



# ATHENS CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, June 17, 2025, 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**

(1-5) A. Tuesday, May 20, 2025 – Regular Session

**VI. COMMUNICATIONS AND SPECIAL PRESENTATIONS**

(6) A. VIVID – Roscoe Morgan  
Nominated for his enduring patriotism by ensuring the United States flags are always displayed throughout the community.

**VII. CITIZENS COMMENTS GERMANE TO THE AGENDA**

**VIII. CONSENT AGENDA**

(7-8) A. Accept Athens Utilities Board Presentation of Annual Budget FY 2025-26

(9-15) B. Approve Athens City Schools Budget Amendment #2 for FY 2024-25

(16-18) C. Approve Athens City Board of Education Resolution 2025-2

(19-20) D. Approve Athens City Board of Education Resolution 2025-3

(21-23) E. Approve Application for a Safety First Grant from Norfolk Southern  
Resolution 2025-12

(24-27) F. Approve Application for a Federal Staffing for Adequate Fire and Emergency  
Response (SAFER) Grant from FEMA  
Resolution 2025-13

(28-30) G. Approve Declaration of Surplus City Property - Poly Tank and Pump from Fire  
Department.  
Resolution 2025-14

- (31-57) H. Approve Proposed Procurement Policies and Procedures Resolution 2025-15
- (58-60) I. Approve Declaration of Surplus City Property – Traffic Signal Controllers and Dumpsters from Public Works Department. Resolution 2025-16
- J. Authorize the City Manager to obtain cost estimates for WWI and WWII monuments for Veterans Park that conform to the existing monuments.

**IX. ORDINANCES**

- (61-64) A. FY 2024-25 Budget Amendment  
Public Hearing and Second Reading of Ordinance 1140
- (65-72) B. FY 2025-26 Proposed Budget  
Public Hearing and Second Reading of Ordinance 1141

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

- (73-78) A. Amending Athens City Code Title 7 & Title 12  
First Reading of Ordinance 1142

**XII. REPORTS**

- (79 – 88) A. Finance Department Monthly Report  
Director of Finance, Mike Keith
- (89 – 95) B. Fire Department Monthly Report  
Fire Chief, Brandon Ainsworth
- (96 -99) C. Police Department Monthly Report  
Police Chief, Fred Schultz

**XIII. REPORT FROM THE CITY MANAGER**

- (100 – 110) A. Program of Work  
City Manager, Randall Dowling

**XIV. CITIZENS COMMENTS**

**XV. ADJOURNMENT**



# ATHENS CITY COUNCIL MINUTES OF REGULAR SESSION

The Athens City Council met in regular session on **Tuesday, May 20, 2025**, at 6:00 p.m. in the Athens City Hall Council Chambers with Mayor Eaton presiding. Councilmember Duggan led the invocation. Vice Mayor Curtis led the Pledge of Allegiance.

**Roll call:**

**PRESENT: Duggan, Sherlin, Curtis, Eaton**

**ABSENT: Pelley**

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

### APPROVAL OF MINUTES

**Vice Mayor Curtis moved to approve the minutes of Tuesday, April 15, 2025 – Regular Session; Councilmember Duggan seconded.**

**Roll call vote:**

**YEAS: Duggan, Sherlin, Curtis, Eaton**

**NAYS:**

### COMMUNICATIONS AND SPECIAL PRESENTATIONS

- A. Proclamation - Elks Lodge #1927, Elks National Youth Week (May 1<sup>st</sup> - May 7<sup>th</sup>)
- B. Athens City Intermediate School Update

### CITIZEN’S COMMENTS GERMANE TO THE AGENDA

The following citizens commented on the topic of increasing the limit of retail package stores.

- Prakayl Patel - in favor
- Candi Morgan - opposed
- Amar Patel - opposed

### CONSENT AGENDA

- A. Approve FY 2025-26 Athens City Schools Budget
- B. Approve AIA Document B101-2017 between the City and Wold Architects and Engineers for new City Fire Station #3, Phase 1 and 2
- C. Accept FY 2023-24 Annual Comprehensive Financial Report
- D. Approve the change to Partners for Health – TN State Health Plan for the Employee Health Insurance Coverage
- E. Approve Renewal of HHM as the City’s Auditor for Fiscal Year Ending June 30, 2025.
- F. Approve Contract Renewal Between TDOT and the City for the City to Mow, Remove Litter, and Sweep/Flush Selected State Routes
- G. Approve Resolution 2025-11  
A RESOLUTION AUTHORIZING THE CITY OF ATHENS TO APPLY FOR A GRANT FROM THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) SAFE STREETS FOR ALL PROGRAM (SS4A)

**Councilmember Duggan moved to remove Item D from the Consent Agenda for further discussion during New Business; no second.**

**Motion failed.**

**Vice Mayor Curtis moved to approve all consent agenda items as presented; Councilmember Sherlin seconded.**

**Motion approved.**

**Roll call vote:**

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

### ORDINANCES

- A. Public Hearing and Second Reading of Ordinance 1139  
AN ORDINANCE OF THE CITY OF ATHENS, TENNESSEE TO AMEND TITLE 8, CHAPTER II OF THE ATHENS CITY CODE TO INCREASE THE LIMIT ON LOCAL LIQUOR STORE PRIVILEGE LICENSES

**Mayor Eaton opened the public hearing. There being no comments, the public hearing closed.**

**Vice Mayor Curtis moved to approve Ordinance 1139; Councilmember Duggan seconded.**

**Motion approved.**

**Roll call vote:**

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

**Vice Mayor Curtis moved to set an application period to begin at 8:00 on Friday, June 20, 2025 and ending at 5:00pm on Monday, July 7, 2025; Mayor Eaton seconded.**

**Motion approved.**

**Roll call vote:**

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

**Vice Mayor Curtis moved to set a lottery selection method for the applicant, in the event there are multiple qualified applicants; Mayor Eaton seconded.**

**Motion approved.**

**Roll call vote:**

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

**Vice Mayor Curtis moved to set the date for the public hearing and application selection be at 5:30pm on Thursday, July 31, 2025**

**Motion approved.**

**Roll call vote:**

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

### OLD BUSINESS

- A. Cook Park Splash Pad

No motion was made; therefore, no action was taken.

### NEW BUSINESS

- A. FY 2024-25 Budget Amendment  
First Reading of Ordinance No. 1140  
AN ORDINANCE TO AMEND THE BUDGET FOR THE CITY OF ATHENS, TENNESSEE, FOR THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025

**Vice Mayor Curtis moved to approve the first reading of Ordinance 1140; Councilmember Sherlin seconded.**

**Motion approved.**

ATHENS CITY COUNCIL  
MINUTES OF REGULAR SESSION  
Tuesday, May 20, 2025

**Roll call vote:**

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

**B. FY 2025-26 Proposed Budget**

First Reading of Ordinance No. 1141

AN ORDINANCE TO ADOPT A BUDGET AND SET THE TAX RATE ON TAXABLE PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF ATHENS, TENNESSEE, FOR THE FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026.

**Vice Mayor Curtis moved to approve the first reading of Ordinance 1141; Councilmember Duggan seconded.**

**Councilmember Sherlin moved to amend FY 2025-26 Proposed Budget by adding one (1) I.T. Tech; Councilmember Duggan seconded.**

**Motion failed.**

**Roll call vote:**

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

**Councilmember Sherlin moved to amend FY 2025-26 Proposed Budget by adding three (3) Fire Department employees; Councilmember Duggan seconded.**

**Motion failed.**

**Roll call vote:**

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

**Councilmember Sherlin moved to remove the \$35,000 expense from the FY 2025-26 Proposed Budget (Capital Improvement Fund) for the replacement of the manual main gate at Regional Park with an electric gate; no second.**

**Motion failed.**

**Councilmember Sherlin moved to amend the FY 2025-26 Proposed Budget for the cemetery fee schedule by not increasing the fees; no second.**

**Motion failed.**

**Councilmember Sherlin moved to amend the FY 2025-26 Proposed Budget for the Public Works Department miscellaneous fee schedule by only increasing the fee to \$100 not \$300 per trailer load; no second.**

**Motion failed.**

**Approve the first reading of Ordinance 1141 with no amendments.**

**Motion approved.**

**Roll call vote:**

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

**C. Bid Award of RFB 25-07 to Demolish North City School**

**Vice Mayor Curtis moved to award the bid to E. Luke Green Company, Inc; Councilmember Duggan seconded.**

**Motion approved.**

**Roll call vote:**

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

**D. Allen & Hoshall Proposed Feasibility Design Services for Athens City Hall Renovation and Public Service Complex Facility**

**Councilmember Duggan moved to approve moving forward with Allen & Hoshall; Vice Mayor Curtis seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Sherlin, Curtis, Eaton**

**NAYS:**

E. Discussion of the Intersection at Crestway Drive and Matlock Avenue

**Mayor Eaton moved to add a 4-way stop at the intersection of Crestway Drive and Matlock Avenue and another at Miami Street and Matlock; Vice Mayor Curtis seconded.**

**Councilmember Sherlin moved to amend the motion by delaying any action until another traffic study can be conducted; no second.**

**Motion failed.**

**Councilmember Duggan moved to amend the motion by only adding a 4-way stop at the intersection of Matlock Avenue, but not at Miami Street; Mayor Eaton seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Curtis, Eaton**

**NAYS: Sherlin**

**Original Motion Amended:**

**Mayor Eaton moved to add a 4-way stop at the intersection of Crestway Drive and Matlock Avenue; Vice Mayor Curtis seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Curtis, Eaton**

**NAYS: Sherlin**

F. Athens Utilities Board

- i. Reappointment - Jeff Zabo (term expires June 2025)
- ii. Applicant on file - Cynthia Webb-McCowan
- iii. Applicant on file - Perry McCowan

**Vice Mayor Curtis moved to approve the reappointment of Jeff Zabo to the Athens Utilities Board; Councilmember Duggan seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Curtis, Eaton**

**NAYS: Sherlin**

G. Board of Adjustment and Appeals

- i. Appointment - Jason Miller (current alternate)

**Vice Mayor Curtis moved to approve the appointment of Jason Miller to the Board of Adjustment and Appeals; Councilmember Duggan seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Sherlin, Curtis, Eaton**

**NAYS:**

H. Recreation Advisory Board

- i. Reappointment – Moises Contreas

**Vice Mayor Curtis moved to approve the reappointment of Moises Contreas to the Recreation Advisory Board; Councilmember Duggan seconded.**

**Motion approved.**

**Roll call vote:**

**YEAS: Duggan, Sherlin, Curtis, Eaton**

**NAYS:**

**REPORTS**

Community Development 1<sup>st</sup> Quarter Building Report  
Director of Community Development, Anthony Casteel

Finance Department Monthly Report  
Director of Finance, Mike Keith

Fire Department Monthly Report  
Fire Chief, Brandon Ainsworth

Police Department Monthly Report  
Police Chief, Fred Schultz

**REPORT FROM THE CITY MANAGER**

Program of Work  
City Manager, Randall Dowling

**CITIZENS COMMENTS**

- Cynthia McCowan – Appreciates that the city selected a contractor that will properly dispose of the asbestos material during the demolition of North City School. She requested that the city consider planning for a community / recreation center.

**ADJOURNMENT**

Vice Mayor Curtis moved to adjourn; Councilmember Duggan seconded. The meeting adjourned at approximately 7:41 p.m.

**Roll call vote:**

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

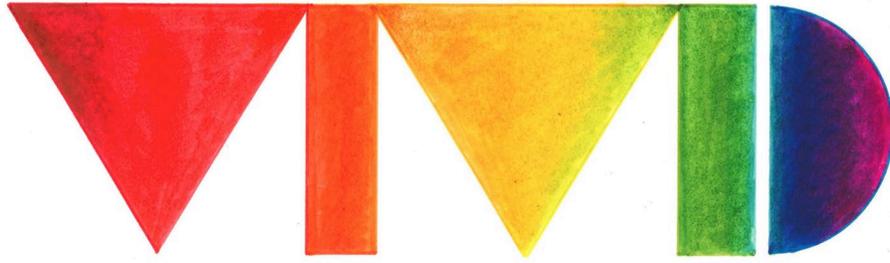
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LARRY EATON, Mayor

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RANDALL DOWLING, City Manager





## VERY IMPORTANT VOLUNTEER INDIVIDUAL OFFICIAL NOMINATION FORM

**Nominee:** Roscoe Morgan

**Nominated By:** Councilmember Pelley

**Date:** June 3, 2025

### Reason for Nomination:

A U.S. Army veteran who served as a combat medic in Vietnam from 1968 to 1970, Mr. Roscoe Morgan held the rank of Specialist, exemplifying a life of service—first to his country, and ever since to his community.

For many years, Mr. Morgan has taken personal responsibility for maintaining the United States flag at Athens Regional Park, ensuring it is always displayed with the respect and dignity it deserves. In addition to this hands-on care, he has generously donated numerous American flags that are flown proudly across the city.

His commitment doesn't stop there. Mr. Morgan is a steadfast supporter of local Parks and Recreation events, particularly those honoring fellow veterans. He is a familiar and respected presence at the brick-laying ceremonies at Veterans Memorial Park, and he has coordinated the flying of the American flag at significant community gatherings—including the City's annual Fourth of July fireworks celebration.

Mr. Morgan embodies the very essence of the VIVID Award. His enduring patriotism, humble generosity, and quiet leadership make Athens a stronger, prouder place. We are deeply grateful for his service and his continued devotion to our community. His dedication reminds us all of the enduring impact one individual can have.





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### **Agenda Item**

VIII. A. Athens Utilities Board Presentation of their FY 2025-26 Annual Budget

### **Overview**

For FY 2026, AUB’s divisions face a year of significant capital investment and cautious financial management. The Power Division will issue \$4 million in bonds to fund projects like the Englewood Substation rebuild and AMI infrastructure, with no rate hike planned aside from TVA passthroughs; net revenue is expected to dip slightly to \$1.19 million. The Water Division plans a \$6.5 million reservoir project funded by debt and grants, with steady revenue but reduced net income of \$420,000. The Gas Division will implement phased rate increases beginning in July 2025, aiming to stabilize revenue (budgeted at \$614,000), although cash is projected to fall by \$210,000. The Wastewater Division requires over \$6 million in new debt to fund aging infrastructure, including a \$5 million biosolids equipment overhaul; despite this, it forecasts \$762,000 in net revenue and stronger cash reserves. Lastly, the Fiber Division—still small but growing—projects \$154,000 in net income and continues conservative expansion with modest capital spending and an expected cash balance of \$571,000.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular session consent agenda for approval.

### **Action to Consider**

Motion, second, and majority vote are needed to approve.

### **Affected Departments**

Finance

## AUB FY 2026 – BIG PICTURE

The AUB FY 2026 Budget document is an annual budget with Five-Year projections.

FY 2026 highlights are:

We currently have approximately 35,761 customer accounts. Growth for the past 12-month period is about 1.0%, which is consistent with average long-term customer growth.

There are approximately 100 full time employees at AUB.

We currently manage total plant assets of a little over \$124 million

As a public utility, we are not in the business to produce a profit. We anticipate about \$81.8 million in gross revenues for FY 2026 and less than \$3.9 million in net revenues between all divisions.

As of March 2025, AUB was the 7<sup>th</sup> lowest local power company for power rates among 151 LPCs. That means we are in the top 4.6 % in terms of the cheapest power rates in the valley. Among our neighboring utilities we are THE lowest cost provider of electricity.

***For FY 2026, AUB's divisions face a year of significant capital investment and cautious financial management.***

***The Power Division will issue \$4 million in bonds to fund projects like the Englewood Substation rebuild and AMI infrastructure, with no rate hike planned aside from TVA passthroughs; net revenue is expected to dip slightly to \$1.19 million.***

***The Water Division plans a \$6.5 million reservoir project funded by debt and grants, with steady revenue but reduced net income of \$420,000.***

***The Gas Division will implement phased rate increases beginning in July 2025, aiming to stabilize revenue (budgeted at \$614,000), although cash is projected to fall by \$210,000.***

***The Wastewater Division requires over \$6 million in new debt to fund aging infrastructure, including a \$5 million biosolids equipment overhaul; despite this, it forecasts \$762,000 in net revenue and stronger cash reserves.***

***Lastly, the Fiber Division—still small but growing—projects \$154,000 in net income and continues conservative expansion with modest capital spending and an expected cash balance of \$571,000.***

***Courtesy of, and thanks to, Ms. Bridget Roberts – City of Athens***

We feel confident that we have a solid, and conservative budget, but we understand that the primary drivers of weather, as well as the economic issues resulting from inflation are beyond our control.



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**Agenda Item**

VIII. B. Athens City Schools Budget Amendment #2 for FY 2024-25

**Overview**

The Budget Amendment #2 adjusts the FY 2024-25 General Purpose School Budget for Athens City Schools. It reflects updates related to program funding (state/federal/local), equipment purchases, staffing adjustments, and end-of-year housekeeping. The total amended budget after this adjustment is \$20,394,464.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular session consent agenda for approval.

**Action to Consider**

Motion, second, and majority vote are needed to approve.

**Affected Departments**

Finance

**ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2  
  
SCHOOL YEAR 2024-2025**

FUNDS AVAILABLE		Appropriation	Beginning Balance	Increase	Decrease	Amended Budget
Account No.						
39000		UNASSIGNED	-	200,000	0	200,000
44990		OTHER LOCAL REVENUES	4,503	1,041,847	0	1,046,350
46590-LCT		OTHER STATE EDUCATION FUNDS - LEARNING CAMP TRANSPORTATION	19,691	26,575	0	46,266
46590-SLC		OTHER STATE EDUCATION FUNDS - SUMMER LEARNING CAMP	265,995	0	62,153	203,842
47590-SLC		OTHER FEDERAL THROUGH STATE - SUMMER LEARNING CAMP	-	51,248	0	51,248
			<b>290,189</b>	<b>1,319,670</b>	<b>62,153</b>	<b>1,547,706</b>

**Note: This amendment is recording the transfer of cash from the GP fund to the Fed fund, recording of the revisions of ISM, summer learning camps and their transportation, and the state special education preschool grants, recording playground construction, pickleball expenses and Westside repairs and revenue from the City of Athens to cover this portion of those expenses, and end of year clean up.**

EXPENDITURES		Appropriation	Budget	Increase	Decrease	Amended Budget
Account No.						
71100		REGULAR INSTRUCTION PROGRAM	9,362,016	53,405	49,053	9,366,368
71200		SPECIAL EDUCATION PROGRAM	1,080,273	7,342	7,342	1,080,273
71300		VOCATIONAL EDUCATION PROGRAM	78,458	0	19,966	58,491
71400		STUDENT BODY	8,169	0	0	8,169
72110		ATTENDANCE	105,801	1	1	105,802
72120		HEALTH SERVICES	259,002	69,514	15,847	312,669
72130		OTHER STUDENT SUPPORT	457,604	0	0	457,604
72210		REGULAR INSTRUCTION PROGRAM	980,585	2,000	3,434	979,151
72220		SPECIAL EDUCATION PROGRAM	103,835	0	0	103,835
72230		SUPPORT SERVICES / VOCATIONAL EDUCATION PROGRAM	130,000	42,927	0	172,927
72250		TECHNOLOGY	287,836	0	0	287,836
72310		BOARD OF EDUCATION	995,209	0	0	995,209
72320		OFFICE OF THE SUPERINTENDENT	208,179	1,800	1,800	208,179
72410		OFFICE OF THE PRINCIPAL	1,169,042	2,348	0	1,171,390
72510		FISCAL SERVICES	237,228	0	0	237,228
72520		HUMAN SERVICES/PERSONNEL	139,926	0	0	139,926
72610		OPERATION OF PLANT	1,166,223	7	0	1,166,230
72620		MAINTENANCE OF PLANT	375,611	4,576	0	380,187
72710		TRANSPORTATION	652,531	46,062	19,487	679,106
73100		FOOD SERVICE	7,331	0	4,831	2,500
73300		COMMUNITY SERVICES	432,385	2,184	104,675	329,894
73400		EARLY CHILDHOOD EDUCATION	819,703	0	0	819,703
76100		CAPITAL OUTLAY	80,000	1,076,847	25,060	1,131,787
99100		TRANSFERS OUT	0	200,000.00	0	200,000
		<b>TOTAL EXPENDITURES:</b>	<b>19,136,947</b>	<b>1,509,013</b>	<b>251,496</b>	<b>20,394,464</b>

Amended by Athens City Board of Education on 6-9-25 Approved by Athens City Council on \_\_\_\_\_

  
 Joe Barnett  
 Secretary

\_\_\_\_\_  
 City Manager

\_\_\_\_\_  
 Mayor

ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2

SCHOOL YEAR 2024-2025

DETAIL

EXPENDITURES

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>71100 REGULAR INSTRUCTION PROGRAM</b>				
71100-116 TEACHERS	6,442,488	0	22,798	6,419,690
71100-117 CAREER LADDER PROGRAM	6,000	0	0	6,000
71100-128 HOMEBOUND TEACHERS	2,500	0	0	2,500
71100-163 INSTRUCTIONAL ASSISTANTS	338,806	4,950	0	343,756
71100-189 OTHER SALARIES AND WAGES	24,000	16,800	0	40,800
71100-195 CERTIFIED SUBSTITUTE TEACHERS	20,000	0	0	20,000
71100-198 NON-CERTIFIED SUBSTITUTE TEACHERS	87,858	0	0	87,858
71100-201 SOCIAL SECURITY	430,218	0	1,140	429,078
71100-204 STATE RETIREMENT	451,530	0	242	451,288
71100-207 MEDICAL INSURANCE	943,402	0	0	943,402
71100-212 EMPLOYER MEDICARE	100,494	0	145	100,349
71100-217 STATE HYBRID STABILIZATION	44,045	0	0	44,045
71100-299 OTHER FRINGE BENEFITS	50,000	0	0	50,000
71100-312 CONTRACTS WITH PRIVATE AGENCIES	2,209	0	0	2,209
71100-399 OTHER CONTRACTED SERVICES	9,082	0	0	9,082
71100-429 INSTRUCTIONAL SUPPLIES AND MATERIALS	125,257	0	24,727	100,530
71100-430 TEXTBOOKS-ELECTRONIC	68,000	0	0	68,000
71100-449 TEXTBOOKS	165,000	0	0	165,000
71100-471 SOFTWARE	2,100	2,100	0	2,100
71100-499 OTHER SUPPLIES AND MATERIALS	1,000	28,214	0	29,214
71100-599 OTHER CHARGES	1,659	1,341	0	3,000
71100-722 REGULAR INSTRUCTION EQUIPMENT	48,468	0	0	48,468
<b>TOTAL</b>	<b>9,362,016</b>	<b>53,405</b>	<b>49,053</b>	<b>9,366,368</b>

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>71200 SPECIAL EDUCATION PROGRAM</b>				
71200-116 TEACHERS	450,247	0	0	450,247
71200-128 HOMEBOUND TEACHERS	2,500	0	0	2,500
71200-163 EDUCATIONAL ASSISTANTS	137,202	0	1,205	135,997
71200-171 SPEECH PATHOLOGIST	114,743	0	0	114,743
71200-198 NON-CERTIFIED SUBSTITUTE TEACHERS	2,500	0	0	2,500
71200-201 SOCIAL SECURITY	43,846	0	116	43,730
71200-204 STATE RETIREMENT	49,423	0	116	49,307
71200-206 LIFE INSURANCE	25	5	0	30
71200-207 MEDICAL INSURANCE	152,121	0	802	151,319
71200-212 EMPLOYER MEDICARE	10,254	0	27	10,227
71200-217 RETIREMENT HYBRID STABILIZATION	1,894	0	0	1,894
71200-312 CONTRACTS WITH PRIVATE AGENCIES (LUDIC)	114,779	0	5,077	109,702
71200-429 INSTRUCTIONAL SUPPLIES	300	0	0	300
71200-499 OTHER SUPPLIES AND MATERIALS	7,337	0	0	7,337
<b>TOTAL</b>	<b>1,080,273</b>	<b>7,342</b>	<b>7,342</b>	<b>1,080,273</b>

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>71300 VOCATIONAL EDUCATION PROGRAM</b>				
71300-389 OTHER CONTRACTED SERVICES	3,000	0	0	3,000
71300-471 SOFTWARE	29,500	0	17,866	11,634
71300-599 OTHER CHARGES	3,000	0	0	3,000
71300-730 VOCATIONAL INSTRUCTIONAL EQUIPMENT	42,958	0	2,100	40,858
<b>TOTAL</b>	<b>78,458</b>	<b>0</b>	<b>19,966</b>	<b>58,491</b>

ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2

SCHOOL YEAR 2024-2025

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>72110 ATTENDANCE</b>				
72110-105 SUPERVISOR/DIRECTOR	45,391	0	0	45,391
72110-117 CAREER LADDER	525	0	0	525
72110-162 CLERICAL PERSONNEL	1,000	0	0	1,000
72110-169 OTHER SALARIES AND WAGES	25,047	0	0	25,047
72110-201 SOCIAL SECURITY	4,461	1	0	4,462
72110-204 STATE RETIREMENT	5,421	0	0	5,421
72110-207 MEDICAL INSURANCE	8,162	0	0	8,162
72110-212 EMPLOYER MEDICARE	1,044	0	1	1,044
72110-399 OTHER CONTRACTED SERVICES	8,000	0	0	8,000.00
72110-499 OTHER SUPPLIES AND MATERIALS	900	0	0	900
72110-524 INSERVICE/STAFF DEV	4,000	0	0	4,000
72110-599 OTHER CHARGES	1,850	0	0	1,850
<b>TOTAL</b>	<b>105,801</b>	<b>1</b>	<b>1</b>	<b>105,802</b>

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>72120 HEALTH SERVICES</b>				
72120-105 SUPERVISOR/DIRECTOR	29,175	0	0	29,175
72120-131 MEDICAL PERSONNEL	131,009	25,671	8,000	148,680
72120-189 OTHER SALARIES & WAGES	9,613	0	0	9,613
72120-201 SOCIAL SECURITY	10,540	1,146	495	11,190
72120-204 STATE RETIREMENT	16,188	824	636	16,376
72120-207 MEDICAL INSURANCE	17,767	23,219	0	40,986
72120-212 EMPLOYER MEDICARE	2,465	268	116	2,617
72120-217 RETIREMENT HYBRID STABILIZATION	1,589	0	396	1,193
72120-307 COMMUNICATION	1,207	1,039	0	2,246
72120-399 OTHER CONTRACTED SERVICES	6,058	17,347	0	23,405
72120-413 DRUGS AND MEDICAL SUPPLIES	685	0	185	500
72120-499 OTHER SUPPLIES AND MATERIALS	13,460	0	122	13,338
72120-524 INSERVICE/STAFF DEVELOPMENT	9,500	0	1,437	8,063
72120-735 HEALTH EQUIPMENT	7,046	0	3,923	3,123
72120-790 OTHER EQUIPMENT	2,500	0	536	1,964
<b>TOTAL</b>	<b>259,002</b>	<b>69,514</b>	<b>15,847</b>	<b>312,669</b>

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>72210 SUPPORT REGULAR INSTRUCTION</b>				
72210-105 SUPERVISOR/DIRECTOR	181,971	0	0	181,971
72210-117 CAREER LADDER	4,000	0	0	4,000
72210-129 LIBRARIANS	175,939	0	0	175,939
72210-161 SECRETARY (S)	52,639	0	0	52,639
72210-162 CLERICAL PERSONNEL	19,115	0	0	19,115
72210-163 EDUCATIONAL ASSISTANTS	18,046	0	0	18,046
72210-172 INSTRUCTIONAL COACHES	234,840	0	0	234,840
72210-189 OTHER SALARIES & WAGES	3,000	0	3,000	0
72210-201 SOCIAL SECURITY	42,752	0	0	42,752
72210-204 STATE RETIREMENT	46,778	0	204	46,574
72210-207 MEDICAL INSURANCE	90,514	0	0	90,514
72210-212 EMPLOYER MEDICARE	9,989	0	44	9,945
72210-217 RETIREMENT HYBRID STABILIZATION	1,039	0	0	1,039
72210-336 MAINTENANCE AND REPAIR-EQUIP	9,221	0	0	9,221
72210-399 OTHER CONTRACTED SERVICE	11,951	0	0	11,951
72210-432 LIBRARY BOOKS	33,560	0	0	33,560
72210-524 INSERVICE/STAFF DEVELOPMENT	39,368	2,000	0	41,368
72210-599 OTHER CHARGES	5,853	0	0	5,853
<b>TOTAL</b>	<b>980,565</b>	<b>2,000</b>	<b>3,434</b>	<b>979,151</b>

ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2

SCHOOL YEAR 2024-2025

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>72230 SUPPORT SERVICES / VOCATIONAL EDUCATIONAL PROGRAM</b>				
72230-524 IN-SERVICE / STAFF DEVELOPMENT	0	0	0	0
72230-790 OTHER EQUIPMENT	130,000	42,927	0	172,927
<b>TOTAL</b>	<b>130,000</b>	<b>42,927</b>	<b>0</b>	<b>172,927</b>
<b>72320 OFFICE OF THE SUPERINTENDENT</b>				
COUNTY OFFICIAL/ADMINISTRATIVE OFFICER	118,755	0	0	118,755
CAREER LADDER PROGRAM	800	0	800	0
SECRETARY(S)	12,524	0	0	12,524
OTHER SALARIES & WAGES	0	1,800	0	1,800
SOCIAL SECURITY	8,139	0	0	8,139
STATE RETIREMENT	12,603	0	0	12,603
MEDICAL INSURANCE	2,221	0	0	2,221
EMPLOYER MEDICARE	1,904	0	0	1,904
RETIREMENT - HYBRID STABILIZATION	1,170	0	177	993
COMMUNICATION	6,530	0	823	5,707
DUES AND MEMBERSHIPS	4,570	0	0	4,570
LEASE PAYMENTS	2,163	0	0	2,163
POSTAL CHARGES	4,100	0	0	4,100
OTHER CONTRACTED SERVICES	7,200	0	0	7,200
OFFICE SUPPLIES	7,000	0	0	7,000
IN-SERVICE/STAFF DEVELOPMENT	4,000	0	0	4,000
OTHER CHARGES	13,000	0	0	13,000
ADMINISTRATIVE EQUIPMENT	1,500	0	0	1,500
<b>TOTAL</b>	<b>208,179</b>	<b>1,800</b>	<b>1,800</b>	<b>208,179</b>
<b>72410 OFFICE OF THE PRINCIPAL</b>				
PRINCIPALS	351,884	0	0	351,884
CAREER LADDER PROGRAM	2,000	0	0	2,000
ACCOUNTANTS/BOOKKEEPERS	61,955	0	0	61,955
ASSISTANT PRINCIPALS	272,162	0	0	272,162
SECRETARY(S)	94,281	0	0	94,281
CLERICAL PERSONNEL	51,606	2,000	0	53,606
SOCIAL SECURITY	51,698	127	0	51,825
STATE RETIREMENT	59,769	192	0	59,961
MEDICAL INSURANCE	138,233	0	0	138,233
EMPLOYER MEDICARE	12,091	29	0	12,120
COMMUNICATION	13,500	0	0	13,500
MAINTENANCE & REPAIR SERVICES - EQUIPMENT	14,782	0	0	14,782
TRAVEL	250	0	0	250
OTHER CONTRACTED SERVICES	39,556	0	0	39,556
OFFICE SUPPLIES	450	0	0	450
IN-SERVICE/STAFF DEVELOPMENT	200	0	0	200
OTHER CHARGES	125	0	0	125
ADMINISTRATION EQUIPMENT	4,500	0	0	4,500
<b>TOTAL</b>	<b>1,169,042</b>	<b>2,348</b>	<b>0</b>	<b>1,171,390</b>

**ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2**

**SCHOOL YEAR 2024-2025**

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>72610 OPERATION OF PLANT</b>				
72610-166 CUSTODIAL PERSONNEL	281,711	0	0	281,711
72610-189 OTHER SALARIES AND WAGES	1,130	0	0	1,130
72610-201 SOCIAL SECURITY	17,530	6	0	17,536
72610-204 STATE RETIREMENT	27,152	0	0	27,152
72610-207 MEDICAL INSURANCE	64,600	0	0	64,600
72610-212 EMPLOYER MEDICARE	4,100	1	0	4,101
72610-410 CUSTODIAL SUPPLIES	51,000	0	0	51,000
72610-415 ELECTRICITY	500,000	0	0	500,000
72610-434 NATURAL GAS	42,000	0	0	42,000
72610-454 WATER & SEWER	44,500	0	0	44,500
72610-502 BUILDING & CONTENT INSURANCE	130,000	0	0	130,000
72610-720 PLANT OPERATION EQUIPMENT	2,500	0	0	2,500
<b>TOTAL</b>	<b>1,166,223</b>	<b>7</b>	<b>0</b>	<b>1,166,230</b>
<b>72620 MAINTENANCE OF PLANT</b>				
72620-105 SUPERVISOR/DIRECTOR	68,087	0	0	68,087
72620-161 SECRETARIES	12,524	0	0	12,524
72620-167 MAINTENANCE PERSONNEL	46,833	0	0	46,833
72620-189 OTHER SALARIES AND WAGES	41,975	0	0	41,975
72620-201 SOCIAL SECURITY	10,504	0	0	10,504
72620-204 STATE RETIREMENT	14,058	0	0	14,058
72620-207 MEDICAL INSURANCE	26,173	0	0	26,173
72620-212 EMPLOYER MEDICARE	2,457	0	0	2,457
72620-335 MAINTENANCE & REPAIR SERVICES--BUILDING	29,000	0	0	29,000
72620-336 MAINTENANCE & REPAIR SERVICES - EQUIPMENT	12,000	4,576	0	16,576
72620-338 MAINTENANCE & REPAIR SERVICES - VEHICLES	4,000	0	0	4,000
72620-399 OTHER CONTRACTED SERVICES	64,000	0	0	64,000
72620-418 EQUIPMENT & MACHINERY PARTS	10,000	0	0	10,000
72620-425 GASOLINE	9,000	0	0	9,000
72620-489 OTHER SUPPLIES & MATERIALS	18,000	0	0	18,000
72620-524 INSERVICE/STAFF DEVELOPMENT	1,000	0	0	1,000
72620-717 MAINTENANCE EQUIPMENT	6,000	0	0	6,000
<b>TOTAL</b>	<b>375,611</b>	<b>4,576</b>	<b>0</b>	<b>380,187</b>
<b>72710 TRANSPORTATION</b>				
72710-105 SUPERVISOR/DIRECTOR	72,913	2,000	0	74,913
72710-146 BUS DRIVERS	196,206	16,000	0	212,206
72710-162 CLERICAL PERSONNEL	12,524	0	0	12,524
72710-189 OTHER SALARIES & WAGES	16,719	4,400	0	21,119
72710-201 SOCIAL SECURITY	18,371	1,637	0	20,008
72710-204 STATE RETIREMENT	28,829	2,150	0	30,979
72710-207 MEDICAL INSURANCE	113,318	0	19,000	94,318
72710-212 EMPLOYER MEDICARE	4,334	345	0	4,679
72710-217 RETIREMENT - HYBRID STABILIZATOIN	2	0	0	2
72710-307 COMMUNICATION	4,000	0	0	4,000
72710-313 CONTRACTS WITH PARENTS	26,348	0	0	26,348
72710-338 MAINTENANCE AND REPAIR SERVICES-VEHICLES	30,702	0	0	30,702
72710-340 MEDICAL AND DENTAL SERVICES	1,000	0	0	1,000
72710-399 OTHER CONTRACTED SERVICES	4,000	0	0	4,000
72710-412 DIESEL FUEL	47,199	0	487	46,712
72710-418 EQUIPMENT AND MACHINERY PARTS	1,500	0	0	1,500
72710-499 OTHER SUPPLIES AND MATERIALS	1,000	0	0	1,000
72710-511 VEHICLE AND EQUIPMENT INSURANCE	30,000	19,000	0	49,000
72710-524 IN-SERVICE/STAFF DEVELOPMENT	1,700	0	0	1,700
72710-599 OTHER CHARGES	4,995	530	0	5,525
72710-701 ADMINISTRATION EQUIPMENT	1,871	0	0	1,871
72710-729 TRANSPORTATION EQUIPMENT	35,000	0	0	35,000
<b>TOTAL</b>	<b>652,631</b>	<b>46,062</b>	<b>19,487</b>	<b>673,106</b>

ATHENS CITY SCHOOLS  
GENERAL PURPOSE  
BUDGET AMENDMENT # 2

SCHOOL YEAR 2024-2025

	BUDGET	INCREASE	DECREASE	AMENDED BUDGET
<b>73100 FOOD SERVICE</b>				
73100-105 SUPERVISOR/DIRECTOR	2,000	0	2,000	0
73100-165 CAFETERIA PERSONNEL	2,000	0	2,000	0
73100-201 SOCIAL SECURITY	248	0	248	0
73100-204 STATE RETIREMENT	384	0	384	0
73100-212 EMPLOYER MEDICARE	58	0	58	0
73100-422 FOOD SUPPLIES	2,641	0	141	2,500
<b>TOTAL</b>	<b>7,331</b>	<b>0</b>	<b>4,831</b>	<b>2,500</b>
<b>73300 COMMUNITY SERVICES</b>				
73300-105 SUPERVISOR/DIRECTOR	52,268	0	8,288	44,000
73300-162 CLERICAL PERSONNEL	26,082	2,184	0	28,266
73300-169 PART TIME PERSONNEL	162,138	0	63,665	98,473
73300-189 OTHER SALARIES AND WAGES	87,360	0	32,742	54,618
73300-201 SOCIAL SECURITY	20,327	0	0	20,327
73300-204 STATE RETIREMENT	31,538	0	0	31,538
73300-207 MEDICAL INSURANCE	36,393	0	0	36,393
73300-212 EMPLOYER MEDICARE	4,754	0	0	4,754
73300-217 RETIREMENT - HYBRID STABILIZATION	25	0	0	25
73300-399 OTHER CONTRACTED SERVICES	1,000	0	0	1,000
73300-422 FOOD SUPPLIES	1,000	0	0	1,000
73300-429 INSTRUCTIONAL SUPPLIES AND MATERIALS	1,000	0	0	1,000
73300-499 OTHER SUPPLIES AND MATERIALS	5,000	0	0	5,000
73300-524 INSERVICE/STAFF DEVELOPMENT	1,000	0	0	1,000
73300-599 OTHER CHARGES	1,500	0	0	1,500
73300-790 OTHER EQUIPMENT	1,000	0	0	1,000
<b>TOTAL</b>	<b>432,385</b>	<b>2,184</b>	<b>104,875</b>	<b>329,884</b>
<b>76100 CAPITAL OUTLAY</b>				
76100-189 OTHER SALARIES & WAGES	3,600	0	0	3,600
76100-201 SOCIAL SECURITY	224	0	0	224
76100-204 STATE RETIREMENT	229	0	0	229
76100-212 EMPLOYER MEDICAL LIABILITY	52	0	0	52
76100-707 BUILDING IMPROVEMENTS	30,000	1,000,000	25,060	1,004,940
76100-799 OTHER CAPITAL OUTLAY	45,895	76,847	0	122,742
<b>TOTAL</b>	<b>80,000</b>	<b>1,076,847</b>	<b>25,060</b>	<b>1,131,787</b>
<b>99100 TRANSFERS OUT</b>				
99100-590 TRANSFERS TO OTHER FUNDS	200,000	0	0	200,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>
<b>TOTAL EXPENDITURES</b>	<b>19,136,947</b>	<b>1,509,013</b>	<b>251,496</b>	<b>20,394,464</b>





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### **Agenda Item**

VIII. C. Athens City Board of Education  
Resolution 2025-2

*Be it resolved by the Athens City Board of Education that the Director of Schools shall have the authority to establish the amounts of funds that will be Committed or Assigned for specific purposes at the end of the fiscal year for the Athens City School System.*

### **Overview**

The purpose of this resolution is to grant authority to the Director of Schools to determine how funds are Committed or Assigned for specific purposes at the end of the fiscal year for the Athens City School System.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular session consent agenda for approval.

### **Action to Consider**

Motion, second, and majority vote are needed to approve.

### **Affected Departments**

Finance



athenscityschools.net

943 Crestway Drive  
Athens, Tennessee 37303-4130  
Phone: (423) 745-2863  
Fax: (423) 745-9041

Robert W. Greene, *Director of Schools*

June 09, 2025

Dr. Randall Dowling  
City Manager  
City of Athens  
P. O. Box 849  
Athens, Tennessee 37371-849

Dear Dr: Dowling

Enclosed is a copy of a Resolution approved by the Athens City Board of Education on June 09, 2025. We have been advised by our Fiscal Consultant that the Board of Education should annually approve this resolution.

*Be it resolved by the Athens City Board of Education that the Director of Schools shall have the authority to establish the amounts of funds that will be assigned for specific purposes at the end of the fiscal year for the Athens City Schools.*

Also, the Fiscal Consultant advised us to ask that our governing body also annually approve the following *Appropriation Resolution*:

*Be it resolved that the budget for the Athens City Schools Federal Projects Fund shall be the budget approved for the separate projects within the fund by the Athens City Board of Education and State of Tennessee.*

Approval of these resolutions allows the Athens City School System to comply with the GASB54 auditing requirement. Please advise if additional information is needed.

Sincerely,

Mr. Joe Barnett  
Director of Schools

JB/inb  
Enclosure

Cc: Lisa Cranfill, Supervisor of Finance  
Andrew Kimball, Supervisor of Federal & Specialized Programs  
File

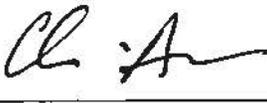
*Be it resolved by the Athens City Board of Education that the Director of Schools shall have the authority to establish the amounts of funds that will be Committed or Assigned for specific purposes at the end of the fiscal year for the Athens City School System.*

Date: June 09, 2025

Mr. Joe Barnett  
Director of Schools

  
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Mr. Chris Adams  
Chairman

  
\_\_\_\_\_

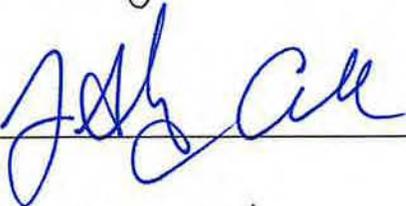
Mr. Johnny Coffman  
Vice-Chairman

  
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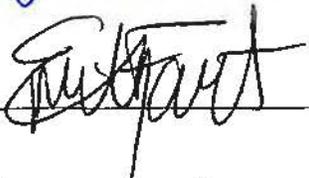
Mrs. Beth Jackson  
Board Member

  
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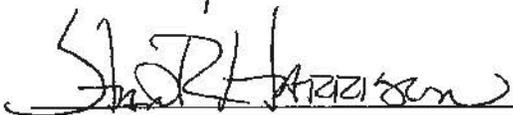
Ms. Abby Carroll  
Board Member

  
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Mrs. Emily Forrest  
Board Member

  
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Mr. Stan Harrison  
Board Member

  
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**Agenda Item**

VIII. D. Athens City Board of Education  
Resolution 2025-3

*Be it resolved that the budget for the Athens City Schools Federal Projects Fund shall be the budget approved for the separate projects within the fund by the Athens City Board of Education and State of Tennessee.*

**Overview**

This resolution sets the official budget policy for the Athens City Schools' Federal Projects Fund and grants the Director of Schools authority to assign fund amounts for specific purposes at the end of the fiscal year.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular session consent agenda for approval.

**Action to Consider**

Motion, second, and majority vote are needed to approve.

**Affected Departments**

Finance

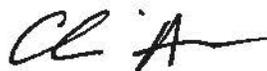
*Be it resolved that the budget for the Athens City Schools Federal Projects Fund shall be the budget approved for the separate projects within the fund by the Athens City Board of Education and State of Tennessee.*

Date: June 09, 2025

Mr. Joe Barnett  
Director of Schools

  
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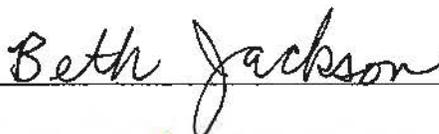
Mr. Chris Adams  
Chairman

  
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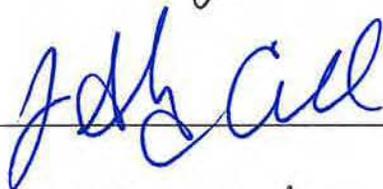
Mr. Johnny Coffman  
Vice-Chairman

  
\_\_\_\_\_

Mrs. Beth Jackson  
Board Member

  
\_\_\_\_\_

Ms. Abby Carroll  
Board Member

  
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Mrs. Emily Forrest  
Board Member

  
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Mr. Stan Harrison  
Board Member

  
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### **Agenda Item**

VIII. E. Authorization to Apply for a Safety First Grant from Norfolk Southern and Approval of Resolution 2025-12

*A resolution authorizing the City of Athens, Tennessee to apply for a Safety First Grant from Norfolk Southern for the 2025 program year.*

### **Overview**

The city's Police Department would like to apply for a Safety First Grant from Norfolk Southern to replace the department's aerial drone that is outdated, no longer functional, and is not supported by the manufacturer. The cost of a replacement drone is \$12,000 and the grant is a 100% reimbursable grant. The deadline to submit the grant application is September 1, 2025. If the grant is awarded, the drone will be used for mapping and diagraming crime scenes, searching remote areas, searching for missing people, monitoring large community events, and surveillance.

Attached is a memo from the Police Department with additional details and Resolution 2025-12 that authorizes the grant application to be submitted.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular meeting consent agenda for approval.

### **Action to Consider**

Motion, second, and vote are needed to approve Resolution 2025-12 to authorize staff to apply for a Safety First Grant from Norfolk Southern for a replacement drone.

### **Affected Departments**

Police Department

815 North Jackson Street  
Athens, Tennessee 37303  
[www.cityofathenstn.com](http://www.cityofathenstn.com)

423-744-2730  
Fax 423-744-8868  
[police@cityofathenstn.com](mailto:police@cityofathenstn.com)



Fred Schultz  
Chief of Police

## City of Athens

The Police Department would like to apply for the Norfolk Southern Safety First Grant. The grant program is designed to promote overall community safety across Norfolk Southern's 22 state network, and is intended to support the organizations that directly provide safety services or operate programs that promote safe behavior.

The police department plans to use this grant to purchase a replacement arial drone for the department. The departments current drone is outdated and not fully functional. Maintenance and support for the current drone was discontinued in May of 2023 so repair parts and technical support is not available.

The department uses and will use the drone for a variety of task. Primary uses for the drone several things such as mapping and diagramming crime scenes, searching hard to reach areas, locating missing or wanted persons, search and rescue situations, monitoring large community events, school demonstrations, surveillance during high risk search warrants, and more. Being that Athens has several miles of Norfolk Southern railways and those railways being near our nursing homes that house dementia and Alzheimer's, it would assist us greatly in locating those persons quickly so that the railways can resume traffic. Crashes at railroad crossings are often a very large scene, with evidence and debris spread over a long stretch of railway and neighboring land. Drones can and do save lives daily with their ability to locate missing people and allow officer to process scenes safer and more effectively with their videography and photographic capabilities.

The drone that the department is looking to purchase is the Autel Max 4T. It is an industrial drone equipped with a thermal camera as well as other software that will greatly improve the departments' ability to do our jobs more efficiently and effectively. With the necessary equipment and spare batteries, the drone will cost approximately \$12,000.

The grant applications are currently being excepted and will be through September 1, 2025. The grant is a 100% paid grant for the specific project submitted.

**RESOLUTION NO. 2025-12**

**A RESOLUTION AUTHORIZING THE CITY OF ATHENS, TENNESSEE, TO APPLY FOR NORFOLK SOUTHERN'S SAFETY FIRST GRANT FOR THE 2025 PROGRAM YEAR**

**WHEREAS**, Norfolk Southern Railway Company has established the Safety First Grant program to promote overall community safety across its 22-state network, providing financial assistance to governmental and nonprofit entities that support public safety initiatives; and

**WHEREAS**, the City of Athens, through its Police Department, seeks to enhance public safety and emergency response capabilities by acquiring a new aerial drone to replace its current outdated and non-functional unit; and

**WHEREAS**, the drone will be utilized for critical tasks including but not limited to: crime scene mapping, search and rescue operations, surveillance during high-risk incidents, monitoring large public events, assisting in the search for missing persons—particularly in proximity to the city’s extensive Norfolk Southern rail lines—and school demonstrations; and

**WHEREAS**, the current drone is no longer supported by the manufacturer, with maintenance and repair parts unavailable as of May 2023; and

**WHEREAS**, the City of Athens Police Department has identified the Autel EVO Max 4T industrial drone as the most appropriate replacement, equipped with a thermal imaging camera and advanced software tools, with an estimated total project cost of \$12,000 including equipment and spare batteries; and

**WHEREAS**, the Safety First Grant is a 100% reimbursable grant that will fully fund the proposed project if awarded, and the City meets all eligibility requirements as a municipal government entity located within Norfolk Southern’s operating network; and

**WHEREAS**, the application period for the 2025 program year is open from April 1, 2025, through September 1, 2025, and timely submission is essential for consideration.

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

That the City of Athens, Tennessee, is hereby authorized to apply for the Norfolk Southern Safety First Grant for the 2025 program year.

**BE IT FURTHER RESOLVED** that the Mayor, City Manager, or their designee is authorized to execute and submit the grant application and any necessary documents to Norfolk Southern Railway Company and take all other actions necessary to complete the application process.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective immediately upon its adoption, the public welfare requiring it.

**ON MOTION BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

said Resolution was approved by roll call vote on the 17<sup>th</sup> day of **June, 2025**.

ATTEST:

\_\_\_\_\_  
Larry Eaton, Mayor

\_\_\_\_\_  
Randall Dowling, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher M. Caldwell, City Attorney





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### **Agenda Item**

VIII. F. Authorization to Apply for a Federal Staffing for Adequate Fire and Emergency Response (SAFER) Grant from FEMA and Approval of Resolution 2025-13  
*A resolution authorizing the City of Athens, Tennessee to apply for funding for 12 full-time firefighters through FEMA's SAFER grant program.*

### **Overview**

The city's Fire Department would like to apply for a SAFER grant from FEMA to provide funding to hire up to 12 additional full-time firefighters to operate the new fire station that is currently in design phase. The cost of these 12 full-time firefighters is \$60,000 each (salary, benefits, and required gear) for a total annual cost of \$720,000. The grant is a three-year grant with the city funding 25% of the actual cost in years 1 and 2 and 65% in year 3, if awarded. After three years, the city funds the entire cost of the firefighters. The deadline to submit the grant application is July 3, 2025.

Attached is a memo from the Fire Department with additional details and Resolution 2025-13 that authorizes the grant application to be submitted.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular meeting consent agenda for approval.

### **Action to Consider**

Motion, second, and vote are needed to approve Resolution 2025-13 to authorize staff to apply for a SAFER grant from FEMA for 12 full-time firefighters.

### **Affected Departments**

Fire Department



## FIRE DEPARTMENT

To: City Manager and City Council  
From: Brandon Ainsworth, Fire Chief  
Date: June 5, 2024  
RE: Recommendation to Apply for FEMA SAFER Grant

I am recommending that the City of Athens apply for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant offered by FEMA. This grant provides funding directly to fire departments to assist in increasing the number of firefighters to help communities meet industry minimum standards and increase the number of trained personnel assembled at the incident scene. Securing this funding would be highly beneficial for both our department and the citizens we serve. It would also help us meet NFPA 1710 staffing and response time standards ensuring faster and more effective emergency response.

### **Key Benefits of Applying for the SAFER Grant:**

1. The SAFER Grant can cover a significant portion—or in some cases all—of the salary and benefits for new or retained firefighters for a period of up to three years. This would alleviate financial strain on the city's general budget while still allowing us to improve our service levels.
2. With additional staff, we can ensure that all apparatus are adequately staffed and that we have the capacity to respond to multiple emergencies simultaneously. This directly improves the safety of Athens residents, reduces response times, and allows for safer operations during fire suppression, rescue, and medical calls.
3. As the City of Athens continues to grow, our emergency service demands are increasing. The SAFER Grant provides an opportunity to scale our department proactively rather than reactively, helping us maintain a high standard of service as call volume rises.

### **Basic Information for the SAFER Grant**

City of Athens  
815 North Jackson Street  
Athens, TN 37303

bainsworth@athenstn.gov  
423-744-2761  
423-744-2782 fax

1. The grant application process opened May 23, 2025 and closes on July 3, 2025
2. Hiring Activity – The period of performance for applications funded under this grant will be 36 months. A default 180-day recruitment period begins when FEMA approves an application for an award. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighter. The period of performance cannot start later than 180-days after the award date.
3. Recipients are required to contribute 25 percent of the actual costs incurred in each of the first and second years of the grant; and 65 percent of the actual costs incurred in the third year of the grant.

Applying for the SAFER Grant is a strategic and fiscally responsible step toward strengthening the Athens Fire Department’s capabilities and better protecting our community. I respectfully request the City’s support in preparing and submitting an application for the upcoming grant cycle.

City of Athens  
815 North Jackson Street  
Athens, TN 37303

bainsworth@athenstn.gov  
423-744-2761  
423-744-2782 fax

**RESOLUTION NO. 2025-13**

**A RESOLUTION AUTHORIZING THE CITY OF ATHENS TO APPLY FOR FUNDING THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY’S STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT PROGRAM.**

**WHEREAS**, the City of Athens recognizes the need to maintain and enhance the capabilities of its Fire Department to effectively and safely respond to emergencies; and

**WHEREAS**, the City of Athens Fire Department seeks to increase staffing levels to meet industry minimum standards, comply with NFPA 1710 guidelines, and ensure timely and efficient emergency response for the growing needs of the community; and

**WHEREAS**, the Staffing for Adequate Fire and Emergency Response (SAFER) Grant offered by the Federal Emergency Management Agency (FEMA) provides financial assistance to support the hiring of additional firefighters by covering a significant portion of their salary and benefits for a period of up to three years; and

**WHEREAS**, the SAFER Grant program requires that grant recipients contribute 25 percent of the actual costs incurred in each of the first two years and 65 percent in the third year of the grant; and

**WHEREAS**, the application period for the current SAFER Grant cycle began on May 23, 2025, and closes on July 3, 2025, with a default 180-day recruitment period followed by a 36-month performance period;

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

**SECTION 1.** That the City of Athens hereby authorizes the submission of an application for funding through the FEMA SAFER Grant program.

**SECTION 2.** That the City Manager, Fire Chief, and/or other designated officials are authorized to prepare and submit all necessary documentation, and to take all actions necessary, to apply for and administer the grant.

**SECTION 3.** That the City acknowledges the cost-share requirements of the grant and commits to providing the necessary matching funds as specified in the SAFER Grant program guidelines.

**SECTION 4.** That this resolution shall take effect immediately upon its passage, the public welfare requiring it.

**ON MOTION BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

said Resolution was approved by roll call vote on the 17<sup>th</sup> day of **June, 2025**.

ATTEST:

\_\_\_\_\_  
Larry Eaton, Mayor

\_\_\_\_\_  
Randall Dowling, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher M. Caldwell, City Attorney



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### **Agenda Item**

VIII. G. Declaration of Surplus City Property and Approval of Resolution 2025-14 for Poly Tank and Pump from Fire Department

*A resolution of the City of Athens, Tennessee to declare a 300-gallon poly tank and pump as surplus city property and to authorize its sale*

### **Overview**

The city's Fire Department has a 300 gallon poly tank and pump that were used on a brush truck that are no longer needed for city operations and need to be declared as surplus city property and disposed of by public auction through govdeals.com or sold for scrap (see attached photo). The tank and pump have been replaced with a new water tank skid unit.

Attached is a memo from the Fire Department with additional details.

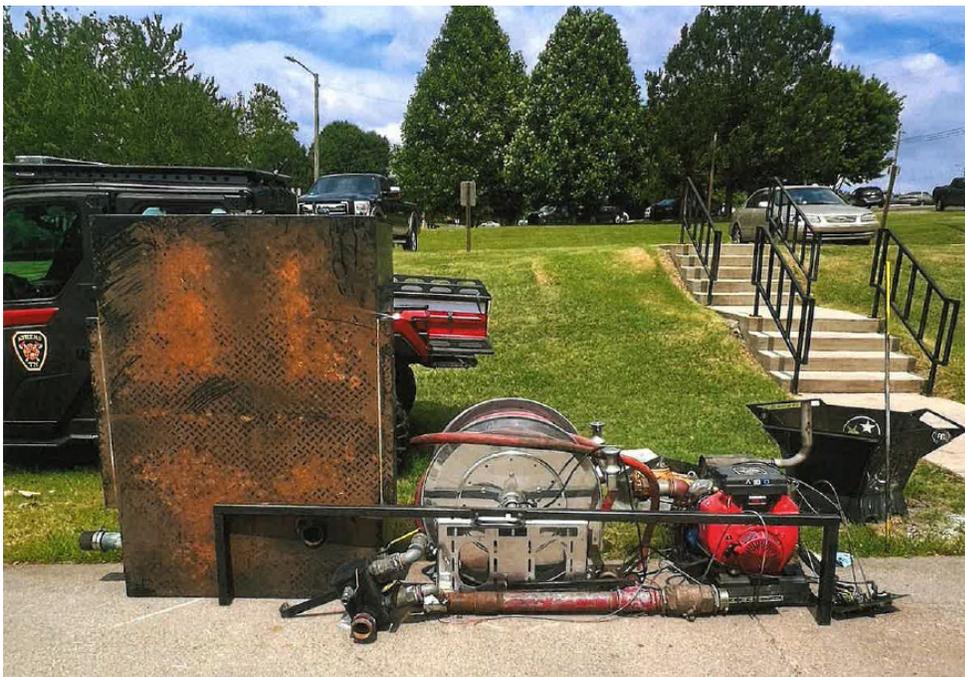
Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular meeting consent agenda for approval.

### **Action to Consider**

Motion, second, and vote are needed to approve Resolution 2025-14 to declare the above equipment as surplus city property and authorize its sale.

### **Affected Departments**

Fire Department





## FIRE DEPARTMENT

### MEMORANDUM

TO: Randy Dowling, City Manager  
Mike Keith, Finance Director

FROM: Brandon Ainsworth, Fire Chief *BAA*

DATE: June 5, 2025

SUBJECT: Request to Declare Asset #003155 (Poly Tank and Pump) as Surplus Property

I am requesting approval to declare asset number 003155, a poly tank and pump formerly installed on our brush truck, as surplus property. This equipment is no longer needed due to age and multiple leaks. It has recently been replaced with a new water tank skid unit.

Pending approval, the tank and pump will be listed for sale on GovDeals as soon as possible.

Thank you for your consideration.

**RESOLUTION NO. 2025-14**

**A RESOLUTION OF THE CITY OF ATHENS, TENNESSEE TO DECLARE CERTAIN PROPERTY AS SURPLUS AND TO AUTHORIZE ITS SALE.**

**WHEREAS**, the City of Athens Fire Department has identified Asset #003155, described as a poly tank and pump formerly installed on a brush truck, as no longer necessary for public use; and

**WHEREAS**, the equipment is aged, has multiple leaks, and has been replaced with a new water tank skid unit; and

**WHEREAS**, the Fire Chief has submitted a formal memorandum dated June 5, 2025, requesting that this item be declared surplus and offered for sale through an online auction platform;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATHENS, TENNESSEE, THAT:**

1. The equipment identified as Asset #003155 (Poly Tank and Pump) is hereby declared to be surplus property.
2. The City Manager, or his designee, is authorized to dispose of said equipment by listing it for sale on GovDeals or another public auction service in accordance with applicable laws and city policies.
3. All proceeds from the sale shall be returned to the appropriate departmental account.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective immediately upon its adoption, the public welfare requiring it.

**ON MOTION BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

said Resolution was approved by roll call vote on the 17<sup>th</sup> day of **June, 2025**.

ATTEST:

\_\_\_\_\_  
Larry Eaton, Mayor

\_\_\_\_\_  
Randall Dowling, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher M. Caldwell, City Attorney





---

### **Agenda Item**

VIII. H. Proposed Procurement Policies and Procedures and Approval of Resolution 2025-15  
*A resolution of the City of Athens, Tennessee approving the city's procurement policies and procedures.*

### **Overview**

The city's current procurement policy, last updated during 2019, is a one-page document that does not offer enough details and guidelines on how city staff should procure goods and services using taxpayer funds (see attachment). Therefore, new procurement policies and procedures have been developed using other Tennessee city's policies as guides as well as various state laws that govern municipal purchasing. These new policies are attached. City staff have reviewed these updated policies and revisions were made based on their comments for clarity and better understanding.

Following discussion during the June 9, 2025 work session, the consensus was to place this item on the June 17, 2025 regular session consent agenda for approval.

### **Action to Consider**

Motion, second, and vote are needed to approve the Procurement Policies and Procedures as presented and Resolution 2025-15. If approved, these policies will take effect July 1, 2025.

### **Affected Departments**

All



## PURCHASING DEPARTMENT

### Purchasing Limit Thresholds

Proposed	Description	Department Request Authority	Department Approval Authority
\$50 or Less	Petty Cash may be used without Requisition		
\$2,500 or Less	Three (3) prices not required but recommend obtaining at least two (2) prices and annotated on requisition.	Administrative Staff Department Supervisor Department Head	Department Supervisor Department Head
Over \$2,501 up to \$9,999	Minimum of three (3) competitive prices required and annotated on requisition. Supporting documentation not required.	Administrative Staff Department Supervisor Department Head	Department Head or designee
\$10,000 up to \$25,000	Minimum of three (3) competitive prices required. <b>Supporting documentation required.</b>	Department Head	City Manager or designee
Over \$25,000	Competitive sealed bid/proposals/qualifications required with specific authorization from Athens City Council to allow purchase.	Purchasing Agent	City Manager or designee



# **City of Athens, Tennessee**

## **Procurement Policies and Procedures**

Reviewed by City Council on June 9, 2025

Adopted by City Council on June 17, 2025

Effective July 1, 2025

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## **1.0 General**

### **1.01 Basis and Purpose**

These procurement policies and procedures are established under the authority of the City Charter, Article IX (*City Manager*) Section 2(h), Article XVII (*Budget and Appropriations*) Section 4, City Code Title 1, Chapter 4 (*City Manager*) 1-90 to 1-93, and Tennessee Code Annotated (TCA) 6-56-301 *et seq.*, known as the *Municipal Purchasing Law of 1983*. These local charter and code provisions along with state laws provide the legal foundation to guide city departments in planning for and acquiring goods and services needed by the city. The purpose of this policy is to ensure that goods and services are purchased at competitive prices with high quality and standardization, where appropriate, from reliable vendors in an economical, efficient, and transparent manner, thereby maximizing the value of public resources. This policy aims to formalize, simplify, clarify and improve the purchasing and contracting process as well as encourage effective, fair, open, legal, and impartial competition to the maximum extent possible among vendors.

### **1.02 Applicability**

This policy applies uniformly to all departments of the City of Athens. This applicability ensures that all city purchasing activities are consistent, legally compliant, and conducted under a common set of guidelines.

### **1.03 Procurement Authority**

The city will maintain a centralized procurement process where all city departments' purchasing activities are coordinated and tracked by the Finance Department and its Purchasing Division for effective and efficient accounting. The City Manager, as established by city charter, has the ultimate responsibility for these Council approved purchasing policies and procedures. The City Manager delegates the day-to-day administration and interpretation of these policies and procedures to the city's Finance Director and the full-time Purchasing Assistant.

### **1.04 Budget Authority**

Budget authority is a crucial aspect of the procurement process. In accordance with TCA 6-56-303, no procurement of any goods or services shall occur unless a budget appropriation is available in the current year's Council approved budget. Each department head or their designee has the responsibility of reviewing their approved budget to ensure funds are available prior to starting the procurement process. Department heads or their designee can move funds from one line-item to another within their approved budget with the assistance of the Finance Director but cannot exceed the approved departmental budget total. If an additional budget appropriation is needed that exceeds the approved departmental budget total, a budget amendment may be requested from the City Council in a public meeting.

## **2.0 Procurement Thresholds and Payment Methods**

This section delineates the thresholds for procurement activities as mandated by City Code Title 1, Chapter 4 (*City Manager*) 1-90 to 1-93 and TCA 12-3-1212. Various exemptions apply including, but not limited to, professional services, sole source items, emergency purchases, real property purchases, secondhand purchases, public auction purchases, purchases from state and federal contracts, and purchases from certain cooperative purchasing agreements.

### **2.01 Purchases Under \$10,000**

Purchases that are expected to be under \$10,000 must obtain a purchase order through the city's electronic purchase order system. The best possible price and quality shall be sought. Any resulting contract or agreement shall be developed by the Purchasing Assistant with a copy to the Finance Department and City Manager's Office.

### **2.02 Purchases of \$10,000 to \$25,000**

Purchases, leases, or lease-purchase agreements that are expected to exceed 40% of and up to the state maximum (\$25,000) must obtain at least three competitive written quotes via written quotations, email, or facsimile without competitive bidding or public advertising as referenced by TCA 12-3-1212, 6-56-305, and City Code 1-92. A written no-bid quote from a vendor is an acceptable quote. To obtain comparable quotes, a standardized written form distributed to each vendor is preferable. The lowest and most responsive quote that meets specifications will receive the award. Any resulting contract or agreement shall be developed by the Purchasing Assistant with a copy to the Finance Department and City Manager's Office.

### **2.03 Purchases of \$25,000 and Over (Requires Competitive Bidding and Public Advertising)**

Purchases, leases, or lease-purchase agreements that are expected to exceed \$25,000 shall require competitive bidding and public advertising. Written bid or proposal specifications and invitation to bid documents are to be prepared and publicly advertised in a newspaper of general circulation not less than 14 days prior to the opening of the bids. Other advertisement locations include the city's website, direct solicitations to known vendors, Vendor Registry website, and Demand Star website. All responses are to be opened in a public bid opening. See Section 3 for the procurement methods and details when competitive bidding and public advertising are required.

The bids and any resulting contract or agreement with the selected vendor shall be reviewed by the City Attorney and then considered for approval by the City Council in a public meeting. However, in accordance with the City Charter, Article IX, (*City Manager*) Section 2(h), if any contract is not awarded to the lowest bidder, the reason for such action shall be given in writing to the City Council.

### **2.04 Prohibition of Subdividing Purchases to Avoid Competitive Bidding**

No purchases shall be subdivided to avoid the requirements of competitive bidding.

### **2.05 Inspection of Purchases for Quality Assurance**

Upon delivery of purchased equipment, supplies, materials, documents, vehicles, and services, it is incumbent on the department head or designee to inspect the equipment, supplies, materials, documents, vehicles, and services to determine if the delivered items met all established specifications and are in good order prior to payment. If not, the department head or designee shall coordinate with the Finance Department to ensure the invoice is not processed for payment and the damaged item sent back to the vendor unpaid.

## **2.0 Procurement Thresholds and Payment Methods**

### **2.06 Multi-year Contracts**

According to TCA 12-3-305, contracts for certain materials, supplies, and services may be extended by the Purchasing Assistant for multiple years, not to exceed five years and without any changes in price, if the extension is in the city's best interest and the materials, supplies, and services are being provided in a satisfactory manner.

### **2.07 Tax Exempt Forms**

Most city purchases are exempt from state and local taxes. It is the responsibility of the purchaser to ensure sales taxes are not paid on city purchases. The Finance Department has tax exempt forms and the city's FEIN number. Any sales taxes paid by the city on purchases that should have been tax exempt is the responsibility of the employee to pay.

### **2.08 Use of City Credit Cards**

Purchases made through the city's credit cards should be infrequent and used primarily for city business and travel related expenses such as reserving hotel rooms, paying membership dues, renting equipment, and paying for certain Internet purchases. Normal purchasing procedures shall apply when using the city's credit cards. The credit card is simply a payment method. Under no circumstances shall the city's credit card be used for personal purchases, even to be reimbursed later by the employee.

### **2.09 Use of Vendor Accounts**

Purchases made using established vendor accounts at such local businesses as Lowes, Food City, Ingles, Tractor Supply, Auto Zone, and Harbor Freight are allowed as long as a receipt is returned to the Finance Department with a budget code and a legible employee signature.

### **3.0 Procurement Methods when Competitive Bidding and Public Advertising are Required**

Below are the various methods to purchase goods and services when the cost is expected to exceed \$25,000 and competitive bidding and public advertising are required. When using these purchasing methods, written bid or proposal specifications and invitation to bid documents shall be prepared and publicly advertised in a newspaper of general circulation not less than 14 days prior to the opening of the bids. Other advertisement locations include the city's website, direct solicitations to known vendors, Vendor Registry website, and Demand Star website. All responses shall be opened in a public bid opening.

#### **3.01 Competitive Sealed Bids**

Competitive sealed bids are used when needed goods and services are standard, routine, and common, their quantities can be specified exactly such as vehicles, equipment, office equipment, and materials like salt, paving materials, or computer equipment. In this method, price is the most important criteria. The bid shall be awarded to the lowest, responsive, and responsible bidder whose bid meets the specifications and requirements as established in the bid document and is determined to be in the best interest of the city. Negotiations are not allowed with this method of procurement. The bids and any resulting contract or agreement with the selected vendor shall be reviewed by the City Attorney and then considered for approval by the City Council in a public meeting. However, in accordance with the City Charter, Article IX, (*City Manager*) *Section 2(h)*, if any contract is not awarded to the lowest bidder, the reason for such action shall be given in writing to the City Council.

#### **3.02 Competitive Sealed Proposal**

When competitive sealed bids are determined not practical nor advantageous to the city, TCA 12-3-1207 authorized cities to use competitive sealed proposals to purchase goods and services when qualifications, experience, and competence are more important than price alone. Competitive sealed proposals are used when there is more than one solution to a purchasing issue or when there is no readily identifiable solution to a purchasing problem and this method of purchasing will assist in choosing the best solution.

Competitive sealed proposal documents must state the relative importance of price and all other evaluation factors and provide information regarding interviews, presentations, demonstrations, and discussions, either oral or in writing or both, that may be conducted to clarify and fully understand the proposal with one or more responsible respondents who submitted proposals. All respondents must be accorded fair and equal treatment with respect to an opportunity for an interview, presentation, demonstration, discussion, or revisions. The Purchasing Assistant and any other city personnel shall not disclose any information derived from proposals submitted by the respondents.

Submitted competitive sealed proposals must be publicly opened in a manner that avoids disclosure of the contents to competing respondents during later negotiations. The submitted proposals and all related materials must be available for public inspection *after* the intent to award a contract to a particular respondent is announced. Revisions may be permitted after submission and before the intent to award to a particular respondent is announced to obtain the best and final offers. The award shall be made to the responsible respondent whose proposal the City Council determines is the most advantageous to the city, taking into consideration price and all evaluation factors contained in the competitive sealed proposal document. No other factors may be used in the evaluation. The Purchasing Assistant shall place in the contract file a statement containing the basis on which the award was made. The resulting contract or agreement with the selected vendor shall be reviewed by the City Attorney and then considered for approval by the City Council in a public meeting.

## **3.0 Procurement Methods when Competitive Bidding and Public Advertising are Required**

### **3.03 Contracts for Professional Services**

Contracts for professional services are used when procuring services such as engineering services, architectural services, construction management services, surveying services, or energy related services that have as their purpose the reduction of energy costs in public facilities. TCA 12-4-107 and 12-4-110 authorizes cities to obtain qualifications and experience information from firms licensed in the state. Once this information is obtained, the city's Purchasing Assistant and/or a selection committee will review the submitted information, interview the top-ranked firms as needed and deemed appropriate to discuss and evaluate their qualifications, and select the most qualified firm to provide the requested services based on qualifications, experience, and competence, not solely on cost. Once a qualified firm has been selected, the Purchasing Assistant will negotiate a proposed contract including scope of work, schedule, price, and other terms. If a contract cannot be agreed upon with the selected firm, the next qualified firm(s) will be given the opportunity to negotiate a contract until a satisfactory contract is reached. Once a proposed contract has been agreed upon, the City Attorney will review the contract and the City Council will then consider the contract for approval in a public meeting.

If the city has a satisfactory existing working relationship with a professional services firm, wants to continue that working relationship, and the firm has the technical competencies to perform the requested work, the above process is not required to be performed.

For projects funded in whole or in part by the U.S. Department of Transportation, Federal Highway Administration, or Tennessee Department of Transportation, the city shall follow the consultant selection policy as contained in the Local Government Guidelines Form 1-2 as adopted by the city.

Furthermore, the selected professional service firm shall provide, in addition to other required insurances, professional liability insurance covering the performance of their contract with policy limits of not less than \$1,000,000 per claim and \$3,000,000 in the aggregate.

### **3.04 Request for Proposals (RFP) for Construction Management Services**

For construction projects or additions to existing city buildings, the city may elect to use a licensed architect, or a licensed engineer, or a construction management service to oversee those projects. TCA 12-4-107 authorizes cities to procure construction management services through a written request for proposal (RFP) process that is publicly advertised. The RFP process would state the services needed and the factors used for evaluating the proposals. The evaluation factors typically include the qualifications of assigned personnel, experience on similar projects, fees, costs, and any other additional factors deemed relevant by the city. Once a proposed contract has been agreed upon, the City Attorney will review the contract and the City Council will then consider the contract for approval in a public meeting to the best qualified and responsive responder.

A construction manager is prohibited from conducting actual construction work on a project he is overseeing the planning, bidding, or construction except in instances where bids have been solicited twice and no bids submitted where a good faith effort was made and a price has been agreed upon by the city. The city may perform work on a construction project with its own employees and may include the oversight of the work by a construction manager. However, all actual construction work shall be by competitive sealed bids opened at a public bid opening and names of the contractors and their bid amount announced.

### **3.0 Procurement Methods when Competitive Bidding and Public Advertising are Required**

#### **3.04 Request for Proposals (RFP) for Construction Management Services (*continued*)**

Furthermore, in accordance with TCA 62-6-129, the selected construction management firm shall provide at the time of proposal submittal a bid bond equal to 10% of the value of the services proposed and the value of the work to be managed or may at the time of contracting provide payment and performance bonds in amounts equal to the combined monetary value of the services of the construction manager and the value of the work to be so managed.

#### **3.05 Required Insurances and Documents for Competitive Solicitations**

All bid or proposal specifications and documents for competitive solicitations shall require bidders or proposers to submit proof of the following insurances and documents that continue through the term of the contract:

##### At the Time of Bid Submittal (applies to all bidders)

- Unaltered, signed and fully executed bid form.
- Acknowledgement of all addendums, if any.
- Bid bond, if required, and in the amount as specified in the bid document.
- No Contact/No Advocacy Affidavit.
- Non-Collusion Affidavit.

##### At the Time of Bid Award (applies only to the awarded bidder)

- Workers' Compensation Insurance at statutory limits.
- Commercial General Liability Insurance not less than \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate naming the city as an additional insured.
- Automobile Liability Insurance not less than \$1,000,000 per accident
- Employers' Liability Insurance with policy limits of not less than \$1,000,000 per accident.
- Pollution Liability Insurance if the contracted work involves the transportation, dissemination, use, or release of pollutants, with policy limits not less than \$1,000,000 per claim.
- Any other insurance or document as required in the bid document.
- Drug Free Workplace certificate as required by TCA 50-9-113.
- E-Verify documentation as required by TCA 50-1-103.
- Certification that the bidder/proposer has not engaged in boycott of Israel as required by TCA 12-4-119.
- Certification that the bidder/proposer has not engaged in investments with Iran as required by TCA 12-12-101 to 113.
- Certification that the bidder/proposer is in compliance with Title VI of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
- Valid business licenses from the City of Athens and McMinn County for projects over \$100,000 as required by the Tennessee Department of Revenue.
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#### **3.06 Competitive Bidding Addenda**

As required by TCA 12-4-113, when conducting a competitive bid or proposal process, addenda shall not be issued within 48 hours of the established bid opening excluding weekends and holidays. If addenda are needed within the 48-hour period, the bid or proposal deadline shall be extended by the Purchasing Assistant to allow bidders to be aware of the changes and submit their bids accordingly.

## **3.0 Procurement Methods when Competitive Bidding and Public Advertising are Required**

### **3.07 Electronic Bidding**

According to TCA 12-4-116, bidding documents for competitive sealed bids, competitive sealed proposals, contracts for professional services, and RFPs for construction management services *may* be distributed to and received electronically from vendors as deemed appropriate by the Purchasing Assistant, but electronic distribution and responses shall not be required.

### **3.08 Electronic Signatures**

Electronic signatures on records and contracts are allowed in accordance with TCA 47-10-107.

### **3.09 Minor Informalities and Irregularities in Submitted Sealed Bids and Proposals**

Minor informalities and irregularities in submitted competitive sealed bids, sealed proposals, contracts for professional services, and RFP responses for construction management services that are merely a matter of form and not of substance and pertain to some immaterial defect from an exact bid or proposal requirement can be corrected or waived without being prejudicial to other bidders. Examples include if the bidder fails to submit the required number of copies of the bid, proposal, or qualifications stated in the bid document, bidder fails to sign the bid form when the bid is accompanied by other evidence that indicates the bidder's intention of proceeding with the bid or proposal such as submittal of bonds, or when the bidder fails to acknowledge an amendment. If the Purchasing Assistant determines that the submitted bid or proposal contains these types of minor informalities and irregularities, the Purchasing Assistant shall give the bidder an opportunity to cure any deficiency or waive the deficiency. However, in no event shall the bidder be allowed to change the bid amounts or submit a bid bond if one was required in the bid document.

### **3.10 Mistakes in Submitted Sealed Bids and Proposals**

Upon submission of a written request to the Purchasing Assistant and prior to the bid opening, a bidder may withdraw his submitted competitive sealed bid, competitive sealed proposal, contracts for professional services, and RFP responses for construction management services, modify it, and resubmit it before the bid deadline if he believes mistakes in his bid or proposal were made. Any corrections must be performed in a transparent manner that does not confer any unfair advantage upon the bidder and in a way that does not prejudice the public's interest. However, in no event shall the bidder be allowed to change the bid amounts after bids have been opened. In case of errors in the mathematics of the bid price, unit prices shall prevail.

### **3.11 Failure of Awarded Bidder to Execute Contract**

If an awarded bidder fails to execute a contract or submit all required insurances and documents within 10 business days after receiving a Notice to Award from the city, the Purchasing Assistant shall have the authority and option to proceed with the second most responsive and responsible bidder without rebidding or having to go back to the City Council. If the second awarded bidder cannot or will not fulfill the conditions of the award, the product or service will be rebid.

### **3.12 Failure to Receive Any Competitive Sealed Bids or Proposals**

In the event the city fails to receive any sealed bids or proposals from a competitive solicitation, the Purchasing Assistant is authorized to either rebid the product or service or enter into negotiations with a qualified vendor to obtain the needed product or service. The resulting contract or agreement with the selected vendor shall be reviewed by the City Attorney and then considered for approval by the City Council in a public meeting.

## **3.0 Procurement Methods when Competitive Bidding and Public Advertising are Required**

### **3.13 Solicitation Delay or Cancellation**

The Purchasing Assistant may delay or cancel a competitive bid or proposal solicitation in whole or in part prior to the public opening when there are clear and compelling reasons to do so when in the city's best interest.

### **3.14 Bid Protests**

As outlined in TCA 12-3-514, any bidder or proposer who believes they have been aggrieved during the bidding or proposal process can submit a written protest via hard copy or electronically to the city's Purchasing Assistant within 7 calendar days after the Notice of Award or intent to award. Any protest received after the 7-day period shall not be considered. All protests shall be accompanied by a protest bond from a surety or insurance company authorized to do business in the state of Tennessee, or a letter of credit, or cash in the amount of 5% of the lowest bid or cost proposal that was evaluated. The protest bond serves as a guarantee of the validity of the protest. Upon determination by the Purchasing Assistant of the protest, the protest bond will be returned to the protesting party if the protest is upheld or cashed by the city and retained as damages if the protest is denied.

### **3.15 Notice To Proceed**

Once the competitive bid or proposal process has been concluded and an award has been made, the Purchasing Assistant will issue a Notice to Proceed to the selected vendor only after obtaining a fully executed contract and all required proof of insurances and documents as contained in the bid or proposal specifications. No work on city property shall commence without these fully executed documents.

## **4.0 Procurement Methods when Competitive Bidding and Public Advertising are Not Required**

This section delineates purchases that do not require competitive bidding or public advertising. The maximum expenditure that can be made under city charter rules without City Council approval is \$25,000.

### **4.01 Request for Qualifications (RFQ) for Legal Services, Fiscal Agent, Financial Advisor, Insurance Producers, and Other Professional Services**

When procuring legal, fiscal agent, financial advisor, insurance producers, or other professional services from groups of high ethical standards, TCA 12-3-1209 and 12-3-103 require the basis of award be of recognized competency and integrity as opposed to competitive solicitation. The resulting contract or agreement shall be in writing, specifying the services to be rendered, cost, and covered expenses, reviewed by the City Attorney, and then considered for approval by the City Council in a public meeting.

In addition, in accordance with TCA 29-20-407, competitive bidding and public advertising are not required when purchasing insurance through a plan authorized and approved by any organization of governmental entities representing cities and counties.

### **4.02 Recurring Purchases**

Purchases of goods and services used regularly by the city such as utility services, waste disposal services, security monitoring services, maintenance agreements, advertising, and the like shall be exempt from competitive bidding and public advertising and purchased from established and reliable sources at the best possible price. Any resulting contract or agreement shall be developed by the Purchasing Assistant with a copy to the Finance Department and City Manager's Office

### **4.03 Sole Source Items**

If a good or service has a single source of supply or is a unique proprietary product as evidenced by a letter from the vendor, competitive bidding and public advertising are not required but normal purchasing procedures apply. When sole source items are purchased, TCA 6-56-304 (2) requires a record of each sole source item or proprietary product be made by the corresponding department head and Purchasing Assistant. The record shall specify the amount paid, the items purchased, and from what company the purchase was made.

### **4.04 Emergency Purchases**

Purchases or leases of any supplies, materials, or equipment for immediate delivery in actual emergencies arising from unforeseen causes including delays by contractors, delays in transportation, and unanticipated volume of work do not require competitive bidding or public advertising. When emergency items are purchased, TCA 6-56-304 (3) requires a record of each emergency purchase be made by the corresponding department head and Purchasing Assistant. The record shall specify the amount paid, the items purchased, from what company the purchase was made, and the nature of the emergency. A report on all emergency purchases with the above information shall be made as soon as possible to City Council and City Manager.

## **4.0 Procurement Methods when Competitive Bidding and Public Advertising are Not Required**

### **4.05 Real Property Purchases**

Purchases, leases, or lease-purchase agreements for real property do not require competitive bidding or public advertising in accordance with TCA 6-56-304(5). Before acquiring real property for public purposes, the City Council shall authorize the acquisition and staff shall obtain an appraisal of the property to determine fair market value, a Phase I environmental assessment to identify potential environmental contamination on the property, and a hazardous material survey, if applicable, to determine the level of existing contamination (i.e. asbestos or lead based paint) on the property or buildings. However, if the property to be acquired is a minor portion of a larger parcel for such needs as sidewalks, greenways, or road improvements, or the purchase price is equal to or less than the appraised value or cost of the appraisal, the above requirements are not necessary.

### **4.06 Secondhand Purchases**

Purchases, leases, or lease-purchases of secondhand goods, equipment, materials, supplies, or commodities from any federal, state, or local government do not require competitive bidding or public advertising in accordance with TCA 6-56-304(6). Furthermore, TCA 12-3-1202 authorizes purchases of used or secondhand articles from private individuals or entities without competitive bidding and public advertising as long as the city documents the general range of value of the purchased item through a listing in a nationally recognized publication or through an appraisal by a licensed appraiser and the price is not more than 5% higher than the highest value of the documented range.

### **4.07 Purchases from Public Auctions**

As authorized by TCA 12-2-421, the city may purchase new or secondhand articles, equipment, materials, supplies, and commodities from publicly advertised auctions without competitive bidding and public advertising. If items are purchased at a publicly advertised auction, the Purchasing Assistant shall prepare a report for the City Council regarding the description of what was purchased, the auction where the items were purchased, the purchase price of the items, and the vendor of the items.

### **4.08 Purchases from Tennessee Rehabilitative Initiative in Corrections (TRICOR)**

The city is required by TCA 41-22-119 to purchase all articles needed that are produced, repackaged, assembled, warehoused, or manufactured by inmates in the Tennessee Rehabilitative Initiative in Correction (TRICOR) program if the articles are certified pursuant to procedures approved by the procurement commission as being of satisfactory quality and reasonable in price and available. Purchases of certified articles from TRICOR are exempt from competitive bidding and public advertising.

### **4.09 State Purchasing for the City**

As authorized by TCA 12-3-1201, the city may request the state's central procurement office to purchase goods and services for the city. When the state purchases goods and services for the city, the state will use their purchasing terms, rules, and regulations and invoice the city for the cost of those services.

### **4.10 City Purchases from State and Federal Contracts**

TCA 12-3-1201 allows the city to purchase goods and services from contracts or price agreements entered into by the state's central procurement office without competitive bidding and public advertising. In addition, the city may purchase goods and services from federal General Service Administration contracts or other federal open purchase contracts directly from the federal agency or through the appropriate state agency at the stated price in the contract or lower.

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## **4.0 Procurement Methods when Competitive Bidding and Public Advertising are Not Required**

### **4.11 City Purchases from Local Sources**

TCA 12-3-1201 allows the city to purchase goods and services from local sources without competitive bidding and public advertising if: 1) the good or service is available for purchase under contracts or price agreements entered into by the state's central procurement office, 2) the local price is the same or lower as the state's contract pricing, and 3) the local product is of equal or better specifications than the state's contract specifications.

### **4.12 Cooperative Purchasing Agreements with Other Local Governments in the State**

TCA 12-3-1205 authorizes the city to participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, equipment, or construction with one or more other local governments in the state in accordance with an agreement entered into between the participants.

### **4.13 Cooperative Purchasing Agreements with Other Local Governments Outside the State and the Federal Government**

TCA 12-3-1205 authorizes the city to participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment that were procured in a manner that constitutes competitive bidding and were advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities. The city may enter into an agreement with one or more governmental entities outside the state or with a federal agency to the extent the laws of the other state or the laws of the federal government allow joint purchasing. The city shall acquire and maintain documentation that the purchasing entity that procured the bid complied with its own purchasing requirements. Exceptions include the purchase of new or unused motor vehicles unless the motor vehicles are manufactured for a special purpose as specified in TCA 12-3-1208 including but not limited to school buses, buses with capacity exceeding 22 passengers used to provide public transportation, garbage trucks, fire trucks, ambulances, or new or unused construction equipment. Exceptions also include the purchase of construction, engineering, or architectural services or construction materials or fuel.

### **4.14 Cooperative Purchasing Using Master Agreements**

TCA 12-3-1205 and City Resolution 2020-32 authorizes the city to participate in master cooperative purchasing agreements to purchase goods and services from national cooperative purchasing alliances such as Sourcewell, Omnia, and Naspo. The city is required to acquire and maintain documentation that the purchasing entity with the master agreement complied with its own purchasing requirements.

### **4.15 Purchases from Other Local Government Contracts and Price Agreements**

TCA 12-3-1203 allows the city to purchase supplies, goods, equipment, and services under contracts or price agreements entered into by any other local government agency of the state without competitive bidding and public advertising. Exceptions include the purchase of new or unused motor vehicles unless the motor vehicles are manufactured for a special purpose as specified in TCA 12-3-1208 including but not limited to school buses, buses with capacity exceeding 22 passengers used to provide public transportation, garbage trucks, fire trucks, ambulances, or new or unused construction equipment. Exceptions also include the purchase of transportation infrastructure projects such as construction and improvements of streets, highways, bridges, tunnels, or any roadway related facility. When purchasing from other local government contracts, the city will handle payments, refunds, returns, and any other communications or requirements without involving the local government that originated the contract. The originating local government shall have no liability or responsibility for any purchases made by the city.

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## **4.0 Procurement Methods when Competitive Bidding and Public Advertising are Not Required**

### **4.16 Purchases Made for Other Local Governments**

As authorized by TCA 12-3-1203, the city may purchase supplies, equipment, and services for other local government entities upon request. In doing so, the city will use their purchasing terms, rules, and regulations, and invoice the requesting local government for the direct and indirect cost of the purchase.

### **4.17 Interlocal Contracts for Performance of Services**

As authorized by TCA 12-9-108, the city may contract with one or more other public agencies to perform any governmental service, activity, or undertaking that the public agency is authorized to perform by law. Any resulting contract shall include the purpose, powers, rights, objectives, and responsibilities of each contracting party and be approved by all parties to the contract. Public agencies include other local governments (other cities, counties, school systems, development districts, and utilities districts), private incorporated fire departments not supported or partially supported by public funds, incorporated rescue squads not supported or partially supported by public funds, state agencies, federal agencies, or political subdivisions of another state.

### **4.18 Purchases Using Awarded Grant Funds**

When procurement of goods and services involves awarded grant funds, the city shall follow all mandatory grant requirements as stipulated in the language of the actual grant award. Nothing in these policies and procedures shall prevent the city from complying with the terms and conditions of any grant award, gift, donation, or bequest. Absent any specific grant award language, these procurement policies and procedures shall prevail.

## **5.0 Construction Projects**

This section delineates how the city should approach construction projects to comply with numerous state laws regulating construction projects.

### **5.01 Required Use of Architects, Engineers, and Landscape Architects**

As mandated by TCA 62-2-107, when performing construction or maintenance projects involving architecture, engineering, or landscape architecture services over \$50,000 and the project alters the structural, mechanical, or electrical systems of the project, the city shall engage a state of Tennessee registered architect, engineer, or landscape architect as outlined in Section 3.03 to prepare plans, specifications, and cost estimates.

### **5.02 Required Bonds for Construction Projects**

As required by TCA 12-4-207, construction, maintenance, or repair projects over \$10,000 require a bond from the contractor to guarantee prompt payment of all taxes, licenses, assessments, contributions, penalties, and interest due to the state or city directly connected with the performance of the awarded contract.

As authorized by TCA 12-4-201 and 12-4-202, construction projects over \$100,000 shall require:

- bid bond from all bidders in the amount of 10% of the bid amount collected at the time of bid submittal to guarantee the selected bidder will proceed with an awarded project. The bid bond will be returned to all bidders once the project is under contract with the awarded bidder. If the awarded bidder does not execute a contract with the city within ten business days after receiving a Notice of Award, the bid bond will be redeemed and the proceeds retained by the city and used to obtain another bidder or to rebid the project.
- performance bond from the awarded bidder in the amount of 100% of the contract price to guarantee the awarded bidder will complete the project.
- payment bond from the awarded bidder in the amount of 100% of the contract price to guarantee the awarded bidder will pay all subcontractors.

Such bond requirements shall be included in the bid document and bid advertisements. The bonds shall be written by a surety or insurance company listed on the U.S. Department of the Treasury financial management service list of approved bonding companies and licensed and authorized to do business in the state of Tennessee. Failure to obtain the required bonds will result in a Class C misdemeanor.

### **5.03 Required Insurances and Documents for Construction Projects**

See Section 3.05 for required insurances and documents for construction projects.

## **5.0 Construction Projects**

### **5.04 Required Contractor Licenses**

As mandated by TCA 62-6-119, the city's bid documents for construction projects shall contain information stating that it is necessary for bidders to be properly licensed at the time of bid submittal and to provide evidence of compliance at the time of bid submittal before the bid can be considered for award. The city's bid documents shall require that the following information be written upon the envelope that contains the bid or provided within the electronic bid: the name, license number, expiration date, and license classification of the:

- contractor applying to bid for the prime contract.
- contractor applying to bid for the masonry contract where the total cost of materials and labor for the masonry portion of the construction project exceeds \$100,000.
- contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contracts where the portion of the construction project exceeds \$25,000.
- Only one contractor in each classification shall be listed.

During the bid opening of a construction project, the names of all contractors listed on the submitted bid shall be read aloud and incorporated into the bid. Prior to awarding the bid, the Purchasing Assistant shall verify the accuracy, correctness, and completeness of the required information as listed above and, if any discrepancies are found in the spelling of names of bidders, transposition of license numbers, or other similar typographical error, may be corrected within 48 hours after the bid opening excluding weekends and state-recognized holidays. Failure to obtain the required licenses will result in a Class A misdemeanor.

### **5.05 Notice To Proceed**

See Section 3.15 regarding when to issue a Notice To Proceed for construction projects.

### **5.06 Contract Change Orders**

After a construction project has been awarded and commenced, city staff and the Purchasing Assistant may approve written changes to plans, specifications, cost, and scheduling up to the established contingency amount to keep the construction project progressing. Once the contingency amount has been exhausted, any changes from that point on or any changes that are materially different from the original scope of the project shall be first approved by the City Council in a public meeting as a formal change order. In the rare event an immediate change order is needed to avoid significant and expensive delays, the change order may be issued and retroactively approved by the City Council during their next meeting.

### **5.07 Liquidated Damages**

Each construction project's bid documents, specifications, and contract shall contain an amount of not less than \$250 per business day for liquidated damages when the established contract completion date is missed. Inclement weather days or unforeseen events outside the control of the contractor, as reviewed and determined by the city and the contractor, will be factored in the amount of liquidated damages.

### **5.08 Final Acceptance of Construction Project**

Prior to final payment to the contractor and architect, the construction project shall be accepted in writing by the city. In addition, the contractor shall submit a fully executed contractor's affidavit to the Purchasing Assistant proving all subcontractors have been paid in full.

## **6.0 Acquisition and Disposal of Real or Personal Property**

This section delineates how the city can acquire and dispose of real and personal property to comply with numerous state laws that regulate these matters.

### **6.01 Personal Property Purchases from Other Governmental Agencies**

As authorized by TCA 12-2-420, the city may purchase, trade, or receive as a gift any used or surplus personal property from another governmental agency without competitive bidding and public advertising upon approval of the governing bodies involved in the transaction. Any transfer or purchase of surplus personal property from the state shall be retained by the city for one year unless disposal is approved by the state. In addition, TCA 12-2-407 states that transfers of motor vehicles from the state to the city shall be void and reverted to the state if the city does not transfer title to its name within seven days after the transaction.

### **6.02 Transfer/Conveyance of Real or Personal Property to Another Public Agency**

TCA 12-9-110 authorizes the city to transfer/convey real or personal property to another public agency if the receiving public agency uses the property for a public purpose and each governing body that is a party to the contract authorizes such transfer. A declaration of the property as surplus property prior to the transfer/conveyance is not required. Furthermore, TCA 12-2-420 authorizes the city to sell, trade, gift, or barter any used or surplus personal property to another governmental agency upon the authorization of the City Council.

### **6.03 Sell/Convey of Real Property and Existing Buildings to Not-for-Profit Corporations**

In accordance with TCA 12-2-302, the city may sell and convey title or lease, not to exceed 50 years, city-owned real property and existing buildings to not-for-profit corporations upon such terms and conditions that are in the best interest of the city.

### **6.04 Transfer of Fire Department Assets to Volunteer Fire Departments**

As authorized by TCA 12-3-1206, the city, upon approval of the City Council, may transfer ownership of fire protection assets purchased through or with proceeds of federal, state, or local grants to volunteer fire departments that are registered as nonprofit organizations with the Tennessee Secretary of State's Office.

### **6.05 Disposal of Real or Personal Property by Private Negotiations and Sale**

As authorized by TCA 12-2-501, the city may dispose of city-owned real or personal property by private negotiations and sale when the real or personal property is: 1) significant for its architectural, archaeological, artistic, cultural, or historical associations, 2) significant for its natural, scenic, or open condition, 3) significant for its relationship to such properties, or 4) to be sold to a non-profit corporation or trust whose purpose includes preservation or conservation and a preservation or conservation agreement is placed in the deed conveying the city property to the non-profit corporation or trust detailing the use, disposal, or other restrictions of the property that will promote the preservation or conservation of the property including public access.

## **6.0 Acquisition and Disposal of Real or Personal Property**

### **6.06 Disposal of Real or Personal Surplus Property Generally**

As needed, the City Council, during public meetings, may declare unneeded or obsolete city-owned vehicles, equipment, or real property as surplus city property and authorize city staff to dispose of those items through advertised sealed bids, advertised public auctions, electronic auctions such as Govdeals.com, use of a real estate agent, or donation/transfers to other entities as described in this section. All real property must be appraised by a certified appraiser or at least have a realistic estimated value from an authorized source to establish value prior to sale. The bid/auction shall specify a minimum bid amount. All sealed bids are to be advertised once a week for two weeks in the city's legal organ, city's website, and any other places deemed appropriate by the Purchasing Assistant.

### **6.07 Trade-in of Vehicles and Equipment**

The city may consider trading in existing city-owned vehicles and equipment when purchasing new vehicles and equipment to obtain a more competitive price. Trade-in options, where appropriate, will be a part of the bid documents and the resulting bid award with the trade-in vehicle/equipment and value will be approved by the City Council.

## **7.0 Standardization of Vehicles, Equipment, Technology, Traffic Signal Equipment, and Maintenance Agreements**

The city shall consider standardizing the purchases of vehicles, equipment, technology, traffic signal equipment, and maintenance agreements where it makes financial and economic sense for operational efficiency. Such items will only be competitively quoted among vendors providing the specific item or service using the established purchasing procedures. Examples include but not limited to:

Standardization of vehicles and equipment to minimize replacement parts, diagnostic equipment, repair services, and have knowledge of a single brand to make the repair of vehicles and equipment more efficient and economical than having many different parts, repair manuals, diagnostic equipment, and knowledge. To ensure all vehicle and equipment purchases will be compatible with the existing city inventory, all vehicle purchases shall be coordinated with the city's Fleet Maintenance Foreman.

Standardization of computer equipment, infrastructure, and technology to ensure that any new or replacement computer parts are compatible with the city's existing computer network. To ensure all technology purchases will be compatible with the existing city network, all technology purchases including hardware and software shall be coordinated with the city's IT Director. Since cybersecurity is a vital part of any IT system and to avoid broadcasting the city's specific IT hardware configurations and software specifications, if the city has a satisfactory existing working relationship with a trusted IT vendor and that vendor has the products, services, and expertise the city needs, the city can purchase IT equipment without competitive bidding and public advertising from those trusted vendors.

Standardization of traffic signal equipment such as signal controllers, detection equipment, and programming/operating software to ensure that any new or replacement parts are compatible with existing parts.

Standardization of maintenance agreements such as copier maintenance agreements to have only one vendor who knows and understands city equipment and personnel.

## **8.0 Purchase of Travel**

All travel purchases including transportation and lodging shall be in accordance with the travel policies contained within the city's Employee Handbook.

## **9.0 Procurement Ethics**

### **9.01 Conflicts of Interest**

In accordance with TCA 12-4-101 and 6-54-107, any officer, director, other person, or elected official whose duty is to vote for, let out, or supervise any work or contract for the city, shall not have any direct or controlling financial interest in any city contract. If they have an indirect financial interest in a city contract, this fact must be publicly acknowledged. This shall not apply to the City Council voting on general items such as the annual budget, appropriation resolutions, tax rate resolutions, or amendments unless the vote is on a specific budget or appropriation item in which the Councilmember has a direct or controlling financial interest.

If a city elected official has a conflict of interest in a matter to be voted upon by the City Council, that member may abstain for cause by announcing such to the presiding officer. The abstaining member shall not be counted for the purpose of determining a majority vote. If the member does not inform the City Council of a conflict of interest, the vote shall be void if challenged during the same meeting the vote was cast and prior to the transaction of any further business by the City Council.

In accordance with TCA 12-4-114, no public officer or city employee who is involved in making or administering a contract on behalf of the city may derive a direct benefit from the contract.

No city employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the city when the:

- city employee is employed by the bidder or proposer.
- city employee, employee spouse, or any member of the employee's immediate family holds a position with the bidder or proposer such as an officer, director, trustee, partner, or is employed in a capacity involving personal and substantial participation in the contract or owns or controls an interest in the contract more than 5%.
- city employee, employee spouse, or any member of the employee's immediate family has a pecuniary interest arising from the contract.
- city employee, employee spouse, or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment with the bidder or proposer.
- Immediate family means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

A public officer or city employee who will derive a direct benefit from a contract with the city but is not involved in making or administering the contract shall not attempt to influence any other person who is involved in making or administering the contract.

No public officer or city employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the city.

In accordance with TCA 12-4-102, the penalty for violating the above financial interest in city contracts shall be forfeiture of all pay and compensation, dismissed from office, and be ineligible for rehire for ten years.

## **9.0 Procurement Ethics**

### **9.02 Prohibition of City Officials and Employees from Purchasing Surplus Property**

According to TCA 6-54-125, city officials and employees are prohibited from purchasing any city-owned real or personal property that has been declared as surplus property by the city during the official's term of office or the employee's term of employment and for six months thereafter. Exceptions are if the surplus property is sold by public auction.

### **9.03 No Contact/No Advocacy During Bid Solicitation Period**

To ensure the integrity of the competitive bid process and guarantee all prospective bidders receive the same information, companies and/or individuals submitting bids as well as those persons representing such bidders may not contact, lobby, or advocate to any member of the city including but not limited to the City Council, City Manager, or any other city staff member during the entire bid solicitation period from posting of the bid to awarding the bid. Any and all contact regarding bids shall go through the Purchasing Assistant. Any unauthorized contact may cause the disqualification of the bidder/proposer and their submitted bid/proposal.

### **9.04 Vendor Loyalty Programs**

Any benefits from vendor loyalty programs shall always benefit the city and not the individual employee or department.

### **9.05 Acceptance of Social Courtesies**

An official or employee may not accept, directly or indirectly, any money, gift, gratuity or other consideration or favor of any kind from anyone in exchange for recommending, influencing, or attempting to influence the award of a contract by the city. Specific exceptions and further guidance on the ethical standards of accepting gifts and gratuities can be found in the Code of Ethics policy outlined in the Employee Handbook.

### **9.06 Visits to Vendors**

If elected officials or city employees need to visit a vendor's plant, distribution center, or office for technical or business reasons, the cost should be paid by the city unless contractually covered by the vendor.

## **10.0 Records Retention of Procurement Documents**

The city shall manage purchasing records including but not limited to bids, proposals, contracts, notes from bid openings, purchase orders, requisitions, and street construction contracts and associated bonds in accordance with TCA 10-7-702, City Resolution 2020-28, and the Records Retention Manual as prepared by the Tennessee Municipal Advisory Service (MTAS).

## **11.0 Miscellaneous Provisions**

### **11.01 Buy America Act**

The city, in accordance with TCA 54-5-135, shall not purchase any materials such as asphalt products, rock, aggregate, sealers, and oils used for highway or roadway construction, resurfacing, or maintenance from any foreign government or company wholly owned and controlled by a foreign government, regardless of the location of the company, or from any agency of the foreign government or company. The Buy America Act does not apply if materials are not produced by American companies in sufficient and reasonably available quantities, or are of unsatisfactory quality, or if the American materials increase the overall project cost by 5% more than the overall project cost using materials produced by a foreign government owned company.

### **11.02 Boycott of Israel Statement**

In accordance with TCA 12-4-119, the city shall not enter into contracts to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in or will not, for the duration of the contract, a boycott of Israel. For this state law to apply, the contract must be over \$250,000 in potential value or the contractor must have over 10 employees. This certification shall be submitted only by the awarded bidder.

### **11.03 Iran Divestment Act**

As mandated by TCA 12-12-101 through 12-12-113, the city is prohibited from awarding a contract over \$1,000 with a person(s) who engages in investment activities with Iran. Every submitted bid or proposal response must contain a statement by the bidder as follows: *“by submission of this bid, the bidder and each person signing on behalf of the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to 12-12-106.”* This certification shall be submitted only by the awarded bidder.

### **11.04 Vending Machines**

If the city wants to install vending machines on city property, the city shall first determine if a blind individual, who meets the requirements of the state’s business enterprise program for the blind and has been trained and licensed by the state to operate such a vending facility, is interested in operating the vending machines to give them the greatest possible opportunity to become self-supporting. Furthermore, the state shall be given the right of first refusal to operate the vending facility if an individual that is capable can be found to operate the vending facility. See TCA 71-4-501 through 503 for more details.

## **12.0 Violation of Policies**

Department heads shall not request nor the Purchasing Assistant process any purchases that are in violation of these policies. The city shall not be responsible for any purchases or payments made outside these City Council approved procurement policies. If violations occur, disciplinary action may occur.

## **13.0 Severability and Conformity**

### **13.01 Severability**

In the event that any provision of this policy conflicts with applicable laws such as the Tennessee State Code Annotated, Athens City Code, or the Athens City Charter, such provision shall be deemed invalid and unenforceable. In such cases, all remaining provisions of this policy shall remain in full force and effect.

### **13.02 Conformity**

This policy shall be deemed automatically amended, without further action by any party, to the extent necessary to comply with applicable laws, regulations, or binding policies issued by higher authorities. In the event any provision of this policy is inconsistent with such governing requirements, the remaining provisions shall remain in full force and effect.

## **14.0 Official Adoption**

These procurement policies and procedures shall be effective on July 1, 2025 and may be amended from time to time by the City Council at a public meeting by appropriate amendment.

So approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
LARRY EATON, Mayor

\_\_\_\_\_  
RANDALL DOWLING, City Manager

APPROVED AS TO FORM

\_\_\_\_\_  
CHRISTOPHER M. CALDWELL, City Attorney

**RESOLUTION NO. 2025-15**

**A RESOLUTION OF THE CITY OF ATHENS, TENNESSEE APPROVING THE CITY’S PROCUREMENT POLICIES AND PROCEDURES.**

**WHEREAS**, the City of Athens is committed to ensuring that the procurement of goods and services is conducted in a legal, efficient, ethical, and transparent manner that maximizes public resources; and

**WHEREAS**, City staff has prepared updated Procurement Policies and Procedures which align with the Athens City Charter, Athens City Code, and the Tennessee Municipal Purchasing Law of 1983 (T.C.A. § 6-56-301 et seq.); and

**WHEREAS**, the City Council has reviewed the proposed Procurement Policies and Procedures and finds them to be in the best interest of the City and consistent with applicable laws and best practices;

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

1. The document titled “**City of Athens Procurement Policies and Procedures**”, as presented and reviewed on June 9, 2025 and June 17, 2025 is hereby adopted.
2. All City departments and personnel are directed to comply with these policies as the official standard for all procurement activities.
3. These policies may be amended from time to time by the City Council in a public meeting upon recommendation of the City Manager.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective on the 1<sup>st</sup> day of July, 2025.

**ON MOTION BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

said Resolution was approved by roll call vote on the 17<sup>th</sup> day of **June, 2025**.

ATTEST:

\_\_\_\_\_  
Larry Eaton, Mayor

\_\_\_\_\_  
Randall Dowling, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher M. Caldwell, City Attorney





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### **Agenda Item**

VIII. I. Declaration of Surplus City Property  
Resolution 2025-16

*A resolution declaring certain public works equipment and materials as surplus property and authorizing their sale or disposal.*

### **Overview**

The city's Public Works Department has the following items that are no longer needed for city operations and need to be declared as surplus city property and disposed of by sale, donation, or disposal:

Fourteen (14) EPAC 300 Traffic Signal Controllers

Some parts may still be useful to other municipalities using similar systems. Remaining units will either be listed on GovDeals or sold as scrap.

Nineteen (19) 4-yard dumpsters

Eleven (11) 6-yard dumpsters

Twenty (20) 8-yard dumpsters

Five (5) 8-yard cardboard dumpsters

These dumpsters can no longer be refurbished and are recommended for sale as scrap metal.

Attached is a memo from the Purchasing Department with additional details.

### **Action to Consider**

Motion, second, and vote are needed to approve Resolution 2025-16 to declare the above equipment as surplus city property and authorize its sale.

### **Affected Departments**

Public Works Department



## PURCHASING DEPARTMENT MEMORANDUM

**To:** Mike Keith, Finance Director  
**From:** Angela Robbins, Purchasing Assistant  
**Date:** May 29, 2025  
**Re:** Public Works Surplus Items

I am requesting that the EPAC 300 traffic signal controllers listed below be declared surplus. Public Works has spoken with their signal supplier and there are still a few municipalities running these controllers that we might be able to give them some spare parts/backups, others we would be able to list on GovDeals or sell as scrap.

- EPac 300 S/N:111270
- EPac 300 S/N: 1055
- EPac 300 S/N: 7048
- EPac 300 S/N: 1100
- EPac 300 S/N: 1001
- EPac 300 S/N: 7080
- EPac 300 S/N: 22576
- EPac 300 S/N: 6288
- Epac 300 S/N: 1039
- EPac 300 S/N: 7505
- EPac 300 S/N: 29536 Asset# 2437
- EPac 300 S/N: 36469
- EPac 300 S/N: 2380
- EPac 300 S/N: 107084

Public Works also has scrap dumpsters that can no longer be refurbished. As in the past, it is recommended that these be sold as scrap metal. There are nineteen 4-yard dumpsters, eleven 6-yard dumpsters, twenty 8-yard dumpsters, and five 8-yard cardboard dumpsters to be sold.

**RESOLUTION NO. 2025-16**

**A RESOLUTION DECLARING CERTAIN PUBLIC WORKS EQUIPMENT AND MATERIALS AS SURPLUS PROPERTY AND AUTHORIZING THEIR SALE OR DISPOSAL.**

**WHEREAS**, the City of Athens Public Works Department has identified certain equipment and materials which are no longer of use to the department and are either obsolete or no longer serviceable; and

**WHEREAS**, the Purchasing Department has recommended that the following items be declared surplus and authorized for sale, donation, or disposal:

**EPAC 300 Traffic Signal Controllers:**

- S/N: 111270      S/N: 6288
- S/N: 1055        S/N: 1039
- S/N: 7048        S/N: 7505
- S/N: 1100        S/N: 29536 (Asset# 2437)
- S/N: 1001        S/N: 36469
- S/N: 7080        S/N: 2380
- S/N: 22576       S/N: 107084

**Scrap Dumpsters:**

- Nineteen (19) 4-yard dumpsters
- Eleven (11) 6-yard dumpsters
- Twenty (20) 8-yard dumpsters
- Five (5) 8-yard cardboard dumpsters

**WHEREAS**, some of the EPAC 300 traffic signal controllers may be offered to other municipalities for use as spare parts, while the remaining items may be listed for sale on GovDeals or sold as scrap; and

**WHEREAS**, the scrap dumpsters are no longer capable of being refurbished and should be sold as scrap metal.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATHENS, TENNESSEE, THAT:**

1. The items listed above are hereby declared surplus property.
2. The Purchasing Department is hereby authorized to arrange for the sale, donation, or disposal of said surplus property in accordance with applicable laws and policies.
3. Any proceeds from such sale shall be deposited in the appropriate City account.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective immediately upon its adoption, the public welfare requiring it.

**ON MOTION BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

said Resolution was approved by roll call vote on the 17<sup>th</sup> day of **June, 2025**.

ATTEST:

\_\_\_\_\_  
Larry Eaton, Mayor

\_\_\_\_\_  
Randall Dowling, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher M. Caldwell, City Attorney





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### **Agenda Item**

IX. A. FY 2024-25 Budget Amendment

Public Hearing and Second Reading of Ordinance 1140

*An ordinance to amend the budget for the city of Athens, Tennessee, for the fiscal year July 1, 2024 through June 30, 2025.*

### **Overview**

The purpose of the attached budget amendment for FY 2024-25 is to address necessary adjustments in expenditures and revenues, cover unanticipated costs, and reallocate funds based on updated financial activity and operational needs across City departments. A memorandum from the Finance Director is also attached.

### **Action to Consider**

Conduct a public hearing, have a second reading, and consider adoption of the ordinance.

### **Affected Departments**

All

**ORDINANCE NO. 1140**

**AN ORDINANCE TO AMEND THE BUDGET FOR THE CITY OF ATHENS, TENNESSEE, FOR THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025**

WHEREAS, the Council for the City of Athens, Tennessee, after much consideration and study of the budget prepared and submitted by the City Manager, approved **Ordinance No. 1128** for the **2024-2025** budget and tax rate for the fiscal year ending **June 30, 2025** and has determined that an amendment is now necessary.

**SECTION 1.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ATHENS, TENNESSEE, AS FOLLOWS:**

That the budget is hereby amended based upon the detail listing below showing the original budget, amended budget and increase or decrease in the budget for the current year.

**Part I: Increase in Retirement Plan Contribution with Funds held in Capital**

ACCOUNT NO.	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	INCREASE (DECREASE)
<b>GENERAL FUND REVENUES:</b>				
01-0000-7045	Trans from Cap Proj Fund	0	629,000	629,000
				629,000
<b>GENERAL FUND EXPENDITURES:</b>				
01-0101-5144	Retirement	19,000	37,000	18,000
01-0201-5144	Retirement	33,000	63,000	30,000
01-0301-5144	Retirement	15,000	29,000	14,000
01-0401-5144	Retirement	8,000	15,000	7,000
01-0403-5144	Retirement	14,000	27,000	13,000
01-0501-5144	Retirement	15,000	29,000	14,000
01-0502-5144	Retirement	20,000	38,000	18,000
01-0601-5144	Retirement	21,000	40,000	19,000
01-0602-5144	Retirement	150,000	288,000	138,000
01-0603-5144	Retirement	48,000	91,000	43,000
01-0701-5144	Retirement	13,000	25,000	12,000
01-0702-5144	Retirement	7,000	13,000	6,000
01-0703-5144	Retirement	125,000	240,000	115,000
01-0801-5144	Retirement	16,000	30,000	14,000
01-0802-5144	Retirement	24,000	46,000	22,000
01-0804-5144	Retirement	11,000	21,000	10,000
01-0901-5144	Retirement	23,000	44,000	21,000
01-0902-5144	Retirement	8,000	15,000	7,000
01-0903-5144	Retirement	25,000	48,000	23,000
01-0904-5144	Retirement	24,000	46,000	22,000
01-0905-5144	Retirement	44,000	85,000	41,000
01-0906-5144	Retirement	17,000	32,000	15,000
01-0908-5144	Retirement	8,000	15,000	7,000
				629,000
Increase in Retirement Expenditures		688,000	1,317,000	629,000
Change in General Fund Balance				0

**ORDINANCE NO. 1140**

**Part II: Increase in Retirement Contribution for Sanitation**

**SANITATION FUND:**

12-0000-7045	Trans from Cap Proj Fund	0	21,000	21,000
12-09-07-5144	Retirement	23,000	44,000	21,000
				<u>0</u>

**Part III: To Increase Miscellaneous Line items in the General Fund**

**GENERAL FUND REVENUES:**

01-0000-4110	Current Property Taxes	6,400,000	6,450,000	50,000
01-0000-4145	AUB Electric	700,000	740,000	40,000
01-0000-4165	Local Sales Tax	8,800,000	9,000,000	200,000
01-0000-4178	Bus Tax-State Collected	500,000	615,000	115,000
01-0000-4325	Bldg Licenses & Permits	50,000	140,000	90,000
01-0000-4415	Housing Authority	80,000	105,000	25,000
01-0000-4450	State Excise Tax	40,000	65,000	25,000
01-0000-4530	Grants - Police Dept	225,000	300,000	75,000
01-0000-4910	Interest Income	500,000	600,000	100,000
01-0000-4915	Insurance Recoveries	0	25,000	25,000
				<u>745,000</u>

**GENERAL FUND EXPENDITURES:**

01-0101-5110	Salaries: Regular	185,000	205,000	20,000
01-0102-5626	Other Contracts	7,700	9,200	1,500
01-0104-5260	Legal Services	50,000	90,000	40,000
01-0201-5142	Group Life and Health Ins	59,000	70,000	11,000
01-0402-5274	R&M Buildings & Grounds	25,000	35,000	10,000
01-0402-5626	Other Contracts	60,000	70,000	10,000
01-0402-5710	Liability Insurance	8,800	58,800	50,000
01-0501-5142	Group Life and Health Ins	13,000	25,000	12,000
01-0602-6090	Fixed Assets	100,000	232,000	132,000
01-0603-5142	Group Life and Health Ins	62,000	85,000	23,000
01-0603-5710	Liability Insurance	17,000	27,000	10,000
01-0603-6090	Fixed Assets	7,000	22,000	15,000
01-0701-6090	Fixed Assets	0	18,000	18,000
01-0702-5142	Group Life and Health Ins	200	5,200	5,000
01-0703-5142	Group Life and Health Ins	205,000	235,000	30,000
01-0703-6090	Fixed Assets	5,000	34,000	29,000
01-0802-5274	R&M Buildings & Grounds	47,000	100,000	53,000
01-0803-5118	Salaries: Seasonal	26,000	37,000	11,000
01-0803-5322	Chemical, Lab & Med	8,000	10,000	2,000
01-0803-5710	Liability Insurance	2,000	4,000	2,000
01-0804-5118	Salaries: Seasonal	55,500	70,000	14,500
01-0804-5294	Athletic Officials	13,500	18,000	4,500
01-0804-5298	Program Expenses	30,000	70,000	40,000
01-0901-5142	Group Life and Health Ins	25,000	36,000	11,000
01-0901-6090	Fixed Assets	0	16,000	16,000
01-0906-5142	Group Life and Health Ins	31,000	45,000	14,000
01-0906-5142	Fixed Assets	14,000	21,000	7,000
01-0908-5240	Electric	10,000	23,000	13,000
01-0908-5326	Janitorial Supplies	3,000	8,000	5,000
01-0908-5345	Vet Supplies	16,000	22,000	6,000
01-0908-5626	Other Contracts	7,000	14,000	7,000
01-1004-5626	Other Contracts	362,000	364,500	2,500
01-1101-7270	Transfer to Conference Ctr	0	120,000	120,000
				<u>745,000</u>
Change in Fund Balance				<u>0</u>

**ORDINANCE NO. 1140**

**Part IV: To Transfer Funds from General Fund to Capital Projects Fund for Excess Fund Balance**

01-11-01-7245	Transfer to Capital Proj Fund	242,000	1,942,000	<u>1,700,000</u>
Decrease in Fund Balance in General Fund				<u>1,700,000</u>

**Part V: To Increase Budget for Totes and Dumpsters in Sanitation**

12-0000-4910	Interest Income	50,000	90,000	<u>40,000</u>
12-09-07-6090	Fixed Assets	4,000	44,000	<u>40,000</u>
Change in Fund Balance				<u>0</u>

**Part VI: To Increase Budget in School Debt Service Fund for Final USDA Funds Received and Repayment of \$5,000,000 Regions Temporary Financing**

04-0000-7110	Note Proceeds	0	5,000,000	<u>5,000,000</u>
04-0000-5763	Retirement of Note	0	5,000,000	<u>5,000,000</u>
Change in Fund Balance				<u>0</u>

**SECTION 2.**

**BE IT FURTHER ORDAINED** that all Ordinances, and parts of Ordinances in conflict with this Ordinance shall be, and the same are, hereby repealed and superseded.

**SECTION 3.**

**BE IT FURTHER ORDAINED** that if any section, paragraph, clause, or sentence of this Ordinance shall be held invalid by a Court of competent jurisdiction, such holding shall not affect the remaining sections, paragraphs, clauses, and sentences.

**SECTION 4.**

**BE IT FURTHER ORDAINED** this Ordinance is declared to be an emergency ordinance to take effect from and after its passage.

**FIRST READING: May 20, 2025    Passed**  
**PUBLIC HEARING NOTICE: May 31, 2025    Published**  
**DATE OF PUBLIC HEARING: June 17, 2025**  
**SECOND READING: June 17, 2025**

ATTEST:

\_\_\_\_\_  
LARRY EATON, Mayor

\_\_\_\_\_  
RANDALL DOWLING, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTOPHER M. CALDWELL, City Attorney



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### **Agenda Item**

- IX. B. FY 2025-26 Proposed Budget  
Public Hearing and Second Reading of Ordinance 1141  
*An ordinance to adopt a budget and set the tax rate on taxable property located within the corporate limits of the city of Athens, Tennessee, for the fiscal year July 1, 2025 through June 30, 2026.*

### **Overview**

The FY 2025-26 proposed budget was submitted to the City Council on May 2, 2025 and posted on the city's website. On May 6, 2025, the City Council conducted a budget work session to review and discuss the proposed budget. During that meeting, several items were specifically discussed as listed on the attachment.

The proposed budget was further reviewed during the May 12, 2025 work session and additional items were discussed as listed on the attachment. The proposed budget was further reviewed and the first reading of the budget ordinance was conducted during the May 20, 2025 regular session.

So far, the only changes to the proposed budget are those items listed below:

- Added \$110,000 to the North City School demolition budget in the Capital Improvement Fund based on the actual bid.
- Added \$40,000 to prepare a planning study to renovate and expand city hall in the Capital Improvement Fund as approved during the May 20, 2025 regular session.
- Carry forward \$285,000 from the previous fiscal year's budget to update the city's IT infrastructure in the Information Technology budget in the General Fund.

The total of these changes is \$435,000 and \$150,000 will come from Capital Improvement Fund reserves and \$285,000 will come from General Fund reserves.

Following discussion during the June 9, 2025 work session, the consensus was to place the proposed budget and budget ordinance on the June 17, 2025 regular session under Ordinances for a public hearing, second reading, and adoption. If approved, the budget will go into effect on July 1, 2025 until June 30, 2026.

### **Action to Consider**

After the public hearing and second reading of Ordinance 1141, motion, second, and vote are needed to approve the proposed budget and budget ordinance.

### **Affected Departments**

All

**ORDINANCE NO. 1141**

**AN ORDINANCE TO ADOPT A BUDGET AND SET THE TAX RATE ON TAXABLE PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF ATHENS, TENNESSEE, FOR THE FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026.**

**WHEREAS**, the Council for the City of Athens, Tennessee, after much consideration and study of the budget prepared and submitted by the City Manager, considers said budget to be in complete detail showing the financial condition of the City for the past fiscal year, and the proposed budget and expenditures for the various departments for the fiscal year beginning **July 1, 2025** through **June 30, 2026**.

**SECTION 1.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ATHENS, TENNESSEE, AS FOLLOWS:**

That the budget hereto attached and made a part hereof consisting of the following words and figures, be and is hereby adopted as the Budget for the City of Athens, Tennessee, for the Fiscal Year beginning **July 1, 2025** and extending through **June 30, 2026**.

	<u>Actual</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Proposed</u> <u>2025-2026</u>
<b>GENERAL FUND</b>			
<b><u>GENERAL FUND REVENUES</u></b>			
Taxes	18,619,673	18,223,000	18,542,000
Intergovernmental Revenue	3,075,281	2,680,000	2,808,000
Charges for Services	377,715	227,000	276,000
Fines and Forfeits	113,447	100,000	100,000
Interest	813,317	500,000	550,000
Miscellaneous	176,331	20,000	30,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>23,175,764</b>	<b>21,750,000</b>	<b>22,306,000</b>
<b><u>GENERAL FUND EXPENDITURES</u></b>			
<b>ADMINISTRATION</b>			
City Council	145,035	121,000	140,300
City Hall	277,682	200,300	220,900
City Manager's Office	358,141	323,800	384,400
<b>TOTAL ADMINISTRATION</b>	<b>780,858</b>	<b>645,100</b>	<b>745,600</b>
<b>COMMUNITY DEVELOPMENT</b>			
Administration	195,401	209,700	246,300
Cemeteries	44,497	151,700	52,200
Codes Enforcement	326,172	389,300	396,600
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>566,070</b>	<b>750,700</b>	<b>695,100</b>
<b>FINANCE</b>	<b>554,048</b>	<b>576,400</b>	<b>613,000</b>
<b>FINANCE - PURCHASING</b>	<b>119,200</b>	<b>139,400</b>	<b>93,400</b>
<b>FIRE</b>			
Administration	215,495	231,500	245,600
Prevention	116,385	132,800	151,600
Suppression	2,590,426	2,883,600	3,102,300
<b>TOTAL FIRE</b>	<b>2,922,306</b>	<b>3,247,900</b>	<b>3,499,500</b>

**ORDINANCE NO. 1141**

HUMAN RESOURCES	256,564	278,000	278,900
INFORMATION TECHNOLOGY	328,877	682,700	898,100
PARKS & RECREATION			
Administration	221,593	250,200	240,700
Maintenance	735,250	821,300	901,700
Swimming Pools	65,031	50,100	61,600
Program Planning	430,239	383,000	421,500
TOTAL PARKS & RECREATION	<u>1,452,113</u>	<u>1,504,600</u>	<u>1,625,500</u>
POLICE			
Administration	411,615	337,200	353,000
Detectives	830,860	816,500	606,600
Patrol	2,640,295	3,118,800	3,624,300
TOTAL POLICE	<u>3,882,770</u>	<u>4,272,500</u>	<u>4,583,900</u>
PUBLIC WORKS			
Administration	408,071	407,100	444,000
Animal Shelter	219,688	263,800	309,300
Fleet Maintenance	362,493	393,200	407,200
Street Cleaning	973,681	1,076,300	1,077,000
Street Construction	536,057	708,900	674,000
Street Maintenance	1,962,196	1,078,400	1,106,600
Traffic Control	221,146	373,500	372,800
TOTAL PUBLIC WORKS	<u>4,683,332</u>	<u>4,301,200</u>	<u>4,390,900</u>
ATHENS CITY SCHOOLS	2,491,000	2,421,000	2,421,000
ATHENS UTILITIES BOARD	511,798	530,000	530,000
COMMUNICATIONS	327,748	364,300	378,000
SPECIAL APPROPRIATIONS	385,400	394,200	438,100
TRANSFERS	<u>4,300,000</u>	<u>3,342,000</u>	<u>1,400,000</u>
TOTAL GENERAL FUND EXPENDITURES	<u>23,562,084</u>	<u>23,450,000</u>	<u>22,591,000</u>
CHANGE IN CASH/FUND BALANCE	(386,320)	(1,700,000)	(285,000)
BEGINNING CASH/FUND BALANCE	<u>19,240,960</u>	<u>18,854,000</u>	<u>17,154,000</u>
ENDING CASH/FUND BALANCE	<u>18,854,640</u>	<u>17,154,000</u>	<u>16,869,000</u>
ENDING CASH AS A % OF EXPENDITURES	80.02%	73.15%	74.67%

**ORDINANCE NO. 1141**

**DEBT SERVICE FUND-SCHOOLS**

**DEBT SERVICE FUND REVENUES**

Interest	98,411	100,000	100,000
City Schools Contributions	700,000	700,000	700,000
Debt Proceeds	30,000,000	5,000,000	0
Transfers	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>31,798,411</b>	<b>6,800,000</b>	<b>1,800,000</b>

<b><u>DEBT SERVICE FUND EXPENDITURES</u></b>	<b><u>31,797,954</u></b>	<b><u>6,815,000</u></b>	<b><u>1,529,000</u></b>
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CHANGE IN CASH/FUND BALANCE	457	(15,000)	271,000
BEGINNING CASH/FUND BALANCE	<u>2,800,000</u>	<u>2,800,000</u>	<u>3,400,000</u>
ENDING CASH/FUND BALANCE	<u>2,800,457</u>	<u>2,785,000</u>	<u>3,671,000</u>
ENDING CASH AS A % OF EXPENDITURES	8.81%	40.87%	240.09%

**DEBT SERVICE FUND-CITY PROJECTS**

**DEBT SERVICE FUND REVENUES**

Intergovernmental Revenues	0	0	0
Interest	14,517	5,000	5,000
Transfers	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>414,517</b>	<b>405,000</b>	<b>405,000</b>

<b><u>DEBT SERVICE FUND EXPENDITURES</u></b>	<b><u>380,215</u></b>	<b><u>386,000</u></b>	<b><u>381,500</u></b>
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CHANGE IN CASH/FUND BALANCE	34,302	19,000	23,500
BEGINNING CASH/FUND BALANCE	<u>44,923</u>	<u>79,000</u>	<u>98,000</u>
ENDING CASH/FUND BALANCE	<u>79,225</u>	<u>98,000</u>	<u>121,500</u>
ENDING CASH AS A % OF EXPENDITURES	20.84%	25.39%	31.85%

**SANITATION FUND**

**SANITATION FUND REVENUES**

Charges For Services	1,013,069	969,000	989,000
Interest	75,477	50,000	50,000
Miscellaneous	<u>267</u>	<u>1,000</u>	<u>1,000</u>
<b>TOTAL SANITATION FUND REVENUES</b>	<b>1,088,813</b>	<b>1,020,000</b>	<b>1,040,000</b>

<b><u>SANITATION FUND EXPENDITURES</u></b>	<b><u>998,131</u></b>	<b><u>1,120,000</u></b>	<b><u>1,239,300</u></b>
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CHANGE IN CASH/FUND BALANCE	90,682	(100,000)	(199,300)
BEGINNING CASH/FUND BALANCE	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,400,000</u>
ENDING CASH/FUND BALANCE	<u>1,590,682</u>	<u>1,400,000</u>	<u>1,200,700</u>
ENDING CASH AS A % OF EXPENDITURES	159.37%	125.00%	96.89%

**ORDINANCE NO. 1141**

**CONFERENCE CENTER FUND**

CONFERENCE CENTER REVENUES

Charges For Services	41,634	40,000	40,000
Interest	0	0	0
General Fund Contribution	0	120,000	0
<b>TOTAL SANITATION FUND REVENUES</b>	<u>41,634</u>	<u>160,000</u>	<u>40,000</u>

<u>CONFERENCE CENTER EXPENDITURES</u>	<u>33,682</u>	<u>27,900</u>	<u>172,900</u>
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CHANGE IN CASH/FUND BALANCE	7,952	132,100	(132,900)
BEGINNING CASH/FUND BALANCE	<u>30,000</u>	<u>35,000</u>	<u>165,000</u>
ENDING CASH/FUND BALANCE	<u>37,952</u>	<u>167,100</u>	<u>32,100</u>
ENDING CASH AS A % OF EXPENDITURES	112.68%	598.92%	18.57%

**DRUG FUND**

DRUG FUND REVENUES

Fines and Forfeits	36,440	20,000	30,000
Interest	5,605	0	5,000
<b>TOTAL DRUG FUND REVENUES</b>	<u>42,045</u>	<u>20,000</u>	<u>35,000</u>

<u>DRUG FUND EXPENDITURES</u>	1,589	34,000	35,000
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CHANGE IN CASH/FUND BALANCE	40,456	(14,000)	0
BEGINNING CASH/FUND BALANCE	<u>128,230</u>	<u>160,000</u>	<u>146,000</u>
ENDING CASH/FUND BALANCE	<u>168,686</u>	<u>146,000</u>	<u>146,000</u>
ENDING CASH AS A % OF EXPENDITURES	10615.86%	429.41%	417.14%

**HOTEL/MOTEL FUND**

HOTEL/MOTEL FUND REVENUES

Hotel/Motel Tax	431,520	400,000	420,000
State Grants	5,000	0	10,000
Interest	23,117	10,000	0
Third Party Contributions	5,067	0	0
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<u>464,704</u>	<u>410,000</u>	<u>430,000</u>

<u>HOTEL/MOTEL FUND EXPENDITURES</u>	262,988	410,000	563,300
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CHANGE IN CASH/FUND BALANCE	201,716	0	(133,300)
BEGINNING CASH/FUND BALANCE	<u>482,006</u>	<u>650,000</u>	<u>650,000</u>
ENDING CASH/FUND BALANCE	<u>683,722</u>	<u>650,000</u>	<u>516,700</u>
ENDING CASH AS A % OF EXPENDITURES	259.98%	158.54%	91.73%

**ORDINANCE NO. 1141**

**CAPITAL IMPROVEMENT FUND**

CAPITAL IMPROVEMENT FUND REVENUES:

Grant Funds	486,298	100,000	6,308,500
Investment Income	705,211	600,000	300,000
Miscellaneous	24,640	25,000	25,000
Third Party Contributions	500,000	0	
Transfer From General Fund	<u>2,900,000</u>	<u>1,942,000</u>	<u>475,000</u>
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<b>4,616,149</b>	<b>2,667,000</b>	<b>7,108,500</b>
<u>CAPITAL EXPENDITURES</u>	1,935,108	3,028,500	16,675,000
CHANGE IN CASH/FUND BALANCE	2,681,041	(361,500)	(9,566,500)
BEGINNING CASH/FUND BALANCE	<u>12,467,331</u>	<u>15,000,000</u>	<u>14,500,000</u>
ENDING CASH/FUND BALANCE	<u>15,148,372</u>	<u>14,638,500</u>	<u>4,933,500</u>
ENDING CASH AS A % OF EXPENDITURES	782.82%	483.36%	29.59%

**FLEET MANAGEMENT FUND**

FLEET MANAGEMENT FUND REVENUES

Fleet Charges	1,183,900	1,270,900	1,279,900
Interest	425,439	300,000	200,000
Gain on Sale of Assets	<u>32,005</u>	<u>60,000</u>	<u>20,000</u>
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<b>1,641,344</b>	<b>1,630,900</b>	<b>1,499,900</b>
<u>FLEET FUND PURCHASES</u>	573,834	686,703	706,000
CHANGE IN CASH/FUND BALANCE	1,067,510	944,197	793,900
BEGINNING CASH/FUND BALANCE	<u>6,000,000</u>	<u>6,500,000</u>	<u>7,400,000</u>
ENDING CASH/FUND BALANCE	<u>7,067,510</u>	<u>7,444,197</u>	<u>8,193,900</u>
ENDING CASH AS A % OF EXPENDITURES	1231.63%	1084.05%	1160.61%

**SECTION 2.**

**BE IT FURTHER ORDAINED** that the budget hereto attached and made a part hereof consisting of the following words and figures, be and is hereby adopted as the Budget for the Athens City Schools, for the Fiscal Year beginning **July 1, 2025** and extending through **June 30, 2026**, as approved by the Athens City Board of Education:

	<b>General Purpose Fund</b>	<b>Federal Projects Fund</b>	<b>Food Service Fund</b>	<b>Total All Funds</b>
<b>Revenues:</b>				
Local Taxes	6,379,000	0	0	6,379,000
Charges for Services	305,625	0	54,000	359,625
Other Local Revenues	188,200	0	67,200	255,400
State Education Funds	13,107,168	0	12,500	13,119,668
Federal Funds received				
through State	0	1,544,648	1,434,587	2,979,235
Other Sources	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
<b>Total estimated revenues</b>	<b>19,980,993</b>	<b>1,544,648</b>	<b>1,568,287</b>	<b>23,093,928</b>
<b>Expenditures:</b>				
Regular Instruction	10,083,381	523,718	0	10,607,099
Special Education	1,257,900	511,993	0	1,769,893
Vocational Education Program	37,729	0	0	37,729
Student Body Education	17,449	0	0	17,449

**ORDINANCE NO. 1141**

**Support Services:**

Attendance	44,937	0	0	44,937
Health Services	361,457	0	0	361,457
Other Student Support	473,139	162,312	0	635,451
Regular Instruction	989,451	223,490	0	1,212,941
Special Education	106,773	115,385	0	222,158
Vocational Education Program	0	0	0	0
Education Technology	275,326	0	0	275,326
Board of Education	1,006,607	0	0	1,006,607
Office of Superintendent	240,299	0	0	240,299
Office of Principal	1,202,241	0	0	1,202,241
Fiscal Services	238,597	0	0	238,597
Human Services/Personnel	144,298	0	0	144,298
Operation of Plant	1,196,956	0	0	1,196,956
Maintenance of Plant	298,298	0	0	298,298
Transportation	706,849	7,750	0	714,599

**Non-Instructional Services:**

Food Service	7,190	0	1,568,287	1,575,477
Community Services	382,106	0	0	382,106
Early Childhood Education	845,008	0	0	845,008
Regular Capital Outlay	140,000	0	0	140,000
Other Uses (Transfers)	0	0	0	0
<b>Total expenditures</b>	<b>20,055,991</b>	<b>1,544,648</b>	<b>1,568,287</b>	<b>23,168,926</b>
Change in cash/fund balance	(74,998)	0	0	(74,998)
Beginning cash/fund balance	8,500,000	0	965,000	9,465,000
Ending cash/fund balance	8,425,002	0	965,000	9,390,002
Ending cash as a % of expenditures	42.01%	0.00%	61.53%	

**SECTION 3.**

**BE IT FURTHER ORDAINED** that the taxes provided by Chapter 387 of the Public Acts of 1971 known as the Business Tax Act, as amended, are hereby enacted, ordained and levied on the businesses, business activities, vocations or occupations carried on in the City of Athens, Tennessee, at the rates and in the manner prescribed by said Act; also, the tax on the gross sales of beer sold within the corporate limits of the City of Athens, Tennessee, as provided by Chapter 76 of the Public Acts of Tennessee, as amended, for the **fiscal year 2025-2026**.

**SECTION 4.**

**BE IT FURTHER ORDAINED** that the authority of municipalities to assess and collect certain privilege and license taxes is based upon the population of municipalities according to the **Federal Census of 2020** on a graduated basis or any subsequent Federal Census or other census authorized by and certified to the Federal Government by the Tennessee State Planning Commission, whichever is latest. It is therefore, declared by the Council for the City of Athens that the official census for Athens, Tennessee, is **14,084**. The levy and collections are only to the extent not repealed by Chapter 387 of the Public Acts of 1971.

**SECTION 5.**

**BE IT FURTHER ORDAINED** that the City Manager or his Assistant shall collect a fee on all business licenses sold in accordance with applicable state law and said fee shall be turned over to the City for General Fund purposes. The Tennessee Department of Revenue will receive business tax payments under the Business Tax Act and the Director of Finance shall coordinate with the Tennessee Department of Revenue regarding the City receiving its appropriate share of business taxes collected pursuant to this ordinance.

**SECTION 6.**

**BE IT FURTHER ORDAINED** that the tax rate for the year **2025-2026** be and is hereby fixed at **\$1.0078** on each ONE HUNDRED DOLLARS (\$100.00) assessed value of taxable property located within the corporate limits of the City of Athens, Tennessee.

**ORDINANCE NO. 1141**

**SECTION 7.**

**BE IT FURTHER ORDAINED** that refuse collection and disposal charges for fiscal year **2025-2026** is hereby fixed as follows: small professional, commercial or business establishments operating within the City of Athens shall pay a minimum fee of **\$9.50** per month; large professional, commercial or business establishments operating within the City of Athens shall pay a minimum fee of **\$28.50** per month; all residences within the City of Athens shall pay a minimum fee of **\$9.50** per month.

**SECTION 8.**

**BE IT FURTHER ORDAINED** that the Mayor and City Manager, by appropriate authorization may borrow upon tax anticipation notes such sums or sum of money as may be necessary to defray current operating expenses, provided however, that such notes shall bear interest at a rate not to exceed one (1%) percent in excess of prime interest rates set by New York Banks and shall not be borrowed for a period longer than the current fiscal year and said sums shall not exceed fifty percent (50%) of the annual tax levy as set out in Section 5 of the Corporate Powers of the Charter of the City of Athens, Tennessee, said interest to be exempt from all Federal, State, and Municipal taxation.

**SECTION 9.**

**BE IT FURTHER ORDAINED** that if for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval for a continuation budget will be requested from the Director of the State and Local Finance Division in the Office of the Comptroller of the Treasury if any indebtedness is outstanding.

**SECTION 10.**

**BE IT FURTHER ORDAINED** that all Ordinances, and parts of Ordinances in conflict with this Ordinance shall be, and the same are, hereby repealed and superseded.

**SECTION 11.**

**BE IT FURTHER ORDAINED** that if any section, paragraph, clause, or sentence of this Ordinance shall be held invalid by a Court of competent jurisdiction, such holding shall not affect the remaining sections, paragraphs, clauses, and sentences.

**SECTION 12.**

**BE IT FURTHER ORDAINED** in that the fiscal year begins on **July 1, 2025**, and time is of the essence, therefore, this Ordinance is declared to be an emergency ordinance to take effect from and after its passage.

**FIRST READING: May 20, 2025    Passed – no amendments**  
**PUBLIC HEARING NOTICE: May 28, 2025    Published**  
**DATE OF PUBLIC HEARING: June 17, 2025**  
**SECOND READING: June 17, 2025**

ATTEST:

\_\_\_\_\_  
LARRY EATON, Mayor

\_\_\_\_\_  
RANDALL DOWLING, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTOPHER M. CALDWELL, City Attorney



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### **Agenda Item**

XI. A. Amending Athens CITY Code Title 7 & Title 12  
First reading of Ordinance 1142

*An ordinance to amend the Athens City Code, Title 7 entitled "Fire Protection and Fireworks" and Title 12 entitled "Building and Construction" to adopt the 2021 edition of the International Codes for fire (IFC), building (IBC), plumbing (IPC), fuel gas (IFGC), mechanical (IMC), energy conservation (IECC), and existing building (IEBC); and create chapter 12-XI entitled "Existing Building Code".*

### **Overview**

The purpose of this ordinance is to update the City of Athens' adopted building and fire codes from the 2018 editions to the 2021 editions, with selected provisions from the 2024 code updates. The goal is to stay current with state standards, industry best practices, and improved safety and efficiency measures.

### **Action to Consider**

Motion, second, and majority vote are needed to approve the first reading of Ordinance 1142. A public hearing and second reading will occur at the regular session on July 15, 2025.

### **Affected Departments**

Community Development Department & Fire Department

**ORDINANCE NO. 1142**

**AN ORDINANCE TO AMEND THE ATHENS CITY CODE, TITLE 7 ENTITLED "FIRE PROTECTION AND FIREWORKS" AND TITLE 12 ENTITLED "BUILDING AND CONSTRUCTION" TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL CODES FOR FIRE (IFC), BUILDING (IBC), PLUMBING (IPC), FUEL GAS (IFGC), MECHANICAL (IMC), ENERGY CONSERVATION (IECC), AND EXISTING BUILDING (IEBC); AND CREATE CHAPTER 12-XI ENTITLED "EXISTING BUILDING CODE".**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ATHENS, TENNESSEE, AS FOLLOWS:**

**SECTION 1.**

That Chapter II of Title 7, Section 7-21 entitled "Adopted", be amended to replace the words and figures "International Fire Code, 2018 Edition" with "International Fire Code, 2021 Edition" except for the following changes:

1. Section 510.0 Exception 2 shall be replaced with the following:

Where it is determined by the local Fire Chief in coordination with local law enforcement and EMS that radio coverage is not needed.

2. Section 903.3.1.2 NFPA 13R sprinkler systems shall be replaced with the following:

Automatic sprinkler systems in Group R occupancies may be installed throughout in accordance with NFPA 13R where the Group R occupancy meets all the following conditions:

- (i) Four stories or less above grade plane.
- (ii) For other than Group R-2 occupancies, the floor level of the highest story is 30feet (9144 mm) or less above the lowest fire department vehicle access.

For Group R-2 occupancies, the roof assembly is less than 45 feet (13716 mm) above the lowest of fire department access. The height of the roof assembly shall be determined by measuring the distance from the lowest required fire vehicle access road surface adjacent to the building to the eave of the highest pitched roof, the intersection of the highest roof to the exterior wall, or the highest parapet, whichever yields the greatest distance.

- (iii) The floor level of the lowest story is 30 feet (9144) or less below the lowest level of fire department vehicle access. The number of stories of Group R occupancies constructed in accordance with section 510.2 and 510.4 of the International Building Code shall be measured from grade plane.
3. Appendix L. (Requirements for Fire Fighter Air Replenishment System) shall be optional.
4. For Group E occupancies in all Jurisdictions in Tennessee, local education agencies, public chapter schools, and non-public schools may allow classroom doors to be locked to prevent unwanted entry provided that the locking means meets the requirements in the NFPA (2021) Section 15.2.2.2.4.1.
5. For college and university instructional buildings in all jurisdictions in Tennessee, college and university administrators may allow classroom doors to be locked to prevent unwanted entry provided that the locking means meets the requirements in the NFPA (2021) Section 39.2.2.2.2.
6. The requirements for flammable gas shall be those found in the International Fire code (IFC), 2024 edition, published by the International Code Council (ICC) and shall include the following:
  - (i) For chapter 2, the definition for flammable gas shall be replaced with the definition found in the 2024 International Fire Code (IFC).

## ORDINANCE NO. 1142

- (ii) For flammable gases, table 911.1 shall be replaced with table 911.1 of the 2024 International Fire Code (IFC).
  - (iii) For flammable gases, table 5003.1.1(1) shall be replaced with table 5003.1.1(1) of the 2024 International Fire Code (IFC).
  - (iv) For flammable gases, table 5003.1.1(3) shall be replaced with table 5003.1.1(3) of the 2024 International Fire Code (IFC).
  - (v) For flammable gases, section 5003.8.3.5 shall be replaced with section 5003.8.3.5 of the 2024 International Fire Code (IFC).
  - (vi) For flammable gases, section 5003.11 shall be replaced with section 5003.11 of the 2024 International Fire Code (IFC).
7. Fire Apparatus Access Roads shall use Appendix D along with section 503 of the International Fire Code (IFC).

### SECTION 2.

That Chapter I of Title 12, Section 12-1 entitled "Adopted", be amended to replace the words and figures "International Building Code, 2018 Edition" with "International Building Code, 2021 Edition," except for the following changes:

1. Remove chapter 11 Accessibility.
2. The requirements of section 423 Storm Shelters shall not be required.
3. Section 903.3.1.2 NFPA 13R sprinkler systems shall be replaced with the following:

Automatic sprinkler systems in Group R occupancies may be installed throughout in accordance with NFPA 13R where the Group R occupancy meets all the following conditions:

  - (iv) Four stories or less above grade plane.
  - (v) For other than Group R-2 occupancies, the floor level of the highest story is 30feet (9144 mm) or less above the lowest fire department vehicle access.

For Group R-2 occupancies, the roof assembly is less than 45 feet (13716 mm) above the lowest of fire department access. The height of the roof assembly shall be determined by measuring the distance from the lowest required fire vehicle access road surface adjacent to the building to the eave of the highest pitched roof, the intersection of the highest roof to the exterior wall, or the highest parapet, whichever yields the greatest distance.
  - (vi) The floor level of the lowest story is 30 feet (9144) or less below the lowest level of fire department vehicle access. The number of stories of Group R occupancies constructed in accordance with section 510.2 and 510.4 of the International Building Code shall be measured from grade plane.
4. For Group E occupancies in all Jurisdictions in Tennessee, local education agencies, public charter schools, and non-public schools may allow classroom doors to be locked to prevent unwanted entry provided that the locking means meets the requirements in the NFPA (2021) Section 15.2.2.2.4.1.
5. For college and university instructional buildings in all jurisdictions in Tennessee, college and university administrators may allow classroom doors to be locked to prevent unwanted entry provided that the locking means meets the requirements in the NFPA (2021) Section 39.2.2.2.2.
6. Dwellings licensed by the Department of Human Services (DHS) as Family Home Daycares, shall use Appendix AM of the 2021 International Residential Code (IRC).

## ORDINANCE NO. 1142

7. Where ASCE 7 – 16 is referenced seismic design or mapped ground accelerations, ASCE 7 – 22 mapped ground accelerations may be used to determine the S1 and Ss values.
8. The requirements for flammable gas shall be those found in the International Building Code (IBC), 2024 edition, published by the International Code Council (ICC) and shall include the following:
  - (i) For chapter 2, the definition for flammable gas shall be replaced with the definition found in the 2024 International Building Code (IBC).
  - (ii) For flammable gases, table 307.1(1) shall be replaced with table 307.1(1) of the 2024 International Building Code (IBC).
  - (iii) For flammable gases, section 307.4 High-Hazard Group H-2 shall be replaced with section 307.4 High-Hazard Group H-2 of the 2024 International Building Code (IBC).
  - (iv) For flammable gases, section 307.5 High-Hazard Group H-3 shall be replaced with section 307.5 High-Hazard Group H-3 of the 2024 International Building Code (IBC).
  - (v) For flammable gases, section 414.2.5 shall be replaced with section 414.2.5 of the 2024 International Building Code (IBC).
  - (vi) For flammable gases, Table 414.5.1 shall be replaced with table 414.5.1 of the 2024 International Building Code (IBC).
9. The Addition of Appendix B Board of appeals, with the amendment of, where referenced **Qualifications (section B-101.3.1) of the 2021 International Building Code, shall be deleted and replaced with (section B-101.2.2 of the 2018 edition of the International Building Code) (IBC)**

### SECTION 3.

That Chapter II of Title 12, Section 12-31 entitled "Adopted", be amended to replace the words and figures "International Plumbing Code, 2018 edition" with "International Plumbing Code, 2021 edition".

### SECTION 4.

That Chapter IV of Title 12, Section 12-84 entitled "Adopted; Applicability", be amended to replace the words and figures "International Fuel Gas Code, 2018 edition" with "International Fuel Gas Code, 2021 edition".

### SECTION 5.

That Chapter VII of Title 12, Section 12-188 entitled "Adopted," be amended to replace the words and figures "International Mechanical Code, 2018 edition" with "International Mechanical Code, 2021 edition" except for the following changes:

1. Remove section 1109 Refrigerant Pipe Installation and replace with section 1109 Refrigerant Pipe Installation of the 2024 International Mechanical Code (IMC).

### SECTION 6.

That Chapter VIII of Title 12, Section 12-221 entitled "Adopted" be amended to replace the words and figures "International Energy Conservation Code, 2018 edition" with "International Energy Conservation Code, edition 2021," except for the following changes:

1. Remove C405.11 Automatic Receptacle Control, C405.12 Energy Monitoring, and C408 Commissioning.
2. The 2006 edition shall apply to the following occupancy classification as defined by the International Building Code (IBC), 2021 edition:
  - (i) Moderate-hazard factory industrial, Group F-1

## ORDINANCE NO. 1142

- (ii) Low-hazard factory industrial Group F-2
- (iii) Moderate-hazard factory industrial S-1; and
- (iv) Low-hazard storage, Group S-2

3. For daycares licensed by DHS not located in a dwelling unit, the 2015 edition shall apply, except C408 System Commissioning shall be removed.

### SECTION 7.

That Chapter XI of Title 12 of the Athens City Code is hereby created and shall read as follows:

#### CHAPTER 12-XI EXISTING BUILDING CODE

##### 12-300. Adopted.

Pursuant to authority granted by T.C.A. §§ 6-54-501 through 6-54-506 and for the purpose of regulating the repair, alteration, change of occupancy, addition to, and relocation of existing buildings, the International Existing Building Code, 2021 edition, as prepared and adopted by the International Code Council, is adopted and incorporated by reference as part of this Code and is hereinafter referred to as the existing building code.

##### 12-301. Modifications.

When the building code refers to the "chief appointing authority" or the "chief administrator," it shall be deemed to be a reference to the city manager.

##### 12-302. Amendments.

1. Remove Chapter 3 Section 306 Accessibility for existing buildings.
2. Replace Section 405.2.3.3 Extent of repair for noncompliant buildings with the following:

If the evaluation does not establish that the building in its pre-damaged condition complies with the provisions of section 405.2.3.1, then the building, including its foundation, shall be retrofitted to comply with the provisions of this section. The wind loads for the repair and retrofit design shall be those required by the building code in effect at the time of original construction, unless the damage was caused by wind, in which case the wind loads shall be in accordance with the International Building Code. The seismic loads for this retrofit shall be those required by the building code in effect at the time of original construction, but not less than the reduced seismic forces.

3. Replace 405.2.4 Substantial structural damage to gravity load-carrying components, with the following:

Gravity load-carrying components that have sustained substantial structural damage shall be rehabilitated to comply with the applicable provisions for dead, live, and snow loads in the International Building Code. Undamaged gravity load-carrying components, including undamaged foundation components, shall also be rehabilitated if required to comply with the design loads of the rehabilitation design.

4. The requirements of section 303 Storm Shelters are not required.

##### 12-303. Available in the City Manager's Office.

Pursuant to the requirements of the T.C.A. § 6-54-502, one copy of the building code has been placed on file in the city manager's office and shall be kept there for the use and inspection of the public.

##### 12-304. Violations.

It is unlawful for any person to violate or fail to comply with any provision of this chapter or the building code as herein adopted by reference and modified.

**ORDINANCE NO. 1142**

**SECTION 8.**

Any Ordinance, Resolution, Motion or parts thereof in conflict herewith are hereby repealed and superseded. If any sentence, clause, phrase or paragraph of this Ordinance is declared to be unconstitutional by any Court of competent jurisdiction, such holding will not affect any other portion of this Ordinance.

**SECTION 9.**

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect upon final passage as provided by law.

**FIRST READING: June 17, 2025 Passed**  
**PUBLIC HEARING NOTICE: June 21, 2025**  
**DATE OF PUBLIC HEARING: July 15, 2025**  
**SECOND READING: July 15, 2025**

ATTEST:

\_\_\_\_\_  
LARRY EATON, Mayor

\_\_\_\_\_  
RANDALL DOWLING, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTOPHER M. CALDWELL, City Attorney

**CITY OF ATHENS, TENNESSEE**  
**Narrative on Financial Analysis**  
**May, 2025**

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 \$290,000 more through May this year, primarily because of property taxes, AUB in lieu of taxes and the local sales tax. As a percentage we collected 2.32% 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 \$339,000 less than this time last year, showing 103.56% this year. The variance is due primarily to the \$2,000,000 for paving that was encumbered in July of last year, the larger total transfer to the Capital Fund in the prior 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. The budget amendment scheduled for final approval on Tuesday will drop the overall percentage of budget under 100%.

Sanitation

Revenues are comparable to the prior year. Expenditures are higher due to the implementation of the class/comp study in October last year, adding a new employee in the current year, longevity paid in November this year, the COLA for the current year, the related employee benefits, the cost for the routing software 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 May, 2025**  
**(Unaudited)**

	Prior Year		Current Year	Increase (Decrease)		Variance from	12-Month
	5/31/2024	% Received	5/31/2025	From Prior Year	% Collected	Current Yr. to Prior Yr.	Variance (11/12=91.66%)
<b>GENERAL FUND</b>							
Property Taxes	6,657,207	102.10%	6,790,903	133,696	102.50%	0.40%	10.84%
AUB In-Lieu of Taxes	849,664	97.10%	910,106	60,442	97.34%	0.24%	5.68%
Local Sales Taxes	8,159,917	92.73%	8,265,896	105,979	93.93%	1.20%	2.27%
Wholesale Beer Taxes	479,953	90.56%	475,449	(4,504)	89.71%	-0.85%	-1.95%
Wholesale Liquor Tax	246,234	87.94%	259,959	13,725	92.84%	4.90%	1.18%
Gross Receipt Taxes	461,766	85.35%	502,717	40,951	92.92%	7.57%	1.26%
State Sales Taxes	1,590,861	99.43%	1,627,113	36,252	95.71%	-3.72%	4.05%
Gas and Motor Fuel Taxes	448,726	93.48%	453,461	4,735	94.47%	0.99%	2.81%
Court Fines/Costs	70,631	64.21%	122,703	52,072	122.70%	58.49%	31.04%
Interest Income	644,246	107.37%	561,416	(82,830)	112.28%	4.91%	20.62%
<b>Total Revenues/% of Budget</b>	<b>21,347,267</b>	<b>97.16%</b>	<b>21,637,027</b>	<b>289,760</b>	<b>99.48%</b>	<b>2.32%</b>	<b>7.82%</b>
<b>Sales Tax</b>							
	<b>2024</b>	<b>2025</b>	<b>Difference</b>				
April	7,384,200	7,465,289	81,089				
May	8,159,917	8,265,896	105,979				
<b>SANITATION</b>							
<b>Revenues:</b>							
Industrial/Commercial	400,483	95.35%	390,579	(9,904)	96.00%	0.65%	4.34%
Residential	523,645	96.97%	527,288	3,643	97.65%	0.68%	5.99%
<b>Total Revenues</b>	<b>1,004,249</b>		<b>994,522</b>	<b>(9,727)</b>			
Percent of total budget		99.43%			97.50%	-1.93%	5.84%
<b>Prior Year</b>							
<b>5/31/2024</b>							
<b>Current Year</b>							
<b>5/31/2025</b>							
	<b>Actual</b>	<b>% Expended &amp; Encumbered</b>	<b>Actual</b>	<b>Outstanding PO's</b>	<b>% Expended &amp; Encumbered</b>	<b>Variance from Current Yr. to Prior Yr.</b>	<b>12-Month Variance (11/12=91.66%)</b>
<b>GENERAL FUND</b>							
City Manager's Office	298,851	80.34%	338,621	4,018	105.82%	25.48%	14.16%
City Council	67,476	95.85%	54,289	1,185	95.64%	-0.21%	3.98%
City Judge	11,842	91.09%	11,842		91.09%	0.00%	-0.57%
City Attorney	41,457	103.64%	71,012		142.02%	38.38%	50.36%
Special Appropriations	297,650	76.52%	306,042		77.64%	1.12%	-14.02%
Athens City Schools	2,421,000	100.00%	2,421,000		100.00%	0.00%	8.34%
Athens Utilities Board	484,504	91.42%	501,719		94.66%	3.24%	3.00%
<b>Total Administration</b>	<b>3,622,780</b>	<b>94.46%</b>	<b>3,704,525</b>	<b>5,203</b>	<b>94.46%</b>	<b>0.00%</b>	<b>2.80%</b>
Finance	506,450	<b>92.84%</b>	557,781	3,547	<b>97.39%</b>	4.55%	5.73%
Personnel	237,528	<b>87.58%</b>	236,813	3,543	<b>86.46%</b>	-1.12%	-5.20%
Administration (Purchasing)	110,055	81.16%	117,027	455	84.28%	3.12%	-7.38%
City Hall	289,993	103.38%	205,571	29,253	117.24%	13.86%	25.58%
Information Technology	336,700	76.04%	381,290	23,367	59.27%	-16.77%	-32.39%
<b>Total Admin &amp; Emer. Svcs.</b>	<b>736,748</b>	<b>85.78%</b>	<b>703,888</b>	<b>53,075</b>	<b>74.04%</b>	<b>-11.74%</b>	<b>-17.62%</b>
Administration	177,605	88.14%	214,022	471	102.29%	14.15%	10.63%
Codes Enforcement	301,759	83.89%	337,004	142	86.60%	2.71%	-5.06%
Cemeteries	38,063	88.11%	120,129	3,481	81.48%	-6.63%	-10.18%
<b>Total Community Development</b>	<b>517,427</b>	<b>85.61%</b>	<b>671,155</b>	<b>4,094</b>	<b>89.95%</b>	<b>4.34%</b>	<b>-1.71%</b>

**CITY OF ATHENS, TENNESSEE**  
**Financial Analysis for May, 2025**  
(Unaudited)

	Prior Year 5/31/2024		Current Year 5/31/2025			Variance from	12-Month Variance
	Actual	% Expended & Encumbered	Actual	Outstanding PO's	% Expended & Encumbered	Current Yr. to Prior Yr.	(11/12=91.66%)
Administration (Police)	389,883	87.87%	321,475	2,852	96.18%	8.31%	4.52%
Patrol	2,517,423	93.53%	3,180,504	16,509	102.51%	8.98%	10.85%
Detectives	775,943	93.20%	806,150	496	98.79%	5.59%	7.13%
<b>Total Police</b>	<b>3,683,249</b>	<b>92.83%</b>	<b>4,308,129</b>	<b>19,857</b>	<b>101.30%</b>	<b>8.47%</b>	<b>9.64%</b>
Administration (Fire)	199,769	88.90%	235,078	2,449	102.60%	13.70%	10.94%
Prevention	107,624	85.62%	125,036	300	94.38%	8.76%	2.72%
Suppression	2,421,097	90.08%	2,724,268	13,612	94.95%	4.87%	3.29%
<b>Total Fire</b>	<b>2,728,490</b>	<b>89.81%</b>	<b>3,084,382</b>	<b>16,361</b>	<b>95.47%</b>	<b>5.66%</b>	<b>3.81%</b>
Administration (Parks & Rec)	202,542	84.60%	221,294	892	88.80%	4.20%	-2.86%
Maintenance	695,530	79.90%	702,634	75,020	94.69%	14.79%	3.03%
Swimming Pools	56,819	92.24%	47,009	30	93.89%	1.65%	2.23%
Program Planning	403,413	93.51%	415,347	15,419	112.47%	18.96%	20.81%
<b>Total Parks &amp; Recreation</b>	<b>1,358,304</b>	<b>84.74%</b>	<b>1,386,284</b>	<b>91,361</b>	<b>98.21%</b>	<b>13.47%</b>	<b>6.55%</b>
Administration (Public Works)	396,516	90.53%	405,131	6,731	101.17%	10.64%	9.51%
Traffic Control	299,695	99.67%	342,941	7,353	93.79%	-5.88%	2.13%
Street Maintenance	2,497,931	95.09%	770,285	137,587	84.19%	-10.90%	-7.47%
Street Construction	543,482	76.88%	521,793	49,975	80.66%	3.78%	-11.00%
Street Cleaning	923,987	90.58%	1,010,254	48,874	98.40%	7.82%	6.74%
Fleet Maintenance	347,391	91.25%	384,374	14,645	101.48%	10.23%	9.82%
Animal Control	211,512	85.56%	257,428	1,317	98.08%	12.52%	6.42%
<b>Total Public Works</b>	<b>5,220,514</b>	<b>91.26%</b>	<b>3,692,206</b>	<b>266,482</b>	<b>92.04%</b>	<b>0.78%</b>	<b>0.38%</b>
Communications	327,748	100.14%	366,714		100.66%	0.52%	9.00%
Non-Departmental	3,921,207	91.19%	3,341,368	5,038	203.80%	112.61%	112.14%
Total General Fund	22,860,445	91.18%	22,053,245	468,561	103.55%	12.37%	11.89%
Increase (Decrease)		(338,639)		22,521,806			
<b>Sanitation:</b>							
<b>Expenditures:</b>	903,316	86.94%	1,024,062	60,263	96.81%	9.87%	5.15%

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
GENERAL	16,847,000	15,118,000	14,288,000	15,060,000	15,437,000	15,216,000	14,479,000	17,627,000	17,427,000	16,960,000	17,368,000
EMP MED BENEFIT	291,000	293,000	293,000	295,000	296,000	297,000	299,000	300,000	301,000	302,000	303,000
SCHOOL DEBT SER	2,927,000	3,043,000	3,137,000	3,256,000	3,157,000	3,075,000	4,404,000	4,990,000	4,379,000	4,267,000	4,156,000
CITY DEBT SER	80,000	481,000	481,000	485,000	413,000	415,000	417,000	418,000	420,000	420,000	113,000
CAP IMP	14,984,000	15,117,000	13,825,000	13,701,000	13,338,000	13,567,000	15,293,000	15,322,000	14,681,000	14,662,000	14,707,000
FLEET	7,397,000	7,440,000	7,303,000	7,390,000	7,355,000	7,360,000	7,307,000	7,318,000	7,322,000	7,377,000	7,436,000
DRUG	1,531,000	1,531,000	1,547,000	1,583,000	1,585,000	1,597,000	1,592,000	1,610,000	1,605,000	1,618,000	1,635,000
CONFERENCE	169,000	161,000	164,000	168,000	173,000	166,000	170,000	185,000	191,000	202,000	221,000
SCHOOL CONST	39,000	43,000	45,000	47,000	51,000	52,000	54,000	54,000	57,000	63,000	68,000
2021 GO BOND	2,448,000	2,445,000	2,442,000	2,443,000	1,546,000	1,442,000	0	0	0	0	0
HOTEL/MOTEL TAX	1,601,000	1,329,000	1,322,000	1,214,000	1,211,000	1,210,000	1,208,000	1,196,000	1,197,000	1,197,000	1,201,000
TOTAL CASH & INV	683,000	714,000	743,000	699,000	736,000	789,000	815,000	838,000	866,000	910,000	945,000
	48,997,000	47,715,000	45,590,000	46,341,000	45,298,000	45,186,000	46,038,000	49,858,000	48,446,000	47,978,000	48,153,000



City of Athens, Tennessee

# Monthly Rev and Exp Reports for Council Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>							
<b>Revenue</b>							
<u>01-0000-4110</u>	CURRENT PROPERTY TAXES	6,400,000.00	6,400,000.00	25,869.00	6,480,829.80	80,829.80	101.26 %
<u>01-0000-4115</u>	PRIOR YEAR PROPERTY TAXES	100,000.00	100,000.00	-1,352.00	126,772.00	26,772.00	126.77 %
<u>01-0000-4120</u>	DELINQUENT PROPERTY TAXES C&	80,000.00	80,000.00	16,377.00	123,829.00	43,829.00	154.79 %
<u>01-0000-4125</u>	PUBLIC UTILITIES	90,000.00	90,000.00	0.00	99,979.00	9,979.00	111.09 %
<u>01-0000-4130</u>	INTEREST & PENALTY PY	20,000.00	20,000.00	1,234.17	17,831.07	-2,168.93	89.16 %
<u>01-0000-4135</u>	INTEREST & PENALTY C&M	25,000.00	25,000.00	3,266.14	41,640.51	16,640.51	166.56 %
<u>01-0000-4145</u>	AUB ELECTRIC	700,000.00	700,000.00	56,054.35	687,420.71	-12,579.29	98.20 %
<u>01-0000-4150</u>	AUB GAS	235,000.00	235,000.00	18,206.57	222,684.85	-12,315.15	94.76 %
<u>01-0000-4165</u>	LOCAL SALES TAX	8,800,000.00	8,800,000.00	800,607.37	8,265,895.89	-534,104.11	93.93 %
<u>01-0000-4170</u>	WHOLESALE BEER TAX	530,000.00	530,000.00	45,591.05	475,449.45	-54,550.55	89.71 %
<u>01-0000-4171</u>	WHOLESALE LIQUOR TAX	280,000.00	280,000.00	26,157.62	259,958.92	-20,041.08	92.84 %
<u>01-0000-4176</u>	BUSINESS LICENSE APPLICATION FE	1,000.00	1,000.00	330.00	1,815.00	815.00	181.50 %
<u>01-0000-4177</u>	BUSINESS TAX-ST CLERK FEE	40,000.00	40,000.00	23,468.85	46,808.46	6,808.46	117.02 %
<u>01-0000-4178</u>	BUSINESS TAX-ST COLLECTED	500,000.00	500,000.00	234,194.85	454,093.27	-45,906.73	90.82 %
<u>01-0000-4183</u>	TRANSIENT VENDOR FEE	0.00	0.00	0.00	150.00	150.00	0.00 %
<u>01-0000-4184</u>	FLEA MARKET FEES	0.00	0.00	0.00	4.00	4.00	0.00 %
<u>01-0000-4205</u>	CABLE TV FRANCHISE TAX-COMCAS	140,000.00	140,000.00	29,846.91	88,135.29	-51,864.71	62.95 %
<u>01-0000-4210</u>	CABLE TV FRANCHISE TAX-AT&T	7,000.00	7,000.00	0.00	4,360.94	-2,639.06	62.30 %
<u>01-0000-4310</u>	TAXI/WRECKER/SOLICITORS	1,000.00	1,000.00	100.00	200.00	-800.00	20.00 %
<u>01-0000-4315</u>	BEER PERMITS	12,000.00	12,000.00	308.33	14,834.99	2,834.99	123.62 %
<u>01-0000-4320</u>	ANIMAL CONTROL	1,000.00	1,000.00	120.00	821.00	-179.00	82.10 %
<u>01-0000-4325</u>	BUILDING LICENSES & PERMITS	50,000.00	50,000.00	5,603.00	134,004.69	84,004.69	268.01 %
<u>01-0000-4410</u>	TVA PAYMENTS IN LIEU OF TAX	150,000.00	150,000.00	0.00	128,435.85	-21,564.15	85.62 %
<u>01-0000-4412</u>	TVA IMPACT PYMTS	45,000.00	45,000.00	0.00	36,875.00	-8,125.00	81.94 %
<u>01-0000-4415</u>	HOUSING AUTHORITY IN LIEU OF T	80,000.00	80,000.00	0.00	105,009.00	25,009.00	131.26 %
<u>01-0000-4420</u>	STATE LAW/FIRE GRANTS	43,000.00	43,000.00	0.00	59,200.00	16,200.00	137.67 %
<u>01-0000-4425</u>	STATE SALES TAX	1,700,000.00	1,700,000.00	157,536.83	1,627,112.57	-72,887.43	95.71 %
<u>01-0000-4435</u>	STATE BEER TAX	6,000.00	6,000.00	0.00	5,927.29	-72.71	98.79 %
<u>01-0000-4440</u>	STATE MIXED DRINK TAX	80,000.00	80,000.00	10,823.41	91,203.33	11,203.33	114.00 %
<u>01-0000-4445</u>	STATE GAS INSPECTION TAX	26,000.00	26,000.00	2,143.32	23,579.25	-2,420.75	90.69 %
<u>01-0000-4450</u>	STATE EXCISE TAX	40,000.00	40,000.00	0.00	65,585.36	25,585.36	163.96 %
<u>01-0000-4455</u>	STATE SPORTSBETTING TAX	20,000.00	20,000.00	8,494.78	30,771.65	10,771.65	153.86 %
<u>01-0000-4460</u>	REIMB OTHER GOVERNMENTS	40,000.00	40,000.00	0.00	33,931.13	-6,068.87	84.83 %
<u>01-0000-4465</u>	STATE GAS & MOTOR FUEL TAX	480,000.00	480,000.00	40,244.87	453,460.59	-26,539.41	94.47 %
<u>01-0000-4467</u>	STATE TRASPOTATION MODERNIZ	0.00	0.00	628.77	5,631.82	5,631.82	0.00 %
<u>01-0000-4475</u>	REIMB:HIGHWAY MAINTENANCE	20,000.00	20,000.00	3,833.10	29,018.40	9,018.40	145.09 %
<u>01-0000-4520</u>	GRANT FUNDS	0.00	0.00	0.00	13,415.19	13,415.19	0.00 %
<u>01-0000-4530</u>	GRANTS - POLICE DEPT.	225,000.00	225,000.00	1,904.97	286,128.25	61,128.25	127.17 %
<u>01-0000-4620</u>	ACCIDENT REPORT CHARGES	0.00	0.00	48.40	477.34	477.34	0.00 %
<u>01-0000-4625</u>	REPAIR DAMAGES AUB	25,000.00	25,000.00	0.00	17,959.34	-7,040.66	71.84 %
<u>01-0000-4630</u>	CEMETERY LOTS	2,000.00	2,000.00	100.00	1,700.00	-300.00	85.00 %
<u>01-0000-4635</u>	CEDAR GROVE EXPANSION	5,000.00	5,000.00	-440.00	11,320.00	6,320.00	226.40 %
<u>01-0000-4665</u>	POOLS INGLESIDE	10,000.00	10,000.00	2,390.00	9,220.50	-779.50	92.21 %
<u>01-0000-4675</u>	RECREATION CONCESSIONS	30,000.00	30,000.00	13,388.50	41,120.70	11,120.70	137.07 %
<u>01-0000-4680</u>	TENNIS	0.00	0.00	-100.00	300.00	300.00	0.00 %
<u>01-0000-4685</u>	ADULT SPORTS ACTIVITIES	0.00	0.00	2,245.00	2,245.00	2,245.00	0.00 %
<u>01-0000-4690</u>	GENERAL CLASSES	40,000.00	40,000.00	2,527.00	43,322.43	3,322.43	108.31 %
<u>01-0000-4700</u>	YOUTH SPORTS ACTIVITIES	45,000.00	45,000.00	1,170.00	43,241.70	-1,758.30	96.09 %
<u>01-0000-4705</u>	LEASE/RENTAL BALLFIELDS	3,000.00	3,000.00	470.00	3,117.50	117.50	103.92 %
<u>01-0000-4710</u>	LEASE/RENTAL PICNIC SHEL	3,000.00	3,000.00	2,460.00	12,338.50	9,338.50	411.28 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-0000-4740</u>						
FOUNDATION REVENUE	0.00	0.00	897.00	6,190.90	6,190.90	0.00 %
<u>01-0000-4810</u>						
CITY COURT FINES & COSTS	100,000.00	100,000.00	14,565.93	122,703.14	22,703.14	122.70 %
<u>01-0000-4910</u>						
INTEREST INCOME	500,000.00	500,000.00	39,550.38	561,416.26	61,416.26	112.28 %
<u>01-0000-4920</u>						
SALE OF CITY PROPERTY	0.00	0.00	1,812.00	1,812.00	1,812.00	0.00 %
<u>01-0000-4925</u>						
INSURANCE RECOVERIES	0.00	0.00	0.00	133,900.18	133,900.18	0.00 %
<u>01-0000-4930</u>						
DISCOUNTS EARNED	0.00	0.00	30.75	802.64	802.64	0.00 %
<u>01-0000-4935</u>						
THIRD PARTY CONTRIBUTIONS	0.00	0.00	3,010.00	11,630.00	11,630.00	0.00 %
<u>01-0000-4940</u>						
THIRD PARTY CONTRIBUTIONS-ANI	0.00	0.00	0.00	5.00	5.00	0.00 %
<u>01-0000-4964</u>						
REALIZED GAIN (LOSS) ON INVEST	0.00	0.00	0.00	29,154.40	29,154.40	0.00 %
<u>01-0000-4999</u>						
MISCELLANEOUS INCOME	20,000.00	20,000.00	2,396.05	40,245.60	20,245.60	201.23 %
<b>Revenue Total:</b>	<b>21,750,000.00</b>	<b>21,750,000.00</b>	<b>1,598,114.27</b>	<b>21,637,026.65</b>	<b>-112,973.35</b>	<b>99.48%</b>
<b>Fund: 01 - GENERAL FUND Total:</b>	<b>21,750,000.00</b>	<b>21,750,000.00</b>	<b>1,598,114.27</b>	<b>21,637,026.65</b>	<b>-112,973.35</b>	<b>99.48%</b>
<b>Report Total:</b>	<b>21,750,000.00</b>	<b>21,750,000.00</b>	<b>1,598,114.27</b>	<b>21,637,026.65</b>	<b>-112,973.35</b>	<b>99.48%</b>



City of Athens, Tennessee

# Monthly Rev and Exp Reports for Council Group Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>							
<b>Department: 01 - Administration</b>							
0101 - City Manager's Office	323,800.00	323,800.00	19,208.27	338,621.06	4,017.88	-18,838.94	105.82%
0102 - City Council	58,000.00	58,000.00	3,421.84	54,289.01	1,184.93	2,526.06	95.64%
0103 - City Judge	13,000.00	13,000.00	1,076.50	11,841.50	0.00	1,158.50	91.09%
0104 - City Attorney	50,000.00	50,000.00	3,075.00	71,012.16	0.00	-21,012.16	142.02%
0105 - Special Appropriations	394,200.00	394,200.00	17,500.00	306,041.82	0.00	88,158.18	77.64%
0106 - Athens City Schools	2,421,000.00	2,421,000.00	162,302.75	2,421,000.00	0.00	0.00	100.00%
0107 - Athens Utilities Board	530,000.00	530,000.00	47,274.50	501,719.61	0.00	28,280.39	94.66%
<b>Department: 01 - Administration Total:</b>	<b>3,790,000.00</b>	<b>3,790,000.00</b>	<b>253,858.86</b>	<b>3,704,525.16</b>	<b>5,202.81</b>	<b>80,272.03</b>	<b>97.88%</b>
<b>Department: 02 - Finance</b>							
0201 - Finance	576,400.00	576,400.00	33,105.55	557,780.76	3,546.62	15,072.62	97.39%
<b>Department: 02 - Finance Total:</b>	<b>576,400.00</b>	<b>576,400.00</b>	<b>33,105.55</b>	<b>557,780.76</b>	<b>3,546.62</b>	<b>15,072.62</b>	<b>97.39%</b>
<b>Department: 03 - Human Resources</b>							
0301 - Human Resources	278,000.00	278,000.00	18,191.78	236,812.89	3,542.97	37,644.14	86.46%
<b>Department: 03 - Human Resources Total:</b>	<b>278,000.00</b>	<b>278,000.00</b>	<b>18,191.78</b>	<b>236,812.89</b>	<b>3,542.97</b>	<b>37,644.14</b>	<b>86.46%</b>
<b>Department: 04 - Administrative Services</b>							
0401 - Administration	139,400.00	139,400.00	8,027.64	117,027.20	454.83	21,917.97	84.28%
0402 - City Hall	200,300.00	200,300.00	18,354.50	205,570.88	29,252.98	-34,523.86	117.24%
0403 - Information Technology	682,700.00	682,700.00	20,918.07	381,289.91	23,367.48	278,042.61	59.27%
<b>Department: 04 - Administrative Services Total:</b>	<b>1,022,400.00</b>	<b>1,022,400.00</b>	<b>47,300.21</b>	<b>703,887.99</b>	<b>53,075.29</b>	<b>265,436.72</b>	<b>74.04%</b>
<b>Department: 05 - Community Development</b>							
0501 - Administration	209,700.00	209,700.00	13,254.56	214,022.02	471.01	-4,793.03	102.29%
0502 - Codes Enforcement	389,300.00	389,300.00	21,161.05	337,003.67	142.45	52,153.88	86.60%
0503 - Cemeteries	151,700.00	151,700.00	5,500.00	120,129.03	3,480.93	28,090.04	81.48%
<b>Department: 05 - Community Development Total:</b>	<b>750,700.00</b>	<b>750,700.00</b>	<b>39,915.61</b>	<b>671,154.72</b>	<b>4,094.39</b>	<b>75,450.89</b>	<b>89.95%</b>
<b>Department: 06 - Police</b>							
0601 - Administration	337,200.00	337,200.00	19,799.39	321,474.98	2,852.01	12,873.01	96.18%
0602 - Patrol	3,118,800.00	3,118,800.00	224,634.42	3,180,503.95	16,508.81	-78,212.76	102.51%
0603 - Detectives	816,500.00	816,500.00	43,500.09	806,149.62	496.00	9,854.38	98.79%
<b>Department: 06 - Police Total:</b>	<b>4,272,500.00</b>	<b>4,272,500.00</b>	<b>287,933.90</b>	<b>4,308,128.55</b>	<b>19,856.82</b>	<b>-55,485.37</b>	<b>101.30%</b>
<b>Department: 07 - Fire</b>							
0701 - Administration	231,500.00	231,500.00	26,489.90	235,078.14	2,448.70	-6,026.84	102.60%
0702 - Prevention	132,800.00	132,800.00	8,650.48	125,035.73	300.00	7,464.27	94.38%

Monthly Rev and Exp Reports for Council

For Fiscal: 2024-2025 Period Ending: 05/31/2025

Division	Original		Current		Period		Fiscal		Variance	
	Total Budget		Total Budget		Activity		Activity		(Unfavorable)	Used
0703 - Suppression	2,883,600.00		2,883,600.00		165,906.72		2,724,268.30		145,720.09	94.95%
<b>Department: 07 - Fire Total:</b>	<b>3,247,900.00</b>		<b>3,247,900.00</b>		<b>201,047.10</b>		<b>3,086,382.17</b>		<b>147,157.52</b>	<b>95.47%</b>
<b>Department: 08 - Parks and Recreation</b>										
0801 - Administration	250,200.00		250,200.00		14,592.40		221,294.12		28,013.76	88.80%
0802 - Maintenance	821,300.00		821,300.00		112,149.52		702,634.15		43,646.10	94.69%
0803 - Swimming Pools	50,100.00		50,100.00		3,229.45		47,008.74		3,061.26	93.89%
0804 - Program Planning	383,000.00		383,000.00		32,666.36		415,346.54		-47,765.51	112.47%
<b>Department: 08 - Parks and Recreation Total:</b>	<b>1,504,600.00</b>		<b>1,504,600.00</b>		<b>162,637.73</b>		<b>1,386,283.55</b>		<b>26,955.61</b>	<b>98.21%</b>
<b>Department: 09 - Public Works</b>										
0901 - Administration	407,100.00		407,100.00		27,773.02		405,131.34		-4,762.71	101.17%
0902 - Traffic Control	373,500.00		373,500.00		16,596.82		342,940.88		23,206.62	93.79%
0903 - Street Maintenance	1,078,400.00		1,078,400.00		31,830.00		770,285.44		170,527.52	84.19%
0904 - Street Construction	708,900.00		708,900.00		38,936.08		521,793.12		137,131.72	80.66%
0905 - Street Cleaning	1,076,300.00		1,076,300.00		80,346.46		1,010,254.21		17,172.18	98.40%
0906 - Fleet Maintenance	393,200.00		393,200.00		35,758.57		384,373.52		-5,818.69	101.48%
0908 - Animal Control	263,800.00		263,800.00		21,335.54		257,428.10		5,054.82	98.08%
<b>Department: 09 - Public Works Total:</b>	<b>4,301,200.00</b>		<b>4,301,200.00</b>		<b>252,576.49</b>		<b>3,692,206.61</b>		<b>342,511.46</b>	<b>92.04%</b>
<b>Department: 10 - Communications/Dispatch</b>										
1004 - Communications/Dispatch	364,300.00		364,300.00		0.00		366,714.00		-2,414.00	100.66%
<b>Department: 10 - Communications/Dispatch Total:</b>	<b>364,300.00</b>		<b>364,300.00</b>		<b>0.00</b>		<b>366,714.00</b>		<b>-2,414.00</b>	<b>100.66%</b>
<b>Department: 11 - Transfers</b>										
1101 - Non-Departmental	1,642,000.00		1,642,000.00		0.00		3,341,367.85		-1,704,406.27	203.80%
<b>Department: 11 - Transfers Total:</b>	<b>1,642,000.00</b>		<b>1,642,000.00</b>		<b>0.00</b>		<b>3,341,367.85</b>		<b>-1,704,406.27</b>	<b>203.80%</b>
<b>Fund: 01 - GENERAL FUND Total:</b>	<b>21,750,000.00</b>		<b>21,750,000.00</b>		<b>1,296,567.23</b>		<b>22,053,244.25</b>		<b>-771,804.65</b>	<b>103.55%</b>
<b>Report Total:</b>	<b>21,750,000.00</b>		<b>21,750,000.00</b>		<b>1,296,567.23</b>		<b>22,053,244.25</b>		<b>-771,804.65</b>	<b>103.55%</b>



City of Athens, Tennessee

# Monthly Rev and Exp Reports for Council Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 12 - SANITATION</b>						
<b>Revenue</b>						
<u>12-0000-4648</u>						
REFUSE PENALTY	4,000.00	4,000.00	463.69	3,866.77	-133.23	96.67 %
<u>12-0000-4650</u>						
IND/COMMERCIAL REFUSE CHARG	420,000.00	420,000.00	29,705.00	390,579.00	-29,421.00	93.00 %
<u>12-0000-4658</u>						
REFUSE COLLECTION CHARGES	540,000.00	540,000.00	47,583.03	527,287.97	-12,712.03	97.65 %
<u>12-0000-4750</u>						
RECYCLING CENTER	5,000.00	5,000.00	479.05	6,217.68	1,217.68	124.35 %
<u>12-0000-4910</u>						
INTEREST INCOME	50,000.00	50,000.00	5,422.28	62,879.24	12,879.24	125.76 %
<u>12-0000-4930</u>						
DISCOUNTS EARNED	0.00	0.00	10.53	75.57	75.57	0.00 %
<u>12-0000-4999</u>						
MISCELLANEOUS INCOME	1,000.00	1,000.00	127.84	3,615.94	2,615.94	361.59 %
<b>Revenue Total:</b>	<b>1,020,000.00</b>	<b>1,020,000.00</b>	<b>83,791.42</b>	<b>994,522.17</b>	<b>-25,477.83</b>	<b>97.50%</b>
<b>Fund: 12 - SANITATION Total:</b>	<b>1,020,000.00</b>	<b>1,020,000.00</b>	<b>83,791.42</b>	<b>994,522.17</b>	<b>-25,477.83</b>	<b>97.50%</b>
<b>Report Total:</b>	<b>1,020,000.00</b>	<b>1,020,000.00</b>	<b>83,791.42</b>	<b>994,522.17</b>	<b>-25,477.83</b>	<b>97.50%</b>



City of Athens, Tennessee

# Monthly Rev and Exp Reports for Council Group Summary

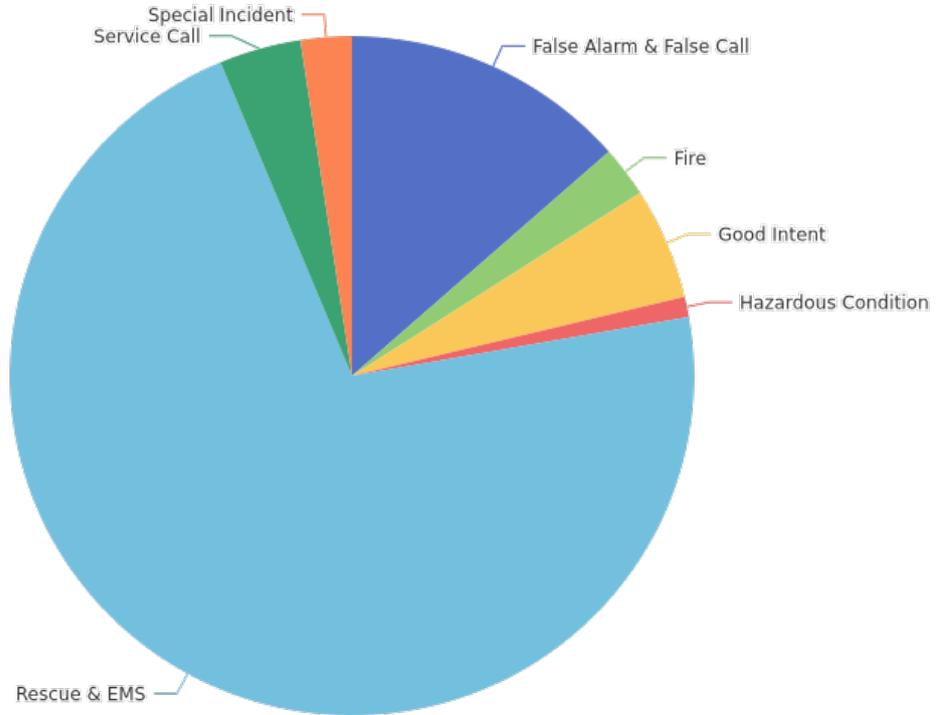
For Fiscal: 2024-2025 Period Ending: 05/31/2025

Division	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	
						Favorable (Unfavorable)	Percent Used
	1,120,000.00	1,120,000.00	74,681.70	1,024,061.99	60,263.45	35,674.56	96.81%
<b>Department: 09 - Public Works Total:</b>	<b>1,120,000.00</b>	<b>1,120,000.00</b>	<b>74,681.70</b>	<b>1,024,061.99</b>	<b>60,263.45</b>	<b>35,674.56</b>	<b>96.81%</b>
<b>Fund: 12 - SANITATION Total:</b>	<b>1,120,000.00</b>	<b>1,120,000.00</b>	<b>74,681.70</b>	<b>1,024,061.99</b>	<b>60,263.45</b>	<b>35,674.56</b>	<b>96.81%</b>
<b>Report Total:</b>	<b>1,120,000.00</b>	<b>1,120,000.00</b>	<b>74,681.70</b>	<b>1,024,061.99</b>	<b>60,263.45</b>	<b>35,674.56</b>	<b>96.81%</b>



May 2025 Fire Report

Incident Count by Incident Type Series Name - Last Calendar Month



INCIDENT TYPE SERIES NAME	COUNT OF INCIDENTS	PERCENTAGE OF TOTAL INCIDENTS
Rescue & EMS	148	71.50%
False Alarm & False Call	28	13.53%
Good Intent	11	5.31%
Service Call	8	3.86%
Special Incident	5	2.42%
Fire	5	2.42%
Hazardous Condition	2	0.97%
<b>Total</b>	<b>207</b>	<b>100.00%</b>

**Description:** This report provides a count of incidents by incident type series name (100 - 900). Time frame is last calendar month.

**Criteria:** PSAP Call Date/Time from 2025-05-01 00:00:00 to 2025-06-01 00:00:00 AND Incident Reporting Status equal Authorized



## Report summary by Incident type - Last Calendar Month

INCIDENT TYPE	TOTAL
111 - Building fire/Structure Fire	2
122 - Fire in motor home, camper, recreational vehicle	1
140 - Natural vegetation fire, other	1
143 - Grass fire	1
311 - Medical assist, assist EMS crew	131
320 - Emergency medical service incident, other	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	5
323 - Motor vehicle/pedestrian accident (MV Ped)	2
324 - Motor vehicle accident with no injuries.	6
331 - Lock-in (if lock out , use 511 )	1
341 - Search for person on land	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
520 - Water problem, other	1
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	3
552 - Police matter	1
561 - Unauthorized burning	2
611 - Dispatched & canceled en route	6
622 - No incident found on arrival at dispatch address	2
631 - Authorized controlled burning	1
632 - Prescribed fire	1
650 - Steam, other gas mistaken for smoke, other	1
700 - False alarm or false call, other	11
711 - Municipal alarm system, malicious false alarm	3
735 - Alarm system sounded due to malfunction	1
740 - Unintentional transmission of alarm, other	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	9
746 - Carbon monoxide detector activation, no CO	2

# Report summary by Incident type - Last Calendar Month

City of Athens FD TN  
Address: 815 N Jackson St, Athens, TN,  
37303



INCIDENT TYPE	TOTAL
900 - Special type of incident, other	4
911 - Citizen complaint	1
<b>Total</b>	<b>207</b>

**Description:** This report provides a count of incidents by incident type name (100 - 900). Time frame is last calendar month.

**Criteria:** PSAP Call Date/Time from 2025-05-01 00:00:00 to 2025-06-01 00:00:00 AND Incident Reporting Status equal Authorized

1161 Employee training hours 4 CPR classes – 30 students

2 employees in Rope Class training (Elliott and Jenkins)

Live Burn Classes

4 New Volunteers

Fire Safety Event with Fire House Subs

Beauty from Ashes Benefit

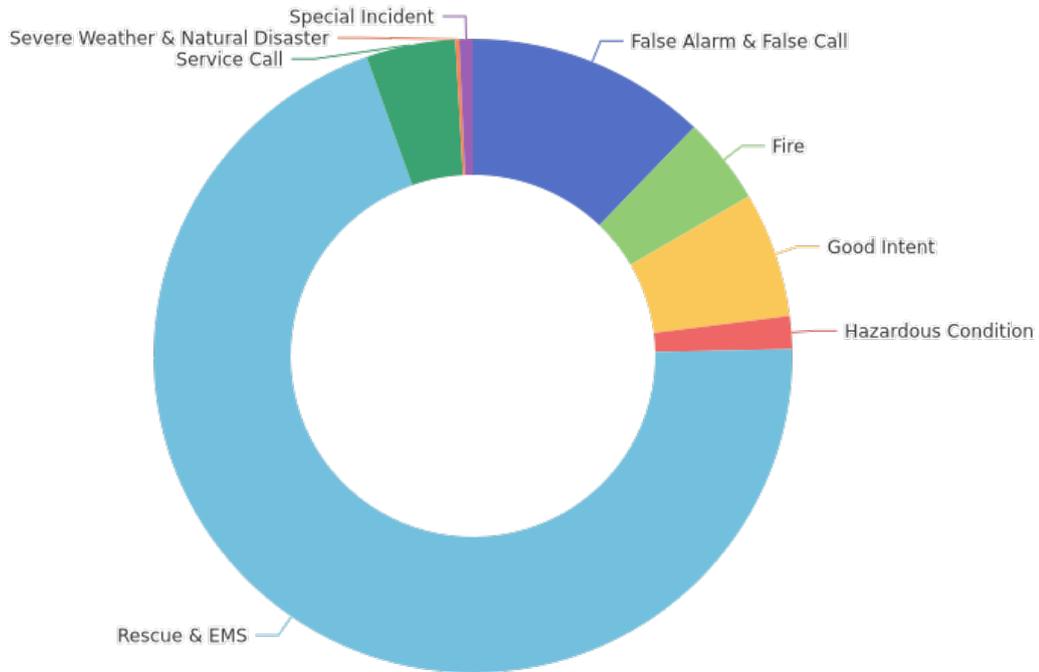
Inservice – Apparatus Strategies Tactics

1 State inspection

Dustin Prichard with Juvenile Services requested a demonstration at the Training Tower – repelled – smoked the tower – talked about the fire service to approximately 15 kids ranging in age from 14 – 16 years old.



**Incident Count by Incident Type Series Name - YTD**



INCIDENT TYPE SERIES NAME	COUNT OF INCIDENTS	PERCENTAGE OF TOTAL INCIDENTS
Rescue & EMS	712	69.94%
False Alarm & False Call	124	12.18%
Good Intent	65	6.39%
Service Call	46	4.52%
Fire	45	4.42%
Hazardous Condition	17	1.67%
Special Incident	7	0.69%
Severe Weather & Natural Disaster	2	0.20%
<b>Total</b>	<b>1018</b>	<b>100.00%</b>

**Description:** This report provides a count of incidents by incident type series name (100 - 900). Time frame is YTD.



## Report summary by Incident type - YTD

INCIDENT TYPE	TOTAL
111 - Building fire/Structure Fire	12
114 - Chimney or flue fire, confined to chimney or flue	2
116 - Fuel burner/boiler malfunction, fire confined	1
118 - Trash or rubbish fire, contained	4
122 - Fire in motor home, camper, recreational vehicle	1
130 - Mobile property (vehicle) fire, other	3
131 - Passenger vehicle fire	1
132 - Road freight or transport vehicle fire	2
137 - Camper or recreational vehicle (RV) fire	1
140 - Natural vegetation fire, other	2
141 - Forest, woods or wildland fire	1
142 - Brush or brush-and-grass mixture fire	7
143 - Grass fire	2
150 - Outside rubbish fire, other	2
151 - Outside rubbish, trash or waste fire	2
154 - Dumpster or other outside trash receptacle fire	1
160 - Special outside fire, other	1
311 - Medical assist, assist EMS crew	601
320 - Emergency medical service incident, other	16
321 - EMS call, excluding vehicle accident with injury	12
322 - Motor vehicle accident with injuries	45
323 - Motor vehicle/pedestrian accident (MV Ped)	2
324 - Motor vehicle accident with no injuries.	30
331 - Lock-in (if lock out , use 511 )	2
341 - Search for person on land	1
342 - Search for person in water	1
350 - Extrication, rescue, other	1
381 - Rescue or EMS standby	1
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	4
440 - Electrical wiring/equipment problem, other	5

# Report summary by Incident type - YTD

City of Athens FD TN  
Address: 815 N Jackson St, Athens, TN, 37303



INCIDENT TYPE	TOTAL
442 - Overheated motor	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	2
461 - Building or structure weakened or collapsed	1
462 - Aircraft standby	1
480 - Attempted burning, illegal action, other	1
511 - Lock-out	1
520 - Water problem, other	1
531 - Smoke or odor removal	2
550 - Public service assistance, other	5
551 - Assist police or other governmental agency	13
552 - Police matter	2
553 - Public service	3
554 - Assist invalid	1
561 - Unauthorized burning	17
571 - Cover assignment, standby, moveup	1
611 - Dispatched & canceled en route	38
622 - No incident found on arrival at dispatch address	15
631 - Authorized controlled burning	4
632 - Prescribed fire	1
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	5
652 - Steam, vapor, fog or dust thought to be smoke	1
700 - False alarm or false call, other	45
711 - Municipal alarm system, malicious false alarm	5
714 - Central station, malicious false alarm	2
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	4
735 - Alarm system sounded due to malfunction	8
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	2
741 - Sprinkler activation, no fire - unintentional	2
743 - Smoke detector activation, no fire - unintentional	7

# Report summary by Incident type - YTD

City of Athens FD TN  
Address: 815 N Jackson St, Athens, TN,  
37303



INCIDENT TYPE	TOTAL
744 - Detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	38
746 - Carbon monoxide detector activation, no CO	4
813 - Wind storm, tornado/hurricane assessment	2
900 - Special type of incident, other	4
911 - Citizen complaint	3
<b>Total</b>	<b>1018</b>

**Description:** This report provides a count of incidents by incident type name (100 - 900). Time frame is YTD

**Criteria:** PSAP Call Date/Time from 2025-01-01 00:00:00 to 2025-06-11 00:00:00 AND Incident Reporting Status equal Authorized



**Police Department Report to City Manager  
Offense Statistics**

**Classification of Offenses**

**Offenses Reported**

<b>Part I - Crimes Against Persons</b>	<b>This Month</b>	<b>This Year</b>	<b>Last Year to Date</b>
1. Homicide	0	0	0
2. Sex Offense	2	8	3
3. Robbery	2	3	2
4. Assault	18	93	77
<b>Part II - Crime Against Property</b>			
5. Burglary	4	24	31
6. Theft	27	125	214
7. Motor Vehicle Theft	0	8	23
Moving Violations	576	2,084	725
Citations	218	978	203
Warnings	317	1,278	372
Drugs	27	112	125
Arrests	123	512	560
<b>Total calls for service</b>	<b>1,879</b>	<b>10,008</b>	<b>6,938</b>

**Traffic Accident Statistics**

**Accidents**

**Injuries**

	<b>This Month</b>	<b>This Year</b>	<b>Last Year to Date</b>		<b>This Month</b>	<b>This Year</b>	<b>Last Year to Date</b>	
<b>Vehicle</b>	63	356	292		12	57	54	

**Fatality**

<b>This Month</b>	0
<b>This Year</b>	0
<b>Last Year</b>	0

**Employment**

<b>Authorized Sworn Positions</b>	<b>36</b>
<b>Current Sworn Positions Filled</b>	<b>36</b>
<b>Police Dept. Vacancies</b>	<b>0</b>

Prepared:  
Jason B. Garren  
Deputy Chief

Submitted:  
Fred K. Schultz  
Chief of Police

**\*\* Private Property accidents/injuries are included in above totals.**

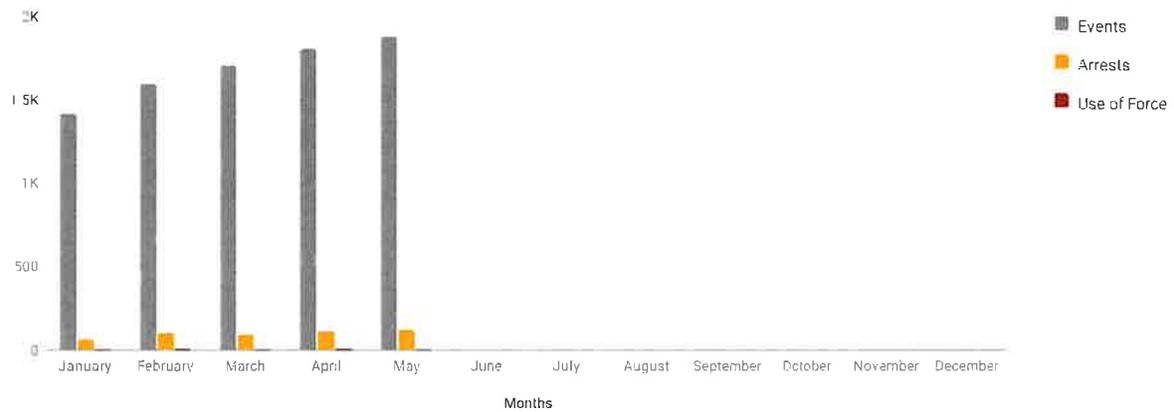


**Athens Police Department**

USE OF FORCE VS. EVENT COMPARISON (RESULT FOR YEAR 2025)

USE OF FORCE VS. EVENT COMPARISON SUMMARY BY MONTH

Event vs. Arrests vs. Use of Force Comparison



2025 Events vs. Use Of Force

Total Events: **8412**  
 Use of Force Incidents: **16** | **0.19%**

2025 Arrests vs. Use Of Force

Total Arrests: **503**  
 Use of Force Incidents: **16** | **3.18%**

MONTHS	TOTAL EVENTS	USE OF FORCE	%
January	1420	1	0.07%
February	1596	5	0.31%
March	1709	3	0.18%
April	1808	6	0.33%
May	1879	1	0.05%
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	67	1	1.49%
February	104	5	4.81%
March	93	3	3.23%
April	116	6	5.17%
May	123	1	0.81%
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 May 2025

## **Late Shift: 44.75 hours**

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

## **Manpower: 72.50 hours**

(fill in for sick leave, vacations, training)

## **Court: 1.00 hours**

General Sessions: 00.00

City: 00.00

Criminal: 00.00

Civil: 00.00

Juvenile: 00.00

Grand Jury: 1.00

## **Training: 106.25 hours**

## **Special Assignments: 62.75 hours**

Meeting: 8.00

THSO: 22.00

Carwash: 4.50

VCIF Saturation Patrol: 12.50

TWU Graduation: 10.00

Emergency Day: 5.75

**Total hours for the month: 287.25 hours**

**Total expenditure for patrol overtime for the month: \$6,903.54**

**Total budgeted for patrol overtime for the month: \$6,250.00**

**DISPOSITION COUNT**

05/01/2025 to 05/31/2025

<u>Disp. Code Id.</u>	<u>Disp. Code Name</u>	
(9)	Dismissed	<u>22</u>
(10)	Dismissed after Drv Safety Course	<u>8</u>
(11)	Dismissed upon payment of cost w/time to pay	<u>6</u>
(20)	Entered in error	<u>1</u>
(19)	Paid in Full	<u>123</u>
(21)	Plea Guilty/ as charged	<u>22</u>
(25)	Plea Not Guilty, set for trail	<u>3</u>
Total Dispositions:		<u>185</u>



# CITY OF ATHENS

## FY 2024-25 PROGRAM OF WORK

*Updated June 11, 2025*

No.	Program/Cost/Funding Source	Responsible Party	Status
<b>City Manager's Office</b>			
1	Complete update of City Code codification.	Executive Asst.	On Feb. 10, 2025 work session for presentation, Feb. 18, 2025 for first reading, March 10, 2025 for further review, and approved on March 18, 2025. <b>Completed.</b>
2	Purchase new seal for council chambers, \$1,400.	City Manager	<b>Completed.</b>
3	Prepare for and conduct the annual strategic summit scheduled for Fri. Feb. 21, 2025 on TCAT campus, facilitated by SETD.	City Manager	<b>Completed.</b>
4	Consider renovating the existing city hall, purchasing an existing building to renovate into a new city hall, or constructing a new city hall or expansion. Approved \$40,000 to plan the renovation and expansion of the current facility.	City Manager	Council consented during Dec. 9, 2024 work session and approved during Dec. 17, 2024 regular session to obtain an appraisal of a downtown building. Appraisal was discussed during the Jan. 13, 2025 work session and Jan. 21, 2025 regular session. No action taken. This topic was discussed during the Feb. 10, 2025 work session and authorized staff to bring back additional data. Council voted to cease all further negotiations with both property owners on March 18, 2025. Discussed further during April 7, 2025 work session and April 15, 2025 regular session and approved to hire architect to begin the planning of new construction and renovations. Discussed further during the May 12, 2025 work session and May 20, 2025 regular session. Approved Allen & Hoshall to prepare planning documents for renovations and expansion. Initial meeting was June 4, 2025.
5	Update city web site.	All Departments	On-going.

No.	Program/Cost/Funding Source	Responsible Party	Status
<b>City Manager's Office (continued)</b>			
6	Demolish North City School, \$360,000.	City Manager	Council discussed selling, demolishing, leasing property Dec. 9, 2024 work session and approved demolition during Dec. 17, 2024 regular session. Council discussed rescinding demolition vote during Jan. 13, 2025 work session and Jan. 21, 2025 regular session. Motion failed. This topic was discussed on Feb. 10, 2025 work session and Feb. 18, 2025 regular session. Approved to demolish. Bid opening was April 29, 2025 and ten bids received. On May 12, 2025 work session for award consideration and May 20, 2025 regular session for bid approval. Approved E. Luke Green to demolish. Project start date is July 7, 2025 and completion by Fall 2025.
7	Prepare a 2025 CDBG prior to the March 27, 2025 deadline.	City Manager	Council consented during Dec. 9, 2024 work session and approved during Dec. 17, 2024 regular session to apply for this grant with SETD assistance. Required public hearing held Jan. 21, 2025. Special called meeting held Feb. 4, 2025 to determine project. Project selected was road improvements to N. Jackson, N. White, College St. and Knight Park. Council approved resolution on March 18, 2025. <b>Application submitted, award anticipation Sept. 2025.</b>
8	Prepare/update purchasing policies.	City Manager	Policies updated and reviewed by city attorney and senior staff. On June 9, 2025 work session for consideration and June 17, 2025 regular session for approval. If approved, effective July 1, 2025.

No.	Program/Cost/Funding Source	Responsible Party	Status
<b>Community Development</b>			
9	Install decorative aluminum fencing to replace existing chain link fencing partially around Cedar Grove Cemetery, \$110,000.	Community Dev. Director Project Manager	Council consented during Nov. 12, 2024 work session and approved during Nov. 19, 2024 regular session the bid from Tim's Fencing to install fencing around Cedar Grove Cemetery. <b>Completed.</b>
10	Continue the dilapidated and unfit structure enforcement per city code 13-302	Community Dev. Director	Completing two enforcement orders previously approved (206 Stansberry St. and 2019 Hammerhill Rd.) and beginning five additional structures (815 Central Ave, 102 Euclid Ave, 206 Rose Dr, 121 Sage St, and 206 Sharp St.). Completion by Fall 2025.
<b>Fire Department</b>			
11	Purchase shed for training tower, \$4,800.	Fire Chief	<b>Completed.</b>
12	Purchase cooling fan for fire bay, \$5,000.	Fire Chief	<b>Completed.</b>
13	Prepare RFQ to hire an architect to design Fire Station #3, \$45,000 for Phase I planning.	Fire Chief / Purchasing	Council authorized staff during Jan. 21, 2025 regular session to hire architect to design fire station #3. RFQ prepared and distributed. Received 12 proposals on deadline date of April 3, 2025. Proposals evaluated and the top 4 selected for in-person interviews. Interviews held on April 23, 2025 and a top firm selected (Wold). On May 12, 2025 work session for award consideration and May 20, 2025 regular session for contract approval. Approved Wold. Initial planning meeting is June 17, 2025.
<b>Hotel/Motel Tax Fund</b>			
14	Beautification project, \$150,000.		Nothing specific
15	Tourism capital projects, wayfinding signage, \$17,000.		Signs being designed.
<b>Information Technology</b>			
16	Purchase computer equipment, \$285,000.	IT Director	Carried forward to next fiscal year.
17	Repair Xfinity public access channel 95 and post city news.	IT Director	<b>Completed.</b>
18	Acquire citizen request management software for general citizen complaints.	IT Director	Text My Gov software evaluated and on hold.

No.	Program/Cost/Funding Source	Responsible Party	Status
<b>Parks &amp; Recreation Department (continued)</b>			
19	Purchase replacement pick-up truck, \$35,000 from Fleet Management Fund.	Parks & Rec. Director	<b>Completed</b>
20	Repair splash pad prior to Spring opening, \$30,000.	Parks & Rec. Director	<b>Completed.</b>
21	Purchase truck toolbox, \$1,200.	Parks & Rec. Director	<b>Completed.</b>
22	Purchase sprayer equipment, \$2,000.	Parks & Rec. Director	<b>Completed.</b>
23	Repair Eco Park pavilion floor, \$4,000.	Parks & Rec. Director	<b>Completed.</b>
24	Repair Eco Park solar panel and motor that operates water aerator.	Parks & Rec. Director	<b>Completed.</b>
25	Purchase concession stand equipment, \$2,500.	Parks & Rec. Director	<b>Completed.</b>
26	Purchase pitching mounds, \$8,000.	Parks & Rec. Director	<b>Completed.</b>
27	Ingleside Park improvements.	Parks & Rec. Director / Project Manager	<b>Completed.</b>
28	Improve Heritage Park including renovation of baseball field, adding walking trail, ADA compliance, and install replacement playground, \$1,250,000 using LPRF grant (50%) and city funds (50%).	Parks & Rec. Director / Project Manager	State has approved the construction plans. Bids will be issued in June and awarded in August. Anticipated completion is Fall 2026.
29	Explore the cost of a splashpad at Cook Park.	Parks & Rec. Director	Discussed during April 7, 2025 work session. No action taken. On May 20, 2025 regular session for reconsideration.
30	Install Level 2 EV charger received from TVA at Market Park (8 hours to fully charge)	Parks & Rec. Director	In the overall Market Park design.
<b>Police Department</b>			
31	Purchase 2 patrol vehicles, \$90,000 from Fleet Management Fund	Police Chief	<b>Completed.</b>
32	Purchase equipment for 2 patrol vehicles, \$22,000.	Police Chief	<b>Completed.</b>
33	Purchase records management software, \$78,000.	Police Chief	<b>Completed.</b>
34	Purchase office furniture for administration, \$1,000.	Police Chief	
35	Purchase misc. equipment for special services, \$7,000.	Police Chief	

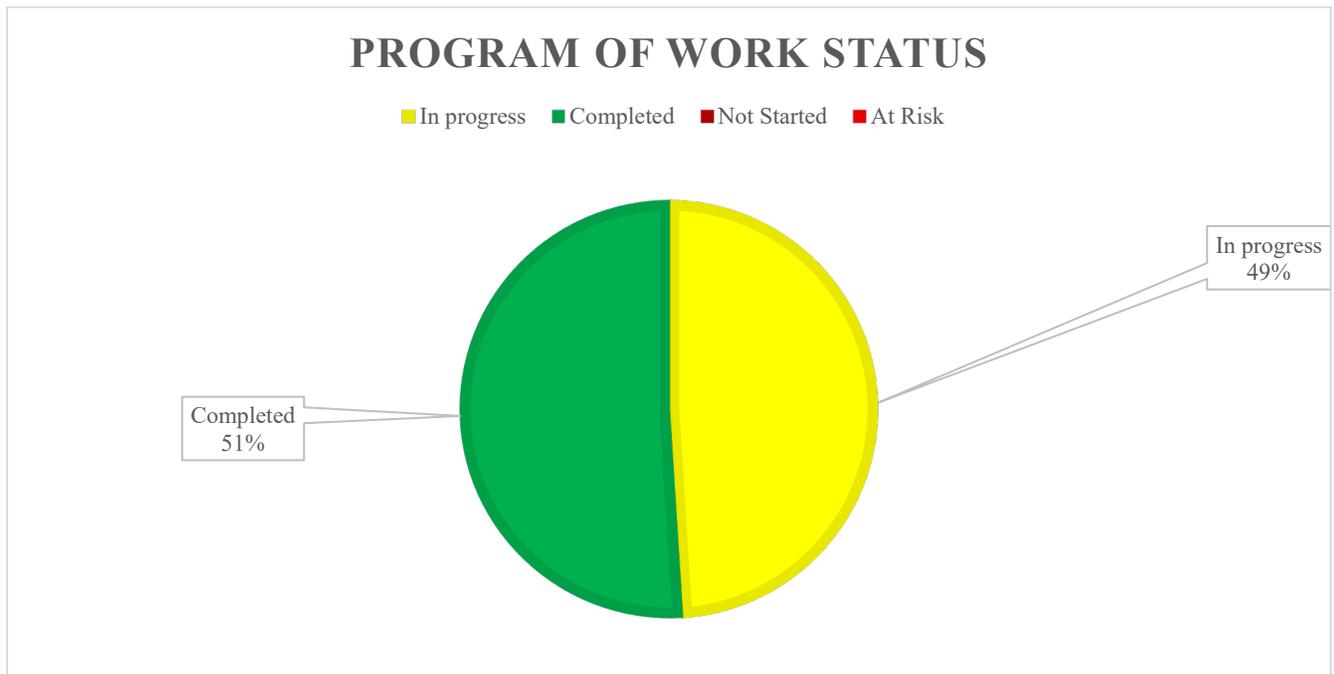
No.	Program/Cost/Funding Source	Responsible Party	Status
<b>Public Works Department (continued)</b>			
36	Purchase bucket truck, \$90,000 from Fleet Management Fund.	Public Works Director	<b>Completed.</b>
37	Purchase replacement leaf vacuum, \$85,000 from Fleet Management Fund.	Public Works Director / Project Manager	On March 10, 2025 work session for consideration and approved during March 18, 2025 regular session. Ordered.
38	Install updated speed limit signs on Ingleside Ave.	Public Works Director	<b>Completed.</b>
39	Design a traffic signal retiming plan for Decatur Pike corridor, \$62,000. Implementation funds to be requested in upcoming budget process.	Public Works Director / Project Manager	<b>Completed.</b>
40	Purchase 2 snowplows, \$20,000.	Public Works Director	<b>Completed.</b>
41	Purchase portable welder, \$8,500.	Public Works Director	<b>Completed.</b>
42	Purchase four additional post jack lifts for Fleet Maintenance, \$14,000.	Public Works Director	<b>Completed.</b>
43	Complete installation of cameras, fencing for dog runs, and additional HVAC units at new animal shelter.	Public Works Director / Project Manager	Camera, fencing, artificial turf, and sod completed, HVAC units ordered and to be installed soon.
44	Conduct grand opening ceremony for the animal shelter June 14, 2025 at 9:00 a.m.	Public Works Director / Project Manager	Preparing for the June 14, 2025 ceremony.
45	Improve downtown five points intersections on Green Street including sidewalks, pedestrian crossings, retiming of traffic signals for pedestrian safety, \$750,000 using TDOT MMAG grant (90% state/10% local).	Public Works Director / Project Manager	RFQ was prepared for engineering services, 5 responses received, 3 were asked for full proposals. Recommended firm on March 10, 2025 work session for consideration and approved during March 18, 2025 regular session. Currently obtaining environmental clearance. Construction is expected to begin in 2026 and be completed in 2027.
46	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 / Project Manager	Kimley Horn has completed the plan. On March 10, 2025 work session for consideration and approved during March 18, 2025 regular session. City can now prepare/submit grant applications for construction of plan priorities. <b>Completed.</b>

No.	Program/Cost/Funding Source	Responsible Party	Status
<b>Public Works Department (continued)</b>			
47	Resurface 9 city streets totaling 3.94 miles, \$1,716,710 using Surface Transportation Block Grant Local (STBG-L) funds. <ul style="list-style-type: none"> <li>• Mt. Verd Rd. from Clearwater Rd to city limits (.34)</li> <li>• Sharp Rd. from Velma Rd. to Railroad Ave (.21)</li> <li>• Tellico Ave. from Congress to Astrid St (.83)</li> <li>• Dennis St. from Congress to Decatur Pike (.62)</li> <li>• Woodward Ave. from N. Jackson St. to Ingleside Ave (1.07)</li> <li>• Forrest Ave. from Ingleside Ave. to Madison Ave (.29)</li> <li>• Guille St. from Ingleside Ave. to Eastanallee Ave (.12)</li> <li>• Glendale Ave. from Park St. to Cedar Springs Rd (.29)</li> </ul> Cedar Springs Rd. from Glendale Ave. to Elizabeth St (.17).	Public Works Director / Project Manager	City Council approved the 9 list of streets during April 2022, Gresham Smith Engineers completed final design and submitted to TDOT for approval. Waiting for TDOT to approve. Project is anticipated to be bid out during July 2025, bid considered by council during September 2025, and completion during 2026.
48	Prepare next round of local street paving set for 2026, \$2,000,000 using local funds.	Public Works Director	
49	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, \$2,727,688 using ARPA grant funds (85% grant/15% local). This study is a precursor to creating a storm water utility.	Public Works Director / Project Manager	Gresham Smith Engineers has collected all data. System modeling underway, Plan expected to be completed mid-2025. Then design, bid, award, and construct projects. Must be completed by Sept. 2026.
50	Update MS4 stormwater ordinance/permit for compliance.	Public Works Director	On Feb. 10, 2025 work session for presentation, Feb. 18, 2025 for first reading, March 10, 2025 for further review, and approved during March 18, 2025 regular session. <b>Completed.</b>
51	Improve/stabilize/realign N. Jackson St. in front of city hall, \$55,000 for engineering costs. Construction is estimated to cost \$440,000.	Public Works Director / Project Manager	Gresham Smith Engineers has conducted geotechnical analysis, preliminary design plans, and construction cost estimates. In FY 2025-26 budget to construct.
52	Prepare an agreement between the city and Humane Society detailing each party's responsibilities in the new animal shelter.	Public Works Director / Project Manager	Agreement prepared. Discussed during Feb. 10, 2025 work session and Feb. 18, 2025 regular session. On March 10, 2025 work session and approved during March 18 regular session. <b>Completed.</b>
53	Complete the last 2,000 feet of sidewalk construction around MCHS.	Public Works Director	Expected completion during Summer 2025.
54	Improve the road and railroad intersection of W. Madison, Rocky Mount, and Old Riceville Road using Railroad Grade Crossing Program Grant, \$600,000.	Public Works Director	Design completed. Project contract expected in June 2025. Moving to construction phase after October 1, 2025.

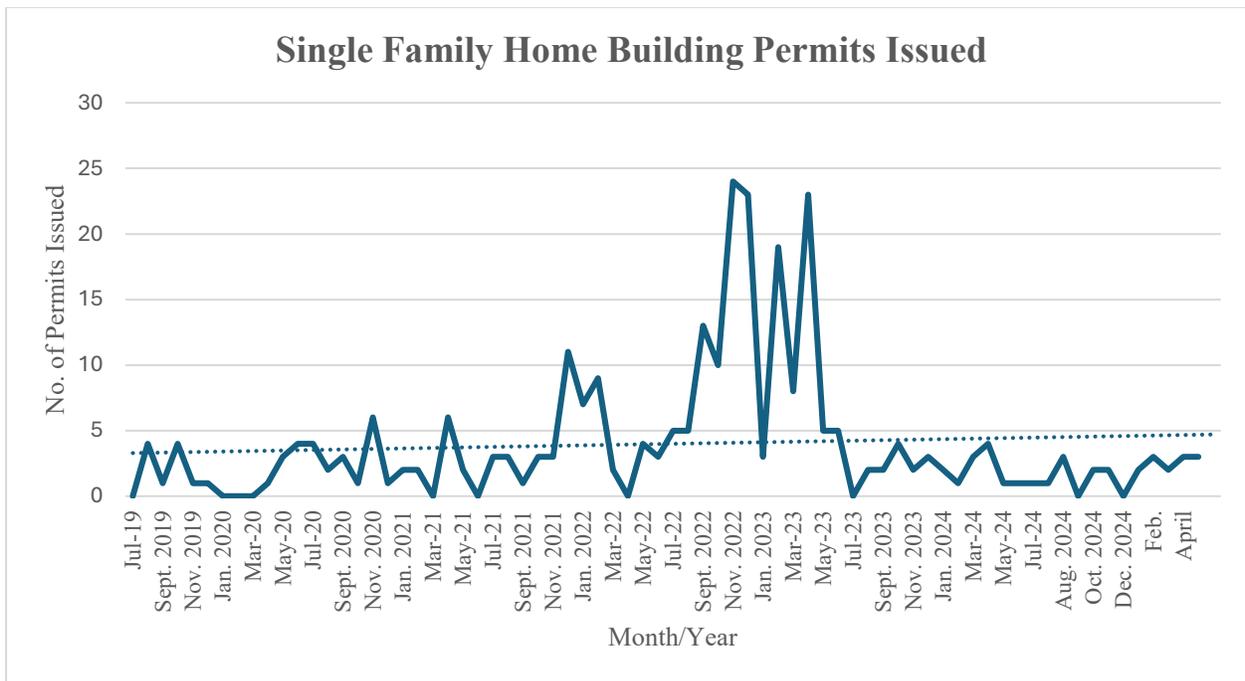
No.	Program/Cost/Funding Source	Responsible Party	Status
<b>Public Works Department (continued)</b>			
55	Purchase routing software/hardware for garbage trucks, \$44,948 over three years.	Public Works Director / Project Manager	Council consented during Dec. 9, 2024 work session and approved during Dec. 17, 2024 regular session to purchase this software. Vendor is configuring software.
<b>Other Projects</b>			
56	Obtain bids/quotes to install fencing/lighting/cameras around city hall parking areas.	City Manager	Cameras delivered and installed, fencing and security features to be part of the city hall renovation/expansion project.
57	Install a baby box device at Fire Station HQ, grant funded.	City Manager / Fire Chief	Agreement approved and executed. Device delivered, installation completed. Blessing scheduled for June 27, 2025 at noon.

### Key

Status	No. of Projects/Total Projects	Percentage
In Progress	28/57	49%
Completed	29/57	51%
Not Started	0/57	0%
At Risk	0/57	0%



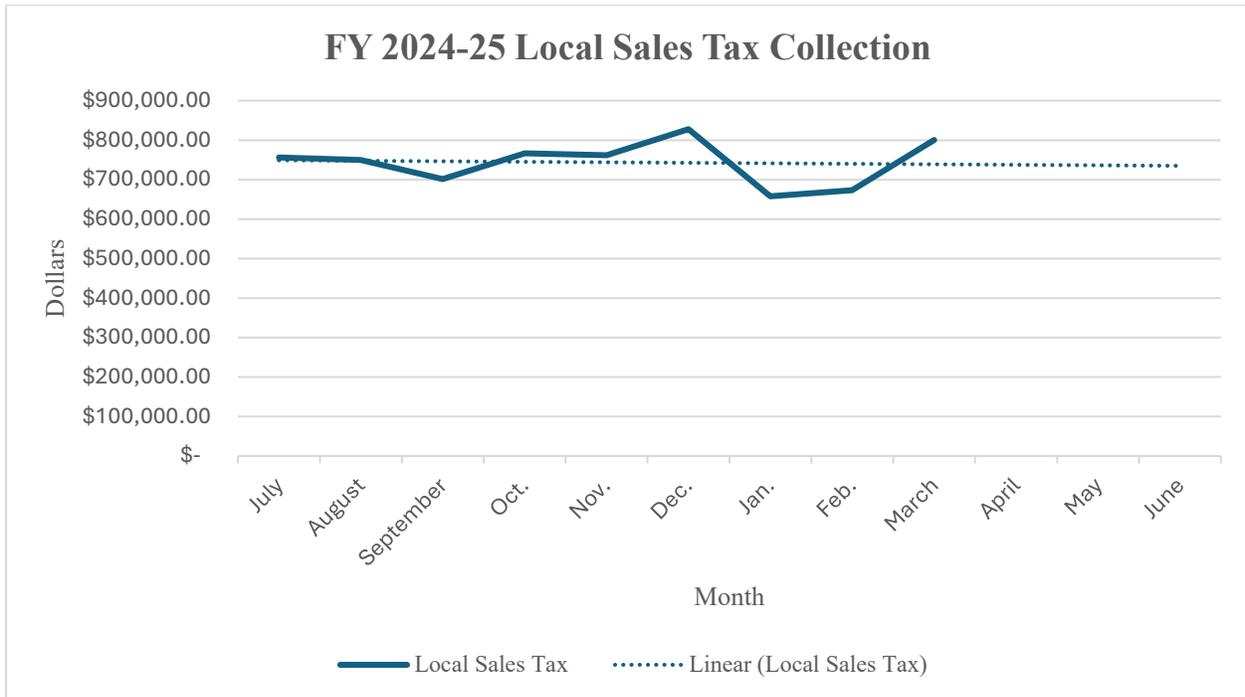
# SINGLE FAMILY HOME BUILDING PERMITS ISSUED



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	2
Dec.	1	1	11	23	3	0
Jan.	0	2	7	3	2	2
Feb.	0	2	9	19	1	3
Mar.	0	0	2	8	3	2
Apr.	1	6	0	23	4	3
May	3	2	4	4	1	1
June	4	0	3	5	1	
<b>Total</b>	<b>19</b>	<b>29</b>	<b>48</b>	<b>142</b>	<b>25</b>	<b>19</b>

Source: Community Development Dept.

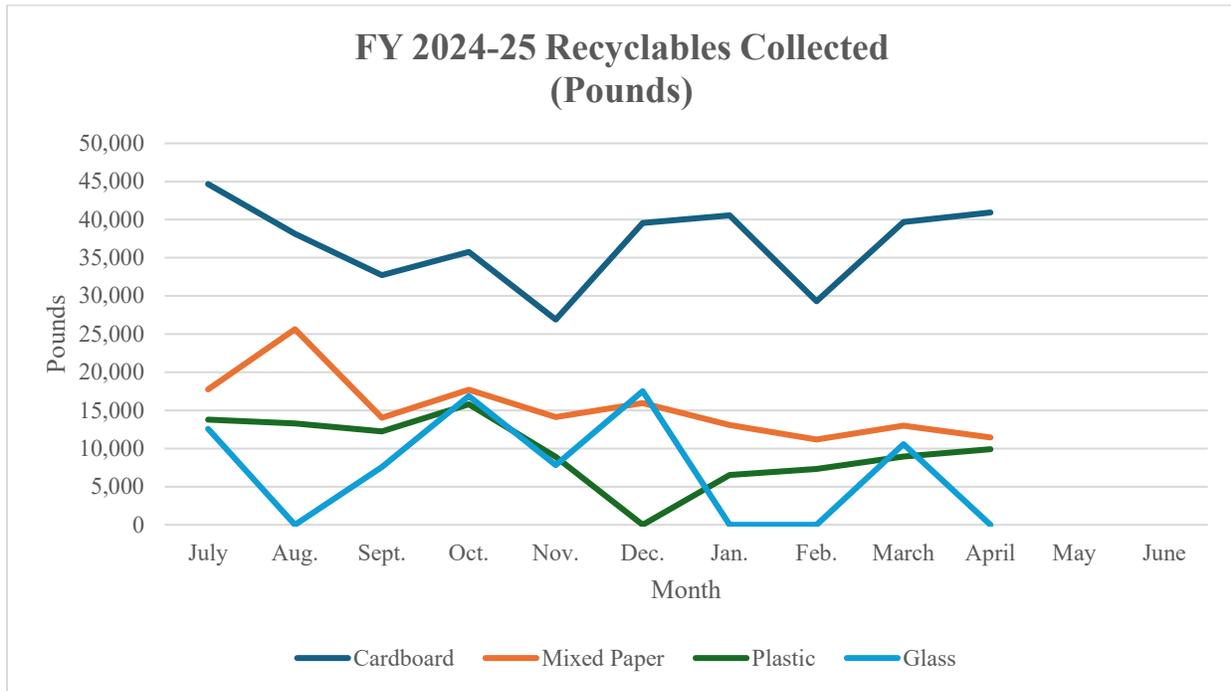
# LOCAL SALES TAX COLLECTION



Month	FY 2024-25	Percentage Change
July	755,777	
August	749,676	(0.81%)
Sept.	701,633	(6.41%)
Oct.	766,762	9.28%
Nov.	761,494	(0.68%)
Dec.	827,792	8.7%
Jan.	657,793	(20.5%)
Feb.	673,300	2.3%
March	800,607	18.9%
April		
May		
June		
<b>Total Collected</b>	<b>\$6,694,834</b>	
<b>Budgeted</b>	<b>\$8,800,000</b>	
<b>% Collected</b>	<b>76%</b>	
<b>Avg. Per Month</b>	<b>\$743,870</b>	

Source: Tennessee Dept. of Revenue

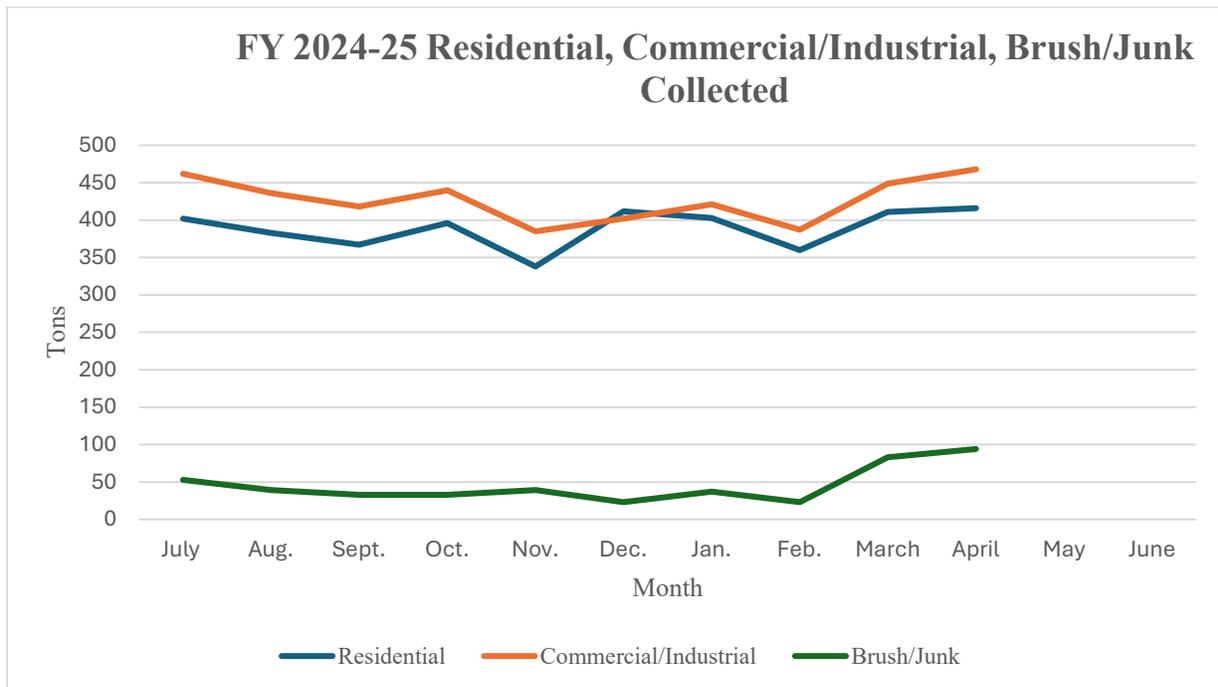
# RECYCLABLES COLLECTED



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.	26,900	14,140	8,920	7,840
Dec.	39,540	15,940	0	17,520
Jan.	40,560	13,060	6,540	0
Feb.	29,300	11,180	7,320	0
March	39,690	12,980	8,960	10,560
April	40,920	11,440	9,900	0
May				
June				
<b>Total Pounds Collected</b>	<b>368,250</b>	<b>153,880</b>	<b>96,780</b>	<b>72,920</b>
<b>Avg. Pounds Per Month</b>	<b>36,825</b>	<b>15,388</b>	<b>9,678</b>	<b>7,292</b>
<b>Total Pounds Previous FY</b>	<b>449,580</b>	<b>200,020</b>	<b>166,940</b>	<b>98,980</b>
<b>% of Previous FY</b>	<b>82%</b>	<b>77%</b>	<b>58%</b>	<b>73.7%</b>

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.	338	385	39
Dec.	412	402	23
Jan.	403	421	37
Feb.	360	387	23
March	411	449	83
April	416	468	94
May			
June			
<b>Total Tons Collected</b>	<b>3,888</b>	<b>4,268</b>	<b>457</b>
<b>Avg. Tons Per Month</b>	<b>389</b>	<b>427</b>	<b>46</b>
<b>Total Tons Previous FY</b>	<b>4,627</b>	<b>5,417</b>	<b>598</b>
<b>% of Previous FY</b>	<b>84.0%</b>	<b>78.8%</b>	<b>76.4%</b>

Source: Public Works Dept.

