



CITY COUNCIL

AGENDA

Tuesday, February 21, 2023, 6:00 P.M.

I. CALL TO ORDER

II. INVOCATION. COUNCIL MEMBER WITT-MCMAHAN

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. APPROVAL OF MINUTES

- (1-5) a.) January 17, 2022 – City Council Regular Meeting
- (6-7) b.) January 23, 2022 – Called Meeting

VI. COMMUNICATIONS AND SPECIAL PRESENTATIONS

- a.) Athens Middle School Update. **DR. IVINS**
- b.) Athens City Schools Quarterly Report. **ROBERT GREENE**

VII. REQUESTS FROM CITIZENS

VIII. CONSENT AGENDA

- (8) a.) Approve the recommendation to declare 6 4-yard, 10 6-yard, and 14 8-yard dumpsters as surplus and authorize the disposal of dumpsters as scrap metal.
- (9-12) b.) Approve Resolution No 2023-05 to amend the Community Development Fee Schedule.
- (13) c.) Reappoint James Kinard to the Athens Housing Authority, term expires on March 6, 2028.
- d.) Reappoint Linda Long (Witt-McMahan), Kyla Martin (Pelley), and Hugh Willson (Curtis) to the Council Advisory Committee, terms expire March 21, 2026.
- e.) Appoint Jay Hacker (Sherlin) to the Council Advisory Committee, term expires on March 21, 2025.

IX. ORDINANCES

- a.) None

X. OLD BUSINESS

- a.) None

XI. NEW BUSINESS

- (14-15) a.) Motion to reject the bid from Robert Roberts, LLC for the Larry Dean Wallace, Sr. Animal Shelter and Adoption Center building and approve the next lowest bidder, Wilson Construction, in the amount of \$2,459,000 for their Base Bid and Alternate #1.
- (16-17) b.) Motion to approve the purchase of playground equipment for Cook Park in the amount of \$28, 217.83.
- (18-21) c.) Motion to fund the Purchasing Assistant position and eliminate funding for the Assistant to the City Manager for the remainder of Fiscal Year 2023.
- d.) Motion to appoint Dr. Burkett Witt a lifetime honorary member of the Council Advisory Committee with full voting rights.
- (22) e.) Motion to have terms of office for Council Advisory Committee members coincide with the term of office of the council members, effective immediately.
- (22) f.) Motion to reduce from 5 to 3 the number of appointees by each council member to the Council Advisory Committee.
- (23) g.) Motion to approve changes to the Study Session Guidelines.
- h.) Receive recommendations from City Manager Search Committee and take any actions necessary for the City Council to move forward with the City Manager selection.
- i.) Proposed legal settlement.

XII. REPORTS

- (24-33) a.) Finance Department Report. **MIKE KEITH**
- (34-46) b.) Fire Department Report. **BRANDON AINSWORTH**
- (47-55) c.) Police Department Report. **FRED SCHULTZ**

XIII. REPORT FROM THE CITY MANAGER

XIV. ADJOURNMENT

ATHENS CITY COUNCIL MINUTES OF MEETING

January 17, 2023

The Athens City Council met in regular session on Tuesday, January 17, 2023, at 6:00 p.m. with Mayor Sherlin presiding. The invocation was given by Council Member Curtis; and upon roll call, the following members were present:

Curtis, Pelley, Eaton, Sherlin

Council Member Witt-McMahan was absent.

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

- 1 -

APPROVAL OF MINUTES

The Minutes of the December 20, 2022 regularly scheduled meeting were submitted and approved. **Council Member Pelley moved, Council Member Eaton seconded.** Roll call vote:

AYES: Curtis, Pelley, Eaton, Sherlin

NAYS: None

ABSENT: Witt-McMahan

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COMMUNICATIONS AND SPECIAL PRESENTATIONS

PRESENTATION OF PROCLAMATION – SCHOOL BOARD APPRECIATION WEEK

Council Member Curtis read a proclamation recognizing the week of January 22-28, 2023 as “School Board Appreciation Week”. Chairman Chris Adams of the Athens City Schools Board of Education was present to accept the proclamation on behalf of the School Board. Board Members Johnny Coffman and Emily Forrest, Director of Schools Robert Greene, and Principal Kristine Walden were also in attendance.

- 3 -

PRESENTATION OF VIVID AWARD – FOOD CITY #686

Council Member Pelley presented the Very Important Volunteer Individual (VIVID) Award for the month of January 2023 to Food City #686 for its continued dedication and commitment to Athens. Store Manager Rusty Rollins and employees Ashley Frye and Macy Parker were present to accept the award on behalf of Food City.

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CONSENT AGENDA

Mayor Sherlin advised the recording clerk to read the following items into the record:

- a.) Approve Resolution No. 2023-01 authorizing submission of an application for FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant.
- b.) Approve Resolution No. 2023-02 declaring the week of January 22-28, 2023 as Flood Awareness Week.
- c.) Approve Resolution No. 2023-03 authorizing Quitclaim Deed to Mary Catherine Knox Et Vir, Don A. Knox for property along rear lot lines of Lots 40, 41, 42, 43, 44, and 45 of the F.M. Wofford Subdivision.
- d.) Approve Resolution No. 2023-04 approving the change of trustee services for Cemetery Trust Fund.
- e.) Acceptance of Comprehensive Financial Audit (City/AUB/ACS).

Council Member Pelley moved, Council Member Eaton seconded, that the Consent Agenda as stated above be approved. Roll call vote:

AYES: Pelley, Eaton, Sherlin
ABSTAIN: Curtis
NAYS: None
ABSENT: Witt-McMahan

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ORDINANCES

ORDINANCE AMENDING THE ORDER OF BUSINESS OF REGULAR CITY COUNCIL MEETINGS

ORDINANCE NO. 1115 – SECOND READING/PUBLIC HEARING

ORDINANCE TO AMEND THE ATHENS MUNICIPAL CODE TO ALTER THE ORDER OF BUSINESS OF REGULAR CITY COUNCIL MEETINGS.

The caption of the above-described Ordinance was read by the recording clerk. Mayor Sherlin opened the public hearing. There being no one present wishing to discuss the Ordinance, Public Hearing was closed. **Vice Mayor Eaton moved, Council Member Pelley seconded, to approve Ordinance No. 1115 on the Second and Final Reading. Roll call vote:**

AYES: Curtis, Pelley, Eaton, Sherlin
NAYS: None
ABSENT: Witt-McMahan

- 6 -

OLD BUSINESS

MOTION TO RENEW CONTRACTUAL AGREEMENT WITH RETAIL STRATEGIES, LLC FOR PROFESSIONAL RETAIL DEVELOPMENT CONSULTANT SERVICES

Council Member Curtis moved, seconded by Vice Mayor Eaton, to postpone this item since there were only four members of the Council present. Vice Mayor Eaton stated that he had received an email from Retail Strategies asking for a meeting with the Council before a decision was made regarding the renewal of their contract. Council Member Pelley disagreed with Vice Mayor Eaton. He felt they had discussed this issue enough and there was nothing they could say that would change his mind regarding not renewing their contract. Mayor Sherlin felt that they should not postpone this decision and should deal with the issue at this meeting. The motion failed by the following roll call vote:

AYES: Curtis
NAYS: Pelley, Eaton, Sherlin
ABSENT: Witt-McMahan

Council Member Pelley moved, Vice Mayor Eaton seconded, not to renew the contractual agreement with Retail Strategies, LLC. Roll call vote:

AYES: Pelley, Eaton, Sherlin
NAYS: Curtis
ABSENT: Witt-McMahan

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DISCUSSION REGARDING DATES FOR INTERVIEWING CITY ATTORNEY APPLICANTS

Mayor Sherlin opened the floor for discussion. There were three applications for the position of City Attorney. He asked the Council if they wanted to deal with this issue in a Study Session or have a Called Meeting. The consensus of the Council was to have a Called Meeting.

- 8 -

MOTION REGARDING REDESIGN OF CITY SEAL

Vice Mayor Eaton moved, Council Member Pelley seconded, to remove the current City logo displayed for the Athens city government and replace it with the redesigned official City logo shown on the Study Session drawings on the bottom center. Council Member Curtis stated he would like to keep the current branding logo because he likes what it communicates as far as the values of the City. Roll call vote:

AYES: Pelley, Eaton, Sherlin
NAYS: Curtis
ABSENT: Witt-McMahan

- 9 -

NEW BUSINESS

Vice Mayor Eaton moved, Council Member Pelley seconded, for the City to join MTAS retail recruitment for \$5,000 per year which are non-binding dues. This is a new venture of MTAS, and the fee is based on the size of the City. Roll call vote:

AYES: Curtis, Pelley, Eaton, Sherlin
NAYS: None
ABSENT: Witt-McMahan

- 10 -

Vice Mayor Eaton moved, seconded by Mayor Sherlin, that the Council Advisory Board's policy and procedures be changed from five appointments for each of the City Council members to three and that the terms run concurrently with the City Council elections. This change would start at the passing of the motion. Council Member Pelley disagreed. Council Member Curtis felt that they needed to talk about

this issue more and suggested moving this item to the February Study Session agenda. He was in favor of looking at a smaller group but felt they may need to consider in addition to making it a smaller group also changing the overall mission of the group by taking a more holistic approach instead of just changing the numbers. Vice Mayor Eaton withdrew his motion, and the item was moved to the February Study Session agenda.

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Vice Mayor Eaton moved, Council Member Pelley seconded, to extend the take-home vehicles, if the City has the vehicles, to be Countywide and no City vehicles to be taken home outside the County. Vice Mayor Eaton felt this would be a good recruiting tool for the Police Department. Council Member Curtis stated he was neither for nor against this item because this issue has not been discussed previously and he has no information on which to base his decision. He would like to discuss this issue with input from Mike Keith and Fred Schultz and to find out what the policies are for take-home vehicles. Council Member Pelley clarified that this motion would pertain to any take-home vehicle, not just the Police Department. Interim City Manager Keith stated the current policy is the employee must live within 10 miles of the City Hall. Police Chief Schultz stated he saw a couple of issues with the motion. One involved on-call status and the other involved location citing that if an employee lived in Sweetwater, he could be closer to the City than an employee who lives in the County. He suggested they work out some issues before the Council takes a vote on this item. Vice Mayor Eaton withdrew his motion, and the item was moved to the February Study Session agenda.

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REPORTS

COMMUNITY DEVELOPMENT QUARTERLY/ANNUAL REPORTS

Mr. Anthony Casteel, Community Development Director, presented the Building Permit Quarterly/Annual Report for the City of Athens. The report was accepted as presented.

- 13 -

FINANCE DEPARTMENT REPORT

Finance Director Mr. Mike Keith presented the Finance Department Report for December 2022. The report was accepted as presented.

- 14 -

FIRE DEPARTMENT REPORT

Fire Chief Brandon Ainsworth presented the Fire Department Report for December 2022. The report was accepted as presented.

- 15 -

POLICE DEPARTMENT REPORT

Police Chief Fred Schultz presented the Police Department Report for December 2022. The report was accepted as presented.

- 16 -

REQUESTS FROM CITIZENS

None

- 17 -

REPORT FROM THE CITY MANAGER

Interim City Manager Keith presented an update on upcoming events, sales tax, and leaf season.

- 18 -

ADJOURNMENT

There being no further business to come before the meeting, the meeting adjourned at 7:15 p.m.

STEVEN S. SHERLIN, Mayor

MICHAEL L. KEITH, Interim City Manager

ATHENS CITY COUNCIL

MINUTES OF MEETING

January 23, 2023

The Athens City Council met in called session on January 23, 2023, at 5:00 p.m. with Mayor Sherlin presiding. The invocation was given by Vice Mayor Eaton and upon roll call the following members were present:

Curtis, Pelley, Witt-McMahan, Eaton, Sherlin

The following decision was made and ordered made a part of the records of the Athens City Council.

The purpose of the meeting, as issued in the "Notice of Called Meeting" dated January 18, 2023, was read and made a part of these minutes:

NOTICE OF SPECIAL CALLED MEETING

There will be a called meeting of the Athens City Council at the Athens Municipal Building Conference Room located at 815 N. Jackson Street, Athens, Tennessee, commencing at 5:00 p.m. on Monday, January 23, 2023.

The purpose of this meeting is to:

1. Interview candidates for the position of City Attorney.
2. Select a candidate for the position of City Attorney and approve any agreement, if necessary for the position.

Any interested citizen is invited to be present.

/s/

Steven S. Sherlin, Mayor

- 1 -

NEW BUSINESS

INTERVIEW CANDIDATES AND MAKE A SELECTION FOR THE POSITION OF CITY ATTORNEY

Mayor Sherlin opened the meeting by stating there were three candidates being interviewed for the position of City Attorney. He stated that each council member would be given the opportunity to ask questions of the candidates and that they would begin with Council Member Witt-McMahan to his far right and continue to the next council member until each one had asked all desired questions. The first candidate interviewed was Rita Roberts-Turner with the firm of Klein Solomon Mills, PLLC in Nashville. The next candidate interviewed was Andrew Bateman of Rogers Sauceman, PLLC located in Athens followed by Stephen Hatchett,

a sole proprietor located in Athens. After further discussion regarding each potential candidate,

Council Member Pelley moved, Vice Mayor Eaton seconded, to appoint Stephen Hatchett as City Attorney. Roll call vote:

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

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APPROVE AN AGREEMENT WITH THE CITY ATTORNEY

Council Member Curtis moved, Council Member Witt-McMahan seconded, to have Mayor Sherlin and Interim City Manager Keith discuss the payment agreement with Mr. Hatchett based upon his submittal included in the request for proposals. Roll call vote:

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

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ADJOURNMENT

There being no further business to come before the meeting and upon motion duly made and seconded, the meeting adjourned at 7:31 p.m.

STEVEN S. SHERLIN, Mayor

MICHAEL L. KEITH, Interim City Manager



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: MIKE KEITH, DIRECTOR OF FINANCE

FROM: KARA GROSS, SANITATION COORDINATOR

DATE: JANUARY 11th, 2023

RE: DUMPSTERS HAULED FOR SCRAP

The following dumpsters are unrepairable and need to be hauled to Seaton Enterprises, LLC for scrap metal and taken off the asset list.

- 4 yard- 6
- 6 yard- 10
- 8 yard- 14

The following is our current in-yard usable dumpster inventory.

- 4 yard- 14
- 6 yard- 4
- 8 yard- 13
- 8 yard cardboard- 2

RESOLUTION NO. 2023-05

**A RESOLUTION TO OFFICIALLY AMEND THE COMMUNITY DEVELOPMENT FEE
SCHEDULE TO INCLUDE FEES FOR AN OFFICIAL ZONING LETTER, RIGHT-OF-WAY
ABANDONMENTS, SUBDIVISION PLAT REVIEW, AND TO INCREASE FEES FOR REZONING
AND BUILDING INSPECTION FEES, WITHIN THE CORPORATE LIMITS
OF THE CITY OF ATHENS, TENNESSEE**

WHEREAS, the City of Athens Community Development Department provides functions/services for rezoning cases, building permits process, abandonment of right-of-ways, official zoning letters, subdivision plat review, cemetery operation needs, and plans review; and,

WHEREAS, the City of Athens Community Development Department incurs costs associated with each of the functions/services that are provided to the citizens of Athens, and the population inside the established Growth Boundary; and,

WHEREAS, the City of Athens Community Development Department needs to offset some of the cost of these functions/services by the establishment and increase of certain fees as provided below.

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

Additions are shown in blue underline and deletions are shown in ~~red strikethrough~~

COMMUNITY DEVELOPMENT FEE SCHEDULE

PLANNING DEPARTMENT

Rezoning – \$200.00

Board of Zoning Appeals – \$135.00

Right of Way Abandonments – \$135.00

Official Zoning Letters – \$25.00

Preliminary Plats – \$50.00 base fee + \$5.00 per lot

Final Plats – \$50.00 base fee + \$5.00 per lot

Planned Unit Development (PUD) – \$500.00 for the first 2 acres, plus \$20.00 per each additional acre (or any part thereof)

Cell Tower Application – \$500.00

Official Zoning Map Hardcopy – \$25.00

Zoning Code Hardcopy – \$25.00

Subdivision Regulations Hardcopy – \$20.00

CEMETERY

Cemetery Lot Fees

Cedar Grove – City Property Owners	\$300.00	Others \$500.00
Sullins – City Property Owners	\$125.00	Others \$175.00
Hammonds – City Property Owners	\$100.00	Others \$125.00

Deed Fees

Deed Transfer ~~at all three cemeteries~~ – \$5.00

[Replacement Deed – \\$5.00](#)

INSPECTIONS

Inspection Fees

Re-Inspection Fee – \$35.00 for all types of inspections shown below

Penalties – all inspection fees will be double for all work done without a permit

Safety Inspections – \$35.00

Mechanical \$35.00 per unit no cap

Electrical \$35.00 per rough in [inspection](#)
[\\$35.00 per temporary pole inspection](#)
[\\$35.00 early on inspection](#)
[\\$35.00 service release inspection](#)
[\\$35.00 final inspection](#)
\$35.00 per 0-200 amps
\$40.00 per 201-400 amps
\$50.00 per 401-600 amps
\$90.00 per 601-1000 amps

1001 amps or greater

Electrical Service Entrance – \$175.00

Electrical Rough-In – \$35.00

Occupancy Final – \$75.00

Final – \$350.00

Plumbing Base fee for all plumbing permits - \$10.00

Additional plumbing fees added based on work

1.5 inch Fixture Trap @ \$2.00 each
 2.0 inch Fixture Trap @ ~~\$2.50~~ \$3.00 each
 3.0 inch Fixture Trap @ \$3.00 each
 4.0 inch Fixture Trap @ ~~\$3.50~~ \$4.00 each
 Backflow preventers @ \$15.00 each
 Grease Traps @ \$15.00 each
 Oil separators @ \$15.00 each
 Water heater replacement @ \$15.00 each
 Interior water line rough-in @ \$15.00 each
 Exterior water line replacement @ \$15.00 each
 Exterior sewer line replacement @ \$15.00 each
 Underground storm sewer @ \$15.00 each
 Under slab rough-in @ \$15.00 each

Demolition permit –\$25.00

Underground Tanks Fee – \$100.00 per tank

Building Permits

Valuation table for construction

\$0.01-\$1,000.00	\$15.00 <u>\$25.00</u>
\$1,000.01-\$50,000.00	Base \$15.00 <u>\$25.00</u> + \$5.00 per \$1,000 of value of construction
\$50,000.01-\$100,000.00	Base \$260.00 <u>\$270.00</u> + \$4.00 per \$1,000 of value of construction
\$100,000.01-\$500,000.00	Base \$460.00 + \$3.00 per \$1,000 of value of construction
Greater than \$500,000.01	Base \$1,600.00 <u>\$1,660.00</u> + \$2.00 per \$1,000 of value of construction

PLANS REVIEW

Commercial and Industrial Building plans review fees

\$0.01-\$1,000.00	\$30.00
\$1,000.01-\$50,000.00	Base \$30.00 + \$3.00 per \$1,000 of value of construction
\$50,000.01-\$100,000.00	Base \$177.00 + \$1.00 <u>\$2.00</u> per \$1,000 of value of construction
\$100,000.01-\$500,000.00	Base \$277.00 + \$1.00 per \$1,000 of value of construction
Greater than \$500,000.01	Base \$667.00 <u>\$677.00</u> + \$0.50 per \$1,000 of value of construction

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

ON MOTION BY _____, **SECONDED**
BY _____, said Resolution was
approved by roll call vote on this 21st day of February, 2023.

STEVEN S. SHERLIN, Mayor

MICHAEL L. KEITH, Interim City Manager

APPROVED AS TO FORM:

WILLIAM A. BUCKLEY, JR., Interim City Attorney

From: [Mike Keith](#)
To: [Leslie McKee](#)
Subject: Housing Authority board member
Date: Thursday, January 19, 2023 4:31:12 PM

From: J. Ross Dodson, Jr. <Ross@athenstnha.com>
Sent: Thursday, January 19, 2023 4:29 PM
To: Mike Keith <mkeith@athenstn.gov>
Subject: FW: AHA commissioner

*** EXTERNAL ***

From: J. Ross Dodson, Jr.
Sent: Thursday, January 19, 2023 4:27 PM
To: mkieth@athenstn.gov
Subject: AHA commissioner

Hey mike this is ross Dodson

Looks like our commissioner james (buddy) Kinards term expires march 6 and he is eligible for reappointment

Mr Kinard has been active involved and his attendance is excellent and hopefully you have him on the list next month to serve another term

Please let me know if you have any question

thanks



PUBLIC WORKS

TO: Mike Keith, Finance Director/Interim City Manager
FROM: Kevin L. Helms, Project Manager
Cc: Ben Burchfield, Public Works Director
DATE: February 14, 2023
SUBJECT: Animal Shelter Bids

Background

Based upon our inquiry into the status and justification for the subcontractor change requested by Robert Roberts, the City has received several concurring opinions that we cannot award the project to them under these terms. The opinions are based upon TCA 6-52-119 which is the statute dealing with public procurement and the status of subcontractors.

The City originally awarded the bid to Robert Roberts whose Base Bid was \$2,106,003 and whose bid was \$154,716 for Alternate #1. Alternate #1 is the medical clinic scope of work which is being funded by the McMinn Regional Humane Society.

The architect has spoken with the next lowest bidder, Wilson Construction, and they have confirmed they can maintain their original bid even though we are outside the length of time they are required to maintain their bid price.

Action Item

We recommend council reject the bid from Robert Roberts and award the project to Wilson Construction as having offered the lowest and best responsive bid. The total cost of this award would be equal to their original bid price which was \$2,254,000 for the Base Bid and \$205,000 for Alternate #1 for a total bid award price of \$2,459,000.

B I D T A B	Page 1 Of 2	Pursuant to the Invitations to Bid extended for City of Athens Animal Shelter		E = Sealed envelope with completed bid envelope form	
	Addenda Issued 1	Bids and bid Modifications must have been received here by ...		A = Addenda acknowledged B = 5% Bid Bond Included	
	Contract Time 300	I, thus declare the bidding closed and will now proceed to open and read bids and modifications which have been received.			
Bidders of Record name, city, and license number		E	A	B	Subcontractors
Integrated Properties 1310 East End Ave Chattanooga TN 60948		Y	Y	Y	Pimbb Webb HVAC Webb Elec Webb Masonry
Wilson Construction PO Box 785 Athens TN 53598		Y	Y	Y	Pimbb Webb HVAC Webb Elec Webb Masonry
Robert Roberts LLC 2901 E 48th St Chattanooga, TN 47614		Y	Y	Y	Pimbb Webb HVAC Webb Elec Webb Masonry
					Pimbb HVAC Elec Masonry
					Pimbb HVAC Elec Masonry
					Pimbb HVAC Elec Masonry

BASE BID: \$14,000 + \$2,320,000 = \$2,334,000	
HEALTH CLINIC: -\$37,000 + \$220,000 = \$183,000	
ARCHITECTURAL FENCE: Alt 2: 101,000 ; Alt 3 176,000	
BASE BID: \$2,254,000	
HEALTH CLINIC: \$205,000	
ARCHITECTURAL FENCE: Alt 2: 115,000; Alt 3 110,000	
BASE BID: \$2,106,003	
HEALTH CLINIC: \$154,716	
ARCHITECTURAL FENCE: Alt 2: \$113,832.00	
BASE BID:	Alt 3: Aluminum \$111,820.00 Steel \$233,746.00
HEALTH CLINIC:	
ARCHITECTURAL FENCE:	
BASE BID:	
HEALTH CLINIC:	
ARCHITECTURAL FENCE:	
BASE BID:	
HEALTH CLINIC:	
ARCHITECTURAL FENCE:	



PUBLIC WORKS

TO: Mike Keith, Finance Director/Interim City Manager
FROM: Kevin L. Helms, Project Manager
Cc: Ben Burchfield, Public Works Director
DATE: February 13, 2023
SUBJECT: Cook Park Renovations

Background

As you are aware, construction has begun on the upgrades at Cook Park. The primary components of the project include the addition of a kitchen, playground safety surfacing, and repairs to the concrete surface around the monument.

Early in the project I was asked by the architect to look at some issues with the existing playground set located closest to the monument. He had received a report stating some of the pieces on the structure were damaged and needed to be repaired or replaced. After looking at the condition of the playset we determined at a minimum all the stairs and platform pieces needed to be replaced, along with the rope ladder used to climb onto the playset. We requested a quote to purchase just the damaged parts and it was \$8,296. Furthermore, one damaged piece was not included so with its addition to the quote the cost of parts will probably exceed \$10,000.

While it would still be less expensive to repair the set by replacing these pieces, consideration needs to be given to the remaining viable life of this equipment. It was originally purchased in 1999 so it is 24 years old so there is a strong likelihood that replacement will be needed in the next three to five years. Because we are about to install a new safety surface around this equipment, we believe consideration should be given to replacing the playset at this time. Choosing not to do so now will result in the new surface having to be removed and replaced whenever the playset is replaced. If that occurs within the next few years, we are currently wasting a considerable amount of money by installing the playground surface without the playset.

Because we are already under contract for the project which includes the new playground surface which ties into many other components of the project, I do not think it is practical to remove this from the scope of the project. Therefore, I am recommending the playset be replaced at this time. I have been in touch with five playground equipment manufacturers which are all available through purchasing cooperatives.



PUBLIC WORKS

Currently the most important factor in choosing a playset is the lead time for delivery because the project has already been initiated. We have verified one of the manufacturers can supply a playset within our timeframe, two cannot meet our timeframe, and we are still awaiting information from two others. As such, this information will be based upon the one company we know can meet our timeframe, but should another company be able to do so at a better price then we will go with the most cost-effective approach. Therefore, these numbers should be looked at as a worst-case scenario with the goal being to obtain better pricing.

One thing I would like to point out is the existing playset which appears to be the first one installed at the park is for ages 2 through 12. However, another playset was added at some point in time which is for ages 5 through 12. Therefore, the original playset would be replaced with one for ages 2 through 5. This separation provides a safer play area for the younger children and is the standard approach when more than one playset is located at a park.

Action Item

We recommend council approve the purchase of a new playset rather than repairing a 24-year-old playset at a cost of approximately 1/4 that of a new playset. We presently have a quote of \$28,217.83 from a company which can meet our project timeline. Therefore, we are recommending approval of the amount indicated above for the purchase of a new playset for Cook Park. The current pricing is from GameTime through Cunningham Recreation and would be purchased through the Omnia Purchasing Cooperative. Additionally, we will need to issue a change order with Wilson Construction for the removal of the existing playset. Wilson Construction has quoted the demolition cost to be \$3,500. Therefore, the total cost for this equipment would be \$31,717.83.



FINANCE DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Mike Keith, Interim City Manager/Finance Director

DATE: February 9, 2023

SUBJECT: Additional Information Regarding Purchasing Assistant Position

Last month we discussed the attached memo regarding not replacing the Assistant to the City Manager but utilizing the Purchasing Assistant position to handle many of the duties handled by James. I have attached the job description as it was requested by Council member Pelley to see the job duties. This is already an authorized position, but is currently unfunded.

I would appreciate your approval for the Purchasing Assistant being a funded position and changing the Assistant to the City Manager remaining an authorized but unfunded position. Thank you for your consideration of these changes.



FINANCE DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Mike Keith, Interim City Manager/Finance Director

DATE: January 4, 2023

SUBJECT: Assistant to City Manager Position

Vice Mayor Eaton asked that this item be on the agenda due to James Gallup leaving to become the City Manager at Jefferson City. Part of these duties involved the purchasing function which still need to be assigned to a position. My recommendation is that this position be returned to be the Purchasing Assistant which is a pay class 7 compared to a pay class 10 for the Assistant to the City Manager. The primary duties assigned to this position are: processing purchase orders, coordinating the bid process from the bid preparation through Council approval, coordinating contracts and contract extensions, verifying Title VI compliance for contractors, maintaining certificates of insurance for all contractors as required for our workers' comp insurance and assisting with other risk management requirements. There are a number of smaller duties that are handled by this position as well.

I believe this is currently the best use for this position. All of these are functions that need to be done on a regular basis and there is sufficient work to be done to justify this position.

Thank you for your consideration of this item and please let me know if you have any questions.

PURCHASING ASSISTANT

City of Athens Finance Department
Purchasing Division

GENERAL DESCRIPTION: The position is responsible for support activities in purchasing, risk management and coordinating maintenance of City facilities. Reports to Director of Finance.

NATURE OF WORK: The employee is required to apply laws, codes and standard operating procedures as related to purchasing, ranging from the easy to understand to the very complicated where interpretation and comparisons are often needed. Difficulties associated with the position generally apply to checking compliance with laws and specifications to ensure competitive bidding. Work is reviewed by supervisor, especially work related to the bidding process, and supervisor provides instructions for the out of ordinary work assignments. Critical decisions are made without direct supervisory input when approving requisitions and handling emergency maintenance situations. Errors in work can result in unnecessary costs to the City. Errors are not generally detected through review of work procedures. The employee has daily contact with other Department employees, other City employees, employees in other organizations, and the public.

ESSENTIAL FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Performs a variety of purchasing related activities, to include, but not limited to seeking vendors, maintaining vendor files, Title VI compliance for contractors, and maintaining Certificate of Insurance files for vendors.
- Makes purchases from requisitions; assists employees in shipping and receiving goods.
- Administers the sealed bid process from receiving bids to notifying bidders of final outcomes.
- Administers risk management and insurance programs, such as compiling information for insurance renewal applications, compiling information on claims, drafting letters to insurance company, and keeping complete files, fielding complaints from claimants and gathering pertinent information for carriers.
- Facilitates the repair, maintenance and equipment replacement for City Hall and other City facilities, keeping active list of contractors and service representatives, and communicates with private janitorial service.
- Performs clerical support activities to include answering phone calls, greeting outside vendors, performing general word processing, and file maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: The employee uses and operates a variety of office and computer equipment and related software.

Critical Skills/Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Thorough knowledge of purchasing fundamentals and its legal requirements.
- Ability to scan and understand general technical information to help with specifications and eliminate contradictions or mistakes.
- Communication skills to determine what supplies, services, or construction departments need and where to obtain requested items, and communicate daily with outside vendors and companies doing business with the City.
- Management skills to deal and negotiate with various department managers and other personnel.

Physical and Cognitive Abilities: See attached to Job Description.

Minimum Qualifications: Two years of Higher Education with an Associates Degree in business, purchasing or related field, or four years experience with progressive responsibilities. Must possess and maintain a valid Tennessee driver's license.

SUPERVISORY RESPONSIBILITIES: The position is not identified as supervisory.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee Date

Approved: _____
Supervisor Date

Leslie McKee

Subject: FW: Advisory board updates on agenda

From: Larry Eaton <leaton@athenstn.gov>

Sent: Wednesday, February 8, 2023 9:52 PM

To: Mike Keith <mkeith@athenstn.gov>

Cc: Jordan Curtis <jcurtis@athenstn.gov>; Frances Witt-McMahan <fwitt-mcmahan@athenstn.gov>; Dick Pelley <dpelley@athenstn.gov>; Steven Sherlin <ssherlin@athenstn.gov>; Larry Eaton <leaton@athenstn.gov>

Subject: Advisory board updates on agenda

Please place the below on the agenda please:

1- advisory board personal will run concurrent with the elected council member they represent and were appointed by. Starts with the new council that was sworn in November 2022. Once that council member retires, quits, pass away, or is removed the new council person can pick his or her own advisory board members. With two times being absent from meetings concurrent in a row, the advisory personal will be dropped off the list unless for medical reasons or the city council votes to keep the individual

2- the advisory board be dropped from 5 per council personal to 3. Each council member has the list of absentee from each meetings. Most time maximum of 12 is only at meetings

Larry Eaton
Athens City Vice Mayor
815 N. Jackson St.
Athens, TN 37303
423-920-6651
leaton@athenstn.gov
www.athens.tn.gov

2023 Study Session Agenda Guidelines

As approved by the Athens City Council during its regular meeting on ~~December 21, 2004~~ February 21, 2023, the following guidelines shall be followed in preparation and dissemination of the Study Session Agenda:

In order to allow staff adequate time to research, all Study Session Agenda items and their documentation must be submitted to the City Manager as soon as possible, but no later than **12:00 Noon on Wednesday prior to the Study Session**. If you have an agenda item with no supporting documentation, you have the option to submit that information detailed in writing to the City Manager explaining why the supporting information is not available at this time. Study Sessions are agenda-setting meetings held for management to better coordinate, plan, and advise for the benefit of an efficient Council meeting. The ~~City Manager~~ City Council sets the agenda for Study Sessions. No official business may be transacted at Study Sessions.

The following deadlines must be followed for the submission of Study Session Agenda items in 2023:

January	04	2023	12:00 Noon	July	05	2023	12:00 Noon
February	08	2023	12:00 Noon	August	02	2023	12:00 Noon
March	08	2023	12:00 Noon	September	06	2023	12:00 Noon
April	05	2023	12:00 Noon	October	04	2023	12:00 Noon
May	03	2023	12:00 Noon	November	08	2023	12:00 Noon
June	07	2023	12:00 Noon	December	06	2023	12:00 Noon

Any ~~emergency~~ items received after the above-stated deadline shall be allowed only at the discretion of the ~~City Manager~~ Mayor. Such requests must be in writing and shall state the reason for a late submission.

A copy of the final Study Session Agenda and accompanying documentation shall be disseminated to Council Members on Friday prior to the scheduled study session on Monday. Those dates are noted as follows:

January	06	2023	July	07	2023
February	10	2023	August	04	2023
March	10	2023	September	08	2023
April	06	2023	October	06	2023
May	05	2023	November	10	2023
June	09	2023	December	08	2023

CITY OF ATHENS, TENNESSEE
Narrative on Financial Analysis
January, 2023

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 \$614,000 more through January this year, primarily because we received \$530,000 more in sales tax, \$168,000 less from the direct appropriation grant from the State, \$27,000 more in AUB in lieu of taxes, \$63,000 more in state sales tax and \$147,000 more in interest revenue. As a percentage we collected 2.29% less 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 \$1,330,000 more than this time last year, showing 65.97% this year. The variance is due to the Schools appropriation being \$174,000 more than the amount paid by this time last year, the fund balance transfer to the capital projects fund being \$545,000 more than the amount in the previous year and the debt service transfer being \$400,000 more than this time last year.

Sanitation

Revenues and expenditures are comparable to the prior year.

Please let me know if I can provide additional information.

CITY OF ATHENS, TENNESSEE
Financial Analysis for January, 2023
(Unaudited)

				Increase (Decrease)		Variance from	12-Month Variance
	Prior Year		Current Year	From	%	Current Yr.	
	1/31/2022	% Received	1/31/2023	Prior Year	Received	to Prior Yr.	(7/12=58.33%)
GENERAL FUND							
Property Taxes	2,706,980	39.66%	2,722,099	15,119	41.88%	2.22%	-16.45%
AUB In-Lieu of Taxes	547,148	58.21%	575,047	27,899	65.35%	7.14%	7.02%
Local Sales Taxes	4,427,857	62.36%	4,958,008	530,151	63.56%	1.20%	5.23%
Wholesale Beer Taxes	323,547	64.71%	316,196	(7,351)	59.66%	-5.05%	1.33%
Wholesale Liquor Taxes	144,781	57.91%	149,038	4,257	53.23%	-4.68%	-5.10%
Gross Receipt Taxes	91,265	20.70%	104,177	12,912	23.62%	2.92%	-34.71%
State Sales Taxes	908,032	72.64%	971,873	63,841	62.70%	-9.94%	4.37%
Gas and Motor Fuel Taxes	300,147	66.70%	294,211	(5,936)	61.29%	-5.41%	2.96%
Court Fines/Costs	118,097	118.10%	66,040	(52,057)	44.03%	-74.07%	-14.30%
Interest Income	5,877	19.59%	153,311	147,434	511.04%	491.45%	452.71%
Total Revenues/% of Budget	10,320,731	54.31%	10,935,121	614,390	55.80%	1.49%	-2.53%
Sales Tax							
	2022	2023	Difference				
December 2021 and 2022	3,765,017	4,247,634	482,617				
January 2022 and 2023	4,427,857	4,958,008	530,151				
SANITATION							
Revenues:							
Industrial/Commercial	263,026	67.44%	263,365	339	62.71%	-4.73%	4.38%
Residential	321,148	59.47%	326,464	5,316	60.46%	0.99%	2.13%
Total Revenues	626,319		616,503	(9,816)			
Percent of total budget		66.56%			63.56%	-3.00%	5.23%
GENERAL FUND							
	Prior Year 1/31/2022		Current Year 1/31/2023			Variance from	12-Month Variance
	Actual	% Expended & Encumbered	Actual	Outstanding PO's	% Expended & Encumbered	Current Yr. to Prior Yr.	(7/12=58.33%)
GENERAL FUND							
City Manager's Office	205,275	59.17%	259,902	5,640	74.51%	15.34%	16.18%
City Council	25,310	47.31%	41,319	4,163	74.93%	27.62%	16.60%
City Judge	7,535	57.97%	7,536		57.97%	0.00%	-0.36%
City Attorney	9,965	24.91%	35,965		89.91%	65.00%	31.58%
Special Appropriations	198,940	52.76%	200,550		53.95%	1.19%	-4.38%
Athens City Schools	1,470,150	60.72%	1,646,151		67.99%	7.27%	9.66%
Athens Utilities Board	305,038	63.55%	318,957	10,000	68.53%	4.98%	10.20%
Total Administration	2,222,213	59.55%	2,510,380	19,803	67.60%	8.05%	9.27%
Finance	309,587	64.43%	320,808	3,507	64.95%	0.52%	6.62%
Personnel	121,434	52.82%	120,535	3,146	53.47%	0.65%	-4.86%
Administration (Purchasing)	72,310	50.25%	79,971	315	43.37%	-6.88%	-14.96%
City Hall	112,186	60.51%	103,484	34,537	73.49%	12.98%	15.16%
Information Technology	160,069	44.62%	186,194	11,000	61.45%	16.83%	3.12%
Total Admin & Emer. Svcs.	344,565	55.08%	369,649	45,852	59.89%	4.81%	1.56%
Administration	100,888	53.21%	105,666	116	56.63%	3.42%	-1.70%
Codes Enforcement	183,716	62.26%	214,991	4,870	71.08%	8.82%	12.75%
Cemeteries	30,569	89.38%	15,050	21,500	109.43%	20.05%	51.10%
Total Community Development	315,173	60.74%	335,707	26,486	68.40%	7.66%	10.07%

(Unaudited)

1,329,955

CITY OF ATHENS
 FINANCIAL REPORT
 CASH BALANCES AND INVESTMENT SHEET
 2022-2023

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN
GENERAL	15,516,000	12,607,000	12,525,000	12,798,000	13,153,000	13,125,000	13,987,000
EMP MED BENEFIT	380,000	381,000	382,000	383,000	384,000	385,000	387,000
SCHOOL DEBT SER	2,850,000	3,251,000	3,448,000	3,638,000	3,845,000	3,475,000	3,482,000
CITY DEBT SER	19,000	18,000	18,000	18,000	18,000	339,000	340,000
CAP IMP	9,382,000	12,427,000	11,681,000	13,344,000	13,103,000	13,020,000	12,861,000
FLEET	7,000,000	7,012,000	7,020,000	7,030,000	7,091,000	7,103,000	7,118,000
SAN	1,362,000	1,407,000	1,428,000	1,250,000	1,263,000	1,490,000	1,529,000
DRUG	107,000	113,000	114,000	125,000	129,000	125,000	126,000
CONFERENCE	51,000	52,000	55,000	59,000	62,000	62,000	66,000
SCHOOL CONST	3,737,000	3,257,000	1,985,000	1,925,000	3,826,000	2,077,000	1,982,000
2021 GO BOND	7,280,000	7,292,000	7,277,000	7,268,000	7,287,000	7,230,000	7,253,000
HOTEL/MOTEL TAX	299,000	292,000	323,000	251,000	298,000	332,000	317,000
TOTAL CASH & INV	47,983,000	48,109,000	46,256,000	48,089,000	50,459,000	48,763,000	49,448,000



City of Athens, Tennessee

Monthly Rev and Exp Reports for Council

Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Fund: 01 - GENERAL FUND

Revenue

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-0000-4110	CURRENT PROPERTY TAXES	6,225,000.00	6,225,000.00	1,169,260.00	2,604,720.00	-3,620,280.00	41.84 %
01-0000-4115	PRIOR YEAR PROPERTY TAXES	150,000.00	150,000.00	1,130.00	54,420.00	-95,580.00	36.28 %
01-0000-4120	DELINQUENT PROPERTY TAXES C&	80,000.00	80,000.00	797.00	40,507.00	-39,493.00	50.63 %
01-0000-4125	PUBLIC UTILITIES	85,000.00	85,000.00	12,668.00	12,668.00	-72,332.00	14.90 %
01-0000-4130	INTEREST & PENALTY PY	20,000.00	20,000.00	180.53	5,962.72	-14,037.28	29.81 %
01-0000-4135	INTEREST & PENALTY C&M	25,000.00	25,000.00	231.56	16,489.57	-8,510.43	65.96 %
01-0000-4145	AUB ELECTRIC	640,000.00	640,000.00	45,821.55	430,717.00	-209,283.00	67.30 %
01-0000-4150	AUB GAS	240,000.00	240,000.00	16,351.07	144,329.59	-95,670.41	60.14 %
01-0000-4165	LOCAL SALES TAX	7,800,000.00	7,800,000.00	710,373.74	4,958,008.29	-2,841,991.71	63.56 %
01-0000-4170	WHOLESALE BEER TAX	530,000.00	530,000.00	42,687.04	316,195.73	-213,804.27	59.66 %
01-0000-4171	WHOLESALE LIQUOR TAX	280,000.00	280,000.00	26,843.56	149,038.37	-130,961.63	53.23 %
01-0000-4176	BUSINESS LICENSE APPLICATION FE	1,000.00	1,000.00	120.00	660.00	-340.00	66.00 %
01-0000-4177	BUSINESS TAX-ST CLERK FEE	40,000.00	40,000.00	2,375.80	10,109.04	-29,890.96	25.27 %
01-0000-4178	BUSINESS TAX-ST COLLECTED	400,000.00	400,000.00	24,840.77	93,407.72	-306,592.28	23.35 %
01-0000-4184	FLEA MARKET FEES	0.00	0.00	0.00	22.00	22.00	0.00 %
01-0000-4205	CABLE TV FRANCHISE TAX-COMCAS	160,000.00	160,000.00	0.00	39,980.82	-120,019.18	24.99 %
01-0000-4210	CABLE TV FRANCHISE TAX-AT&T	10,000.00	10,000.00	2,057.86	4,204.00	-5,796.00	42.04 %
01-0000-4310	TAXI/WRECKER/SOLICITORS	1,000.00	1,000.00	0.00	200.00	-800.00	20.00 %
01-0000-4315	BEER PERMITS	12,000.00	12,000.00	241.67	8,988.84	-3,011.16	74.91 %
01-0000-4320	ANIMAL CONTROL	1,000.00	1,000.00	130.00	390.00	-610.00	39.00 %
01-0000-4325	BUILDING LICENSES & PERMITS	50,000.00	50,000.00	15,304.00	129,644.15	79,644.15	259.29 %
01-0000-4410	TVA PAYMENTS IN LIEU OF TAX	150,000.00	150,000.00	42,369.99	84,739.98	-65,260.02	56.49 %
01-0000-4412	TVA IMPACT PYMTS	0.00	0.00	0.00	47,851.69	47,851.69	0.00 %
01-0000-4415	HOUSING AUTHORITY IN LIEU OF T	60,000.00	60,000.00	0.00	0.00	-60,000.00	0.00 %
01-0000-4420	STATE LAW/FIRE GRANTS	43,000.00	43,000.00	0.00	0.00	-43,000.00	0.00 %
01-0000-4425	STATE SALES TAX	1,550,000.00	1,550,000.00	139,177.54	971,872.62	-578,127.38	62.70 %
01-0000-4430	STATE INCOME TAX	0.00	0.00	0.00	2,153.39	2,153.39	0.00 %
01-0000-4435	STATE BEER TAX	6,000.00	6,000.00	0.00	3,497.77	-2,502.23	58.30 %
01-0000-4440	STATE MIXED DRINK TAX	60,000.00	60,000.00	6,408.50	46,763.00	-13,237.00	77.94 %
01-0000-4445	STATE GAS INSPECTION TAX	28,000.00	28,000.00	2,150.17	15,052.65	-12,947.35	53.76 %
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	8,000.00	8,000.00	0.00	8,350.84	350.84	104.39 %
01-0000-4460	REIMB OTHER GOVERNMENTS	80,000.00	80,000.00	426.33	82,741.82	2,741.82	103.43 %
01-0000-4465	STATE GAS & MOTOR FUEL TAX	480,000.00	480,000.00	41,320.76	294,210.54	-185,789.46	61.29 %
01-0000-4475	REIMB:HIGHWAY MAINTENANCE	20,000.00	20,000.00	2,737.20	19,575.24	-424.76	97.88 %
01-0000-4530	GRANTS - POLICE DEPT.	0.00	0.00	0.00	2,917.73	2,917.73	0.00 %
01-0000-4620	ACCIDENT REPORT CHARGES	0.00	0.00	84.07	854.26	854.26	0.00 %
01-0000-4625	REPAIR DAMAGES AUB	25,000.00	25,000.00	0.00	8,958.61	-16,041.39	35.83 %
01-0000-4630	CEMETERY LOTS	1,000.00	1,000.00	55.00	1,105.00	105.00	110.50 %
01-0000-4635	CEDAR GROVE EXPANSION	5,000.00	5,000.00	300.00	2,280.00	-2,720.00	45.60 %
01-0000-4665	POOLS INGLESIDE	10,000.00	10,000.00	120.00	3,936.50	-6,063.50	39.37 %
01-0000-4675	RECREATION CONCESSIONS	30,000.00	30,000.00	951.75	17,716.95	-12,283.05	59.06 %
01-0000-4690	GENERAL CLASSES	30,000.00	30,000.00	17,974.89	30,090.00	90.00	100.30 %
01-0000-4700	YOUTH SPORTS ACTIVITIES	15,000.00	15,000.00	0.00	13,944.00	-1,056.00	92.96 %
01-0000-4705	LEASE/RENTAL BALLFIELDS	3,000.00	3,000.00	227.50	2,162.31	-837.69	72.08 %
01-0000-4710	LEASE/RENTAL PICNIC SHEL	3,000.00	3,000.00	135.00	3,562.50	562.50	118.75 %
01-0000-4740	FOUNDATION REVENUE	0.00	0.00	1,442.00	3,497.19	3,497.19	0.00 %
01-0000-4810	CITY COURT FINES & COSTS	150,000.00	150,000.00	9,553.99	66,039.85	-83,960.15	44.03 %
01-0000-4835	FALSE ALARM FEES	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
01-0000-4910	INTEREST INCOME	30,000.00	30,000.00	31,733.83	153,311.42	123,311.42	511.04 %

Monthly Rev and Exp Reports for Council

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-0000-4920</u>	SALE OF CITY PROPERTY	0.00	0.00	0.00	4,637.77	4,637.77	0.00 %
<u>01-0000-4930</u>	DISCOUNTS EARNED	0.00	0.00	59.34	290.22	290.22	0.00 %
<u>01-0000-4935</u>	THIRD PARTY CONTRIBUTIONS	0.00	0.00	0.00	880.00	880.00	0.00 %
<u>01-0000-4940</u>	THIRD PARTY CONTRIBUTIONS-ANI	0.00	0.00	0.00	50.00	50.00	0.00 %
<u>01-0000-4999</u>	MISCELLANEOUS INCOME	20,000.00	20,000.00	1,854.66	21,414.72	1,414.72	107.07 %
	Revenue Total:	19,598,000.00	19,598,000.00	2,370,496.67	10,935,121.41	-8,662,878.59	55.80 %
	Fund: 01 - GENERAL FUND Total:	19,598,000.00	19,598,000.00	2,370,496.67	10,935,121.41	-8,662,878.59	55.80 %
	Report Total:	19,598,000.00	19,598,000.00	2,370,496.67	10,935,121.41	-8,662,878.59	55.80 %



City of Athens, Tennessee

Monthly Rev and Exp Reports for Council Group Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

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	356,400.00	356,400.00	6,443.97	259,902.19	5,640.48	90,857.33	74.51 %
0102 - City Council	60,700.00	60,700.00	4,162.71	41,319.24	4,162.50	15,218.26	74.93 %
0103 - City Judge	13,000.00	13,000.00	1,076.50	7,535.50	0.00	5,464.50	57.97 %
0104 - City Attorney	40,000.00	40,000.00	3,670.00	35,965.00	0.00	4,035.00	89.91 %
0105 - Special Appropriations	371,700.00	371,700.00	0.00	200,550.00	0.00	171,150.00	53.95 %
0106 - Athens City Schools	2,421,000.00	2,421,000.00	235,646.35	1,646,151.21	0.00	774,848.79	67.99 %
0107 - Athens Utilities Board	480,000.00	480,000.00	43,717.59	318,956.38	10,000.00	151,043.62	68.53 %
Department: 01 - Administration Total:	3,742,800.00	3,742,800.00	294,717.12	2,510,379.52	19,802.98	1,212,617.50	67.60 %
Department: 02 - Finance							
0201 - Finance	499,300.00	499,300.00	44,058.75	320,808.42	3,506.52	174,985.06	64.95 %
Department: 02 - Finance Total:	499,300.00	499,300.00	44,058.75	320,808.42	3,506.52	174,985.06	64.95 %
Department: 03 - Human Resources							
0301 - Human Resources	231,300.00	231,300.00	11,766.86	120,535.11	3,145.59	107,619.30	53.47 %
Department: 03 - Human Resources Total:	231,300.00	231,300.00	11,766.86	120,535.11	3,145.59	107,619.30	53.47 %
Department: 04 - Administrative Services							
0401 - Administration	185,100.00	185,100.00	6,114.56	79,970.82	315.00	104,814.18	43.37 %
0402 - City Hall	187,800.00	187,800.00	12,149.89	103,484.09	34,536.85	49,779.06	73.49 %
0403 - Information Technology	320,900.00	320,900.00	14,166.52	186,194.04	11,000.37	123,705.59	61.45 %
Department: 04 - Administrative Services Total:	693,800.00	693,800.00	32,430.97	369,648.95	45,852.22	278,298.83	59.89 %
Department: 05 - Community Development							
0501 - Administration	186,800.00	186,800.00	11,718.75	105,666.04	115.71	81,018.25	56.63 %
0502 - Codes Enforcement	309,300.00	309,300.00	43,529.33	214,990.97	4,869.76	89,439.27	71.08 %
0503 - Cemeteries	33,400.00	33,400.00	19.90	15,050.42	21,500.00	-3,150.42	109.43 %
Department: 05 - Community Development Total:	529,500.00	529,500.00	55,267.98	335,707.43	26,485.47	167,307.10	68.40 %
Department: 06 - Police							
0601 - Administration	325,900.00	325,900.00	21,472.76	156,241.25	2,574.82	167,083.93	48.73 %
0602 - Patrol	2,447,000.00	2,447,000.00	148,552.24	1,348,102.17	24,182.70	1,074,715.13	56.08 %
0603 - Special Services	579,100.00	579,100.00	26,415.63	248,281.62	200.00	330,618.38	42.91 %
Department: 06 - Police Total:	3,352,000.00	3,352,000.00	196,440.63	1,752,625.04	26,957.52	1,572,417.44	53.09 %
Department: 07 - Fire							
0701 - Administration	195,300.00	195,300.00	12,555.30	111,391.03	691.17	83,217.80	57.39 %
0702 - Prevention	116,100.00	116,100.00	4,048.08	70,845.60	176.46	45,077.94	61.17 %

Monthly Rev and Exp Reports for Council

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
0703 - Suppression	2,333,600.00	2,333,600.00	146,565.93	1,495,388.43	15,618.06	822,593.51	64.75 %
Department: 07 - Fire Total:	2,645,000.00	2,645,000.00	163,169.31	1,677,625.06	16,485.69	950,889.25	64.05 %
Department: 08 - Parks and Recreation							
0801 - Administration	257,500.00	257,500.00	22,429.52	138,648.35	105.55	118,746.10	53.89 %
0802 - Maintenance	748,700.00	748,700.00	32,213.96	403,619.89	59,804.76	285,275.35	61.90 %
0803 - Swimming Pools	46,200.00	46,200.00	668.24	24,518.20	3,499.33	18,182.47	60.64 %
0804 - Program Planning	317,100.00	317,100.00	18,310.50	143,654.26	28,492.85	144,952.89	54.29 %
Department: 08 - Parks and Recreation Total:	1,369,500.00	1,369,500.00	73,622.22	710,440.70	91,902.49	567,156.81	58.59 %
Department: 09 - Public Works							
0901 - Administration	369,400.00	369,400.00	23,136.06	209,364.81	6,533.28	153,501.91	58.45 %
0902 - Traffic Control	234,000.00	234,000.00	16,909.79	89,037.19	11,410.18	133,552.63	42.93 %
0903 - Street Maintenance	1,003,900.00	1,003,900.00	25,377.50	255,370.63	81,994.46	666,534.91	33.61 %
0904 - Street Construction	596,100.00	596,100.00	37,516.09	299,096.23	33,259.45	263,744.32	55.76 %
0905 - Street Cleaning	972,100.00	972,100.00	52,045.86	616,226.76	23,202.93	332,670.31	65.78 %
0906 - Fleet Maintenance	329,900.00	329,900.00	25,981.93	178,129.80	7,794.47	143,975.73	56.36 %
0908 - Animal Control	191,100.00	191,100.00	11,713.08	104,395.07	3,043.61	83,661.32	56.22 %
Department: 09 - Public Works Total:	3,696,500.00	3,696,500.00	192,680.31	1,751,620.49	167,238.38	1,777,641.13	51.91 %
Department: 10 - Communications/Dispatch							
1004 - Communications/Dispatch	313,300.00	313,300.00	78,115.16	234,345.48	0.00	78,954.52	74.80 %
Department: 10 - Communications/Dispatch Total:	313,300.00	313,300.00	78,115.16	234,345.48	0.00	78,954.52	74.80 %
Department: 11 - Transfers							
1101 - Non-Departmental	2,525,000.00	5,425,000.00	193,532.23	4,652,399.55	4,051.81	768,548.64	85.83 %
Department: 11 - Transfers Total:	2,525,000.00	5,425,000.00	193,532.23	4,652,399.55	4,051.81	768,548.64	85.83 %
Fund: 01 - GENERAL FUND Total:	19,598,000.00	22,498,000.00	1,335,801.54	14,436,135.75	405,428.67	7,656,435.58	65.97 %
Report Total:	19,598,000.00	22,498,000.00	1,335,801.54	14,436,135.75	405,428.67	7,656,435.58	65.97 %



City of Athens, Tennessee

Monthly Rev and Exp Reports for Council Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Fund: 12 - SANITATION

Revenue

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>12-0000-4648</u>	REFUSE PENALTY	4,000.00	4,000.00	449.84	2,332.48	-1,667.52	58.31 %
<u>12-0000-4650</u>	IND/COMMERCIAL REFUSE CHARG	420,000.00	420,000.00	48,451.00	263,365.22	-156,634.78	62.71 %
<u>12-0000-4658</u>	REFUSE COLLECTION CHARGES	540,000.00	540,000.00	47,617.24	326,463.69	-213,536.31	60.46 %
<u>12-0000-4750</u>	RECYCLING CENTER	2,000.00	2,000.00	852.56	4,307.80	2,307.80	215.39 %
<u>12-0000-4910</u>	INTEREST INCOME	1,000.00	1,000.00	4,922.07	19,823.11	18,823.11	1,982.31 %
<u>12-0000-4930</u>	DISCOUNTS EARNED	0.00	0.00	12.44	46.02	46.02	0.00 %
<u>12-0000-4999</u>	MISCELLANEOUS INCOME	3,000.00	3,000.00	20.72	164.77	-2,835.23	5.49 %
Revenue Total:		970,000.00	970,000.00	102,325.87	616,503.09	-353,496.91	63.56 %
Fund: 12 - SANITATION Total:		970,000.00	970,000.00	102,325.87	616,503.09	-353,496.91	63.56 %
Report Total:		970,000.00	970,000.00	102,325.87	616,503.09	-353,496.91	63.56 %



City of Athens, Tennessee

Monthly Rev and Exp Reports for Council Group Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance		Percent Used
						Favorable	(Unfavorable)	
Fund: 12 - SANITATION Department: 09 - Public Works 0907 - Sanitation	970,000.00	970,000.00	61,431.13	595,816.12	6,701.05	367,482.83		62.12 %
	970,000.00	970,000.00	61,431.13	595,816.12	6,701.05	367,482.83		62.12 %
	970,000.00	970,000.00	61,431.13	595,816.12	6,701.05	367,482.83		62.12 %
	970,000.00	970,000.00	61,431.13	595,816.12	6,701.05	367,482.83		62.12 %
Department: 09 - Public Works Total:								
Fund: 12 - SANITATION Total:								
Report Total:								

City of Athens Fire Dept

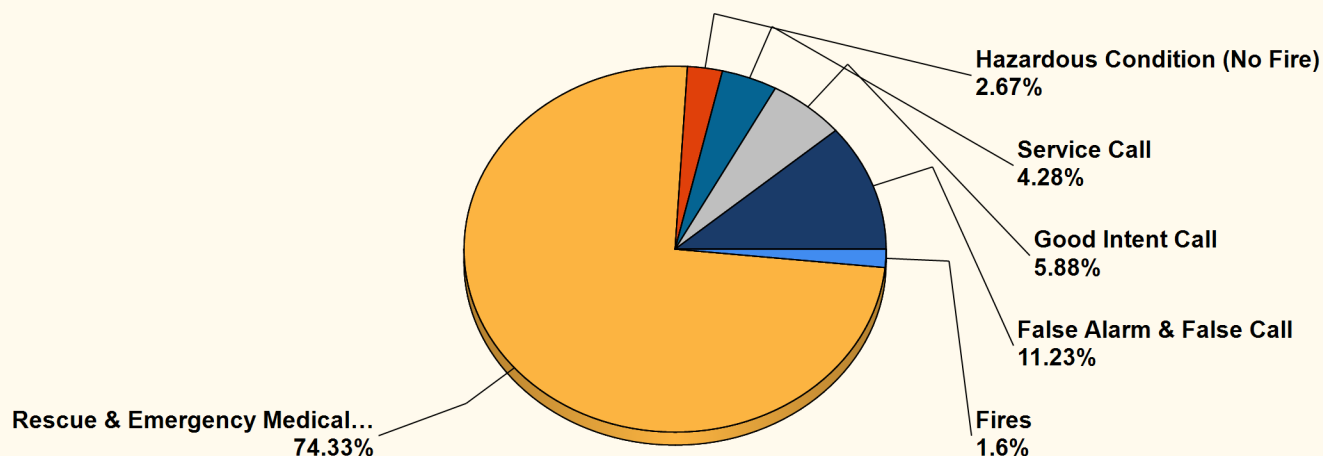
Athens, TN

This report was generated on 2/3/2023 2:14:56 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.6%
Rescue & Emergency Medical Service	139	74.33%
Hazardous Condition (No Fire)	5	2.67%
Service Call	8	4.28%
Good Intent Call	11	5.88%
False Alarm & False Call	21	11.23%
TOTAL	187	100%

1452 Employee training hours
 Agility testing for Full-time and Volunteers
 Hosted Commission Testing
 Hired Adam Cook as a firefighter
 Promoted Tyler Evans to Fire Captain
 Promoted Josh Fullbright to Fire Engineer
 6 employees started EMT school
 2023 Inservice has started
 Annual ladder testing and inspections completed
 PR event at North City School
 2 state inspections
 Final inspection and certification for Training Tower
 2 attended week 1 of Pump School at TN Fire & Codes Academy

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.53%
112 - Fires in structure other than in a building	1	0.53%
160 - Special outside fire, other	1	0.53%
311 - Medical assist, assist EMS crew	131	70.05%
322 - Motor vehicle accident with injuries	5	2.67%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.53%
324 - Motor vehicle accident with no injuries.	2	1.07%
412 - Gas leak (natural gas or LPG)	1	0.53%
440 - Electrical wiring/equipment problem, other	2	1.07%
444 - Power line down	1	0.53%
462 - Aircraft standby	1	0.53%
551 - Assist police or other governmental agency	3	1.6%
561 - Unauthorized burning	5	2.67%
611 - Dispatched & cancelled en route	6	3.21%
622 - No incident found on arrival at dispatch address	2	1.07%
651 - Smoke scare, odor of smoke	3	1.6%
700 - False alarm or false call, other	1	0.53%
741 - Sprinkler activation, no fire - unintentional	1	0.53%
744 - Detector activation, no fire - unintentional	19	10.16%
TOTAL INCIDENTS:	187	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 2/2/2023 9:44:53 AM



Property Values versus Loss and Save per Incident for Date Range

Start Date: 01/01/2023 | End Date: 01/31/2023

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2023-40	\$510,000.00	\$5,000.00	\$505,000.00
2023-113	\$1,224,400.00	\$10,000.00	\$1,214,400.00
Totals:	\$1,734,400.00	\$15,000.00	\$1,719,400.00

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 2/2/2023 9:45:39 AM



Losses for Date Range

Start Date: 01/01/2023 | End Date: 01/31/2023

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
2	\$15,000.00	\$0.00	\$15,000.00	\$7,500.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2023-113	01/19/2023	112 - Fires in structure other than in a building	\$10,000.00	\$0.00	\$10,000.00	66.67%
2023-40	01/07/2023	111 - Building fire	\$5,000.00	\$0.00	\$5,000.00	33.33%

Only REVIEWED incidents included



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City of Athens Fire Dept

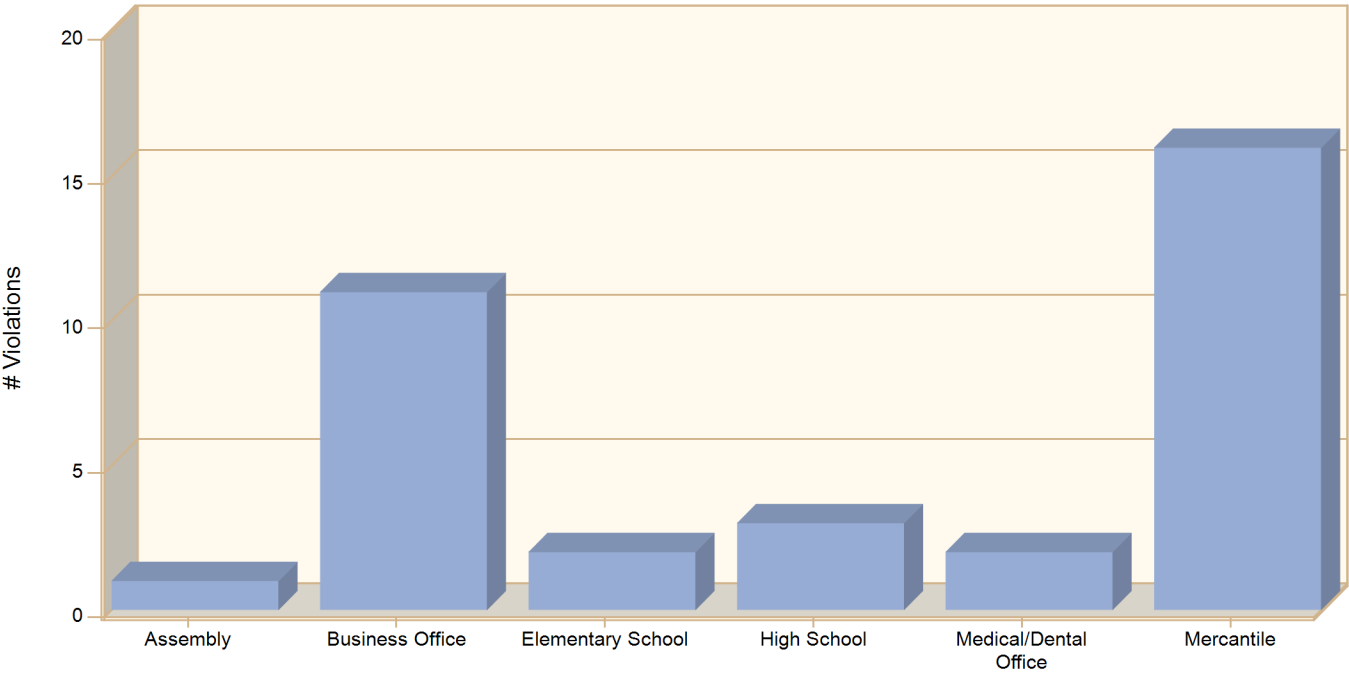
Athens, TN

This report was generated on 2/2/2023 9:46:26 AM



Count of Violations per Occupancy Type for Inspection Date Range

Inspection Observations: FAIL | Start Date: 01/01/2023 | End Date: 01/31/2023



OCCUPANCY TYPE	# VIOLATIONS
Assembly	1
Business Office	11
Elementary School	2
High School	3
Medical/Dental Office	2
Mercantile	16
Total of Violations:	35

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 2/2/2023 9:47:05 AM



Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 01/01/2023 | End Date: 01/31/2023

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Alarm System Test						
465	Ingleside Elementary School	200 Guille ST Athens, TN 37303	01/05/2023	Roach, Josh	Passed	
638	North City School	1601 Palos ST Athens, TN 37303	01/05/2023	Fling, Jason R	Violation Notice Issued	
596	McMinn County Alternative School	1775 Overland DR Athens, TN 37303	01/11/2023	Fling, Jason R	Passed	
607	McMinn County High School	2215 S Congress PKY Athens, TN 37303	01/11/2023	Evans, Robert Tyler	Passed with Comments	Alarm company did not notify within two minutes
973	Westside School	700 Westside AVE Athens, TN 37303	01/11/2023	Fling, Jason R	Passed	
602	McMinn County Career Technical School	2103 S Congress PKY Athens, TN 37303	01/11/2023	Evans, Robert Tyler	Passed with Comments	Alarm company did not notify dispatch within 2 minutes
243	City Park School	203 Keith LN Athens, TN 37303	01/11/2023	Fling, Jason R	Violation Notice Issued	
66	Athens City Middle School	200 Keith LN Athens, TN 37303	01/11/2023	Fling, Jason R	Passed	
380	Christ's Legacy Academy	625 Matlock AVE Athens, TN 37303	01/11/2023	Fling, Jason R	Passed	
890	Tri County Center	3030 Lee HWY Athens, TN 37303	01/11/2023	Evans, Robert Tyler	Passed with Comments	2 Strobe/horns not operational

Total # Inspections for Alarm System Test:

10

Includes LOCKED inspections for both archived and unarchived occupancy records.



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Doc Id: 1026

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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
505	Kiddie Korner	710 Ohio AVE Athens, TN 37303	01/04/2023	Key, Quintin G	Passed	
248	Clayton Mobile Homes	2104 S Congress PKY Athens, TN 37303	01/10/2023	Martin, Dustin R	Passed	
1129	Aspen Dental	1509 S Congress PKY Athens, TN 37303	01/10/2023	Martin, Dustin R	Passed with Comments	
702	Pet Sense	1511 S Congress PKY Athens, TN 37303	01/10/2023	Martin, Dustin R	Passed	
131	EABC Kids	301 Central AVE Athens, TN 37303	01/12/2023	Nipper, Ron F	Passed	
	Auto Zone	916 Decatur PIKE Athens, TN 37303	01/13/2023	Eaton, Mike	Passed	
785	Southeast Bank and Trust	1878 S Congress PKY Athens, TN 37303	01/13/2023	Eaton, Mike	Passed with Comments	
799	Plaza	1609 S Congress PKY Athens, TN 37303	01/13/2023	Eaton, Mike	Passed with Comments	
139	AgCentral Farmers Cooperative	920 N Congress PKY Athens, TN 37303	01/17/2023	Fling, Jason R	Passed with Comments	
277	CVS Pharmacy	220 E Washington AVE Athens, TN 37303	01/17/2023	Evans, Robert Tyler	Passed with Minor Violations	
268	Creating You	206 E Washington AVE Athens, TN 37303	01/17/2023	Evans, Robert Tyler	Correction Notice Issued	
774	Sliger's Jewelers	116 E Washington AVE Athens, TN 37303	01/17/2023	Evans, Robert Tyler	Passed with Comments	
490	Johnson's Home Furnishings	109 E Madison AVE Athens, TN 37303	01/17/2023	Evans, Robert Tyler	Passed	
358	Farm Credit Services	812 N Congress PKY Athens, TN 37303	01/17/2023	Fling, Jason R	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
156	Truist	1604 Decatur PIKE Athens, TN 37303	01/19/2023	Eaton, Mike	Passed with Comments	
950	Cook Out	1227 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed	FOR A KNOX BOX PLEASE CONTACT CHIEF BRANDON AINSWORTH 4232527838
987	Zaxbys	1510 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed with Comments	
303	Dollar Tree	1520 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed with Comments	
511	Kinder's	1518 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed with Comments	
52	ASAP Self Storage	1518 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed	
9	Aarons Rentals	1514 S Congress PKY Athens, TN 37303	01/19/2023	Eaton, Mike	Passed with Comments	
1141	Direct Primary Care Associates	620 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed with Comments	
29	Amedisys Homecare	614 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed	
344	Enterprise Rent A Car	610 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed	
361	Fastenal	602 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed with Comments	
1058	ThompsonGas LLC	590 Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed with Comments	
Total # Inspections for Annual:					26	

Inspection Type: Outside Inspection Only (Vacant)						
966	Wee Bounce	1905 S Congress PKY Athens, TN 37303	01/13/2023	Eaton, Mike	Outside Inspection Only	

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Outside Inspection Only (Vacant)						
113	Athens Therapeutic Massage	207 E Washington AVE #A Athens, TN 37303	01/17/2023	Evans, Robert Tyler	Passed	
841	Vacant	514 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed	
1140	Vacant	616 N Congress PKY Athens, TN 37303	01/26/2023	Fling, Jason R	Passed	
Total # Inspections for Outside Inspection Only (Vacant):						4

TOTAL # INSPECTIONS: 40

Includes LOCKED inspections for both archived and unarchived occupancy records.

City of Athens Fire Dept

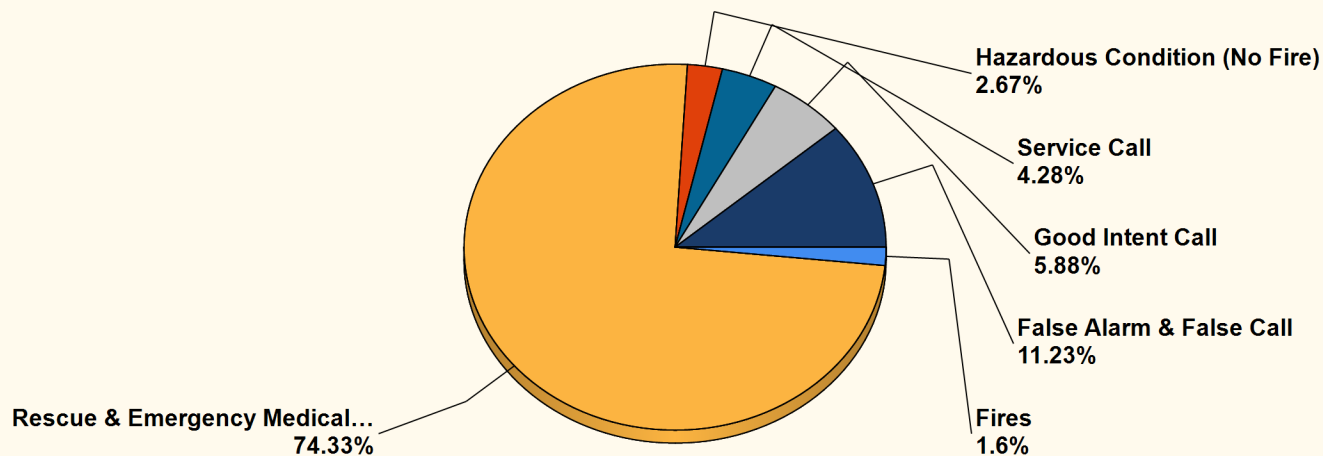
Athens, TN

This report was generated on 2/2/2023 9:48:02 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.6%
Rescue & Emergency Medical Service	139	74.33%
Hazardous Condition (No Fire)	5	2.67%
Service Call	8	4.28%
Good Intent Call	11	5.88%
False Alarm & False Call	21	11.23%
TOTAL	187	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.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.53%
112 - Fires in structure other than in a building	1	0.53%
160 - Special outside fire, other	1	0.53%
311 - Medical assist, assist EMS crew	131	70.05%
322 - Motor vehicle accident with injuries	5	2.67%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.53%
324 - Motor vehicle accident with no injuries.	2	1.07%
412 - Gas leak (natural gas or LPG)	1	0.53%
440 - Electrical wiring/equipment problem, other	2	1.07%
444 - Power line down	1	0.53%
462 - Aircraft standby	1	0.53%
551 - Assist police or other governmental agency	3	1.6%
561 - Unauthorized burning	5	2.67%
611 - Dispatched & cancelled en route	6	3.21%
622 - No incident found on arrival at dispatch address	2	1.07%
651 - Smoke scare, odor of smoke	3	1.6%
700 - False alarm or false call, other	1	0.53%
741 - Sprinkler activation, no fire - unintentional	1	0.53%
744 - Detector activation, no fire - unintentional	19	10.16%
TOTAL INCIDENTS:	187	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 2/2/2023 9:49:09 AM



Property Values versus Loss and Save per Incident for Date Range

Start Date: 01/01/2023 | End Date: 01/31/2023

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2023-40	\$510,000.00	\$5,000.00	\$505,000.00
2023-113	\$1,224,400.00	\$10,000.00	\$1,214,400.00
Totals:	\$1,734,400.00	\$15,000.00	\$1,719,400.00

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 2/2/2023 9:50:00 AM



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

Incident Type Range: 100 - 911 | StartDate: 01/01/2023 | EndDate: 01/31/2023

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
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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

January	▼	2023	▼
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	This Month	This Year	Last Year to Date
Homicide	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Assault	21	21	21
Burglary	6	6	8
Theft	40	40	37
MV Theft	11	11	10

Moving Violations	163	163	140
Citations	63	63	80
Warnings	100	100	57
Drugs	38	38	18
Arrests	156	156	86
Total Calls for Service	1486	1486	1290



Police Department Report to City Manager

January ▼	2023 ▼
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	This Month	This Year	Last Year to Date
Vehicle Accidents	43	43	42
Pedestrian	0	0	0
Private Property	25	25	33
Total	68	68	75
Injuries	5	5	8
Fatalities	0	0	0

Authorized Sworn Positions	34
Current Sworn Positions Filled	24
Police Department Vacancies	10

Prepared:

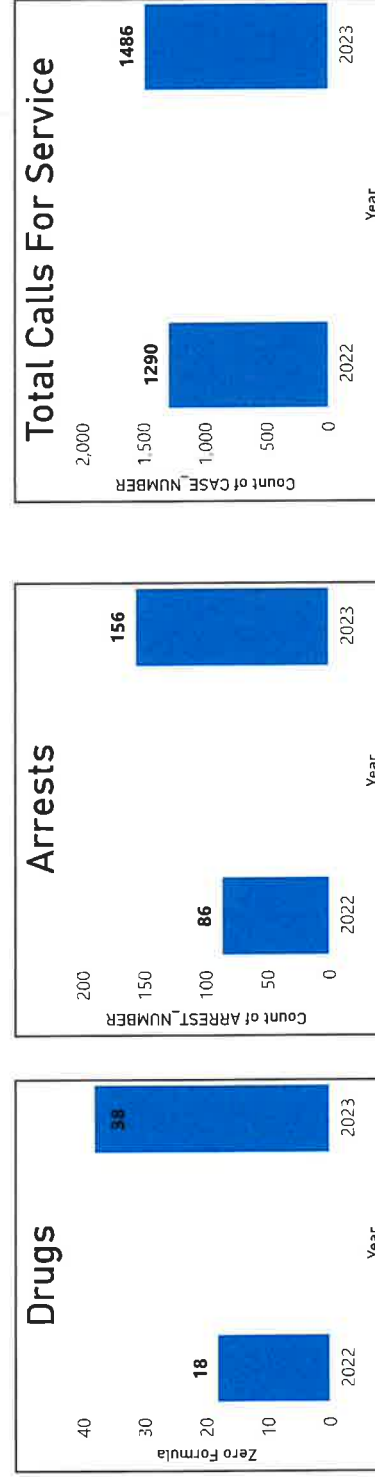
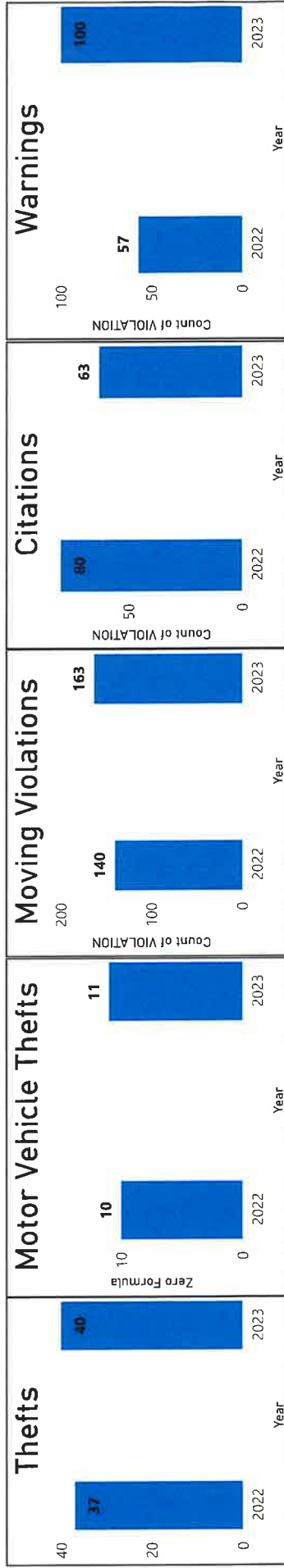
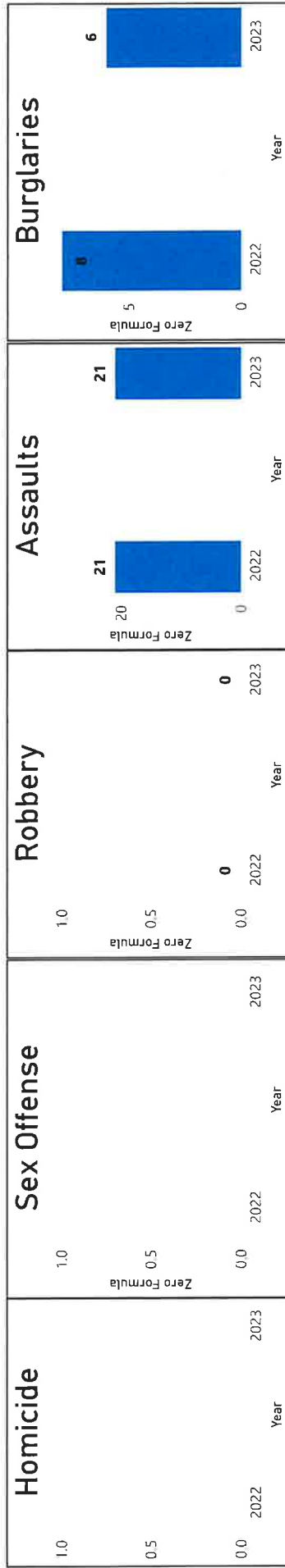
Jason B. Garren

Deputy Chief

Submitted:

Fred K. Schultz

Chief of Police



Date

1/1/2023

1/31/2023



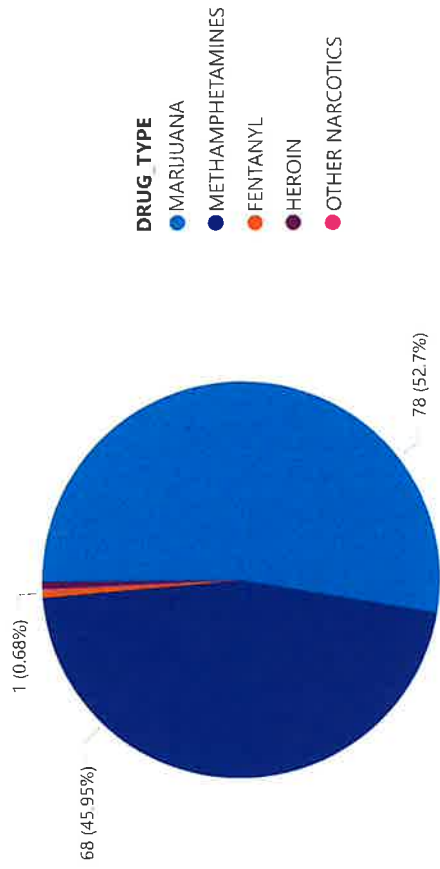
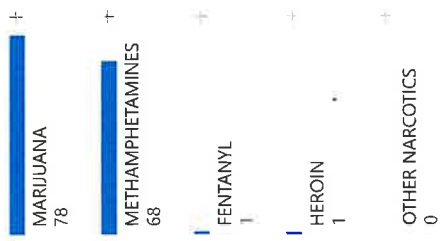
MEASUREMENT

GRAMS



DRUG_QUANTITY by DRUG_TYPE

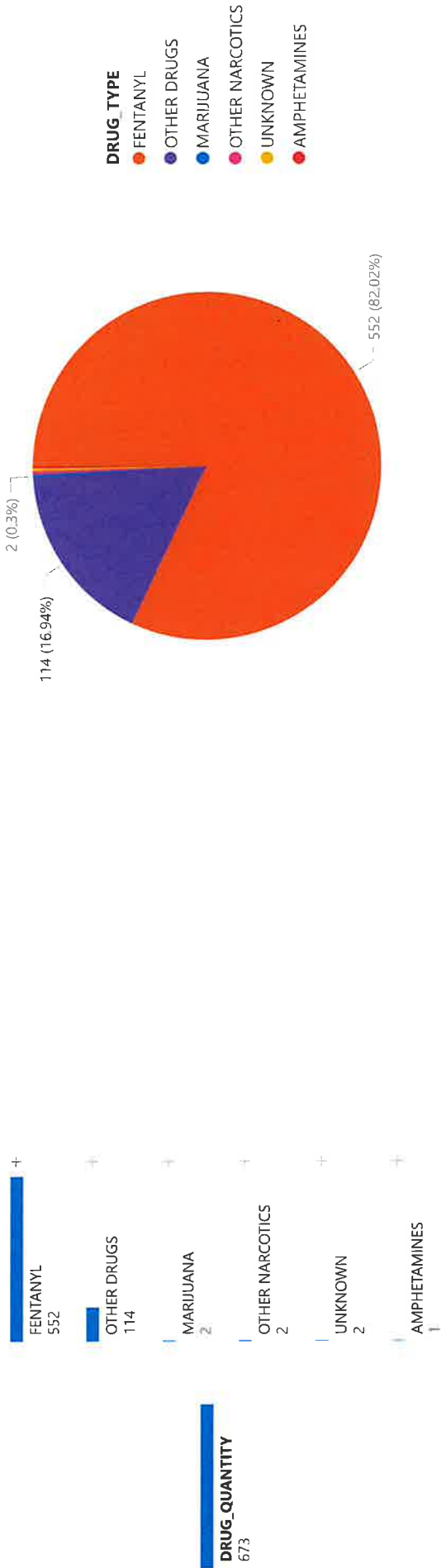
DRUG_TYPE





DRUG_QUANTITY by DRUG_TYPE

DRUG_TYPE



Athens Police Department

USE OF FORCE VS. EVENT COMPARISON (RESULT FOR YEAR 2023)

USE OF FORCE VS. EVENT COMPARISON SUMMARY BY MONTH

Event vs. Arrests vs. Use of Force Comparison



2023 Events vs. Use Of Force

Total Events: 1486
Use of Force Incidents: 1
0.07%

2023 Arrests vs. Use Of Force

Total Arrests: 156
Use of Force Incidents: 1
0.64%

MONTHS	TOTAL EVENTS	USE OF FORCE	%
January	1486	1	0.07%
February	0	0	0.00%
March	0	0	0.00%
April	0	0	0.00%
May	0	0	0.00%
June	0	0	0.00%
July	0	0	0.00%
August	0	0	0.00%
September	0	0	0.00%
October	0	0	0.00%
November	0	0	0.00%
December	0	0	0.00%

MONTHS	TOTAL ARRESTS	USE OF FORCE	%
January	156	1	0.64%
February	0	0	0.00%
March	0	0	0.00%
April	0	0	0.00%
May	0	0	0.00%
June	0	0	0.00%
July	0	0	0.00%
August	0	0	0.00%
September	0	0	0.00%
October	0	0	0.00%
November	0	0	0.00%
December	0	0	0.00%

Monthly Overtime Report for Patrol Division January 2023

Late Shift: 47.00 hours

(reports, late arrests, late calls, early shift calls, raids, assignments)

Manpower: 28.00 hours

(fill in for sick leave, vacations, training)

Court: 12.75 hours

General Sessions: 5.00

City: 1.75

Criminal: 00.00

Civil: 00.00

Juvenile: 00.00

Grand Jury: 6.00

Training: 7.00 hours

Special Assignments: 42.00 hours

Meeting: 27.00

THSO: 15.00

Total hours for the month: 136.75 hours

Total expenditure for patrol overtime for the month: \$2,841.30

Total budgeted for patrol overtime for the month: \$5,416.66

Athens Police Department

Amber Harrell

False Alarm Sheet
January 2023

There were 43 alarms this month.

43 were not charged. This leaves only 0 chargeable.

This month 43 Last year this month 63

MONEY COLLECTED FOR FINANCE ON WARRANTS

This month \$00.00

Athens Municipal Court
DISPOSITION COUNT
01/01/2023 to 01/31/2023

<u>Disp. Code Id</u>	<u>Disp. Code Name</u>	
(9)	Dismissed	<u>13</u>
(11)	Dismissed upon payment of cost w/time to pay	<u>9</u>
(19)	Paid in Full	<u>73</u>
(21)	Plea Guilty/ as charged	<u>22</u>
(25)	Plea Not Guilty, set for trail	<u>3</u>
Total Dispositions:		<u>120</u>