	12 x 10	120	120	
Subtotal					**4,962**				**5,448**	
Departmental Circulation		*33%*			*1,637*	*33%*			*1,798*	
Total Departmental Area (sf)					**6,599**				**7,246**	

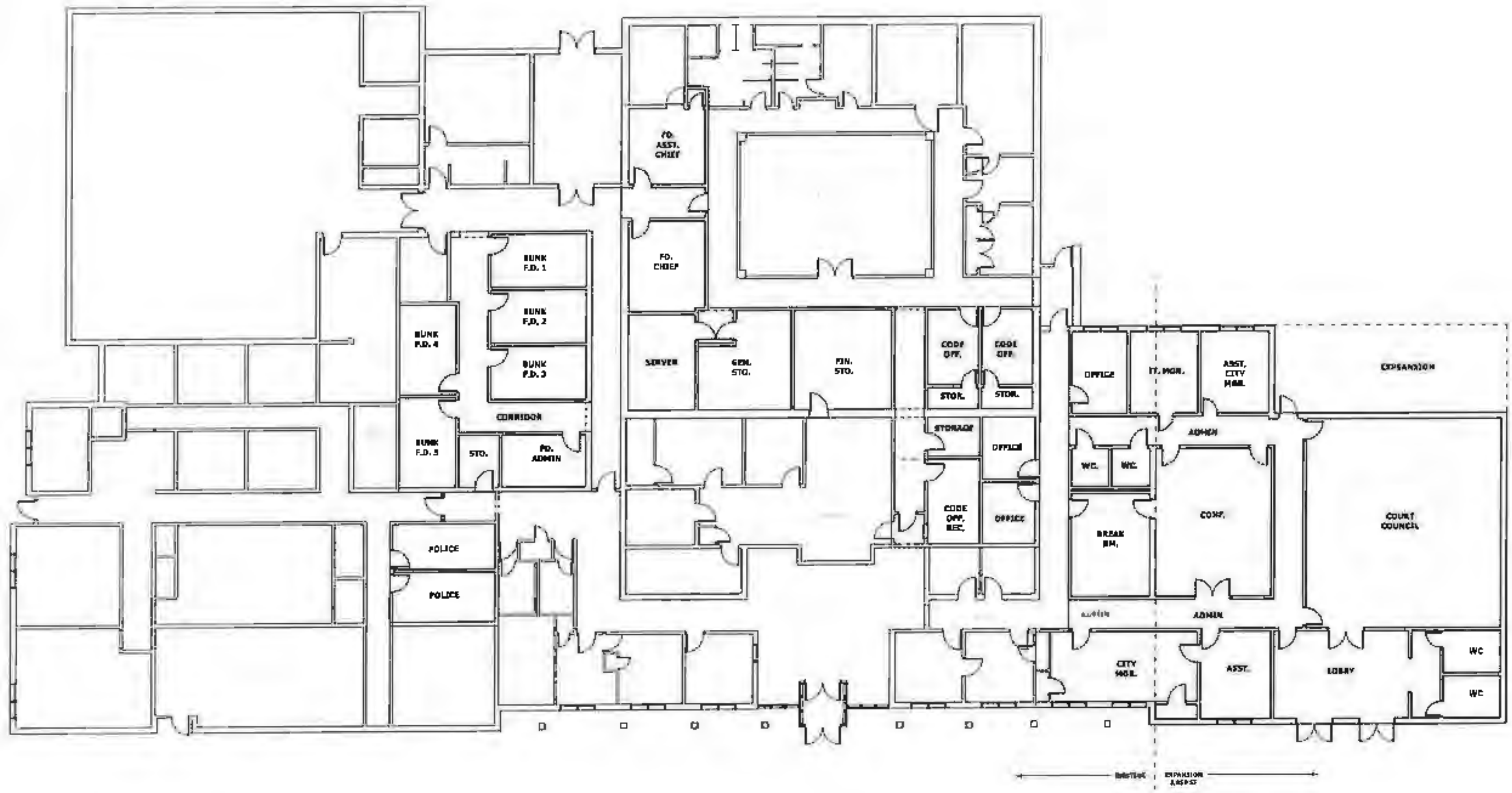
Police Station	No.	Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
										Need another interview room and a conference room.
Detective Office	151	1	11 x 12	132	132	1	11 x 12	132	132	
Interview Room	152	1	11 x 12	132	132	1	11 x 12	132	132	
Training Office	153	1	11 x 13	143	143	1	11 x 13	143	143	
Deputy Chief Office	154	1	10 x 15	150	150	1	10 x 15	150	150	
Lt. Office	156	1	11 x 12	132	132	1	11 x 12	132	132	
Detective Office	157	1	11 x 12	132	132	1	11 x 12	132	132	
Dect. Office/ Spec. Serv. Lt.	125	1	8 x 14	112	112	1	8 x 14	112	112	
Chief's Office	158	1	18 x 18	324	324	1	18 x 18	324	324	
Property/ Evidence/ Crime Lab	162	1	18 x 18	324	324	1	18 x 18	324	324	
Finance Storage	163	1	18 x 18	324	324	1	18 x 18	324	324	
Administrative and Tech Office	159	1	x	384	384	1	x	384	384	
Reception Space	160	1	18 x 36	648	648	1	18 x 36	648	648	
Flex Area	161	1	18 x 27	486	486	1	18 x 27	486	486	Divide space inhalf - divide left side into 2 offices, right side - patrol room.
Restroom	165	1	5 x 8	40	40	1	5 x 8	40	40	
Undesignated	164	1	5 x 10	50	50	1	5 x 10	50	50	
Closet	166	1	4 x 6	24	24	1	4 x 6	24	24	
Closet	167	1	4 x 7	28	28	1	4 x 7	28	28	
Subtotal					**3,565**				**3,565**	
Departmental Circulation		*33%*			*1,176*	*33%*			*1,176*	

City of Athens Municipal Facilities
320 S. Jackson Street
Athens, TN
Revised: 1/15/21

DRAFT

Space Program Athens Municipal Building

Room Description	No.	Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Proposed Quantity	Unit Size	Unit Area	Total Net Sq. Ft. (NSF)	Comments
	Existing Facility Spaces					Proposed Spaces				
Total Departmental Area (sf)					4,741				4,741	
Additional Growth Space						10%			2,186	
		Sub-Total Departmental Area			21,858	Sub-Total Departmental Area			25,835	
		Grossing Factor, ext walls, etc.		1.0%	191	Grossing Factor		2.3%	594	
		Total Area			22,049	Total Area			26,429	



1 FIRST FLOOR - FLOOR PLAN

Allen&Hoshall
engineers • architects • surveyors

ATHENS CITY HALL
ADDITION & RENOVATION

Project Address
City, State Zip

CITY OF ATHENS

SCHEME 1 - SINGLE STORY

JOB NO 63005
DATE 02/25-21
DRAWN ZAW
CHECKED MS

NOT FOR CONSTRUCTION

Project Status

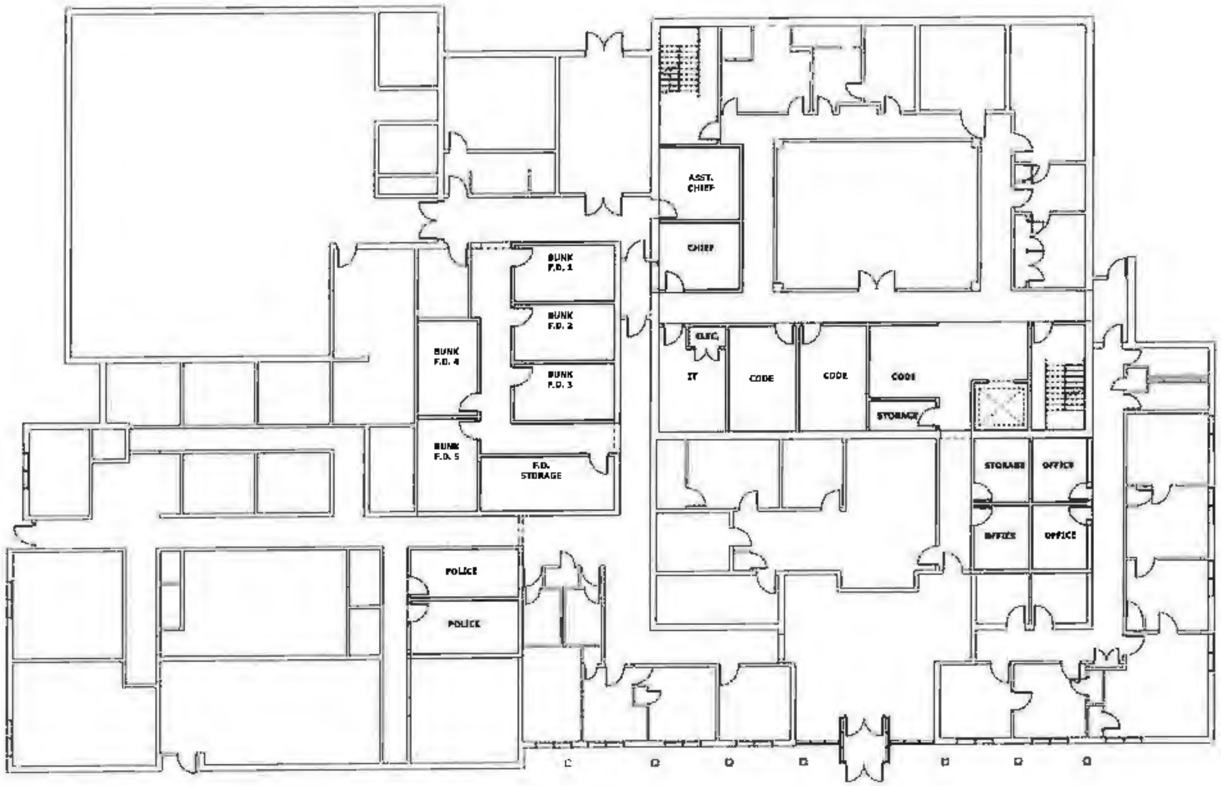
A1.1 A

McMinn County - Parcel: 056E A 046.00

Date: February 25, 2021
County: McMinn
Owner: ATHENS CITY OF
Address: JACKSON ST N-815
Parcel Number: 056E A 046.00
Deeded Acreage: 0
Calculated Acreage: 5.5
Date of Imagery: 2018

Esri, HERE, Garmin, (c) OpenStreetMap contributors
TN Comptroller - OLG
TDOT
State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



1 FIRST FLOOR - FLOOR PLAN

1/8" = 1'-0"

Allen&Hoshall

engineers • architects • surveyors

ATHENS CITY HALL
ADDITION & RENOVATION

Project Address
City, State Zip

CITY OF ATHENS

SCHEME 2 - TWO STORY
FIRST FLOOR

JOB NO 63006
DATE: 02/26/21
DRAWN ZAW
CHECKED MS

NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

A1.1 B

Allen&Hoshall
engineers • architects • surveyors

1 SECOND FLOOR - FLOOR PLAN

ATHENS CITY HALL
ADDITION & RENOVATION

Project Address
City, State Zip

CITY OF ATHENS

SCHEME 2 - TWO STORY
2ND FLOOR

JOB NO
DATE:
DRAWN ZAW
CHECKED MS

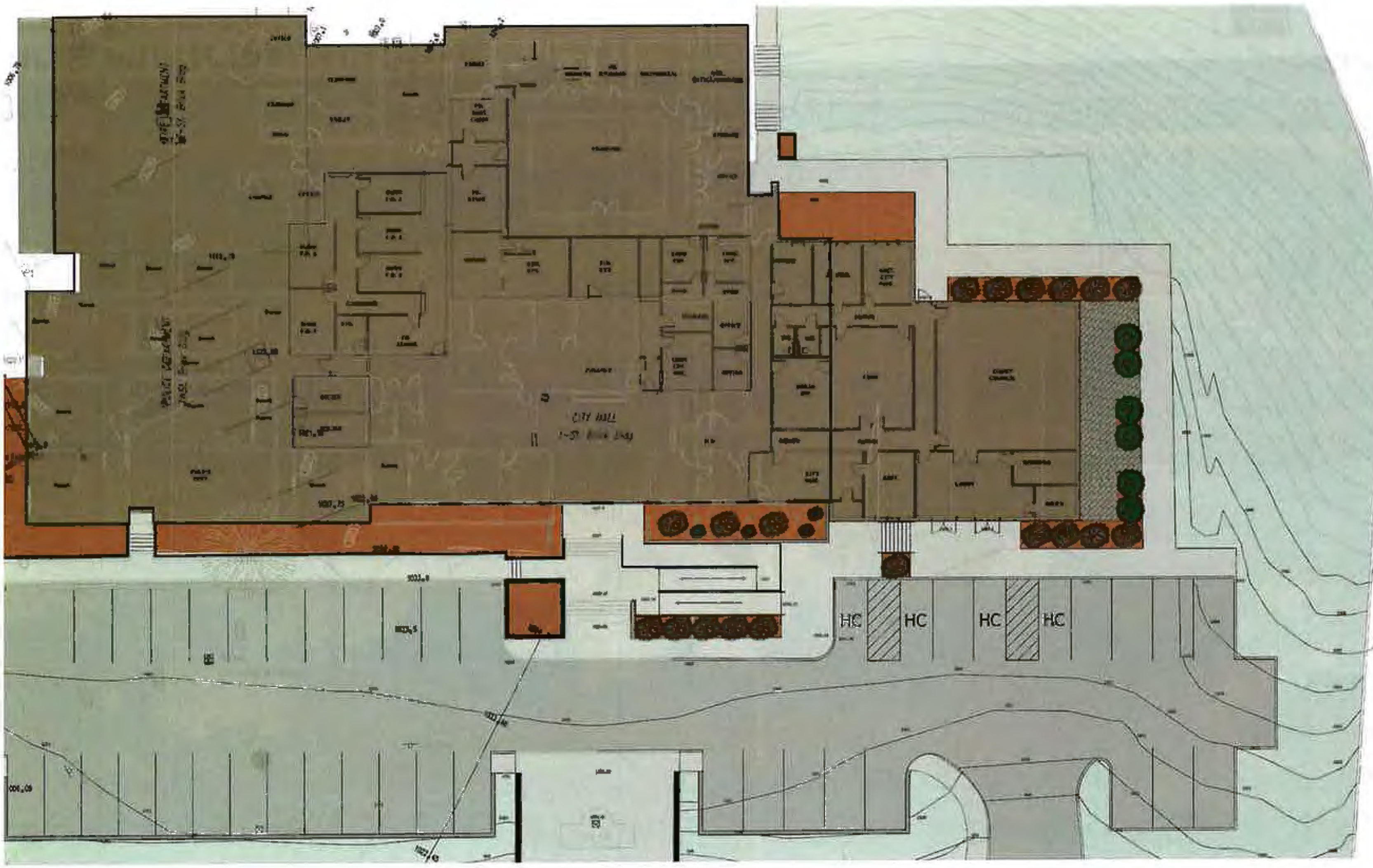
NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

A1.2

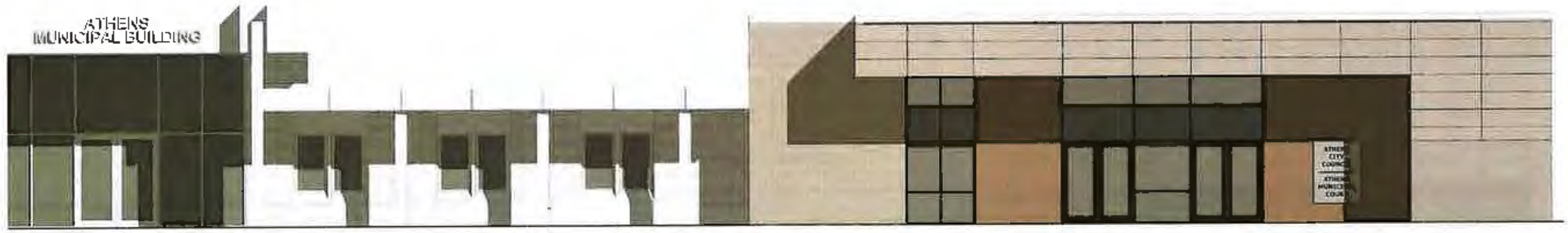
ATHENS MUNICIPAL BUILDING
Schematic Design Presentation 11-29-2021

Allen&Hoshall
engineers-architects-surveyors

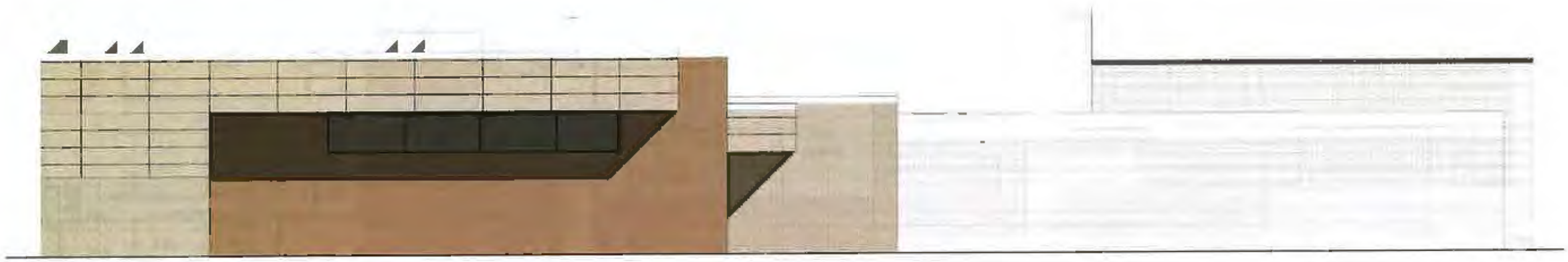


SITE PLAN

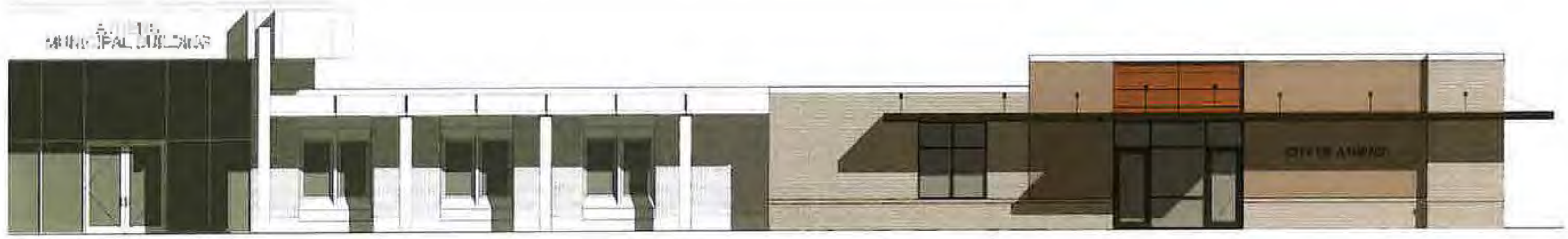
FLOOR PLAN
Addition / Renovation



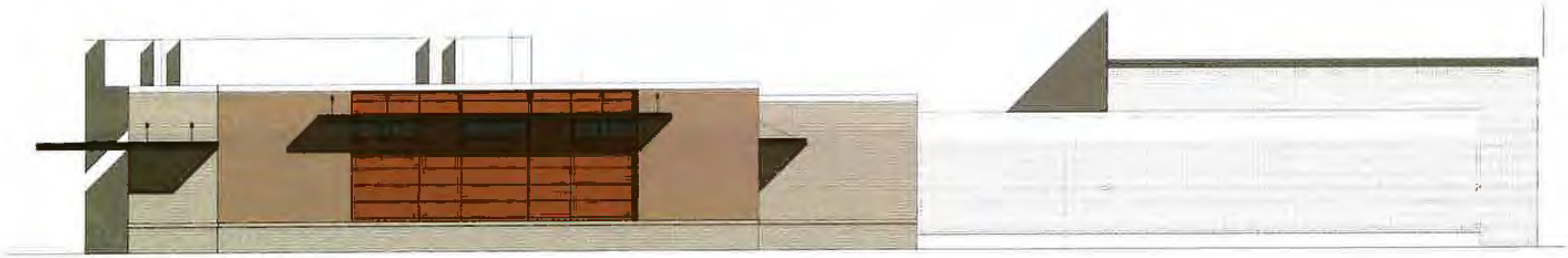
SOUTH ELEVATION
OPTION 1



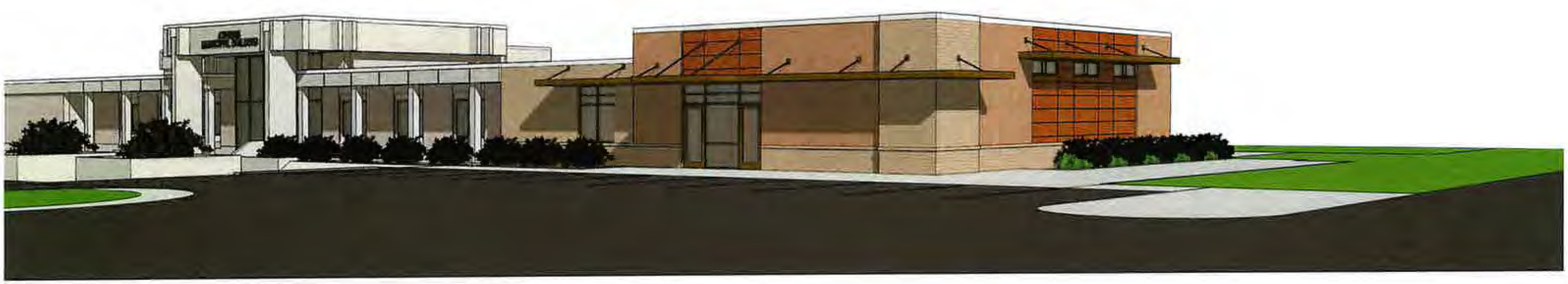
EAST ELEVATION
OPTION 1

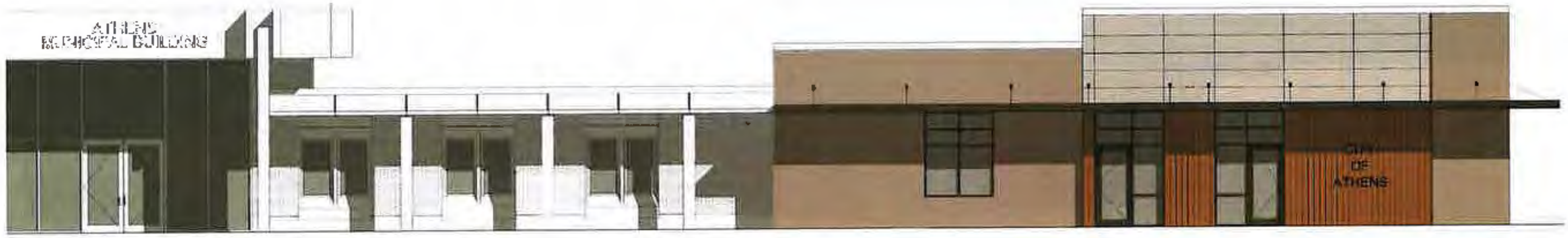


SOUTH ELEVATION
OPTION 2

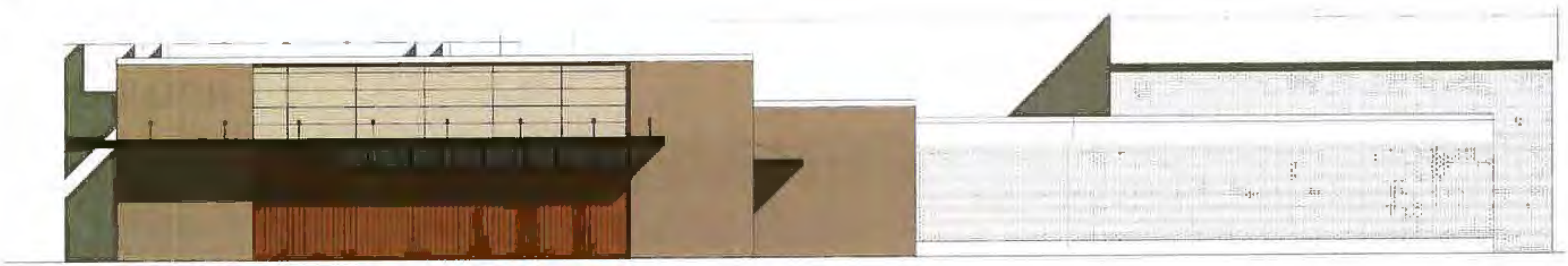


EAST ELEVATION
OPTION 2

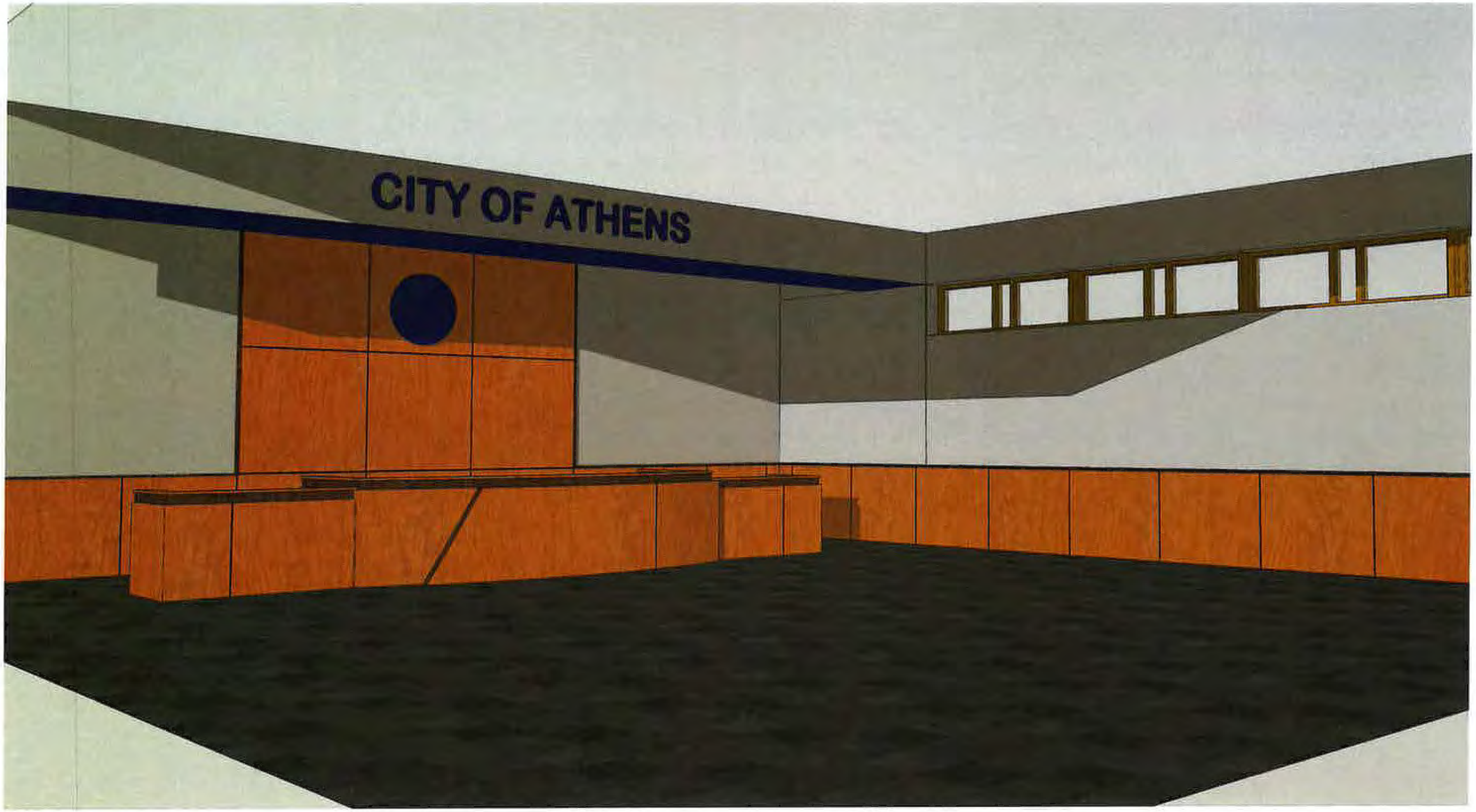




SOUTH ELEVATION
OPTION 3



EAST ELEVATION
OPTION 3



COURT / COUNCIL ROOM

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item

VIII d. Approve Revision to Employee Handbook, Application of Policies, Plans, Rules, and Regulations Section and Departmental Rules and Regulations Section.

Overview

Members of the city council requested the entire council review the Departmental Rules and Regulations section of the council-approved Employee Handbook (attached) to ensure that section is not in conflict with the city charter. The Employee Handbook was last amended by council on May 21, 2019.

During the November 12, 2024 work session, this item was discussed and consensus was to move it to the Dec. 9, 2024 work session for further discussion and allow staff to develop language that could be included in an update of the Employee Handbook.

However, during the November 19, 2024 regular meeting, this item was brought up under new business for discussion and the council voted to postpone this discussion until the December 9, 2024 work session as originally planned.

As an analysis of this issue, city staff, city attorney, and MTAS offer the following:

Question: Are departmental standard operating procedures the same as general policies and subject to city council approval?

Analysis: Under the council-manager form of government that the city has established, it is widely accepted that elected officials focus on general policymaking and overall governance. Under policymaking, the council approves the Employee Handbook and all updates that deal with city-wide policies applicable to all employees such as compensation and classification plans, nepotism, ethics, political activities, and employee benefits. It is also widely accepted, under the council-manager form of government, the appointed city manager implements approved council policies such as those policies contained in the Employee Handbook and supervises and controls the day-to-day work of all department heads and employees under his jurisdiction.

It is very common for departments, based on their experience of working in the trenches, to create specific standard operating procedures (SOPs) to guide their day-to-day operations to minimize safety risks, drive consistency, assist employees with troubleshooting and problem-solving, standardize performance, reduce errors, increase efficiency and productivity, and preserve institutional knowledge in anticipation of employee turnover. In addition, portions of the city code of ordinances authorize certain department heads including the Fire Chief and Parks & Recreation Director to formulate rules and regulations as shall be necessary for the orderly and efficient operations of the department.

Several examples of current city departmental SOPs include:

1. How to properly clean Fire Department turn out gear (attached).

2. How to properly care for SCBAs (attached).
3. Procedures for lining softball/baseball fields for the Parks & Recreation Dept. (attached).
4. Restroom Cleaning Procedures for the Parks & Recreation Dept.(attached).

In this analysis, we make a distinction between broad policies that are applicable to all city employees that are approved by elected officials and very specific departmental standard operating procedures that only apply to the department that created the SOP that are approved by the department head and/or city manager.

Using those SOPs highlighted above, would the council want to consider and discuss these types of granular and highly specific departmental procedures in a public meeting that are only applicable to that one department that created the SOP? We believe not. The city council has much larger, more important, and far-reaching external issues and opportunities to consider and discuss within their limited time frame of only two meetings per month such as economic development strategies, long range strategic plans, downtown revitalization, among other important items.

For elected officials to approve very specific departmental SOPs as those highlighted above would have several negative consequences such as: a) the substitution of department heads' knowledge, experiences, judgements, and adherence to state laws and national standards/guidelines with those of lay elected officials with minimal local government management experience, b) an overreach into the realm of day-to-day management of city departments exercised by the city manager resulting in an erosion of the city manager's authority, c) a chilling effect on department heads' ability to manage their own departments as they see fit based on their knowledge and experiences by having to explain and justify their daily operations to lay elected officials, d) potential delays in implementing needed SOPs by waiting for the next council meeting for consideration, and e) a violation of the city charter, Article VI, Section 19, that states, "Neither the Council nor the members thereof, shall give any orders to any subordinate of the Manager, either publicly or privately, directly or indirectly." For the council having to approve very specific departmental SOPs would be the same as the council giving/approving orders to department heads.

To clarify the difference between broad policies applicable to all departments and employees and specific SOPs applicable only to those departments that create them, we recommend the following revision to the Employee Handbook as follows:

Strike all existing language under Departmental Rules and Regulations on page 5 of the Employee Handbook and replace it with:

Departmental Standard Operating Procedures

Each department is authorized to establish/update its own standard operating procedures (SOPs) that are specific to the needs of the department to guide day-to-day decisions and operations. The SOPs shall not in any way conflict with the provisions of the Employee Handbook as approved by the city council. If there are conflicts, the Employee Handbook shall supersede. A copy of all departmental SOPs shall be kept in the Human Resources Department for reference.

Summary of the December 9, 2024 Work Session

This item was discussed in great detail. The city manager gave input, the city attorney gave input and distributed a memo, and three city council members that were present gave input. Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda with the following changes to the Employee Handbook, page 5 (highlighted in yellow):

Application of Policies, Plans, Rules, and Regulations

The City Manager, or his designee, shall be responsible for the administration of these policies. The City Manager, with approval of the City Council, may adopt administrative policies and procedures not in conflict with these provisions that supplement or augment the established policies. As part of this administration, the City Manager shall establish the personnel function and may delegate to the head of this function responsibility for administering various procedural and technical phases of the personnel program.

Departmental Rules and Regulations

Due to the personnel and operational requirements of the various departments of the City, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the City Manager and the City Council and shall not in any way conflict with the provisions of this Policy but shall be considered as a supplement to this Policy.

Action to Consider
A motion, second, and vote are needed to revise the Employee Handbook as noted above.

Affected Departments All Departments

WHAT YOU NEED TO KNOW

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City to foster, maintain, and promote equal employment opportunity. The City shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation, opportunity for training and advancement, including upgrading and promotion, and conditions of employment, without regard to race, color, religion, sex (including pregnancy), national origin, political affiliation, marital status, genetics, or because an individual is forty (40) or more years of age, or any other federally protected class.

The City will not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, hiring or discharge, employee compensation, job training, or other terms, conditions and privileges of employment. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their physical disabilities do not represent an unreasonable barrier to satisfactory performance of duties.

PURPOSE

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the City under the supervision of the City Manager. This policy is not to be construed as a contract between the City of Athens and its employees and does not in any way imply or create any rights, contractual or otherwise, on behalf of the City's employees to continued employment or a specific duration of employment. The City may, at its sole discretion, alter or amend this policy or portions thereof at any time.

APPLICATION OF POLICIES, PLANS, RULES, AND REGULATIONS

The employee handbook and all personnel policies and regulations shall be binding on all City employees. The City Manager, City Attorney, City Judge, and members of the City Council and advisory boards and commissions will be exempted except in sections where specifically included. Temporary employees shall be subject to all articles except in sections where specifically excluded. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

The City Manager, or his designee, shall be responsible for the administration of these policies. The City Manager may adopt administrative policies and procedures not in conflict with these provisions that supplement or augment the established policies. As part of this administration, the City Manager shall establish the personnel function and may delegate to the head of this function responsibility for administering various procedural and technical phases of the personnel program.

DEPARTMENTAL RULES AND REGULATIONS

Due to the personnel and operational requirements of the various departments of the City, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the City Manager and shall not in any way conflict with the provisions of this Policy but shall be considered as a supplement to this Policy.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item

VIII e. Approve Bid Award for On-Call Mowing and Property Cleanup for Code Enforcement Division

Overview

From time to time, private property needs to be cleaned up of overgrown vegetation and other debris in accordance with Chapter 13, Section 201, *Overgrown and Dirty Lots*. The city outsources this type of clean up to a private contractor whose contract is ending. During FY 2023-24, the city spent $10,550 and during FY 2022-23, the city spent $25,625 on this service. To continue this service, the Purchasing Division prepared competitive bids and on the deadline date of November 19, 2024, one bid was received from Total Lawn Care, the company that had the contract previously.

Attached are the recommendation memo and bid tabulation sheet. Funding for this service is budgeted in the Code Enforcement budget. If approved, the contract will be for a one-year period and renewable on an annual basis in 1 year increments up to a maximum of three years. Pricing will remain unchanged during the contract terms.

Summary of the December 9, 2024 Work Session

Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider

Motion, second, and vote are needed to award this bid to Total Lawn Care for on-call mowing and property cleanup for the Code Enforcement Division as presented.

Affected Departments

Community Development/Code Enforcement
Purchasing

PURCHASING DEPARTMENT
MEMORANDUM

To: Mike Keith, Finance Director

From: Angela Robbins, Purchasing Assistant

Date: November 27, 2024

Re: RFB 24-07 Codes Enforcement On-Call Mowing & Property Cleanup

On November 19, 2024, bids were opened for Codes Enforcement On-Call Mowing & Property Cleanup. One (1) vendor submitted a bid and is recorded on the attached bid tabulation.

I recommend the bid be awarded to the bidder, Total Lawn Care, at the price of $50 per hour for mowing, $70 per hour for bush hogging, $60 per pick-up truckload of trash cleanup, $125 per dump truck load of trash cleanup, $60 per dump trailer of trash cleanup and $50 per hour for securing property.

PURCHASING DIVISION
BID TABULATION SHEET

REQUESTING DEPARTMENT: Community Development

DATE BIDS ADVERTISED: Tuesday, October 27, 2024

BID NUMBER: #24-07

DATE BIDS RECEIVED: Tuesday, November 19, 2024

PROJECT NAME: CODES ENFORCEMENT ON-CALL MOWING & PROPERTY CLEANUP

BIDDER	CONTACT NAME	CITY	Compliance? (Y/N)		Mowing Cost Per hour	Bush Hogging Cost/Hour	Trash Cleanup Per Pick-up Truckload	Trash Cleanup Per Dump Truck Truckload	If Other Than Pick-up or Dump Truck (Specify Size) Cost Per Load	Hourly Rate for Securing Property
Total Lawn Care	Kevin Wattenbarger	Athens	Y		$ 50.00	$ 70.00	$ 60.00	$ 125.00	$ 60.00	$50.00
									Dump Trailer	

815 N. Jackson Street, Athens, TN 37303 · (423) 744-2780 · arobbins@athenstn.gov

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII f. Approve Purchase of Replacement Laptop Equipment for the Fire Department

Overview
The current year's IT budget includes funding to purchase replacement laptop equipment for the Fire Department. This replacement equipment consists of laptops, docking stations, antennas, and associated equipment at a cost of $31,998 and was purchased through a cooperative purchasing agreement as authorized by city Resolution No. 2020-32. Attached are the recommendation memo and quotation sheet.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to purchase replacement laptop equipment for the Fire Department as presented.

Affected Departments
Fire Department
Purchasing
IT Department

PURCHASING DEPARTMENT
MEMORANDUM

To: Mike Keith, Finance Director

From: Angela Robbins, Purchasing Assistant

Date: November 27, 2024

Re: Athens Fire Department Getac K120 Laptop

I am proposing the purchase of six rugged computers and associated hardware for key Fire Department vehicles, in alignment with the approved 2024-2025 IT budget. As outlined in the attached quote, the acquisition of the following equipment is through the purchasing cooperative, Federal Equalis, in collaboration with Strategic Sourcing, Inc.:

- Getac K120 Fully Rugged Laptops $3,979 each
- Havis Intelligent Docking Stations $1,099 each
- Panorama Roof Mounted Tri Mode Antenna $160 each
- Getac K120 X-Strap $95 each

Total Cost $31,998

This equipment will be distributed as follows:

- Chief
- Deputy Chief
- Battalion Chief
- Engine 1
- Engine 2
- Truck 1

Strategic Sourcing, Inc.

6145 Scherers Place
Suite A
Dublin, Ohio 43016
p. 614-760-3990
f. 614-961-3598
www.stratsourcing.com

Quotation

Quote #	62508
Terms	NET 30
Contact	Steve Croft scroft@athenstn.gov 423-744-2722
Quote Date	11/11/2024
Expires	11/26/2024

Sales Rep: Howard Mandel
hmandel@stratsourcing.com
p. 513 310 5411

Customer	Bill To	Ship To
Athens TN Fire Steve Croft 815 North Jackson St Athens, TN 37303 UNITED STATES 4237442722 scroft@athenstn.gov	Athens TN Fire Accounts Payable 815 North Jackson St Athens, TN 37303 UNITED STATES 4237442722	Athens TN Fire 815 North Jackson St Athens, TN 37303 UNITED STATES 4237442722

Description	Customer PO	Contract	Ship Via
Athens FD - Getac K120 Federal Equalis Quote - 11 11 14			FedEX Ground

Item	Mfg	Part #	Qty	Description	Price	Extended Price
1	Getac, Inc	KTA164V1ACXZ	6	Getac K120 Fully Rugged Laptop - i5-1335U Processor, Web Camera, Windows 11 Pro, 16 Gb Memory, 256 Gb SSD Hard Drive, 12.5" Touch Screen + Full HD + Sunlight Viwable Display, USB-C, Keyboard Dock, WIFI, Bluetooth, 4G Cellular (First Net Compliant), Pass Thru, Barcode Reader, 3 Year Bumper to Bumper Warranty	$3,979.00	$23,874.00
2	Getac, Inc	OHHGTC10023	6	Havis Intelligent Docking Station for Getac K120 Laptop - with DC Power & Tri Pass	$1,099.00	$6,594.00
3	Panorama Antennas Ltd	GP-IN2758	6	Panorama Roof Mounted Tri Mode Antenna - GPS, Cellular, WIFI	$160.00	$960.00
4	Getac, Inc	GMHRXG	6	Getac K120 X-Strap	$95.00	$570.00

Sub Total:	$31,998.00
Shipping and Handling:	$0.00
Tax Rate: (0.000000)	$0.00
Total	**$31,998.00**

Totals may not include appropriate Taxes or Shipping Fees.
All prices are subject to change without notice. Supply subject to availability.
All Quotes and Pricing are Proprietary and Confidential.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII g. Approve Renewal of Contract for Police Department Car and Body Camera Equipment

Overview
The current year's Police Department's budget includes funding to renew the contract for departmental car and body camera hardware, software, services, warranties, and data storage. The car camera equipment portion of the contract will be spread out over five years at a cost of $37,913 each year for a total of $189,565. The body camera equipment portion of the contract will also be spread out over five years at a cost of $75,588 for this fiscal year and $49,803 for each of the subsequent four years for a total of $274,800. The cost for this fiscal year is $113,501 and the total cost over the five-year contract period will be $464,365. This equipment is being purchased through a state contract. Attached is the recommendation memo.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to renew the contract for Police Department car and body camera equipment as presented.

Affected Departments
Police Department
Finance Department
Purchasing

FINANCE DEPARTMENT

MEMORANDUM

TO: Randy Dowling, City Manager

FROM: Mike Keith, Director of Finance

DATE: December 4, 2024

RE: Car Cameras and Body Cameras for Police Department

Attached are quotes from Axon Enterprises for car cameras and body cameras for the police department. These are covered under a State of Tennessee contract (SWC #3040). This provides for the equipment and data storage for both devices and Axon is responsible for maintaining the devices during the term of the 5 year contracts and fees will be paid annually. The Police Department is requesting approval of this item as each of these are scheduled to be replaced over the next year.

Please let me know if you have any questions or need any additional items for this memo.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII h. Approve Purchase of Software and Related Equipment for the Sanitation Fund

Overview
The current year's Sanitation Fund budget includes funding to purchase new software and related hardware, licenses, training, and technical support to make the collection of residential and commercial garbage more efficient and effective. After research and demonstrations, a specific company was selected. The new proposed software and hardware will:

- Ensure the garbage collection routes are planned efficiently and optimized to improve service, reduce travel time, and minimize missed collections.

- Track all garbage vehicles in real time using GPS and adjust routes as needed.

- Document all pick-ups and stops using built-in cameras to assist in resolving pick-up disputes.

The cost of the three-year contract will be $17,816 for the current fiscal year and $13,566 for each of the subsequent two years for a total of $44,948.

This equipment is being purchased through a cooperative purchasing agreement. Attached are the recommendation memo and quotation sheet.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to approve the purchase of software and related equipment for the Sanitation Fund as presented.

Affected Departments
Sanitation Fund
Public Works Department
Finance Department
Purchasing

PUBLIC WORKS

TO: Randy Dowling, City Manager

FROM: Ben Burchfield, Public Works Director

DATE: December 4, 2024

SUBJECT: Rubicon Software Implementation for Sanitation Services

BACKGROUND

Refuse collection is a core part of Public Works services that residents and businesses receive on a weekly basis or more. Staff has continually researched 3rd party software options over the past few years that modernize operations and make sanitation services more efficient in an effort to enhance our own operation. One software in particular, Rubicon, proved to be an ideal solution for City during demonstration. Public Works requested and had funds committed in this current budget year to purchase electronic devices and software license(s) to implement Rubicon in our commercial and residential refuse collection trucks.

I have included the proposal information for review. Rubicon has been awarded a Sourcewell contract (#020221-RUB) and so this greatly streamlines the procurement process for the City. I'd like to highlight just a few of the reasons why we are looking at this software:

1. Efficiency: This software will ensure the routes are planned efficiently, so trucks cover all necessary areas without missing streets or addresses, ultimately reducing misses or partial collection by the sanitation department.

2. Improved Service: Optimized routes ensure more consistent and reliable service which will lead to increased customer satisfaction due to timely, routine, pickups.

3. Real-time tracking: With real-time tracking, the software allows supervisors to monitor routes as they are being completed. If a tote is reported as missed, the supervisor can immediately check the system to see if the truck has already passed that address and take appropriate action. This will also allow for immediate adjustments as necessary due to unexpected challenges such as truck issues or driver illness.

4. Safety: Fewer milers driven and optimized routes will reduce the risk of accidents

PUBLIC WORKS

5. Documentation: The software will equip the truck with GPS and cameras to document each stop. If a tote is not out, an operator can log this with photographic evidence, providing proof that the truck was there but the tote was not available for pickup. This helps resolve disputes and reduce complaints.

ACTION ITEM

We are requesting City Council review and authorize approval of a master service agreement so that Public Works may begin the implementation process as soon as practicable. It is our expectation that doing so will have an immediate and positive impact on commercial and residential sanitation operations.

Prepared For:	City of Athens, TN	Prepared By:	Rubicon Global, LLC
	Kara Gross		Lauren Lum
	Kgross@athenstn.gov		Lauren.lum.3@gmail.com
	423 371 3534		714 878 5271

RUBICONSmartCity™ is a suite of technology products and services designed to help city governments run fleet operations faster, smarter, and more effectively. With our unique technology running in trucks, Rubicon can help the City of Athens save money and provide more effective service.

RUBICONSmartCity pricing includes: a one-time professional service cost for implementation and a recurring annual cost for each software and hardware component included. This proposal includes one pricing scenario for the City of Athens' consideration. The pricing below is based on the information provided by the City. We believe the amount of software is sufficient to meet the City goals; however, additional software or hardware can be provided for an additional cost.

Proposal 1 – 7 Licenses

This pricing proposal includes:

- Unlimited access to the Rubicon Manager Portal
- 7 Base Software Subscriptions (7 Vehicles)
- 7 Solid Waste Operation Subscriptions
- One time implementation and training services provided by Rubicon's Training & Implementation Team
- Ongoing account management services
- 24x7 technical support through Rubicon's online help desk
- External hosting in a secure cloud environment

Yearly cost for the City of Athens, TN

3-YEAR CONTRACT

	Description	List Price	Discount	Customer Price
YEAR 1	One Time Professional Services & Recurring Hardware & Software	$20,960.00	*$(3,144.00)*	**$17,816.00**
YEAR 2	Recurring Hardware & Software	$15,960.00	*$(2,394.00)*	**$13,566.00**
YEAR 3	Recurring Hardware & Software	$15,960.00	*$(2,394.00)*	**$13,566.00**
	TOTAL	**$52,880.00**	***$(7,932.00)***	**$44,948.00**

Payment Terms:
Payment is due on an annual basis. The first payment will be due at commencement of the contract and on the yearly anniversary thereafter. Pricing is not inclusive of applicable taxes.

Professional Service Terms:
The professional service quoted one-time cost is based on the information provided by the customer in relation to required services. If the proposed services require additional time to the estimated hours, Rubicon will invoice the overage at the stated hourly rate ($250 p/hour).

Software-as-a-Service Pricing:
Rubicon uses a Software-as-a-Service (SaaS) model for pricing. SaaS service models provide several advantages for the customer:

- Allow the customer to only procure as many subscriptions as needed, meaning the maximum number of drivers that will be in the field at one time.
- Reduce the costs for software licenses compared with the traditional model because service usually resides in shared or multi-user environments.
- Reduce the time spent on installation and configuration, reducing issues that complicate software deployment.
- Reduce maintenance costs; Rubicon owns the environment and splits it among all customers that use that solution.
- Supplemental, standard or product releases will be provided to the City of Athens at no additional cost.

Extensions:

The fees for any extensions or renewals beyond Year 3 may be adjusted no more than once in twelve (12) months by the percentage change between the Consumer Price Index baseline ("CPI Baseline") and the most recently available Consumer Price Index for all Urban Consumers – U.S. City Average – Services ("CPI") as published by the Bureau of Labor Statistics, at the time of the price review and adjustment. The month and year of the initial CPI Baseline are July 2024.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. i. Approve Declaration of Surplus City Property

Overview
The Fire Department has a flat bottom john boat and broken air compressor that are no longer needed for city operations and need to be declared surplus city property and disposed of by public auction through Govdeals.com or sold for scrap.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to declare the above items as surplus city property and authorize the city manager to dispose of the items as presented.

Affected Departments
Fire Department
Purchasing

CITY OF ATHENS TENNESSEE

FIRE DEPARTMENT

MEMORANDUM

TO: Randy Dowling, City Manager

Mike Keith, Finance Director

FROM: Brandon Ainsworth, Fire Chief BA

DATE: December 2, 2024

SUBJECT: Declare flat bottom Jon Boat and broken Air Compressor as surplus property and sell for scrap

I am requesting approval to dispose of the flat-bottom Jon boat currently located in the grassy area behind City Hall. The boat is over 30 years old, has not been used for many years, and is no longer suitable for its intended purpose.

Additionally, I am requesting the disposal of the broken air compressor located in the fire bay that served City Hall. It was replaced two years ago.

I am unable to locate asset tags on either of these items.

Please feel free to contact me if you have any questions or require additional information.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. j. Approve Resolution No. 2024-23 to Apply for a 2024 Assistance to Firefighters Grant

Overview
The application period to apply for a 2024 Assistance to Firefighters Grant has opened and the Fire Department is requesting authorization to submit a grant application not to exceed $100,000 for Fire Department equipment consisting of three Lifepak 15 defibrillators. The deadline to apply is December 20, 2024. The federal grant is expected to be awarded during Fall 2025. If awarded, the city will have to match the grant at 5% of project cost. The city did receive one of these grants during 2022 to send Fire Department staff to advanced EMT school. The Fire Department staff will begin to prepare the grant application and have it ready for consideration for the December 17, 2024 regular meeting in order to not miss the deadline. The recommendation memo and resolution are attached.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to approve Resolution No. 2024-23 and apply for a 2024 Assistance to Firefighters grant as presented.

Affected Departments
Fire Department

FIRE DEPARTMENT

TO: Randy Dowling, City Manager

Mike Keith, Finance Director

FROM: Brandon Ainsworth, Fire Chief

DATE: December 3, 2024

RE: Application for 2024 Assistance to Firefighters Grant

The application period for the Assistance to Firefighters Grant Program is now open. We are requesting approval to apply for this grant for purchases inside the fire department. The Fiscal Year 2024 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the firefighters and therefore the public with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, , and State Fire Training Academies (SFTAs) for critical training and equipment. I am requesting three Lifepak 15 for our fire department.

This grant requires a 95/5 percent funding match. While detailed information about the program is currently limited, the application submission deadline is December 20, 2024.

I respectfully request that the City Council approve the submission of an application. The funding request will not exceed $100,000.00, with the anticipated award expected in the final quarter of 2025.

This is the same grant program we successfully utilized in 2022 to send staff members to EMT school. I will share additional details as they become available.

RESOLUTION NO. 2024-23

A RESOLUTION AUTHORIZING APPLICATION TO THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS) / FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE 2024 ASSISTANCE TO FIREFIGHTERS GRANT (AFG)

WHEREAS, The 2024 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the firefighters and therefore the public with respect to fire and fire-related hazards; and,

WHEREAS, the AFG program objectives are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience; and,

WHEREAS, the AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. The AFG Program supports the goal to Strengthen Preparedness and Resilience; and,

WHEREAS, the City's desire in applying for this grant is to utilize the funding for equipment needed in the department; and,

WHEREAS, the City, if the grant is awarded, will commit to a local match of 5% of the cost of equipment purchased.

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

That the recitals above are true and accurate and form a part of this Resolution; and

That meeting in regular session this **17th** day of **December 2024,** that the Mayor and City Manager are authorized and directed to execute and apply for the **2024** Assistance to Firefighters Grant through the Department of Homeland Security – FEMA for funding to cover cost of equipment not to exceed a total of $100,000.

That the Mayor and City Manager are authorized and directed to enter into all agreements with the Department of Homeland Security – FEMA to receive and administer such grant.

BE IT FURTHER RESOLVED by the Athens City Council that this resolution shall take effective immediately from and after its passage, the welfare of the Municipality requiring it.

ON MOTION BY____________________________________,

SECONDED BY____________________________________,

said Resolution was approved by roll call vote.

____
LARRY EATON, Mayor

____
RANDALL DOWLING, City Manager

APPROVED AS TO FORM:

____
CHRISTOPHER M. CALDWELL, City Attorney

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII k. Approve Application from McMinn County Living Heritage Museum for Additional Hotel/Motel Tax Funds

Overview
During the October 15, 2024 regular session, the council approved to increase the maximum amount of Hotel/Motel Tax Funds that entities can request from $10,000 to $15,000 for FY 2024-25. Also, during the October 15, 2024 regular session, the council approved granting $10,000 to the Museum for their programs and advertising.

The Museum has now applied for $5,000 in additional funding from the Hotel/Motel Tax Fund for operating costs for the museum, primarily salaries and expenses for larger tourist events and their advertising. Their application is attached and all paperwork is in order. This amount, if approved, would bring their total grant allocation to $15,000.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to approve the application from McMinn County Living Heritage Museum for additional hotel/motel tax funds as presented.

Affected Departments
Finance Department
Hotel/Motel Tax Fund

McMinn County Living Heritage Museum
City of Athens Tourism Funds Application Detail

Describe Your Project:
As a non-profit tourism-related facility, the museum operates throughout the year attracting visitors from around the U.S. and thus contributing to the local economy. In addition to daily tourists visiting to learn about the rich heritage of McMinn County, we hold several annual events including the Trade Fair, Quilt Show, History Home Tour, Trash and Treasures sale, Live History, and multiple art shows. Also, every 3 years we host the USS Charles R. Ware reunion which brings in hundreds of Navy veterans and their families further boosting lodging, dining and shopping revenue for Athens.

Specifically describe what aspects of your project you would spend the requested funds on:
In conjunction with donations and memberships, these funds will be spent on operating costs for the museum, primarily salaries and expenses for our larger tourist events and their advertising.

Describe how you will promote your project to attract tourists.
We promote and advertise our museum/programs in the Daily Post Athenian, the Morning Fax, radio stations, social media, our website and tourism publications. We also publish a weekly feature length article in the Daily Post Athenian on the museum and its artifacts. To reach more people from out of the county we also advertise in Tennessee Home and Farm magazine, American Automobile Association Living magazine, McMinn Life magazine, and the "Tennessee Overhill" and "Chattanooga Now" community calendars. Finally, we are purchasing "ad boosting" on Facebook and Instagram where we can target specific areas for programs and significantly expand our reach to younger social-media users.

Describe how you will promote lodging establishments, restaurants, and businesses located in Athens.
We brought in 12,500 visitors to the museum in 2023 from around the region. Many have just relocated to the area and often ask about local restaurants, attractions and businesses. We also attract visitors from afar for our annual Trade Fair, Quilt Show, and Trash and Treasure sale. These visitors often lodge, shop and dine in Athens. We also just inaugurated our first "Welcome Wagon" museum tour and luncheon in February. We reach out to new residents of the county to introduce them to the museum, our history, city and county government, Athens City Schools, the Chamber of Commerce, and volunteer opportunities within the community. It was also a great opportunity to answer questions our visitors had about local attractions, restaurants, businesses, etc.

Describe the overall budget for your project and entire budget costs.
Our Annual Operating Budget for 2024 is $218,000 funded by donations, memberships, grants and local government. $31,000 total comes from the City of Athens annually and is used for advertising, programs/events, and salaries. Current budget breakdown: $5,000 for advertising; $15,000 for programs/events; $8,600 for program/event salaries.

Describe methods you will use to track tourists for the purpose of mandatory reporting.
We track tourists from sign in sheets at the front desk and a door counter to capture the number of visitors. Visitors are asked to sign in with their name, where they are from, their email, how they heard about us, and whether they are lodging locally (just added).

Describe the prior success of your project in attracting tourists.
Since 1986, the museum has attracted 569,000 visitors, approximately 15,000 per year. We estimate that approximately 25% of our annual visitors are from outside the city equating to an estimated $500,000 in local consumer spending annually. The Trade Fair, Quilt Show and Trash and Treasures Sale bring in many visitors from out of town and often out of state, and the total numbers of attendees have been gradually increasing over the last two years.

Describe your target tourist audience. (location, demographics, etc.)
We target all visitors to McMinn County, and the general public at large, but we have several programs that are targeted to families and children, such as school tours, craft classes, and the Kids Connect after-school program during the summer.

What would you cut from your project if your application is not fully funded?
If not fully funded, we would have to cut all paid advertising and cut programs back by 25%, as the loss of advertising reduces paying customers and potential members who help fund programs and operating costs.

APPLICATION

PROJECT DETAIL

Project name	McMinn County Living Heritage Museum
Date(s) of project	Year-round (1/2/24-12/31/24)
Amount of funding requested	$5,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☑ Operation of a Tourism-Related Facility owned/operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility

APPLICANT DETAIL

Applicant name	McMinn County Living Heritage Museum
Type of applicant	☐ Individual ☑ Non-profit corporation ☐ Public Agency ☐ Other
Federal Tax ID #	58-1461923
Contact name	Brett King
Mailing address	PO Box 889 Athens, TN 37371
Email address	bking.livingheritagemuseum@gmail.com
Phone	423-745-0329

PROJECT INFORMATION

. Describe your project.

See Attached

Specifically describe what aspects of your project you would spend the requested funds on.

See Attached

Describe how you will promote your project to attract tourists.

See Attached

Describe how you will promote lodging establishments, restaurants, and businesses located in Athens.

See Attached

Describe the overall budget for your project and entire budget costs.

See Attached

What amount of that budget are you requesting from the City of Athens?

4.5%

What would you cut from your project if your application is not fully funded?

See Attached

TOURISM IMPACT ESTIMATE

Please provide the following estimates of the number of visitors to Athens as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals	
	2023		
Overall attendance	10,500	12,552	
Number of people traveling more than 50 miles or more one way from their place of residence of business for the day or staying overnight	1000	1200	
Number of people traveling from another country or state outside of their place of residence or their business	800	1000	
Number of people staying in PAID accommodations (hotel, motel, Air BNB) in Athens			
Number of paid lodging room nights resulting from your project (25 rooms on Friday and 50 rooms on Saturday = 75 room nights)			
Number of attendees who did not pay for overnight lodging			

Describe methods you will use to track tourists for the purpose of mandatory reporting.

See Attached

Describe the prior success of your project in attracting tourists.

See Attached

Describe your target tourist audience. (location, demographics, etc.)

See Attached

AUTHORIZATION

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter an understanding with the City of Athens to provide liability insurance for the duration of the contract naming the City as additional insured and, in an amount, determined by the City and file for a permit to use City property, if applicable.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all projects' activities must be identified in promotional and other business materials as having been funded by the City of Athens.
- I understand that once submitted, this application is a public record. The City may report all or part of it on the City website or provide it in response to a public records request.

Signature	
Printed name	Brett A. King
Title	Executive Director
Organization	McMinn County Living Heritage Museum

BUDGET/ELIGIBLE EXPENDITURES

Please include entire Project Budget in Column A and requested amount of Tourism Funds in Column B.

Itemize Total Expected Project Costs		
Itemized Description	Total Project Cost (A)	Requested Funds (B)
Total Amount Requested		

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. 1. Approve Revised Debt Management Policy

Overview
The state requires the city council to review the city's debt management policy annually. The Finance Director is recommending that no changes be made to the policy at this time.

Summary of the December 9, 2024 Work Session
Following discussion and one revision, the consensus was to place this item on the December 17, 2024 consent agenda for approval.

Action to Consider
Motion, second, and vote are needed to approve the Debt Management Policy as revised (attached).

Affected Departments
Finance Department

DEBT MANAGEMENT POLICY

Original Adoption by City Council: December 20, 2011
Reviewed by City Council: December 17, 2024

TABLE OF CONTENTS

INTRODUCTION

This Debt Management Policy (the "Debt Policy") is a written guideline with parameters that affect the amount and type of debt that can be issued by the City of Athens, Tennessee (the "City"), the issuance process and the management of the City's debt. The purpose of this Debt Policy is to improve the quality of management and legislative decisions and to provide justification for the structure of debt issuances consistent with the Debt Policy's goals while demonstrating a commitment to long-term capital planning. It is also the intent of the City that this Debt Policy will signal to credit rating agencies, investors and the capital markets that the City is well managed and will always be prepared to meet its obligations in a timely manner. This Debt Policy fulfills the requirements of the State of Tennessee regarding the adoption of a formal debt management policy on or before January 1, 2012. This policy will be reviewed by the City Council on a regular basis as required by the State of Tennessee.

This Debt Policy provides guidelines for the City to manage its debt and related annual costs within both current and projected available resources while promoting understanding and transparency for our citizens, taxpayers, rate payers, businesses, investors and other interested parties.

The City may, from time to time, review this Debt Policy and make revisions and updates, if warranted.

CITY OF ATHENS, TENNESSEE
DEBT MANAGEMENT POLICY

I. INTRODUCTORY STATEMENT

In managing its Debt (defined herein as tax-exempt/taxable bonds, capital outlay notes, other notes, capital leases, interfund loans or notes and loan agreements); it is the City's policy to:

- Achieve the lowest cost of capital within acceptable risk parameters
- Maintain or improve credit ratings
- Assure reasonable cost access to the capital markets
- Preserve financial and management flexibility
- Manage interest rate risk exposure within acceptable risk parameters

II. GOALS AND OBJECTIVES

Debt policies and procedures are tools that ensure that financial resources are adequate to meet the City's long-term capital planning objectives. In addition, the Debt Management Policy (the "Debt Policy") helps to ensure that financings undertaken by the City have certain clear, objective standards which allow the City to protect its financial resources in order to meet its long-term capital needs.

The Debt Policy formally establishes parameters for issuing debt and managing a debt portfolio which considers the City's specific capital improvement needs; ability to repay financial obligations; and, existing legal, economic, and financial market conditions. Specifically, the policies outlined in this document are intended to assist in the following:

- To guide the City in policy and debt issuance decisions
- To maintain appropriate capital assets for present and future needs
- To promote sound financial management
- To protect the City's credit rating
- To ensure the City's debt is issued legally under applicable state and federal laws
- To promote cooperation and coordination with other parties in the financing
- To evaluate debt issuance options

III. PROCEDURES FOR ISSUANCE OF DEBT

1) Authority

a) The City will only issue Debt by utilizing the statutory authorities provided by *Tennessee Code Annotated* as supplemented and revised ("TCA") and the Internal Revenue Code (the "Code").

b) The City will adhere to any lawfully promulgated rules and regulations of the State and those promulgated under the Code.

c) The City consists of three separate units; the City of Athens, the Athens City School system and the Athens Utilities Board. Each has its own board, but all debt for each of these three entities must be formally adopted by resolution of the City's Legislative Body. For the purposes of this Debt Policy, it is understood that the City of Athens and the Athens City School system will adopt this policy, while the Athens Utilities will adopt its own separate policy to be approved by its board as well as the City Council.

2) Transparency

a) It is recognized that the issuance of Debt must have various approvals and on occasion, written reports provided by the State of Tennessee Comptroller's office either prior to adoption of resolutions authorizing such Debt, prior to issuance and/or following issuance. The City, in conjunction with any professionals (including, but not limited to, financial advisors, underwriters, bond counsel, etc. which may individually or collectively be referred to herein as "Financial Professionals") will ensure compliance with TCA, the Code and all federal and State rules and regulations. Such State compliance will include, but not be limited to, compliance with all legal requirements regarding adequate public notice of all meetings of the City related to consideration and approval of Debt. In the interest of transparency, all costs (including interest, issuance, continuing and one-time) shall be disclosed to its legislative body, citizens and other interested parties in a timely manner. Additionally, the City shall provide the Tennessee Comptroller's office sufficient information on the Debt to not only allow for transparency regarding the issuance, but also assuring that the Comptroller's office has sufficient information to adequately report or approve any formal action related to the sale and issuance of Debt. The City will also make this information available to its legislative body, citizens and other interested parties.

b) The City will file its Audited Financial Statements and any Continuing Disclosure document prepared by the City or its Dissemination Agent. To promote transparency and understanding, these documents should be furnished to members of the Legislative Body and made available electronically or by other usual and customary means to its citizens, taxpayers, rate payers, businesses, investors and other interested parties by posting such information on-line or in other prominent places.

IV. CREDIT QUALITY AND CREDIT ENHANCEMENT

The City's Debt management activities will be conducted in order to maintain or receive the highest possible credit ratings. The City Manager and Finance Director in conjunction with any Financial Professionals that the City may chose to engage will be responsible for maintaining relationships and communicating with one or more rating agencies.

The City will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when clearly demonstrable savings can be shown shall an enhancement be considered. The City will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1) Insurance

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.

2) Letters of Credit

The City may enter into a letter-of-credit ("LOC") agreement when such an agreement is deemed prudent and advantageous. The City or its Financial Professionals, if any, may seek proposals from qualified banks or other qualified financial institutions pursuant to terms and conditions that are acceptable to the City.

V. AFFORDABILITY

The City shall consider the ability to repay Debt as it relates to the total budget resources, the wealth and income of the community and its property tax base and other revenues available to service the Debt. The City may consider debt ratios and other benchmarks compared to its peers when analyzing its Debt including materials published by the nationally recognized credit rating agencies.

VI. DEBT STRUCTURE

The City shall establish all terms and conditions relating to the issuance of Debt and will invest all bond proceeds pursuant to the terms of its investment policy, if any. Unless otherwise authorized by the City, the following shall serve as the Debt Policy for determining structure:

1) Term

All capital improvements financed through the issuance of Debt will be financed for a period not to exceed the useful economic life of the improvements and in consideration of the ability of the City to absorb such additional debt service expense. The term of Debt shall be determined by, but not limited to, the economic life of the assets financed, conditions in the capital markets, the availability of adequate revenue streams to service the Debt and the existing pattern of Debt payable from such identifiable fund or enterprise activity, but in no event will the term of such Debt exceed forty (40) years.

2) Capitalized Interest

From time to time, certain financings may require the use of capitalized interest from the date of issuance until the City is able to realize beneficial use and/or occupancy of the financed project. Interest may be capitalized through a period permitted by federal law and TCA if it is determined that doing so is beneficial to the financing by the Legislative Body and is appropriately memorialized in the legislative action authorizing the sale and issuance of the Debt.

3) Debt Service Structure

General Obligation debt issuance shall be planned to achieve relatively net level debt service or level principal amortization considering the City's outstanding debt obligations, while matching debt service to the useful economic life of facilities. Absent events or circumstances determined by its Legislative Body, the City shall avoid the use of bullet or balloon maturities (with the exception of sinking fund requirements required by term bonds) except in those instances where such maturities serve to make existing overall debt service level or match specific income streams. Debt which is supported by project revenues and is intended to be self-supporting should be structured to achieve level proportional coverage to expected available revenues.

4) Call Provisions

In general, the City's Debt should include a call feature no later than ten (10) years from the date of delivery of the bonds. The City will avoid the sale of long-term debt which carries longer redemption features unless a careful evaluation has been conducted by the City Manager and Finance Director and/or Financial Professionals, if any, with respect to the value of the call option.

5) Original Issuance Discount/Premium

Debt with original issuance discount/premium will be permitted.

6) Deep Discount Bonds

Deep discount debt may provide a lower cost of borrowing in certain capital markets. The City Manager and Finance Director and/or Financial Professionals, if any, should carefully consider their value and effect on any future refinancing as a result of the lower-than-market coupon.

VII. DEBT TYPES

When the City determines that Debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

1) Security Structure

a) General Obligation Debt

The City may issue Debt supported by its full faith, credit and unlimited ad valorem taxing power ("General Obligation Debt"). General Obligation Debt may be used to finance capital projects that do not have significant independent creditworthiness or significant on-going revenue streams or as additional credit support for revenue-supported Debt, if such support improves the economics of the Debt and is used in accordance with these guidelines.

b) Revenue Debt

The City may issue Debt supported exclusively with revenues generated by a project or enterprise fund ("Revenue Debt"), where repayment of the debt service obligations on such Revenue Debt will be made through revenues generated from specifically designated sources. Typically, Revenue Debt will be issued for capital projects which can be supported from project or enterprise-related revenues.

c) Capital Leases

The City may use capital leases to finance projects assuming the City Manager and Finance Director and/or Financial Professionals, if any, determine that such an instrument is economically feasible.

d) Tax Increment Financing

The City may use tax increment financing (TIF) to finance projects as allowed under Tennessee guidelines.

2) **Duration**

a) **Long-Term Debt**

The City may issue long-term Debt when it is deemed that capital improvements should not be financed from current revenues or short-term borrowings. Long-term Debt will not be used to finance current operations or normal maintenance. Long-term Debt will be structured such that financial obligations do not exceed the expected useful economic life of the project(s) financed.

i. *Serial and Term Debt.* Serial and Term Debt may be issued in either fixed or variable rate modes to finance capital infrastructure projects;

ii. *Capital Outlay Notes ("CONs").* CONs may be issued to finance capital infrastructure projects with an expected life up to twelve years; or

iii. *Capitalized Leases.* Capitalized Leases may be issued to finance infrastructure projects or equipment with an expected life not greater than its expected useful life.

b) **Short-Term Debt**

Short-term borrowing may be utilized for:

i. Financing short economic life assets;

ii. The construction period of long-term projects;

iii. For interim financing; or

iv. For the temporary funding of operational cash flow deficits or anticipated revenues subject to the following policies:

1. *Bond Anticipation Notes ("BANs"). BANs,* including commercial paper notes issued as BANs, may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs shall not mature more than 2 years from the date of issuance. BANs can be rolled in accordance with federal and state law. BANs shall mature within 6 months after substantial completion of the financed facility.

2. *Revenue Anticipation Notes ("RANs") and Tax Anticipation Notes (TANs").* RANs and TANS shall be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to federal IRS and state requirements and limitations.

3. *Lines of Credit.* Lines of Credit shall be considered as an alternative to other short-term borrowing options. A line of credit shall only be structured to federal and state requirements.

3) *Other Short-Term Debt.* Other Short-Term Debt including commercial paper notes, BANs, Capitalized Leases and CONs may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable to issue debt in a fixed or variable rate mode. The City will determine and utilize the most advantageous method for short-term borrowing. The City may issue short-term Debt when there is a defined repayment source or amortization of principal.

Interest Rate Modes

a) Fixed Rate Debt

To maintain a predictable debt service schedule, the City may give preference to debt that carries a fixed interest rate.

b) Variable Rate Debt

The City recognizes the value of variable rate debt obligations in certain circumstances and that cities have benefitted from the use of variable rate debt in the financing of infrastructure and capital improvements. The City also recognizes that there are inherent risks associated with the use of variable rate debt. To mitigate these risks, the City will:

i. Monitor historical and projected interest rates for variable rate debt

ii. Reasonably limit the total outstanding variable rate debt in relation to total debt. Management will monitor interest rates and take appropriate steps to fix interest rates in the event of increasing interest costs. The analysis of variable rate debt costs will take into consideration the amount and investment strategy of the City's operating cash. Long term financial planning will consider the possible impact of increasing interest costs associated with variable rate debt.

VIII. USE OF DERIVATIVES

As of 7/1/2011, the City has no outstanding derivatives with its debt portfolio. The City has no plans to use derivatives or other similar financial structures in the future. Prior to any reversal of this provision:

1) A written management report prepared by the City Manager, Finance Director and/or Financial Professionals, if any, outlining the potential benefits and consequences of utilizing these structures must be submitted to the City Council; and

2) City Council must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board guidelines.

IX. REFINANCING OUTSTANDING DEBT

The City may refund debt when it is in the best financial interest of the City to do so. The City Manager and Finance Director, in conjunction with Financial Professionals, if any, shall have the responsibility to analyze outstanding Debt for refunding opportunities. The decision to refinance must be explicitly approved by the City Council, and all plans for current or advance refunding of debt must be in compliance with all state laws and regulations.

The City Manager and Finance Director will consider the following issues when analyzing possible refunding opportunities:

1) **Onerous Restrictions**

   Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents.

2) **Restructuring for economic purposes**

   The City may also refund Debt when it is in its best financial interest to do so. Such a refunding will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants or any other reason approved by the Legislative Body in its discretion.

3) **Term of Refunding Issues**

   Normally, the City will refund Debt equal to or within its existing term. However, the City Manager and Finance Director may consider maturity extension, when necessary to achieve desired outcomes, provided that such extension is legally permissible and it is approved by the Legislative Body. The City Manager and Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful economic life of the financed facility and the concept of inter-generational equity should guide these decisions.

4) Escrow Structuring

The City shall utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not a broker-dealer stating that the securities were procured through an arms-length, competitive bid process, that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. In cases where taxable Debt is involved, the City Manager and Finance Director, with the approval of bond counsel, may make a direct purchase as long as such purchase is the most efficient and least costly. Under no circumstances shall an underwriter, agent or any Financial Professionals sell escrow securities involving tax-exempt Debt to the City from its own account.

5) Arbitrage

The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any positive arbitrage will be rebated as necessary according to Federal guidelines.

X. METHODS OF ISSUANCE

The City Manager and Finance Director may consult with a Financial Professional regarding the method of sale of Debt. Subject to approval by the Legislative Body, the City Manager and Finance Director will determine the method of issuance of Debt on a case-by-case basis consistent with the options provided by prevailing State law.

1) Competitive Sale

In a competitive sale, the City's Debt will be offered in a public sale to any and all eligible bidders. Unless bids are rejected, the Debt shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale.

In a competitive sale, a financial advisor may bid on an issue for which they are providing advisory services only if:

a) Authorized by the rules and regulations of the Municipal Securities Rulemaking Board (the "MSRB"), including Rule G-23, as may be amended and modified;

b) The Legislative Body or designated official grants in writing specific authority on a transaction by transaction basis;

c) Such sale is properly carried out through a widely and publicly advertised sale, during normal bond sale hours, and through an industry standard, electronic bidding platform; and

d) The financial advisory fee is separately disclosed and billed from the underwriting fee.

2) Negotiated Sale

The City recognizes that some securities are best sold through a negotiated sale with an underwriter or group of underwriters. The City shall assess the following circumstances in determining whether a negotiated sale is the best method of sale:

a) State requirements on negotiated sales;

b) Debt structure which may require a strong pre-marketing effort such as those associated with a complex transaction generally referred to as a "story" bond;

c) Size or structure of the issue which may limit the number of potential bidders;

d) Market conditions including volatility wherein the City would be better served by the flexibility afforded by careful timing and marketing such as is the case for Debt issued to refinance or refund existing Debt;

e) Whether the Debt is to be issued as variable rate obligations or perhaps as Zero Coupon Debt;

f) Whether an idea or financing structure is a proprietary product of a single firm;

g) In a publicly offered or privately placed, negotiated sale, a financial advisor, if any, shall not be permitted to resign as the financial advisor in order to underwrite or privately place an issue for which they are or have been providing advisory services;

h) The underwriter shall clearly identify itself in writing as an underwriter and not as a financial advisor from the earliest stages of its relationship with the City with respect to the negotiated issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's length commercial transaction and that it has financial and other interests that differ from those of the City. The underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Legislative Body (or its designated official) in advance of the pricing of the debt.

3) Private Placement

From time to time, the City may elect to privately place its Debt. Such placement shall only be considered if this method is demonstrated to be advantageous to the City.

XI. PROFESSIONALS

1) Financial Professionals

As needed, the City may select Financial Professionals to assist in its Debt issuance and administration processes. In selecting Financial Professionals, consideration should be given with respect to:

a) relevant experience with municipal government issuers and the public sector;

b) indication that the firm has a broadly based background and is therefore capable of balancing the City's overall needs for continuity and innovation in capital planning and Debt financing;

c) experience and demonstrated success as indicated by its experience;

d) the firm's professional reputation;

e) professional qualifications and experience of principal employees; and

f) the estimated costs, but price should not be the sole determining factor.

2) Miscellaneous

a) Written Agreements

i. Any Financial Professionals engaged by the City shall enter into written agreements including, but not limited to, a description of services provided and fees and expenses to be charged for the engagement.

ii. The City shall enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. No engagement letter is required for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City. The City does not need an engagement letter with counsel not representing the City, such as underwriters' counsel.

iii. The City shall require all Financial Professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

iv. If the City chooses to hire financial advisors, the City will enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions. Whether in a competitive sale or negotiated sale, the Financial Advisor will not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance.

v. If there is an Underwriter, the City will require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an Underwriter and not as a Financial Advisor from the earliest stages of its relationship with the City with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the City. The Underwriter in a public offered, negotiated sale will be required to provide pricing information both as to interest rates and to takedown per maturity to the Legislative Body in advance of the pricing of the debt.

b) Conflict of Interest

i. Financial Professionals involved in a debt transaction hired or compensated by the City shall be required to disclose to the City existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisors, swap advisors, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.

ii. Financial Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

XII. COMPLIANCE

1) Continuing Annual Disclosure

Normally at the time Debt is delivered, the City will execute a Continuing Disclosure Certificate in which it will covenant for the benefit of holders and beneficial owners of the publically traded Debt to provide certain financial information relating to the City by not later than twelve months after each of the City's fiscal years, (the "Annual Report and provide notice of the occurrence of certain enumerated events. The Annual Report (and audited financial statements, if filed separately) will be filed with the MSRB through the operation of the Electronic Municipal Market Access system ("EMMA") and any State Information Depository established in the State of Tennessee (the "SID"). If the City is unable to provide the Annual Report to the MSRB and any SID by the date required, notice of each failure will be sent to the MSRB and any SID on or before such date. The notices of certain enumerated events will be filed by the City with the MSRB through EMMA and any SID. The specific nature of the information to be contained in the Annual Report or the notices of significant events is provided in each Continuing Disclosure Certificate. These covenants are made in order to assist underwriters in complying with SEC Rule 15c2-12(b) (the "Rule").

2) Arbitrage Rebate

The City will also maintain a system of record keeping and reporting which complies with the arbitrage rebate compliance requirements of the Internal Revenue Code (the "Code").

3) Records

The City will also maintain records required by the Code including, but not limited to, all records related to the issuance of the debt including detailed receipts and expenditures for a period up to 6 years following the final maturity date of the Debt or as required by the Code.

XIII. DEBT POLICY REVIEW

1) General Guidance

The guidelines outlined herein are only intended to provide general direction regarding the future issuance of Debt. The City maintains the right to modify this Debt Policy and may make exceptions to any of its guidelines at any time to the extent that the execution of such Debt achieves the goals of the City as long as such exceptions or changes are consistent with TCA and any rules and regulations promulgated by the State.

This Debt Policy should be reviewed from time to time as circumstances, rules and regulations warrant.

2) Designated Official

The City Manager and Finance Director are responsible for ensuring substantial compliance with this Debt Policy.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. m. Confirm Mayor Appointments

- Larry Eaton to Board of Zoning Appeals
- Steven Sherlin to Athens Regional Planning Commission
- John Duggan to Friendly City Sister Cities Committee
- Larry Eaton to Athens Parks Foundation
- John Duggan to McMinn County Department of Juvenile Services
- Jordan Curtis to McMinn County Economic Development Authority
- John Duggan to McMinn County Senior Citizens
- Jordan Curtis to Historic Preservation Commission

Summary
Each board / commission/ committee / foundation / authority etc.... have their own by-laws. The group listed above requires a designee or appointee from the Mayor, the Athens City Council, or a combination. After the biennial election of mayor, appointments by the newly elected mayor are presented.

By-law Examples

Board of Zoning Appeals
The membership shall consist of one (1) designated member of the Planning Commission (the Mayor or a Councilperson),

Athens Regional Planning Commission
The term of the mayor and his designee and the council member selected by the governing body shall be for two (2) years each and shall coincide with the biennial election of the office of mayor.

Friendly City Sister Cities Committee
The Board of Directors of the organization shall consist of .... a member of the Athens City Council appointed by the Mayor...

Historic Preservation Commission
The AHPC shall consist of...an Athens City Council member..... AHPC members shall be appointed by the Mayor, subject to confirmation by the Athens City Council.

Action to Consider
Motion, second, and vote are needed. A majority of all members of the council shall be required to pass this motion.

Committee	Appointed by	Current Appointee	Interim: Nov. 2024	Dec. 2024	Meets
Board of Zoning Appeals	**Mayor**	Steven Sherlin	^Larry Eaton	^Larry Eaton	4th Wed. of each month @ 1:00 pm
Athens Regional Planning Commission	**Mayor**	Frances Witt-McMahan	^ Steven Sherlin	^ Steven Sherlin	1st Mon. of each month @ 12 noon. Work Session – last Mon. of each month @ noon
Friendly City Sister Cities Committee	**Mayor**	Steven Sherlin	John Duggan	Eaton	Shall meet no less than on an annual basis
Athens Parks Foundation	*Mayor	Frances Witt-McMahan	Dick Pelley	Eaton	3rd Mon. of Mar., June, Sept., and Dec. @ noon
McMinn County Department of Juvenile Services	*Mayor	Frances Witt-McMahan	John Duggan	John Duggan	Meetings held quarterly depending on whether Director has any issues to be discussed.
McMinn County Economic Development Authority Board of Directors	*Mayor	Jordan Curtis	Jordan Curtis	Jordan Curtis	4th Tues. of each month @ 12 noon
McMinn County Senior Citizens	*Mayor	Frances Witt-McMahan	John Duggan	John Duggan	4th Tues. of each month @ 12 noon
Historic Preservation Commission	***Mayor**	Jordan Curtis	Jordan Curtis	Jordan Curtis	1st Thurs. of each month @ 3:30 pm
Athens Regional Planning Commission	**City Council**	Jordan Curtis	Jordan Curtis	Jordan Curtis	1st Mon. of each month @ 12 noon. Work Session – last Mon. of each month @ noon
Athens Utilities Board	**City Council**	Larry Eaton	Larry Eaton	Larry Eaton	4th Tues. of each month @ 5:00 pm

* confirmation by the Athens City Council

^ Mayor or designee

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. n. Appoint Jordan Curtis to Athens Regional Planning Commission

Summary
The ARPC requires a council member be selected by the governing body for a two (2) year term that coincides with the biennial election of the office of mayor.

Action to Consider
Motion, second, and vote are needed. A majority of all members of the council shall be required to pass this motion.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. o. Appoint Larry Eaton to Athens Utilities Board

Summary
All appointments, except the person named from the City Council, shall be confirmed by a majority vote of the City Council. (Charter: Article XXI Section 4)

Typically, confirmation from the council would not be required for the Mayor's appointment to the Athens Utilities Board; however, the appointee is the Mayor. Confirmation is recommended in this situation.

Action to Consider
Motion, second, and vote are needed. A majority of all members of the council shall be required to pass this motion.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
VIII. p. Appoint Vice Mayor Curtis to the Retirement Committee in Lieu of Mayor Eaton.

Summary
The retirement committee consists of 3 voting members: City Manager, Finance Director, and Mayor. The committee chair requested that we have formal approval from the city council to appoint the vice mayor in lieu of the mayor.

Action to Consider
Motion, second, and vote are needed. A majority of all members of the council shall be required to pass this motion.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item

VIII. q. Appoint Reita Witt to the Council Advisory Committee
(Councilmember Duggan)

VIII. r. Appoint Perry McCowan to the Council Advisory Committee
(Councilmember Duggan)

VIII. s. Appoint Shawn McKeehan to the Council Advisory Committee
(Councilmember Duggan)

Summary

CAC members serve four (4) year terms coinciding with the term of office of council members.

Action to Consider

Motion, second, and vote are needed. A majority of all members of the council shall be required to pass this motion.

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
XI a. Disposing of North City School

Overview
North City School is a 45-year-old city-owned facility located at 1601 Palos Street and has been vacant for about 15+ months. According to a February 2024 appraisal of the property, the vacant and mostly empty school property generally consists of 7.92 acres of R-2 zoned land and a 43,608 square foot building in poor condition with a market value of $700,000 to $800,000. It should be noted that the Parks & Recreation Department still uses this facility for basketball practice since the city does not have any indoor basketball courts for its 200+ participant basketball program and must rely on the school system for courts. A site plan of the property is attached.

During the previous 15+ months, the city has been expending funds on this vacant building and property including paying the monthly utility bills (electric, gas, water, wastewater) which averages about $4,175 per month/$50,100 per year, $480 per year in fire alarm monitoring, and $8,000 per year for grass mowing for a total annual cost of $58,580 excluding any repairs.

The city charter, Article III Corporate Powers (9), authorizes the city "to acquire or receive and hold, maintain, improve, sell, lease, mortgage, pledge, or otherwise dispose of property, real or personal, and any estate or interest therein, within or without the city or state."

If the council wants to proceed with disposing of this real property, the council would need to declare the school building and property as surplus city property no longer needed for city operations, determine the property's values (completed as of February 2024), prepare a resolution approving the disposition, and authorize the city manager to dispose of the property through public auction (preferred method), sealed bid, or by real estate agent with a minimum bid to be determined. If approved, the disposal method will be well advertised and the school cleaned up and all items such as old furniture removed.

Since the city has a written agreement with the City Board of Education regarding this property, it states that "*Athens may hold, improve, sell, or lease the property, with any decision, including the manner and method of selling or leasing the property to be within the discretion of Athens.*" The agreement also states, "*in the event of a sale of the property, the net sale proceeds shall be applied by Athens toward the debt service related to the BOE building program or for other school purposes.*"

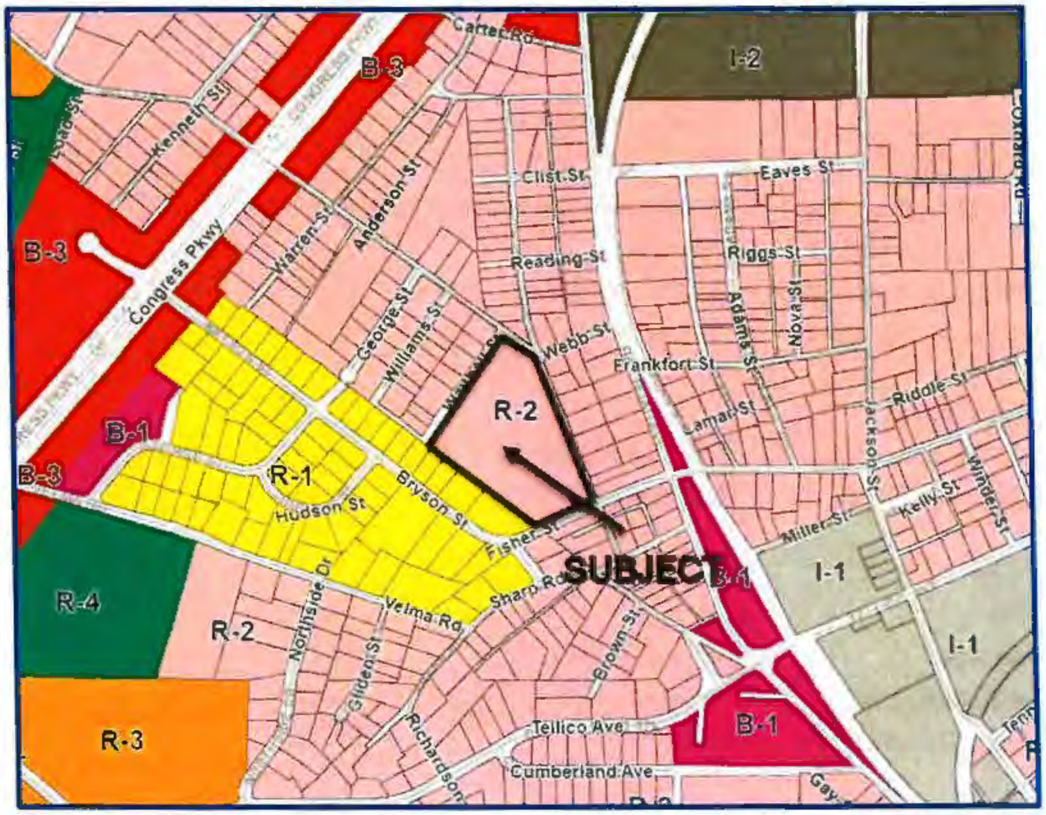
Summary of the December 9, 2024 Work Session
Following discussion of selling, demolishing, and leasing the building, the consensus was to place this item on the December 17, 2024 agenda under New Business for further consideration.

Action to Consider
Motion, second, and vote are needed to authorize the city manager to sell, demolish, or lease the building.

Aerial View

AERIAL VIEW

ZONING MAP


B-3
I-2
Kenneth St
Anderson St
Warren St
Clist St
Eaves St
Reading St
Riggs St
Congress Pkwy
George St
Williams St
Webb St
Adams St
Nova St
Frankfort St
R-2
Lamar St
Riddle St
B-1
R-1
Bryson St
Hudson St
Jackson St
Kelly St
Winder St
Miller St
Fisher St
SUBJECT
I-1
Sharp Rd
R-4
Velma Rd
Northside Dr
Brown St
Gilden St
Richardson
Tellico Ave
Cumberland Ave
R-3
Gay

ATHENS CITY COUNCIL
REGULAR SESSION

Tuesday, December 17, 2024

Agenda Item
XI b. Appointment to the McMinn County Library Board

Overview
Currently, the city has one vacancy on the McMinn County Library Board out of its three members due to the resignation of John Duggan.

Two city residents have submitted applications for the one vacancy, Jacob Burnette and Amy Sullins to fill Mr. Duggan's unexpired 3-year term until June 30, 2026. Those two applications are attached.

Summary of the December 9, 2024 Work Session
Following discussion, the consensus was to place this item on the December 17, 2024 agenda under New Business to consider appointing Jacob Burnette to the McMinn County Library Board.

Action to Consider
Motion, second, and vote are needed to appoint Jacob Burnette to the McMinn County Library Board for an unexpired 3-year term until June 30, 2026.

Affected Departments
City Council

CITY OF ATHENS, TENNESSEE
Narrative on Financial Analysis
November, 2024

This narrative will discuss various aspects of the financial data presented to the city council for the above-referenced month. July, and 2 or 3 subsequent months will be above the normal percentages, primarily on the expenditure side because of several factors, as discussed below.

General Fund

Overall, we collected about $502,000 more in November this year, primarily because of property taxes, AUB in lieu of taxes and the local sales tax. As a percentage we collected .65% more than the budgeted revenues for last year.

PLEASE NOTE: On the financial spreadsheet that accompanies this report, at the top you will see General Fund revenues. I have only broken out major sources of revenue such as property taxes and sales taxes. The "total revenues" amount includes smaller items that I did not show in detail. A complete listing of all revenue accounts can be found on your computer-generated report titled "Statement of Actual and Estimated Revenues".

Expenditures are always going to show high in the early budget months, primarily due to the retirement contribution being paid in July and the fleet management transfer.

Another factor that makes the percentage spent look high is the fact that we set up annual purchase orders for known or recurring monthly expenses. For example, in the City Council division we pay for the monthly taping of council meetings. To avoid having to prepare a purchase order every month, we prepare one for the entire year and pay off of it monthly. This total PO is included in the "expended & encumbered" percentage.

Expenditures and encumbrances for this year are $1,279,000 less than this time last year, showing 50.15% this year. The variance is due primarily to the $2,000,000 for paving that was encumbered in July of last year and increases in costs due to the implementation of the class/comp study beginning in October last year and the COLA and longevity for the current year.

Sanitation

Revenues are comparable to the prior year. Expenditures are higher due to the implementation of the class/comp study in October last year, longevity paid in November this year, the COLA for the current year, the related employee benefits and approximately $44,000 in the current year being spent on dumpsters and household totes.

Please let me know if I can provide additional information.

CITY OF ATHENS, TENNESSEE
Financial Analysis for November, 2024
(Unaudited)

	Prior Year 11/30/2023	Prior Year % Received	Current Year 11/30/2024	Increase (Decrease) From Prior Year	% Received	Variance from Current Yr. to Prior Yr.	12-Month Variance (5/12=41.67%)
GENERAL FUND							
Property Taxes	862,165	13.21%	1,025,869	163,704	15.48%	2.27%	-26.19%
AUB In-Lieu of Taxes	310,863	35.53%	449,001	138,138	48.02%	12.49%	6.35%
Local Sales Taxes	3,605,606	42.92%	3,778,148	172,542	42.92%	0.00%	1.25%
Wholesale Beer Taxes	209,345	39.50%	228,053	18,708	43.03%	3.53%	1.36%
Wholesale Liquor Taxes	96,727	34.55%	102,711	5,984	36.68%	2.13%	-4.99%
Gross Receipt Taxes	50,922	9.41%	78,013	27,091	14.42%	5.01%	-27.25%
State Sales Taxes	700,775	43.80%	738,471	37,696	43.44%	-0.36%	1.77%
Gas and Motor Fuel Taxes	212,925	44.36%	215,505	2,580	44.90%	0.54%	3.23%
Court Fines/Costs	35,066	31.88%	43,028	7,962	43.03%	11.15%	1.36%
Interest Income	314,281	104.76%	269,348	(44,933)	53.87%	-50.89%	12.20%
Total Revenues/% of Budget	7,129,800	34.44%	7,632,064	502,264	35.09%	0.65%	-6.58%

	Sales Tax 2023	Sales Tax 2024	Difference
October	2,922,628	3,077,557	154,929
November	3,605,606	3,778,148	172,542

	Prior Year 11/30/2023	Prior Year % Received	Current Year 11/30/2024	Increase (Decrease) From Prior Year	% Received	Variance from Current Yr. to Prior Yr.	12-Month Variance (5/12=41.67%)
SANITATION							
Revenues:							
Industrial/Commercial	184,943	44.21%	181,070	(3,873)	43.11%	-1.10%	1.44%
Residential	239,276	43.35%	242,917	3,641	44.98%	1.63%	3.31%
Total Revenues	458,950		460,043	1,093			
Percent of total budget		44.85%			45.10%	0.25%	3.43%

	Prior Year 11/30/2023 Actual	Prior Year 11/30/2023 % Expended & Encumbered	Current Year 11/30/2024 Actual	Current Year 11/30/2024 Outstanding PO's	Current Year 11/30/2024 % Expended & Encumbered	Variance from Current Yr. to Prior Yr.	12-Month Variance (5/12=41.67%)
GENERAL FUND							
City Manager's Office	158,576	50.18%	131,723	2,448	41.44%	-8.74%	-0.23%
City Council	34,375	54.22%	28,344	3,150	54.30%	0.08%	12.63%
City Judge	5,383	41.40%	5,383		41.40%	0.00%	-0.27%
City Attorney	14,280	35.70%	21,450		42.90%	7.20%	1.23%
Special Appropriations	143,950	37.01%	171,892		43.61%	6.60%	1.94%
Athens City Schools	1,200,044	49.57%	1,255,912		51.88%	2.31%	10.21%
Athens Utilities Board	222,394	41.96%	229,771		43.35%	1.39%	1.68%
Total Administration	1,779,002	**47.16%**	1,844,475	5,598	**48.81%**	1.65%	7.14%
Finance	258,594	**49.40%**	255,278	6,046	**45.34%**	-4.06%	3.67%
Personnel	114,058	**43.83%**	101,930	3,829	**38.04%**	-5.79%	-3.63%
Administration (Purchasing)	59,319	45.08%	53,621	477	68.81%	23.73%	27.14%
City Hall	159,348	81.93%	93,919	52,867	73.28%	-8.65%	31.61%
Information Technology	162,650	36.73%	166,541	7,334	25.47%	-11.26%	-16.20%
Total Admin & Emer. Svcs.	381,317	**49.59%**	314,081	60,678	**36.65%**	-12.94%	-5.02%
Administration	84,535	43.69%	96,713	480	46.35%	2.66%	4.68%
Codes Enforcement	156,414	47.44%	164,341	6,760	43.95%	-3.49%	2.28%
Cemeteries	36,526	84.55%	17,981	28,981	30.96%	-53.59%	-10.71%
Total Community Development	277,475	**48.99%**	279,035	36,221	**41.99%**	-7.00%	0.32%

CITY OF ATHENS, TENNESSEE
Financial Analysis for November, 2024
(Unaudited)

	Prior Year		Current Year			Variance	
	11/30/2023		11/30/2024			from	12-Month
	Actual	% Expended & Encumbered	Actual	Outstanding PO's	% Expended & Encumbered	Current Yr. to Prior Yr.	Variance (5/12=41.67%)
Administration (Police)	240,016	75.08%	148,110	3,271	44.89%	-30.19%	3.22%
Patrol	1,182,672	45.64%	1,469,622	59,040	49.01%	3.37%	7.34%
Detectives	379,779	62.30%	408,466	148	50.04%	-12.26%	8.37%
Total Police	1,802,467	**51.19%**	2,026,198	62,459	**48.89%**	-2.30%	7.22%
Administration (Fire)	67,257	32.70%	103,611	1,873	45.57%	12.87%	3.90%
Prevention	53,755	45.67%	63,372	636	48.20%	2.53%	6.53%
Suppression	1,371,072	55.83%	1,437,491	35,314	51.08%	-4.75%	9.41%
Total Fire	1,492,084	**53.69%**	1,604,474	37,823	**50.56%**	-3.13%	8.89%
Administration (Parks & Rec)	112,581	47.03%	102,433	784	41.25%	-5.78%	-0.42%
Maintenance	394,878	48.99%	352,232	116,945	57.13%	8.14%	15.46%
Swimming Pools	30,504	60.29%	35,407	1,102	72.87%	12.58%	31.20%
Program Planning	170,982	52.55%	171,070	28,093	52.00%	-0.55%	10.33%
Total Parks & Recreation	708,945	**49.88%**	661,142	146,924	**53.71%**	3.83%	12.04%
Administration (Public Works)	184,529	43.52%	199,734	8,142	51.06%	7.54%	9.39%
Traffic Control	189,609	63.06%	97,529	175,009	72.97%	9.91%	31.30%
Street Maintenance	2,312,006	225.14%	265,349	76,455	31.70%	-193.44%	-9.97%
Street Construction	339,274	54.55%	260,738	53,062	44.27%	-10.28%	2.60%
Street Cleaning	532,585	52.21%	558,911	35,177	55.20%	2.99%	13.53%
Fleet Maintenance	168,538	47.85%	158,798	23,450	46.35%	-1.50%	4.68%
Animal Control	90,115	42.07%	119,771	240	45.49%	3.42%	3.82%
Total Public Works	3,816,656	**96.38%**	1,660,830	371,535	**47.25%**	-49.13%	5.58%
Communications	164,154	50.15%	183,012	0	50.24%	0.09%	8.57%
Non-Departmental	1,391,270	**49.69%**	1,239,287	6,379	**75.86%**	26.17%	34.19%
Total General Fund	12,186,022	**58.87%**	10,169,742	737,492	**50.15%**	-8.72%	8.48%
				10,907,234			
Increase (Decrease)		(1,278,788)					
Sanitation:							
Expenditures:	486,112	48.13%	531,722	38,210	50.89%	2.76%	9.22%

CITY OF ATHENS
FINANCIAL REPORT
CASH BALANCES AND INVESTMENT SHEET
2024-2025

	JUL	AUG	SEPT	OCT	NOV
GENERAL	16,847,000	15,118,000	14,288,000	15,060,000	15,437,000
EMP MED BENEFIT	291,000	293,000	293,000	295,000	296,000
SCHOOL DEBT SER	2,927,000	3,043,000	3,137,000	3,256,000	3,157,000
CITY DEBT SER	80,000	481,000	481,000	485,000	413,000
CAP IMP	14,984,000	15,117,000	13,825,000	13,701,000	13,338,000
FLEET	7,397,000	7,440,000	7,303,000	7,390,000	7,355,000
SAN	1,531,000	1,531,000	1,547,000	1,583,000	1,585,000
DRUG	169,000	161,000	164,000	168,000	173,000
CONFERENCE	39,000	43,000	45,000	47,000	51,000
SCHOOL CONST	2,448,000	2,445,000	2,442,000	2,443,000	1,546,000
2021 GO BOND	1,601,000	1,329,000	1,322,000	1,214,000	1,211,000
HOTEL/MOTEL TAX	683,000	714,000	743,000	699,000	736,000
TOTAL CASH & INV	48,997,000	47,715,000	45,590,000	46,341,000	45,298,000

Monthly Rev and Exp Reports for Council

City of Athens, Tennessee

Account Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
01-0000-4110	CURRENT PROPERTY TAXES	6,400,000.00	6,400,000.00	187,629.00	827,277.80	-5,572,722.20	12.93 %
01-0000-4115	PRIOR YEAR PROPERTY TAXES	100,000.00	100,000.00	5,400.71	100,003.71	3.71	100.00 %
01-0000-4120	DELINQUENT PROPERTY TAXES C&	80,000.00	80,000.00	10,748.00	68,983.00	-11,017.00	86.23 %
01-0000-4125	PUBLIC UTILITIES	90,000.00	90,000.00	0.00	76.00	-89,924.00	0.08 %
01-0000-4130	INTEREST & PENALTY PY	20,000.00	20,000.00	798.01	9,359.16	-10,640.84	46.80 %
01-0000-4135	INTEREST & PENALTY C&M	25,000.00	25,000.00	4,483.39	20,245.50	-4,754.50	80.98 %
01-0000-4145	AUB ELECTRIC	700,000.00	700,000.00	67,858.16	339,290.80	-360,709.20	48.47 %
01-0000-4150	AUB GAS	235,000.00	235,000.00	21,942.00	109,710.00	-125,290.00	46.69 %
01-0000-4165	LOCAL SALES TAX	8,800,000.00	8,800,000.00	700,590.71	3,778,148.11	-5,021,851.89	42.93 %
01-0000-4170	WHOLESALE BEER TAX	530,000.00	530,000.00	46,241.74	228,052.59	-301,947.41	43.03 %
01-0000-4171	WHOLESALE LIQUOR TAX	280,000.00	280,000.00	28,596.25	102,710.99	-177,289.01	36.68 %
01-0000-4176	BUSINESS LICENSE APPLICATION FE	1,000.00	1,000.00	60.00	495.00	-505.00	49.50 %
01-0000-4177	BUSINESS TAX-ST CLERK FEE	40,000.00	40,000.00	1,122.06	7,586.42	-32,413.58	18.97 %
01-0000-4178	BUSINESS TAX-ST COLLECTED	500,000.00	500,000.00	9,227.90	69,931.37	-430,068.63	13.99 %
01-0000-4183	TRANSIENT VENDOR FEE	0.00	0.00	100.00	150.00	150.00	0.00 %
01-0000-4184	FLEA MARKET FEES	0.00	0.00	0.00	4.00	4.00	0.00 %
01-0000-4205	CABLE TV FRANCHISE TAX-COMCAS	140,000.00	140,000.00	28,801.63	28,801.63	-111,198.37	20.57 %
01-0000-4210	CABLE TV FRANCHISE TAX-AT&T	7,000.00	7,000.00	1,413.48	1,413.74	-5,586.26	20.20 %
01-0000-4310	TAXI/WRECKER/SOLICITORS	1,000.00	1,000.00	0.00	100.00	-900.00	10.00 %
01-0000-4315	BEER PERMITS	12,000.00	12,000.00	8,224.99	13,768.32	1,768.32	114.74 %
01-0000-4320	ANIMAL CONTROL	1,000.00	1,000.00	90.00	451.00	-549.00	45.10 %
01-0000-4325	BUILDING LICENSES & PERMITS	50,000.00	50,000.00	13,458.00	55,381.69	5,381.69	110.76 %
01-0000-4410	TVA PAYMENTS IN LIEU OF TAX	150,000.00	150,000.00	42,811.95	42,811.95	-107,188.05	28.54 %
01-0000-4412	TVA IMPACT PYMTS	45,000.00	45,000.00	36,875.00	36,875.00	-8,125.00	81.94 %
01-0000-4415	HOUSING AUTHORITY IN LIEU OF T	80,000.00	80,000.00	0.00	0.00	-80,000.00	0.00 %
01-0000-4420	STATE LAW/FIRE GRANTS	43,000.00	43,000.00	0.00	18,400.00	-24,600.00	42.79 %
01-0000-4425	STATE SALES TAX	1,700,000.00	1,700,000.00	151,508.79	738,471.26	-961,528.74	43.44 %
01-0000-4435	STATE BEER TAX	6,000.00	6,000.00	0.00	3,233.53	-2,766.47	53.89 %
01-0000-4440	STATE MIXED DRINK TAX	80,000.00	80,000.00	6,677.46	38,854.27	-41,145.73	48.57 %
01-0000-4445	STATE GAS INSPECTION TAX	26,000.00	26,000.00	2,143.32	10,719.33	-15,280.67	41.23 %
01-0000-4450	STATE EXCISE TAX	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
01-0000-4455	STATE SPORTSBETTING TAX	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
01-0000-4460	REIMB OTHER GOVERNMENTS	40,000.00	40,000.00	0.00	33,140.71	-6,859.29	82.85 %
01-0000-4465	STATE GAS & MOTOR FUEL TAX	480,000.00	480,000.00	43,125.94	215,505.32	-264,494.68	44.90 %
01-0000-4467	STATE TRASPORTATION MODERNIZ	0.00	0.00	466.44	2,526.54	2,526.54	0.00 %
01-0000-4475	REIMB:HIGHWAY MAINTENANCE	20,000.00	20,000.00	3,833.10	11,499.30	-8,500.70	57.50 %
01-0000-4520	GRANT FUNDS	0.00	0.00	0.00	4,915.19	4,915.19	0.00 %
01-0000-4530	GRANTS - POLICE DEPT.	225,000.00	225,000.00	13,048.06	238,048.06	13,048.06	105.80 %
01-0000-4620	ACCIDENT REPORT CHARGES	0.00	0.00	45.15	231.35	231.35	0.00 %
01-0000-4625	REPAIR DAMAGES AUB	25,000.00	25,000.00	476.76	7,901.15	-17,098.85	31.60 %
01-0000-4630	CEMETERY LOTS	2,000.00	2,000.00	-100.00	380.00	-1,620.00	19.00 %
01-0000-4635	CEDAR GROVE EXPANSION	5,000.00	5,000.00	-320.00	2,940.00	-2,060.00	58.80 %
01-0000-4665	POOLS INGLESIDE	10,000.00	10,000.00	0.00	6,010.50	-3,989.50	60.11 %
01-0000-4675	RECREATION CONCESSIONS	30,000.00	30,000.00	506.03	17,456.89	-12,543.11	58.19 %
01-0000-4690	GENERAL CLASSES	40,000.00	40,000.00	280.00	9,549.43	-30,450.57	23.87 %
01-0000-4700	YOUTH SPORTS ACTIVITIES	45,000.00	45,000.00	8,325.00	8,325.00	-36,675.00	18.50 %
01-0000-4705	LEASE/RENTAL BALLFIELDS	3,000.00	3,000.00	242.50	2,222.50	-777.50	74.08 %
01-0000-4710	LEASE/RENTAL PICNIC SHELT	3,000.00	3,000.00	370.00	5,052.50	2,052.50	168.42 %
01-0000-4740	FOUNDATION REVENUE	0.00	0.00	178.50	1,937.40	1,937.40	0.00 %
01-0000-4810	CITY COURT FINES & COSTS	100,000.00	100,000.00	9,400.03	43,027.62	-56,972.38	43.03 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-0000-4910	INTEREST INCOME	500,000.00	500,000.00	41,520.74	269,347.79	-230,652.21	53.87 %
01-0000-4925	INSURANCE RECOVERIES	0.00	0.00	1,000.00	70,072.54	70,072.54	0.00 %
01-0000-4930	DISCOUNTS EARNED	0.00	0.00	32.97	198.27	198.27	0.00 %
01-0000-4935	THIRD PARTY CONTRIBUTIONS	0.00	0.00	0.00	8,620.00	8,620.00	0.00 %
01-0000-4940	THIRD PARTY CONTRIBUTIONS-ANI	0.00	0.00	0.00	5.00	5.00	0.00 %
01-0000-4999	MISCELLANEOUS INCOME	20,000.00	20,000.00	720.82	21,844.77	1,844.77	109.22 %
	Revenue Total:	**21,750,000.00**	**21,750,000.00**	**1,499,954.59**	**7,632,064.00**	**-14,117,936.00**	**35.09%**
	Fund: 01 - GENERAL FUND Total:	**21,750,000.00**	**21,750,000.00**	**1,499,954.59**	**7,632,064.00**	**-14,117,936.00**	**35.09%**
	Report Total:	**21,750,000.00**	**21,750,000.00**	**1,499,954.59**	**7,632,064.00**	**-14,117,936.00**	**35.09%**

Monthly Rev and Exp Reports for Council

City of Athens, Tennessee

Group Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Department: 01 - Administration							
0101 - City Manager's Office	323,800.00	323,800.00	18,629.96	131,722.78	2,447.50	189,629.72	41.44%
0102 - City Council	58,000.00	58,000.00	3,916.55	28,344.29	3,150.00	26,505.71	54.30%
0103 - City Judge	13,000.00	13,000.00	1,076.50	5,382.50	0.00	7,617.50	41.40%
0104 - City Attorney	50,000.00	50,000.00	10,405.64	21,450.14	0.00	28,549.86	42.90%
0105 - Special Appropriations	394,200.00	394,200.00	42,841.82	171,891.82	0.00	222,308.18	43.61%
0106 - Athens City Schools	2,421,000.00	2,421,000.00	232,622.96	1,255,911.98	0.00	1,165,088.02	51.88%
0107 - Athens Utilities Board	530,000.00	530,000.00	42,879.16	229,770.81	0.00	300,229.19	43.35%
Department: 01 - Administration Total:	**3,790,000.00**	**3,790,000.00**	**352,372.59**	**1,844,474.32**	**5,597.50**	**1,939,928.18**	**48.81%**
Department: 02 - Finance							
0201 - Finance	576,400.00	576,400.00	45,883.56	255,278.27	6,046.42	315,075.31	45.34%
Department: 02 - Finance Total:	**576,400.00**	**576,400.00**	**45,883.56**	**255,278.27**	**6,046.42**	**315,075.31**	**45.34%**
Department: 03 - Human Resources							
0301 - Human Resources	278,000.00	278,000.00	18,313.01	101,930.43	3,829.02	172,240.55	38.04%
Department: 03 - Human Resources Total:	**278,000.00**	**278,000.00**	**18,313.01**	**101,930.43**	**3,829.02**	**172,240.55**	**38.04%**
Department: 04 - Administrative Services							
0401 - Administration	139,400.00	139,400.00	10,170.67	53,621.20	477.09	85,301.71	38.81%
0402 - City Hall	200,300.00	200,300.00	13,255.48	93,918.61	52,867.31	53,514.08	73.28%
0403 - Information Technology	682,700.00	682,700.00	16,620.73	166,541.19	7,333.99	508,824.82	25.47%
Department: 04 - Administrative Services Total:	**1,022,400.00**	**1,022,400.00**	**40,046.88**	**314,081.00**	**60,678.39**	**647,640.61**	**36.65%**
Department: 05 - Community Development							
0501 - Administration	209,700.00	209,700.00	17,983.04	96,712.88	480.00	112,507.12	46.35%
0502 - Codes Enforcement	389,300.00	389,300.00	24,897.11	164,341.32	6,760.00	218,198.68	43.95%
0503 - Cemeteries	151,700.00	151,700.00	0.00	17,981.05	28,980.93	104,738.02	30.96%
Department: 05 - Community Development Total:	**750,700.00**	**750,700.00**	**42,880.15**	**279,035.25**	**36,220.93**	**435,443.82**	**41.99%**
Department: 06 - Police							
0601 - Administration	337,200.00	337,200.00	24,044.90	148,110.46	3,271.19	185,818.35	44.89%
0602 - Patrol	3,118,800.00	3,118,800.00	185,311.52	1,469,621.79	59,039.94	1,590,138.27	49.01%
0603 - Special Services	816,500.00	816,500.00	68,645.67	408,466.33	147.61	407,886.06	50.04%
Department: 06 - Police Total:	**4,272,500.00**	**4,272,500.00**	**278,002.09**	**2,026,198.58**	**62,458.74**	**2,183,842.68**	**48.89%**
Department: 07 - Fire							
0701 - Administration	231,500.00	231,500.00	17,956.77	103,610.75	1,873.05	126,016.20	45.57%
0702 - Prevention	132,800.00	132,800.00	10,647.25	63,372.13	635.38	68,792.49	48.20%

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
0703 - Suppression	2,883,600.00	2,883,600.00	177,529.17	1,437,490.55	35,314.37	1,410,795.08	51.08%
Department: 07 - Fire Total:	**3,247,900.00**	**3,247,900.00**	**206,133.19**	**1,604,473.43**	**37,822.80**	**1,605,603.77**	**50.56%**
Department: 08 - Parks and Recreation							
0801 - Administration	250,200.00	250,200.00	13,953.94	102,432.59	783.90	146,983.51	41.25%
0802 - Maintenance	821,300.00	821,300.00	42,982.37	352,232.37	116,944.71	352,122.92	57.13%
0803 - Swimming Pools	50,100.00	50,100.00	450.85	35,406.90	1,102.19	13,590.91	72.87%
0804 - Program Planning	383,000.00	383,000.00	24,797.71	171,070.27	28,093.13	183,836.60	52.00%
Department: 08 - Parks and Recreation Total:	**1,504,600.00**	**1,504,600.00**	**82,184.87**	**661,142.13**	**146,923.93**	**696,533.94**	**53.71%**
Department: 09 - Public Works							
0901 - Adminstration	407,100.00	407,100.00	30,534.84	199,733.70	8,142.34	199,223.96	51.06%
0902 - Traffic Control	373,500.00	373,500.00	13,697.21	97,528.92	175,008.95	100,962.13	72.97%
0903 - Street Maintenance	1,078,400.00	1,078,400.00	43,363.60	265,349.40	76,455.20	736,595.40	31.70%
0904 - Street Construction	708,900.00	708,900.00	34,861.72	260,737.55	53,061.37	395,101.08	44.27%
0905 - Street Cleaning	1,076,300.00	1,076,300.00	103,795.23	558,911.39	35,177.11	482,211.50	55.20%
0906 - Fleet Maintenance	393,200.00	393,200.00	25,982.84	158,798.41	23,450.34	210,951.25	46.35%
0908 - Animal Control	263,800.00	263,800.00	15,552.15	119,771.04	239.89	143,789.07	45.49%
Department: 09 - Public Works Total:	**4,301,200.00**	**4,301,200.00**	**267,787.59**	**1,660,830.41**	**371,535.20**	**2,268,834.39**	**47.25%**
Department: 10 - Communications/Dispatch							
1004 - Communications/Dispatch	364,300.00	364,300.00	560.00	183,012.00	0.00	181,288.00	50.24%
Department: 10 - Communications/Dispatch Total:	**364,300.00**	**364,300.00**	**560.00**	**183,012.00**	**0.00**	**181,288.00**	**50.24%**
Department: 11 - Transfers							
1101 - Non-Departmental	1,642,000.00	1,642,000.00	-194.84	1,239,287.14	6,378.83	396,334.03	75.86%
Department: 11 - Transfers Total:	**1,642,000.00**	**1,642,000.00**	**-194.84**	**1,239,287.14**	**6,378.83**	**396,334.03**	**75.86%**
Fund: 01 - GENERAL FUND Total:	**21,750,000.00**	**21,750,000.00**	**1,333,969.09**	**10,169,742.96**	**737,491.76**	**10,842,765.28**	**50.15%**
Report Total:	**21,750,000.00**	**21,750,000.00**	**1,333,969.09**	**10,169,742.96**	**737,491.76**	**10,842,765.28**	**50.15%**

Monthly Rev and Exp Reports for Council

City of Athens, Tennessee

Account Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 12 - SANITATION							
Revenue							
12-0000-4648	REFUSE PENALTY	4,000.00	4,000.00	424.76	1,531.05	-2,468.95	38.28 %
12-0000-4650	IND/COMMERCIAL REFUSE CHARG	420,000.00	420,000.00	29,152.00	181,069.50	-238,930.50	43.11 %
12-0000-4658	REFUSE COLLECTION CHARGES	540,000.00	540,000.00	48,096.36	242,917.18	-297,082.82	44.98 %
12-0000-4750	RECYCLING CENTER	5,000.00	5,000.00	471.18	3,150.88	-1,849.12	63.02 %
12-0000-4910	INTEREST INCOME	50,000.00	50,000.00	5,688.17	30,716.58	-19,283.42	61.43 %
12-0000-4930	DISCOUNTS EARNED	0.00	0.00	2.82	40.12	40.12	0.00 %
12-0000-4999	MISCELLANEOUS INCOME	1,000.00	1,000.00	210.00	617.80	-382.20	61.78 %
	Revenue Total:	**1,020,000.00**	**1,020,000.00**	**84,045.29**	**460,043.11**	**-559,956.89**	**45.10%**
	Fund: 12 - SANITATION Total:	**1,020,000.00**	**1,020,000.00**	**84,045.29**	**460,043.11**	**-559,956.89**	**45.10%**
	Report Total:	**1,020,000.00**	**1,020,000.00**	**84,045.29**	**460,043.11**	**-559,956.89**	**45.10%**

Monthly Rev and Exp Reports for Council

Group Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 12 - SANITATION							
Department: 09 - Public Works							
0907 - Sanitation	1,120,000.00	1,120,000.00	82,979.33	531,721.99	38,209.52	550,068.49	50.89%
Department: 09 - Public Works Total:	**1,120,000.00**	**1,120,000.00**	**82,979.33**	**531,721.99**	**38,209.52**	**550,068.49**	**50.89%**
Fund: 12 - SANITATION Total:	**1,120,000.00**	**1,120,000.00**	**82,979.33**	**531,721.99**	**38,209.52**	**550,068.49**	**50.89%**
Report Total:	**1,120,000.00**	**1,120,000.00**	**82,979.33**	**531,721.99**	**38,209.52**	**550,068.49**	**50.89%**

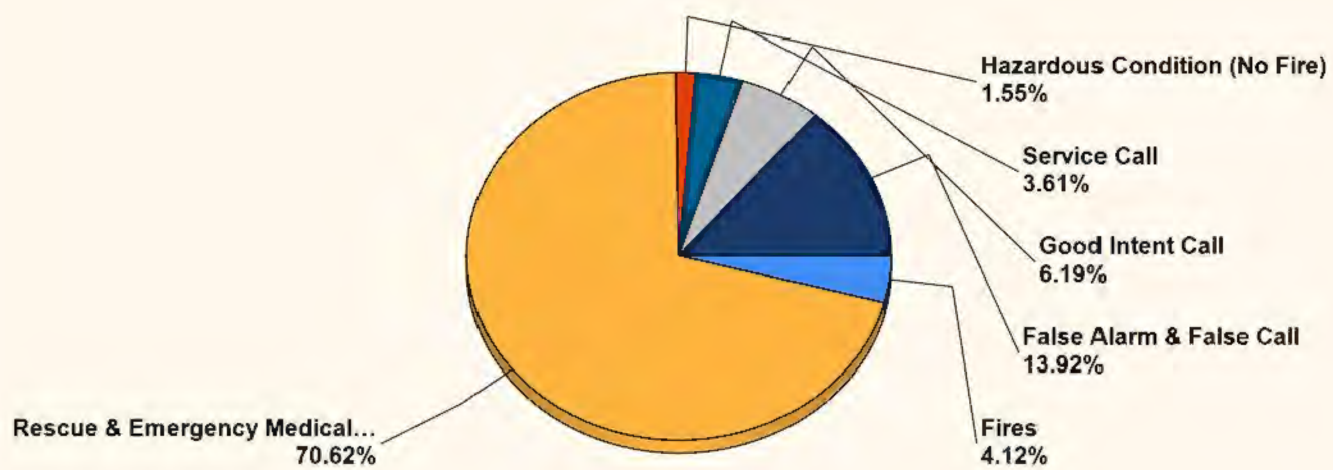
City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 9:36:20 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2024 | End Date: 11/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	4.12%
Rescue & Emergency Medical Service	137	70.62%
Hazardous Condition (No Fire)	3	1.55%
Service Call	7	3.61%
Good Intent Call	12	6.19%
False Alarm & False Call	27	13.92%
TOTAL	194	100%

933 Employee training hours
3 CPR classes - 16 students
Special Olympics - Bowling
Veterans Day Parade
Honor Guard Detail for the Veterans Day Program at the Middle School
Veterans Day Program at the VFW with Flag display
Judged a Chili-Cook-Off at Dominion
Touch-A-Truck Mars Hill Presbyterian
Fire Prevention at Athens City Schools

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	**# INCIDENTS**	**% of TOTAL**
111 - Building fire	3	1.55%
113 - Cooking fire, confined to container	1	0.52%
131 - Passenger vehicle fire	2	1.03%
138 - Off-road vehicle or heavy equipment fire	1	0.52%
142 - Brush or brush-and-grass mixture fire	1	0.52%
311 - Medical assist, assist EMS crew	119	61.34%
321 - EMS call, excluding vehicle accident with injury	1	0.52%
322 - Motor vehicle accident with injuries	13	6.7%
324 - Motor vehicle accident with no injuries.	3	1.55%
341 - Search for person on land	1	0.52%
411 - Gasoline or other flammable liquid spill	1	0.52%
440 - Electrical wiring/equipment problem, other	1	0.52%
441 - Heat from short circuit (wiring), defective/worn	1	0.52%
511 - Lock-out	1	0.52%
522 - Water or steam leak	1	0.52%
531 - Smoke or odor removal	1	0.52%
551 - Assist police or other governmental agency	2	1.03%
553 - Public service	1	0.52%
561 - Unauthorized burning	1	0.52%
611 - Dispatched & cancelled en route	7	3.61%
621 - Wrong location	1	0.52%
622 - No incident found on arrival at dispatch address	2	1.03%
631 - Authorized controlled burning	1	0.52%
651 - Smoke scare, odor of smoke	1	0.52%
700 - False alarm or false call, other	2	1.03%
721 - Bomb scare - no bomb	1	0.52%
733 - Smoke detector activation due to malfunction	2	1.03%
736 - CO detector activation due to malfunction	1	0.52%
744 - Detector activation, no fire - unintentional	21	10.82%
TOTAL INCIDENTS:	**194**	**100%**

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:05:51 AM

Property Values versus Loss and Save per Incident for Date Range

Start Date: 11/01/2024 | End Date: 11/30/2024

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2024-2014	$1,330,800.00	$300.00	$1,330,500.00
2024-2139	$130,000.00	$30,000.00	$100,000.00
Totals:	**$1,460,800.00**	**$30,300.00**	**$1,430,500.00**

Both the PRE-INCIDENT VALUE and LOSSES columns are the summation of the respective Property and Contents fields as recorded on the Basic Info 5 screen of an incident. Only REVIEWED incidents included. EMS incidents excluded.

City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:06:23 AM

Losses for Date Range

Start Date: 11/01/2024 | End Date: 11/30/2024

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
2	$30,000.00	$300.00	$30,300.00	$15,150.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2024-2014	11/08/2024	113 - Cooking fire, confined to container	$0.00	$300.00	$300.00	0.99%
2024-2139	11/29/2024	111 - Building fire	$30,000.00	$0.00	$30,000.00	99.01%

Only REVIEWED incidents included

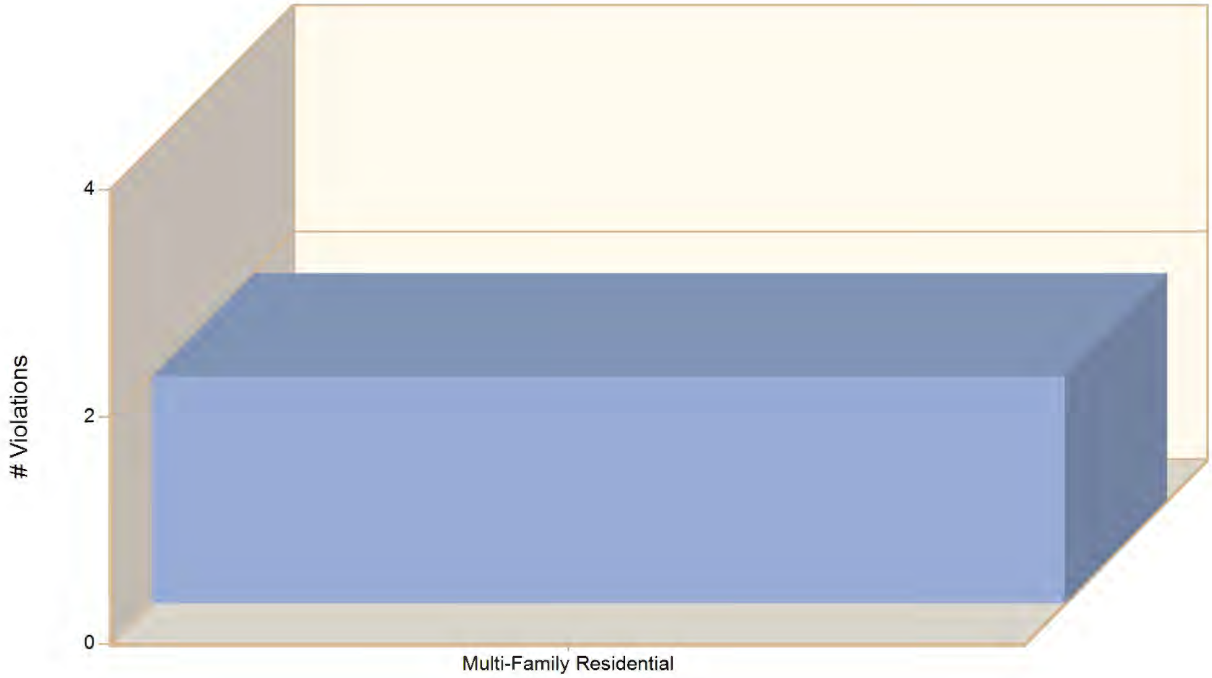
City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 2:00:52 PM

Count of Violations per Occupancy Type for Inspection Date Range

Inspection Observations: FAIL | Start Date: 11/01/2024 | End Date: 11/30/2024



OCCUPANCY TYPE	# VIOLATIONS
Multi-Family Residential	2
Total of Violations:	2

Total number of violations for LOCKED inspections that took place for the DATE RANGE provided for each Occupancy Type.

City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:07:44 AM

Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 11/01/2024 | End Date: 11/30/2024

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Alarm System Test						
66	Athens City Middle School	200 Keith LN Athens, TN 37303	11/14/2024	Fling, Jason R	Passed	
243	Athens City Primary School	316 Mcminn AVE Athens, TN 37303	11/14/2024	Smith, Austin A	Passed with Comments	
380	Christ's Legacy Academy	625 Matlock AVE Athens, TN 37303	11/14/2024	Fling, Jason R	Passed	
596	McMinn County Alternative School	1775 Overland DR Athens, TN 37303	11/14/2024	Smith, Austin A	Passed	
					Total # Inspections for Alarm System Test:	4
Inspection Type: Annual						
997	Dominion Senior Living of Athens	2090 W Madison AVE Athens, TN 37303	11/07/2024	Ainsworth, Brandon S	Passed with Comments	Management is aware of the noted concerns. They have plans and ideas of getting the identified issues corrected.
890	Tri County Center	3030 Lee HWY Athens, TN 37303	11/14/2024	Fling, Jason R	Passed	
					Total # Inspections for Annual:	2
					TOTAL # INSPECTIONS:	**6**

Includes LOCKED inspections for both archived and unarchived occupancy records.

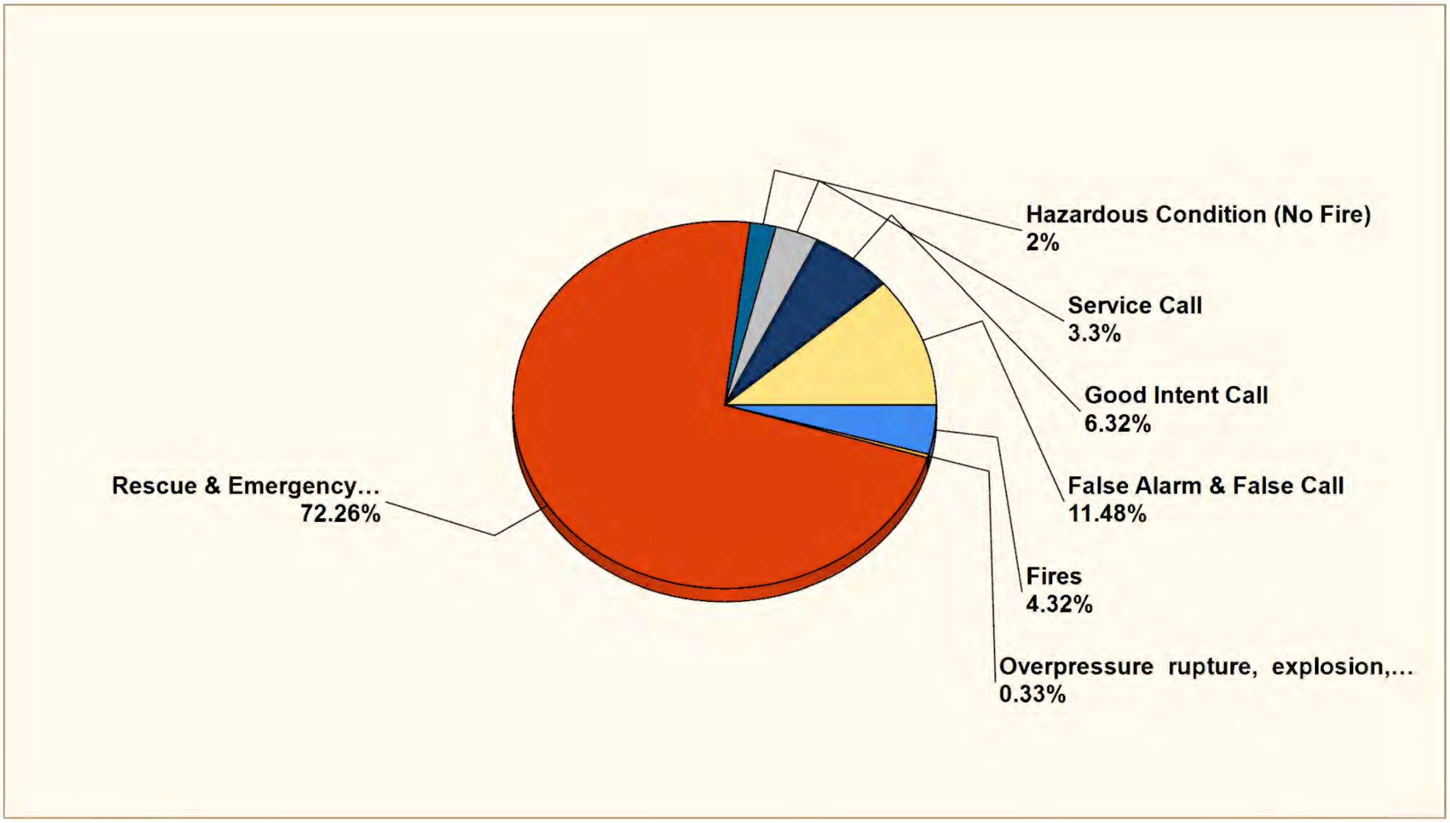
City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:09:02 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 11/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	93	4.32%
Overpressure rupture, explosion, overheat - no fire	7	0.33%
Rescue & Emergency Medical Service	1555	72.26%
Hazardous Condition (No Fire)	43	2%
Service Call	71	3.3%
Good Intent Call	136	6.32%
False Alarm & False Call	247	11.48%
TOTAL	2152	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	3	0.14%
111 - Building fire	23	1.07%
113 - Cooking fire, confined to container	2	0.09%
118 - Trash or rubbish fire, contained	6	0.28%
122 - Fire in motor home, camper, recreational vehicle	1	0.05%
123 - Fire in portable building, fixed location	1	0.05%
131 - Passenger vehicle fire	19	0.88%
132 - Road freight or transport vehicle fire	2	0.09%
133 - Rail vehicle fire	1	0.05%
138 - Off-road vehicle or heavy equipment fire	2	0.09%
140 - Natural vegetation fire, other	4	0.19%
141 - Forest, woods or wildland fire	2	0.09%
142 - Brush or brush-and-grass mixture fire	6	0.28%
143 - Grass fire	5	0.23%
151 - Outside rubbish, trash or waste fire	9	0.42%
154 - Dumpster or other outside trash receptacle fire	6	0.28%
160 - Special outside fire, other	1	0.05%
251 - Excessive heat, scorch burns with no ignition	7	0.33%
311 - Medical assist, assist EMS crew	1377	63.99%
320 - Emergency medical service, other	2	0.09%
321 - EMS call, excluding vehicle accident with injury	7	0.33%
322 - Motor vehicle accident with injuries	125	5.81%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.14%
324 - Motor vehicle accident with no injuries.	33	1.53%
341 - Search for person on land	2	0.09%
351 - Extrication of victim(s) from building/structure	1	0.05%
352 - Extrication of victim(s) from vehicle	1	0.05%
353 - Removal of victim(s) from stalled elevator	2	0.09%
363 - Swift water rescue	1	0.05%
381 - Rescue or EMS standby	1	0.05%
400 - Hazardous condition, other	1	0.05%
410 - Combustible/flammable gas/liquid condition, other	3	0.14%
411 - Gasoline or other flammable liquid spill	3	0.14%
412 - Gas leak (natural gas or LPG)	6	0.28%
413 - Oil or other combustible liquid spill	2	0.09%
421 - Chemical hazard (no spill or leak)	1	0.05%
422 - Chemical spill or leak	1	0.05%
440 - Electrical wiring/equipment problem, other	9	0.42%
441 - Heat from short circuit (wiring), defective/worn	2	0.09%
442 - Overheated motor	2	0.09%
444 - Power line down	3	0.14%
445 - Arcing, shorted electrical equipment	5	0.23%
461 - Building or structure weakened or collapsed	1	0.05%
462 - Aircraft standby	4	0.19%
500 - Service Call, other	5	0.23%
510 - Person in distress, other	1	0.05%
511 - Lock-out	9	0.42%
522 - Water or steam leak	1	0.05%
531 - Smoke or odor removal	6	0.28%
542 - Animal rescue	1	0.05%
550 - Public service assistance, other	5	0.23%
551 - Assist police or other governmental agency	23	1.07%
553 - Public service	5	0.23%
561 - Unauthorized burning	11	0.51%
571 - Cover assignment, standby, moveup	4	0.19%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
600 - Good intent call, other	5	0.23%
611 - Dispatched & cancelled en route	73	3.39%
621 - Wrong location	2	0.09%
622 - No incident found on arrival at dispatch address	22	1.02%
631 - Authorized controlled burning	6	0.28%
651 - Smoke scare, odor of smoke	21	0.98%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.05%
653 - Smoke from barbecue, tar kettle	1	0.05%
661 - EMS call, party transported by non-fire agency	1	0.05%
671 - HazMat release investigation w/no HazMat	4	0.19%
700 - False alarm or false call, other	10	0.46%
714 - Central station, malicious false alarm	1	0.05%
721 - Bomb scare - no bomb	1	0.05%
730 - System malfunction, other	1	0.05%
731 - Sprinkler activation due to malfunction	1	0.05%
733 - Smoke detector activation due to malfunction	6	0.28%
736 - CO detector activation due to malfunction	2	0.09%
741 - Sprinkler activation, no fire - unintentional	2	0.09%
743 - Smoke detector activation, no fire - unintentional	1	0.05%
744 - Detector activation, no fire - unintentional	218	10.13%
745 - Alarm system activation, no fire - unintentional	4	0.19%
TOTAL INCIDENTS:	**2152**	**100%**

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:09:59 AM

Property Values versus Loss and Save per Incident for Date Range

Start Date: 01/01/2024 | End Date: 11/30/2024

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2024-4	$3,000.00	$1,000.00	$2,000.00
2024-26	$16,434,300.00	$15,000.00	$16,419,300.00
2024-234	$8,000.00	$1,500.00	$6,500.00
2024-299	$315,000.00	$315,000.00	$0.00
2024-326	$250,000.00	$6,000.00	$244,000.00
2024-388	$20,300,000.00	$2,500.00	$20,297,500.00
2024-393	$13,500.00	$13,500.00	$0.00
2024-476	$6,000.00	$300.00	$5,700.00
2024-488	$35,000.00	$20,000.00	$15,000.00
2024-507	$14,500.00	$14,500.00	$0.00
2024-543	$8,500.00	$8,500.00	$0.00
2024-598	$4,500.00	$4,500.00	$0.00
2024-613	$5,500.00	$1,000.00	$4,500.00
2024-614	$1,553,000.00	$900,000.00	$653,000.00
2024-671	$60,000.00	$12,500.00	$47,500.00
2024-719	$2,000.00	$2,000.00	$0.00
2024-787	$500.00	$500.00	$0.00
2024-801	$200.00	$200.00	$0.00
2024-892	$35,000.00	$2,500.00	$32,500.00
2024-927	$110,000.00	$1,500.00	$108,500.00
2024-948	$510,375.00	$5,000.00	$505,375.00
2024-1004	$8,513,000.00	$0.00	$8,513,000.00
2024-1056	$28,500.00	$28,500.00	$0.00
2024-1090	$125,000.00	$1,000.00	$124,000.00
2024-1155	$500.00	$500.00	$0.00
2024-1186	$180,000.00	$82,000.00	$98,000.00
2024-1200	$807,000.00	$300.00	$806,700.00
2024-1210	$200.00	$200.00	$0.00
2024-1307	$20,000.00	$20,000.00	$0.00
2024-1340	$1,200,000.00	$430,000.00	$770,000.00
2024-1388	$500.00	$500.00	$0.00
2024-1413	$1,700,000.00	$1,700,000.00	$0.00
2024-1460	$234,700.00	$4,500.00	$230,200.00
2024-1488	$7,000.00	$7,000.00	$0.00
2024-1488	$60,000.00	$500.00	$59,500.00
2024-1513	$1,200.00	$1,200.00	$0.00
2024-1521	$7,000.00	$4,000.00	$3,000.00
2024-1624	$13,000,000.00	$25,000.00	$12,975,000.00

Both the PRE-INCIDENT VALUE and LOSSES columns are the summation of the respective Property and Contents fields as recorded on the Basic Info 5 screen of an incident. Only REVIEWED incidents included. EMS incidents excluded.

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2024-1647	$185,700.00	$38,500.00	$147,200.00
2024-1677	$360,000.00	$250.00	$359,750.00
2024-1760	$5,000.00	$500.00	$4,500.00
2024-1799	$143,600.00	$1,000.00	$142,600.00
2024-1885	$500.00	$0.00	$500.00
2024-1893	$16,000.00	$16,000.00	$0.00
2024-2014	$1,330,800.00	$300.00	$1,330,500.00
2024-2139	$130,000.00	$30,000.00	$100,000.00
Totals:	**$67,725,075.00**	**$3,719,250.00**	**$64,005,825.00**

Both the PRE-INCIDENT VALUE and LOSSES columns are the summation of the respective Property and Contents fields as recorded on the Basic Info 5 screen of an incident. Only REVIEWED incidents included. EMS incidents excluded.

City of Athens Fire Dept

Athens, TN

This report was generated on 12/6/2024 10:10:43 AM

Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 11/01/2024 | EndDate: 11/30/2024

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
11/18/2024	2024-2068	335 E MEMORIAL DR	111 - Building fire	ST1 - Athens Fire Station 1
11/21/2024	2024-2092	WASHINGTION AVE	111 - Building fire	ST1 - Athens Fire Station 1

Percentage of Total Incidents: 1.03%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

Police Department Report to City Manager

November 2024

	This Month	This Year	Last Year to Date
Homicide	0	0	0
Sex Offense	2	15	13
Robbery	1	9	1
Assault	20	205	183
Burglary	10	68	66
Theft	32	452	448
MV Theft	10	59	62

Moving Violations	227	1909	1531
Citations	88	708	570
Warnings	139	1030	952
Drugs	13	229	363
Arrests	93	1127	1413
Total Calls for Service	1435	16172	16570

Police Department Report to City Manager

November	2024

	This Month	This Year	Last Year to Date
Vehicle Accidents	46	456	530
Pedestrian	1	1	2
Private Property	24	264	240
Total	70	720	770
Injuries	13	130	128
Fatalities	2	2	0

Authorized Sworn Positions	36
Current Sworn Positions Filled	33
Police Department Vacancies	3

Prepared:

Jason B. Garren

Deputy Chief

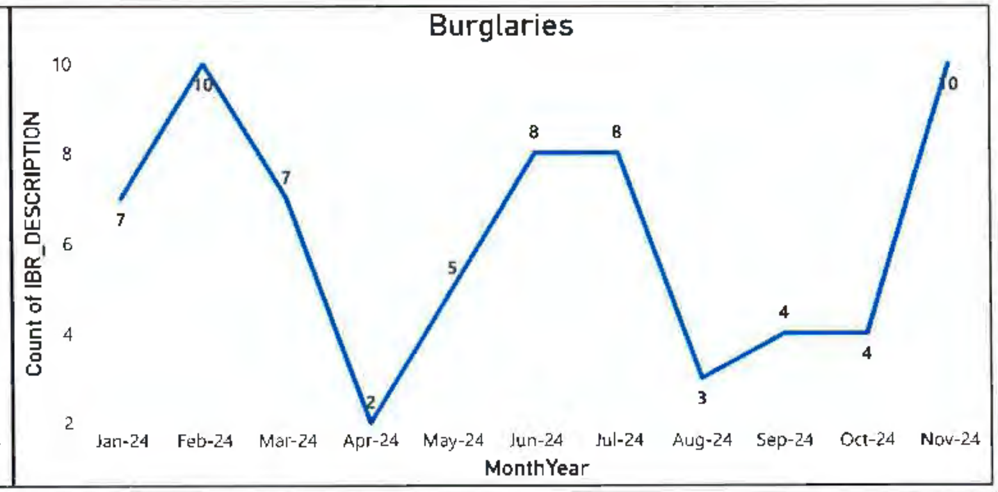
Submitted:

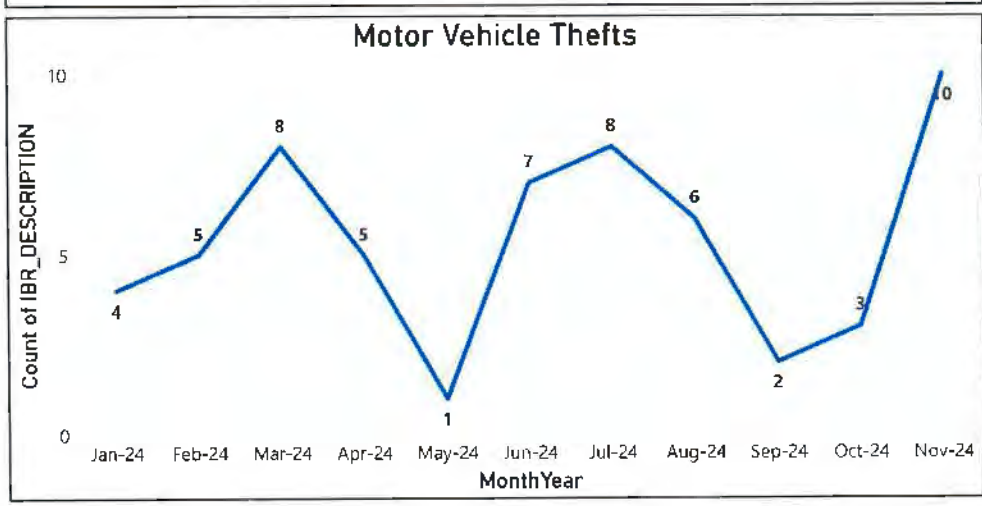
Fred K. Schultz

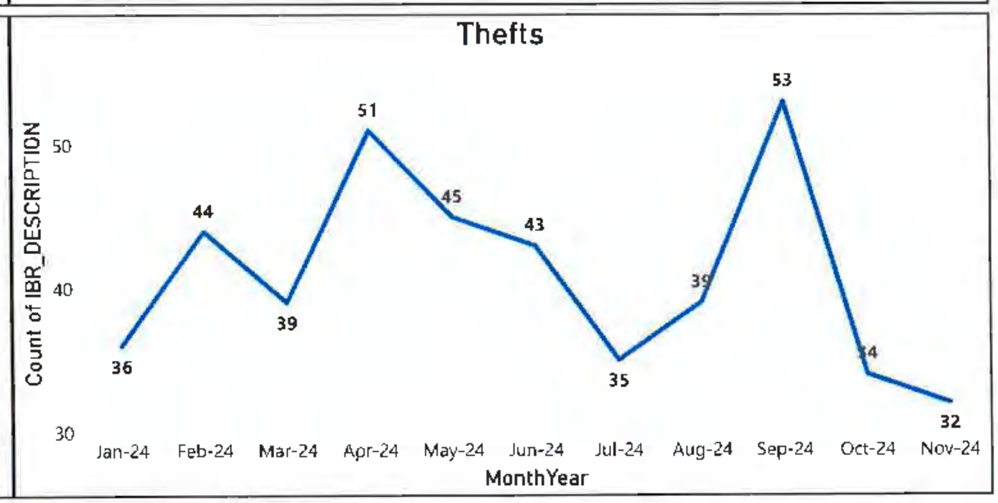
Chief of Police

Date

1/1/2024 11/30/2024





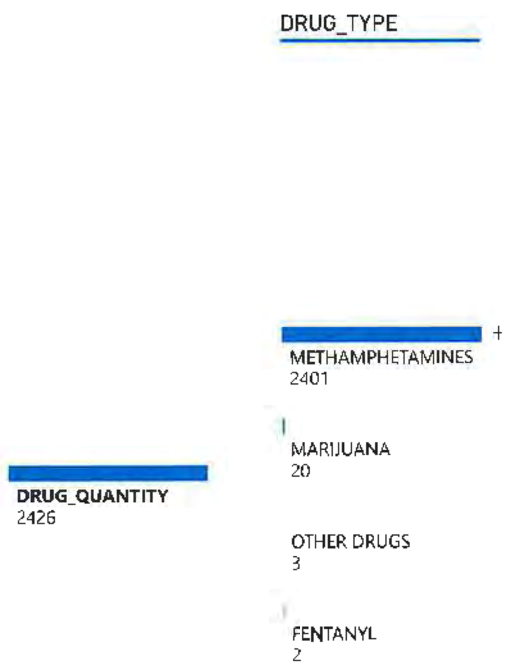


Date

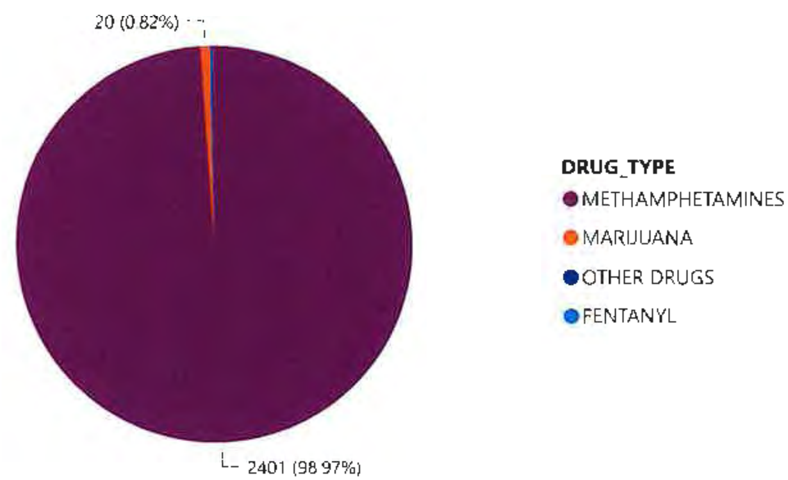
11/1/2024 11/30/2024

MEASUREMENT

GRAMS



DRUG_QUANTITY by DRUG_TYPE

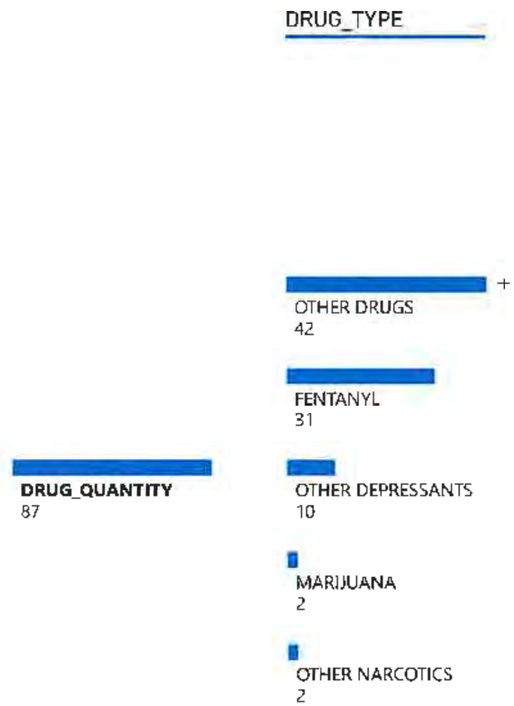


Date

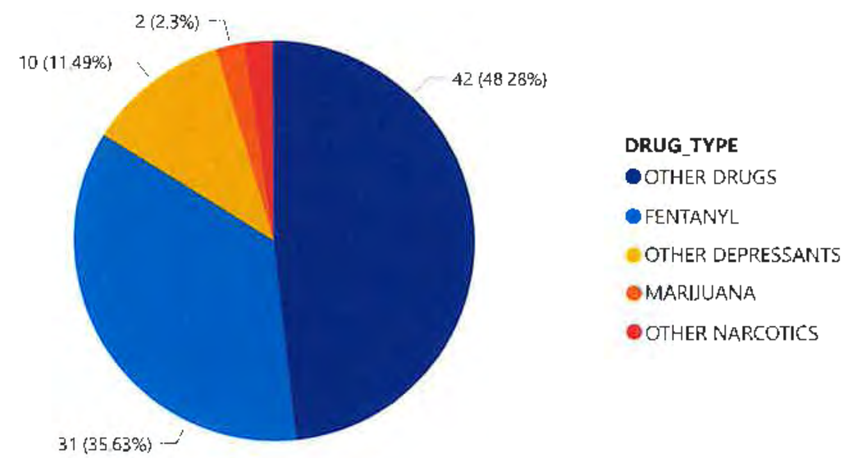
11/1/2024 11/30/2024

MEASUREMENT

DOSAGE UNITS



DRUG_QUANTITY by DRUG_TYPE

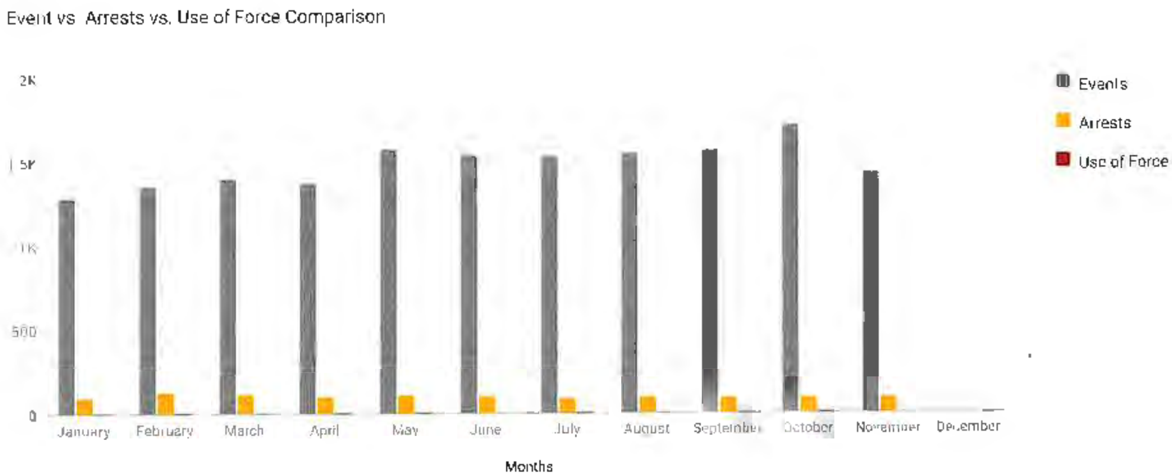


Advanced Force Report
Report Date: 12/5/2024

Athens Police Department

USE OF FORCE VS. EVENT COMPARISON **(RESULT FOR YEAR 2024)**

USE OF FORCE VS. EVENT COMPARISON SUMMARY BY MONTH



2024 Events vs. Use Of Force

Total Events:	16368	0.20%
Use of Force Incidents:	33	

MONTHS	TOTAL EVENTS	USE OF FORCE	%
January	1290	3	0.23%
February	1359	4	0.29%
March	1407	3	0.21%
April	1379	5	0.36%
May	1579	4	0.25%
June	1545	1	0.06%
July	1534	4	0 26%
August	1552	2	0 13%
September	1571	2	0.13%
October	1717	5	0.29%
November	1435	0	0.00%
December	0	0	0.00%

2024 Arrests vs. Use Of Force

Total Arrests:	1137	2.90%
Use of Force Incidents:	33	

MONTHS	TOTAL ARRESTS	USE OF FORCE	%
January	98	3	3 06%
February	129	4	3.10%
March	116	3	2.59%
April	105	5	4.76%
May	113	4	3.54%
June	106	1	0.94%
July	92	4	4.35%
August	97	2	2.06%
September	95	2	2 11%
October	93	5	5.38%
November	93	0	0.00%
December	0	0	0 00%

Monthly Overtime Report for Patrol Division
November 2024

Late Shift: 40.00 hours
(reports, late arrests, late calls, early shift calls, raids, assignments)

Manpower: 105.00 hours
(fill in for sick leave, vacations, training)

Court: 9.00 hours
- General Sessions: 4.00
- City: 2.00
- Criminal: 00.00
- Civil: 00.00
- Juvenile: 00.00
- Grand Jury: 3.00
- Federal: 00.00

Training: 100.50 hours

Special Assignments: 30.25 hours
- Meeting: 5.00
- THSO: 6.00
- Veteran's Day Parade: 7.75
- Downtown Christmas: 9.00
- Car washing: 2.50

Total hours for the month: 284.75 hours

Total expenditure for patrol overtime for the month: $8,488.26
Total budgeted for patrol overtime for the month: $6,250.00

Athens Municipal Court

DISPOSITION COUNT

11/01/2024 to 11/30/2024

Disp. Code Id	Disp. Code Name	
(9)	Dismissed	27
(10)	Dismissed after Drv Safety Course	5
(11)	Dismissed upon payment of cost w/time to pay	3
(4)	Guilty - Trial by Judge	1
(19)	Paid in Full	74
(21)	Plea Guilty/ as charged	30
(25)	Plea Not Guilty, set for trail	5
	Total Dispositions:	146

CITY OF ATHENS
FY 2024-25 PROGRAM OF WORK
Updated Dec.13, 2024

No.	Program/Cost/Funding Source	Responsible Party	Status
City Manager's Office			
1	Complete update of previous City Charter codification by Municode.	Executive Asst.	Completion during early 2025.
2	Purchase new seal for council chambers, $1,400.	City Manager	**Completed.**
3	Prepare for and conduct the annual strategic summit scheduled for Fri. Feb. 21, 2025 on TCAT campus, facilitated by SETD.	City Manager	Preparing summit documents.
4	Consider renovating the existing city hall, purchasing an existing building to renovate into a new city hall, or constructing a new city hall.	City Manager	Council consented to obtain an appraisal of a downtown building during Dec. 9, 2024 work session.
5	Update city web site.	All Departments	On-going.
6	Sell/demolish North City School.	City Manager	Council discussed selling, demolishing, and leasing the property during the Dec. 9, 2024 work session,
7	Prepare a 2025 CDBG prior to the March 7, 2025 deadline.	City Manager	Council consented to apply for this grant during Dec. 9, 2024 work session with SETD assistance.
8	Prepare/update purchasing policies.	City Manager	Policies being prepared/updated.
Community Development			
9	Install decorative aluminum fencing to replace existing chain link fencing partially around Cedar Grove Cemetery, $110,000.	Community Dev. Director	Council approved bid from Tim's Fencing during Nov. 19, 2024 regular session. Contract documents being reviewed by city attorney.
10	Continue the dilapidated and unfit structure enforcement per city code 13-302	Community Dev. Director	Completing three enforcement orders previously approved and evaluating additional structures.
Fire Department			
11	Purchase shed for training tower, $4,800.	Fire Chief	**Completed.**
12	Purchase cooling fan for fire bay, $5,000.	Fire Chief	**Completed.**
Hotel/Motel Tax Fund			
13	Beautification project, $150,000.		
14	Tourism capital projects, wayfinding signage, $17,000.		Signs being designed/prepared.

No.	Program/Cost/Funding Source	Responsible Party	Status
Information Technology			
15	Purchase computer equipment, $285,000.	IT Director	On-going.
16	Repair Xfinity public access channel 95 and post city news.	IT Director	Channel 95 has been repaired and operating. Uploading content.
17	Acquire citizen request management software for general citizen complaints.	IT Director	Text My Gov software being evaluated.
Parks & Recreation			
18	Purchase replacement pick-up truck, $35,000 from Fleet Management Fund.	Parks & Rec. Director	**Completed**
19	Repair splash pad prior to Spring opening.	Parks & Rec. Director	Working with original installer to repair issues.
20	Purchase truck toolbox, $1,200.	Parks & Rec. Director	
21	Purchase sprayer equipment, $2,000.	Parks & Rec. Director	
22	Repair Eco Park pavilion floor, $4,000.	Parks & Rec. Director	Quotes received and repairs to the pavilion are being implemented.
23	Repair Eco Park solar panel and motor that operates water aerator.	Parks & Rec. Director	Repair company has been contacted, repairs in progress. .
24	Purchase concession stand equipment, $2,500.	Parks & Rec. Director	
25	Purchase pitching mounds, $8,000.	Parks & Rec. Director	
26	Ingleside Park improvements.	Parks & Rec. Director / Project Manager	**Completed.** Next fiscal year, budget $200,000 to replace 6 tennis court light fixtures, 6 pickleball light fixtures, add security cameras and pedestrian lighting.
27	Improve Heritage Park including renovation of baseball field, adding walking trail, ADA compliance, and install replacement playground, $1,125,000 using LPRF grant (50%) and city funds (50%).	Parks & Rec. Director / Project Manager	In design phase by Lose Designs. Plans are being finalized to submit to state for approval. After approval, project can be bid out and approved by Council. Expected completion is Summer 2026.
Police Department			
28	Purchase 2 patrol vehicles, $90,000 from Fleet Management Fund	Police Chief	**Completed.**
29	Purchase equipment for 2 patrol vehicles, $22,000.	Police Chief	**Completed.**
30	Purchase records management software, $78,000.	Police Chief	
31	Purchase office furniture for administration, $1,000.	Police Chief	
32	Purchase misc. equipment for special services, $7,000.	Police Chief	

No.	Program/Cost/Funding Source	Responsible Party	Status
Public Works			
33	Purchase bucket truck, $90,000 from Fleet Management Fund.	Public Works Director	**Completed.**
34	Purchase replacement leaf vacuum, $85,000 from Fleet Management Fund.	Public Works Director	
35	Install updated speed limit signs on Inglewood Ave.	Public Works Director	**Completed.**
36	Design and implement a traffic signal retiming plan & control equipment, $62,000.	Public Works Director	Acquiring an engineer.
37	Purchase 2 snowplows, $20,000.	Public Works Director	
38	Purchase portable welder, $8,500.	Public Works Director	
39	Purchase four additional post jack lifts for Fleet Maintenance, $14,000.	Public Works Director	
40	Complete installation of fencing for dog runs at new animal shelter.	Public Works Director	Under construction. Completion during Jan. 2025.
41	Conduct grand opening ceremony for the animal shelter during Spring 2025.	Public Works Director	
42	Improve downtown five points intersection including sidewalks, pedestrian crossings, retiming of traffic signals for pedestrian safety, $750,000 using TDOT MMAG grant (90% state/10% local).	Public Works Director	A RFQ was prepared for engineering services, responses due late Dec., council approval of engineer during early 2025. Then design and construction. Construction is expected to begin in 2026 and be completed in 2027.
43	Prepare a traffic safety action plan to identify problematic and unsafe traffic areas, $105,000 using a federal Safe Streets for All (SS4A) Grant (80%, grant/20% local).	Public Works Director	Kimly Horn has collected data. Expected completion of plan is early 2025. Once plan is completed, grant applications can be prepared/submitted for construction of priorities.
44	Resurface 9 city streets totaling 3.94 miles, $1,370,000 using Surface Transportation Block Grant Local (STBG-L) funds. • Mt. Verd Rd. from Clearwater Rd to city limits (.34) • Sharp Rd. from Velma Rd. to Railroad Ave (.21) • Tellico Ave. from Congress to Astrid St (.83) • Dennis St. from Congress to Decatur Pike (.62) • Woodward Ave. from N. Jackson St. to Ingleside Ave (1.07) • Forrest Ave. from Ingleside Ave. to Madison Ave (.29) • Guille St. from Ingleside Ave. to Eastanallee Ave (.12) • Glendale Ave. from Park St. to Cedar Springs Rd (.29) • Cedar Springs Rd. from Glendale Ave. to Elizabeth St (.17).	Public Works Director	City Council approved the 9 list of streets during April 2022, Gresham Smith Engineers completed final design and submitted to TDOT for approval. Once approved, projects will be bid out and bid considered by council. Completion during late 2025.

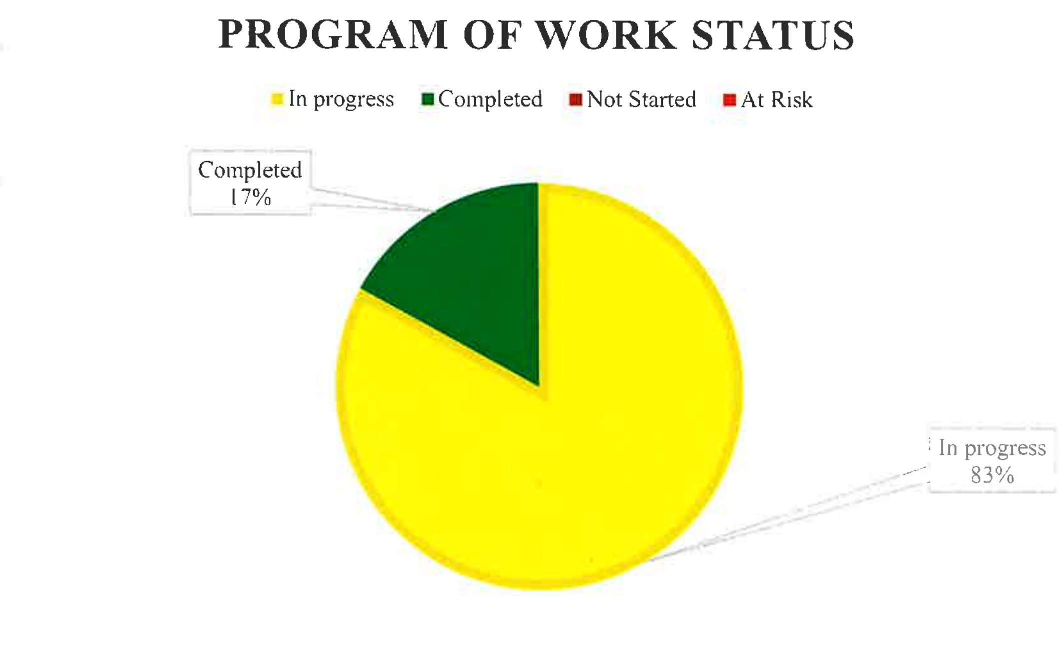
No.	Program/Cost/Funding Source	Responsible Party	Status
Public Works (continued)			
45	Prepare next round of local street paving set for 2026, $2,000,000 using local funds.	Public Works Director	
46	Prepare an electronic inventory/data base of major city storm water assets of location, size, and condition to determine stormwater needs. Then design and construct needed improvements, $2,371,903 using ARPA grant funds (85% grant/15% local). This study is a precursor to creating a storm water utility.	Public Works Director	Gresham Smith Engineers is collecting data. Plan expected to be completed mid-2025. Then design, bid, award, and construct projects. Must be completed by Sept. 2026
47	Update MS4 stormwater ordinance/permit for compliance.	Public Works Director	Updating ordinance. Expected completion during early 2025.
48	Improve/stabilize/realign N. Jackson St. in front of city hall, $55,000 for engineering costs.	Public Works Director	Gresham Smith Engineers has conducted geotechnical analysis, preliminary design plans, and construction cost estimates. Will be discussed during 2025 strategic summit.
49	Prepare a lease agreement between the city and Humane Society for them to pay for construction cost of their area of the new animal shelter and operating cost.	Public Works Director	Lease agreement being prepared for consideration.
50	Complete the last 2,000 feet of sidewalk construction around MCHS.	Public Works Director	Expected completion during spring 2025.
Sanitation Fund			
51	Purchase routing software/hardware for garbage trucks, $44,948 over three years.	Public Works Director	Council consented to purchasing this item during Dec. 9, 2024 work session.
Other Projects			
52	Evaluate/obtain estimated cost to install fencing/lighting around city hall parking areas.	City Manager	Obtaining costs.
Value of All Projects: $8.88M			

Long Range Projects

Program
Update/modernize the entire city charter in a comprehensive manner.
Develop a comprehensive master plan that ties all existing single plans together with a 5-year work program.

Key

	Status	No. of Projects/Total Projects	Percentage
	In Progress	43/52	83%
	Completed	9/52	17%
	Not Started	0/52	0%
	At Risk	0/52	0%



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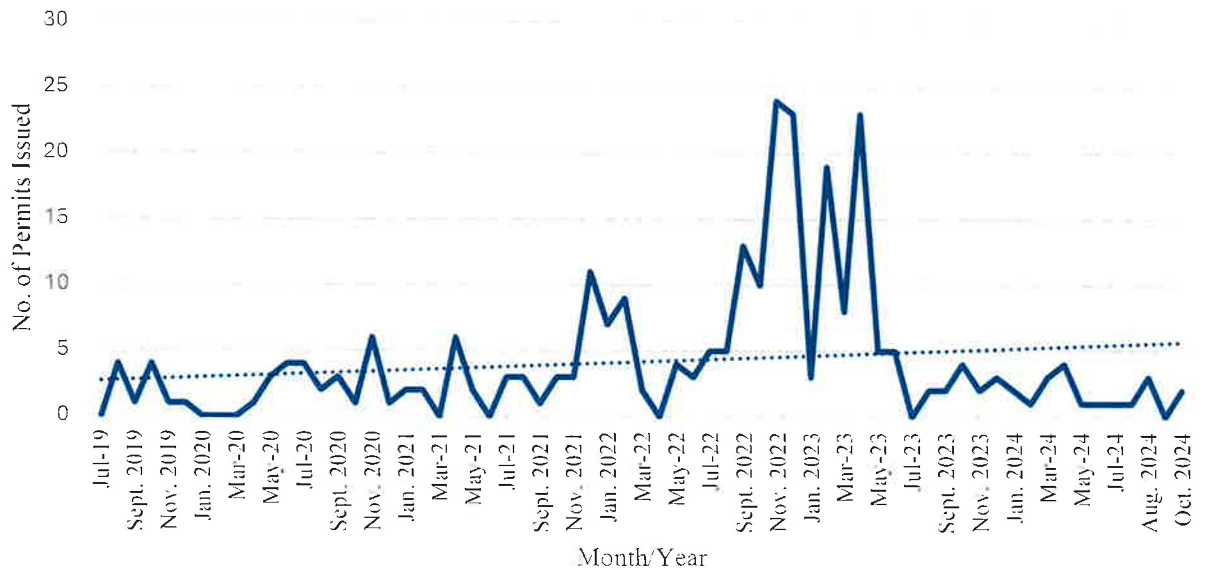
SINGLE FAMILY HOME BUILDING PERMITS ISSUED

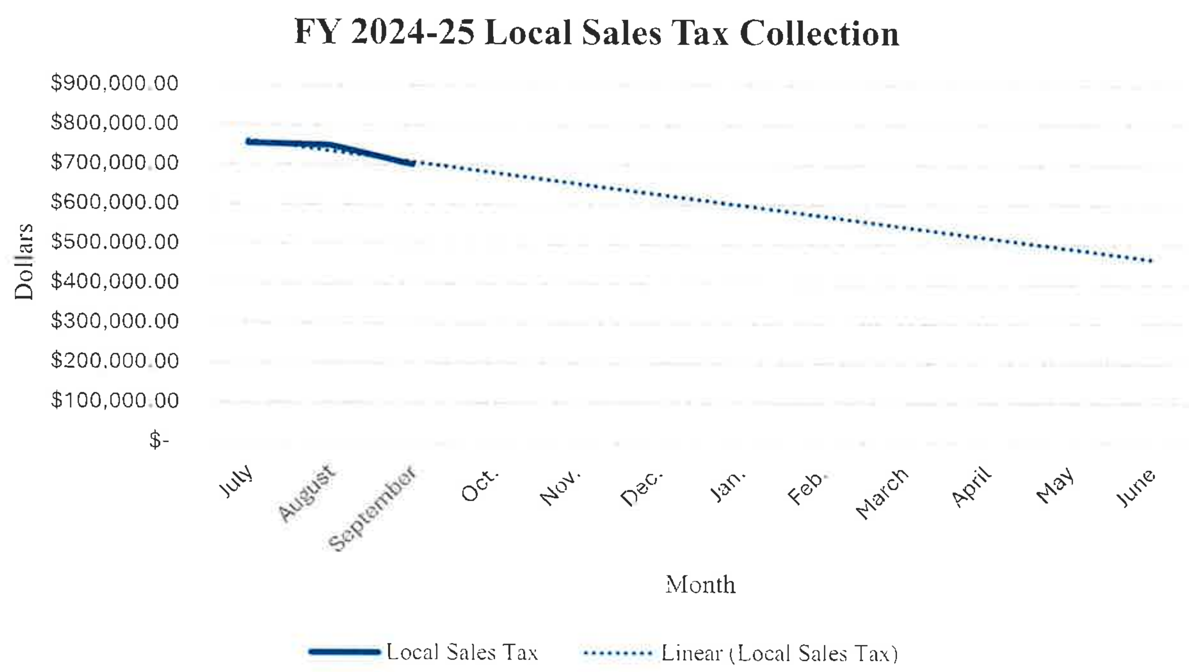
Single Family Home Building Permits Issued



Month	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
July	0	4	2	5	0	1
Aug.	4	2	3	5	2	3
Sept.	1	3	1	13	2	0
Oct.	4	1	3	10	4	2
Nov.	1	6	3	24	2	
Dec.	1	1	11	23	3	
Jan.	0	2	7	3	2	
Feb.	0	2	9	19	1	
Mar.	0	0	2	8	3	
Apr.	1	6	0	23	4	
May	3	2	4	4	1	
June	4	0	3	5	1	
Total	**19**	**29**	**48**	**142**	**25**	**6**

Source: Community Development Dept.

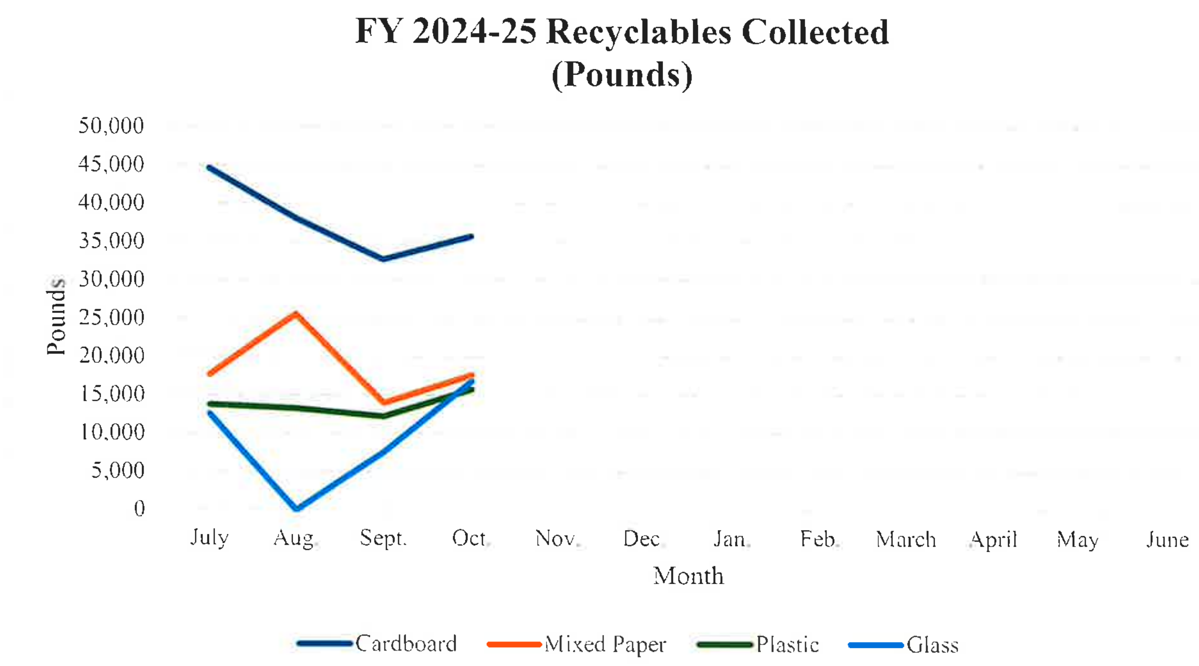
LOCAL SALES TAX COLLECTION



Month	FY 2024-25	Percentage Change
July	755,777	
August	749,676	(0.81%)
Sept.	701,633	(6.41%)
Oct.		
Nov.		
Dec.		
Jan.		
Feb.		
March		
April		
May		
June		
Total Collected	**$2,207,086**	
Budgeted	**$8,800,000**	
% Collected	**25.1%**	
Avg. Per Month	**$735,695**	

Source: Tennessee Dept. of Revenue

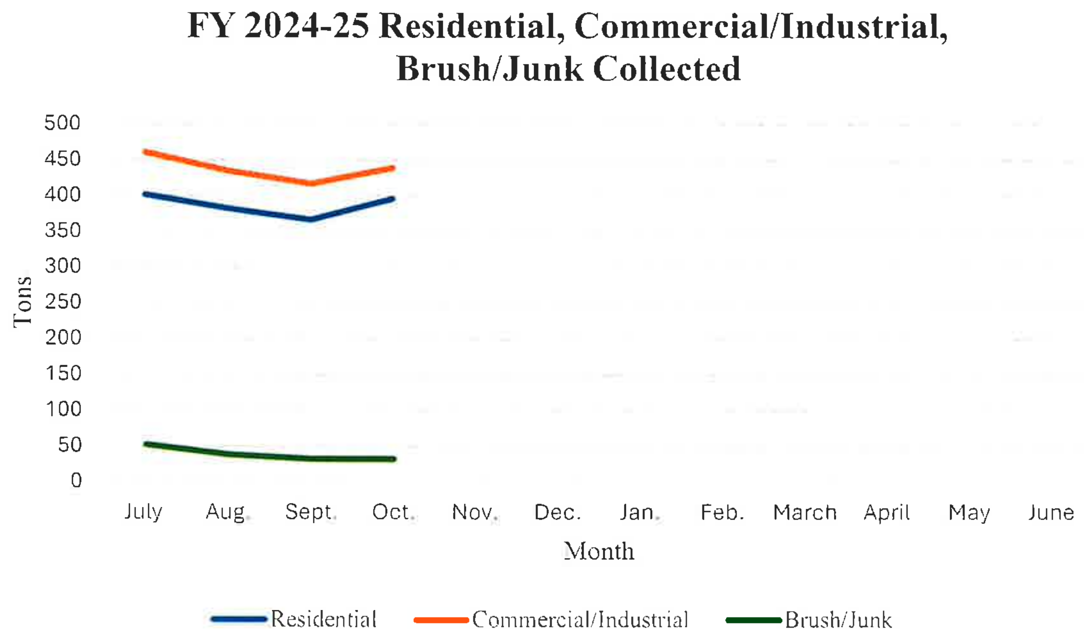
RECYCLABLES COLLECTED



Month	Cardboard	Mixed Paper	Plastic	Glass
July	44,660	17,740	13,800	12,560
August	38,160	25,640	13,280	0
Sept.	32,740	14,040	12,260	7,560
Oct.	35,780	17,720	15,800	16,880
Nov.				
Dec.				
Jan.				
Feb.				
March				
April				
May				
June				
Total Pounds Collected	**151,340**	**75,140**	**55,140**	**37,000**
Avg. Pounds Per Month	**37,835**	**18,785**	**13,785**	**9,250**
Total Pounds Previous FY	**449,580**	**200,020**	**166,940**	**98,980**
% of Previous FY	**33.7%**	**37.6%**	**33.0%**	**37.4%**

Source: Public Works Dept.

SANITATION COLLECTED



Month	Residential	Commercial/Industrial	Brush/Junk
July	402	462	53
August	383	436	39
Sept.	367	418	33
Oct.	396	440	33
Nov.			
Dec.			
Jan.			
Feb.			
March			
April			
May			
June			
Total Tons Collected	**1,548**	**1,756**	**158**
Avg. Tons Per Month	**387**	**439**	**40**
Total Tons Previous FY	**4,627**	**5,417**	**598**
% of Previous FY	**33.5%**	**32.4%**	**26.4%**

Source: Public Works Dept.