



Board of Mayor and Aldermen

Meeting Agenda

Town Hall
334 Atoka-Munford Avenue

Tuesday, June 14, 2022
7:00 p.m.

Public Hearing – Adopting the Fiscal Year 2023 Town Budget – 6:45 pm

This time has been reserved to allow any public comments regarding an ordinance to adopt the Town of Atoka's fiscal year 2023 budget. The first consideration of the ordinance took place on May 10, 2022 and notice of this public hearing was published on May 23, 2022.

Invocation & Pledge of Allegiance

I. Call to Order & Roll Call

II. Minutes

- a. Regular Board Meeting – May 10, 2022 Exhibit A

III. Reports

- a. Financial Report ♦ Exhibit B
 - 1. Sales Tax Reports

IV. Old Business

- 1. Ordinance – Final Consideration – Amending FY2022 Town Budget Exhibit C
- 2. Ordinance – Final Consideration – Adopting FY2023 Town Budget Exhibit D
- 3. Ordinance – Final Consideration – Adopting Hotel/Motel Occupancy Tax Exhibit E

V. New Business

- a. Presentation – Donation Request Exhibit F
- b. Ordinances & Resolutions
 - 1. Ordinance – First Consideration - Adopting a Business License Privilege Tax Exhibit G
 - 2. Ordinance – First Consideration – Amending Title 3 Municipal Court Exhibit H
 - 3. Ordinance – First Consideration – Amending Title 11 Municipal Offenses Exhibit I
 - 4. Ordinance – First Consideration – Amending Title 15 Motor Vehicle Traffic Exhibit J
 - 5. Resolution – Approving an Annual Municipal Software Agreement Exhibit K
 - 6. Resolution – Acceptance Request – Trinity Place Subdivision Exhibit L
 - 7. Resolution – Approving an Agreement for Legal Services Exhibit M
- c. Miscellaneous Items
 - 1. Appointment of Public Works Director
 - 2. Approval of Planner Job Description Exhibit N

VI. Departmental Reports

- a. Code Enforcement
- b. Fire Department Chief Posey
- c. Parks Department Director Isbell
- d. Police Department Chief Rudolph
- e. Public Works Department

VII. Miscellaneous Items from the Mayor, Board of Aldermen, Town Administrator

VIII. Citizen Concerns

IX. Adjourn

♦ denotes an item that appears on monitor
Agenda is subject to change up to meeting time



Office of the Town Administrator

MEMORANDUM

To: Honorable Mayor Daryl Walker & Board of Aldermen
From: Marc Woerner, Town Administrator
Re: Agenda items for June 14, 2022

1. **Exhibit A – Board Meeting Minutes** - The minutes from the Board's regular monthly meeting in May are included for review and approval.
2. **Exhibit B – Financial Reports** – The monthly report detailing fiscal year financial performance through the month of May is included in the packet for your review.
3. **Exhibit C - Ordinance to Amend the FY2022 Town Budget** – This will be the final consideration of an ordinance to amend the Town budget for fiscal year 2022, running from July 1, 2021 to June 30, 2022. To comply with State law, the Town must amend its budget if expenditures for a department or fund exceed the figures in the adopted Town budget. The amended budget authorizes total General Fund expenditures of \$5,791,515. They are \$2,499,902 in Fire, \$2,565,398 in Highways and Streets, and \$726,215 in Parks. Solid Waste Fund is \$831,000.
 - a. The fire amendment is due to third early warning siren and the fire apparatus purchase, authorized by the Board.
 - b. Highways and Streets is due to the repayment of the loan proceeds for the Roundabout and the public works vehicles that were purchased from savings.
 - c. Parks and Recreation are related to the Pioneer Park bank stabilization project, and program/sports.
 - d. The solid waste fund amendment is due to revised actual expenditures.
4. **Exhibit D - Ordinance to Adopt the FY2023 Town Budget** – This will be the final consideration of the Town of Atoka budget for the fiscal year that begins July 1, 2022 and ends June 30, 2023. Starting in February, budget meetings were held with department directors and financial staff every couple of weeks. On April 12th and April 22nd, staff met with Mayor Walker and the Finance and Administration liaisons. On May 3rd, the Board of Mayor and Aldermen held a work session to discuss the final draft budget. As we have adhered to this schedule, the first consideration of the Fiscal Year 2023 was passed at the May 10th meeting.

Tennessee State Law requires that the first budget Ordinance be presented no less than 45 days prior to the new fiscal year on July 1st. The budget anticipates \$7,239,306 million in General Fund expenditures, \$655,000 in Solid Waste fund expenditures, \$358,946 in State Street Aid expenditures, \$57,672 in Drug Fund expenditures, \$1,259,535 in Water Fund expenditures, and \$1,362,637 in Sewer Fund expenditures. A public hearing will be held in advance of the second and final consideration of the ordinance on at this meeting.

5. **Exhibit E – Ordinance – Final Consideration – Hotel/Motel Occupancy Tax** – The privilege tax upon the occupancy in any hotel or motel, or any place in which rooms, lodging, or accommodations are furnished to transients is on the agenda for first consideration. The revenues raised under this ordinance would be used to develop tourism and tourism development by attracting non-residents to visit Atoka and engage in both leisure and business activities. Additionally, the revenues will potentially contribute to the implementation of our long-range comprehensive plan. Generally speaking, the revenues are paid by those staying in hotels and motels. The revenues would be submitted directly to the town and would reduce some of the burden on our residents.
6. **Exhibit F – Donation Request for Civic Organizations** – There are two (2) requests for donations from the Town. They are the Atoka Elementary School for \$1000 and CASA of Tipton County for \$1000. Both donation requests were first considered at the May meeting. They we approved on the condition that a representative for the organization requesting the donation come before the Board at the June meeting.
7. **Exhibit G – Ordinance – First Consideration – Amending Business License Privilege Tax-** The amended ordinance requires a business to obtain a license to operate in the Town of Atoka, including those who are transient vendors and/or conduct minimal activities. Currently, businesses are beginning operations only by receiving a business license issued by Tipton County, sometimes in cases where the activity is not permitted in the town limits or planning region. Staff recommends approval of the ordinance on first consideration.
8. **Exhibit H, I, and J – Ordinances – First Considerations - Amending Title 3, Municipal Court, Title 11 Municipal Offenses, and Title 13 Motor Vehicle Traffic** – Public Safety committee met on June 3rd to review and consider revisions to court costs contained in Title 3 and text amendments to Titles 11 and 13.
 - a. Title 3 - At current, the court costs assessed by the Municipal Judge against offenders of the law do not cover the expenses to operate the municipal court. The proposal is to increase the court costs to \$121.00 plus other fees allowed by State Law. The committee recommends increasing the court fees as proposed.
 - b. Title 11 – Text amendment removing references to fortune telling. The committee recommends approving the amendment.
 - c. Title 13 – Text amendments for operation of a motor vehicle, parking and traffic laws offenses. The committee recommends approving the amendments.

9. Exhibit K - Resolution – Approving an Annual Software Agreement for Municipal Software – This resolution approves an annual agreement for hardware maintenance between the Local Government Corporation (LGC) and the Town. This agreement is a continuation of our existing fee structure with LGC. Staff recommends approval of the resolution.

10. Exhibit L – Resolution – Acceptance Request – Trinity Place Subdivision - The process to adopt the Trinity Place subdivision began with a request from the developer. Staff has conducted a walk through and confirmed that all punch list items are resolved. The Planning Commission recommends that the Board of Mayor and Aldermen accept the Trinity Place subdivision.

11. Exhibit M – Resolution – Approving an Agreement for Legal Services - This resolution approves an agreement between the Town of Atoka and Harris Shelton Hanover Walsh, PLLC to provide the required professional services, with Attorney Amber Shaw serving in the role of Town Attorney. The agreement has been reviewed by the Town Attorney and would be effective July 1, 2022, ending December 31, 2022.

12. Miscellaneous Items –

1. **Appointment of Public Works Director** – The town utilized the Municipal Technical Advisory Service (MTAS) assessment center to assist the town in selecting the best qualified candidate for next Public Works Director. MTAS conducted an assessment center in May and a full report was provided to the Board for consideration. The Board has selected Mr. Harvey Ellis to be our new Public Works Director. We are excited to bring Mr. Ellis on board and he will start work with us on Monday, June 20th.

2. **Exhibit N – Approval of Planner Job Description** – The Planner job description is a revision from the previously approved Planner/Engineer job description. The engineering functions have been removed and replaced with enhanced planner duties. The position remains the head of the Planning and Inspection department and was previously funded through the budget process. As Atoka continues to grow and completes its Long-Range Comprehensive Plan, having a staff member who can provide the functions outlined in the job description will become even more important. The job description is included in your packet for review. A revised organizational chart removing “engineer” in the position title is also included for your review. Should the Board approve the revision to the position, the position will be posted immediately. Staff recommends approval of the revised job description.

13. Department Reports – Monthly reports from the Departments have been included in the Board packet for your review.

If you have questions on any of these items prior to the Board meeting, please do not hesitate to call me.



June 14, 2022

Exhibit A

TOWN OF ATOKA
334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300
www.TownofAtoka.com

**Town of Atoka Board of Mayor and Aldermen
Regular Monthly Meeting
May 10, 2022, 7:00 p.m.**

The Invocation was led by Father Ballman of St. Alphonsus Church in Covington. All present joined in the pledge to the flag.

The meeting was called to order by Mayor Walker at 7:00 p.m.

The Town of Atoka Board of Mayor and Aldermen met with the following:

Present: Mayor Daryl Walker, Aldermen Barry Akin, Danny Feldmayer, Brett Giannini, John Harber, Cody Pace and Alderwoman Renfrow

Also present: Town Recorder Debbie Pickard, Town Administrator Marc Woerner, Town Attorney Kasey Culbreath, Police Chief Anthony Rudolph, Fire Chief Henry Posey, Park Director Dorothy Isbell, and attached list.

Absent: Alderman Akin asked Mayor Walker to be excused from the meeting due to another engagement. Mayor Walker approved. Alderman Akin left the meeting at 7:25 pm.

Regular Monthly Meeting April 12, 2022 – Exhibit A – Alderman Feldmayer made a motion to accept the minutes as presented. Alderwoman Renfrow seconded the motion. All in favor. Motion carried.

Financial Report: Exhibit B – Administrator Woerner reviewed the financial report as presented. Alderman Feldmayer made a motion to accept the report as presented. Alderwoman Renfrow seconded the motion. All in favor. Motion carried

Old Business:

Ordinances and Resolutions: None

Proclamation – National Garden Week – Exhibit N – Mayor Walker read the Proclamation designating the week of June 05 – 11, 2022 as National Garden Week in Atoka. Mayor Walker presented the Proclamation to members of the Tipton Fleur de Lis Garden Club.

New Business:

Ordinances and Resolutions:

- 1. Ordinance – First Consideration – Amending FY22 Town Budget –Exhibit C** – The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderman Feldmayer made a motion to approve the ordinance as presented. Alderman Akin seconded the motion. Roll Call. Feldmayer-yes, Harber-yes, Pace-yes, Renfrow-yes, Akin -yes and Giannini-yes. Motion carried.
- 2. Ordinance – First Consideration – Adopting FY2023 Town Budget–Exhibit D** – The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderman Akin made a motion to approve on first consideration. Alderman Renfrow seconded the motion. Roll Call. Harber-yes, Pace-no, Renfrow-yes, Akin -yes, Giannini-yes and Feldmayer-no. Motion carried.
- 3. Ordinance – First Consideration- Exhibit E – Hotel/Motel Occupancy Tax** – The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderman Akin made a motion to approve on first consideration. Alderman Feldmayer seconded the motion. Roll Call. Pace-yes, Renfrow-yes, Akin-yes, Giannini-yes, Feldmayer-yes and Harber-yes. Motion carried. Alderman Giannini

advised to have the record reflect that consideration was given to replace general fund money paid to the Chamber with tourism dollars the hotel/motel occupancy tax will generate.

4. **Resolution – 22-05-01 – Approving an Agreement for Bookkeeping Services – Exhibit F** – Alderman Feldmayer made a motion to approve the resolution as presented. Alderman Harber seconded the motion. All approved. Motion carried.
5. **Resolution – 22-05-02 – Approving Submission – Grant Application - STEM C – Exhibit G** – Police Chief Rudolph reviewed the resolution as presented. Alderman Feldmayer made a motion to approve the resolution. Alderman Pace seconded the motion. All approved. Motion carried.
6. **Resolution – 22-05-03 – Approving Submission – Grant Application - USDSA – Exhibit H**– Police Chief Rudolph reviewed the resolution as presented. Alderman Feldmayer made a motion to approve the resolution. Alderman Pace seconded the motion. All approved. Motion carried.
7. **Resolution – 22-05-04 – Approving Submission – Grant Application – Gary Sinise – Exhibit I**– Police Chief Rudolph reviewed the resolution as presented. Alderman Feldmayer made a motion to approve the resolution. Alderman Pace seconded the motion. All approved. Motion carried.
8. **Resolution – 22-05-05 – Approving Submission – Grant Application – Firehouse Sub Corp – Exhibit J**– Police Chief Rudolph reviewed the resolution as presented. Alderman Feldmayer made a motion to approve the resolution. Alderman Pace seconded the motion. All approved. Motion carried.
9. **Resolution – 22-05-06 – Approving Submission – Grant Application – Spirit of Blue – Exhibit K**– Police Chief Rudolph reviewed the resolution as presented. Alderman Feldmayer made a motion to approve the resolution. Alderman Pace seconded the motion. All approved. Motion carried.
10. **Resolution – 22-06-07 – Approving an Agreement for FY22 Audit Services – Exhibit L** –Alderman Feldmayer made a motion to approve the resolution as presented. Alderman Giannini seconded the motion. All approved. Motion carried.

Miscellaneous Items:

1. **Donation Request – Exhibit M – Tipton County Arts Council** – Robin Sealy with the Arts Council reviewed with the Board how the program works and requested a \$1000.00 donation. Alderman Feldmayer made a motion to approve the donation. Alderwoman Renfrow seconded the motion. All in favor. Motion carried.
2. **Donation Request – Exhibit M – CASA (Court Appointed Special Advocate) of Tipton County** – There was no one present to review the donation request. Alderman Giannini made a motion to approve the donation on the condition that a representative for the organization requesting the donation come before the board at the next meeting. Alderman Feldmayer seconded the motion. All in favor. Motion carried.
3. **Donation Request – Exhibit M – Atoka Elementary School**– There was no one present to review the donation request. Alderman Giannini made a motion to approve the donation on the condition that a representative for the organization requesting the donation come before the board at the next meeting. Alderman Feldmayer seconded the motion. All in favor. Motion carried.

Departmental Reports:

1. **Code Enforcement:** The Board reviewed the report as presented.
2. **Fire Department:** Chief Posey reviewed the report as presented. Chief Posey advised the Board of the following: Interviews are in process for the vacant firefighter position. Lt. Taylor and Firefighter Long attended the State Arson Class last week. Four members of the department traveled to the Sutphin plant to review the check list for the new fire apparatus. The early warning sirens have been delivered and are working on a schedule for installation. Chief Posey wrote a letter of commendation to Police Officers Josh Durham and Chris Covarrubias for their quick response using the AED equipment on a recent medical call.
3. **Parks Department:** Director Isbell reviewed the report as presented. Director Isbell advised the Board of the following: Director Isbell complimented and thanked employee Jessie Ratliff for taking charge of the

Food Truck Festival. It was a huge success. The Cops and Bobbers event will be held May 21 from 7am to 10am.

4. **Police Department:** Chief Rudolph reviewed the report as presented. Chief Rudolph advised the Board of the following: Chief Rudolph thanked Fire Chief Posey for the recognition to Officers Durham and Covarrubias for their live saving efforts using the AED equipment on a recent medical call. The Cops and Bobbers event is May 21st from 7am to 10am. Chief Rudolph welcomed new employees Dewayne Dowell and James Jordan to the department. Chief reviewed a notable arrest, regarding a stolen vehicle, which was made possible because of the flock cameras.
5. **Public Works Department:** Administrator Woerner reviewed the report as presented. Administrator Woerner advised the Board of the following: Administrator Woerner and SSR Engineer Ben Ledsinger preformed an inspection on the Tracy Rd bridge and found it to be in good shape. The Town Hall parking lot is being sealed and striped this week. Meade Lake Rd and Tracy Rd will be closed for culvert replacement which should be done by tomorrow. The public works director assessment center will be held Monday May 16th. One of the two public works trucks has been delivered and we expect the second one in a couple of weeks. The Atoka on Track community week for citizen engagement will be May 23rd through May 26th.

There will be a work session June 6th at 6:30 pm for the Board to discuss the grant funds that are coming from TDEC and for the APRA grant funds to determine the spending plan for the projects.

Miscellaneous Items from the Mayor, Board of Aldermen, Town Administrator

1. Aldermen Giannini asked what the process is for replacing the Town attorney. Mayor Walker advised that Judge Culbreath will assist in the selection.

Citizen Concerns:

1. Administrator Woerner advised that no one signed in to speak tonight.
2. An e-mail from Gregory Turner on April 12th expressed concerns regarding the bad condition of the street on Lauren Cove. Administrator Woerner advised that it is on the next paving schedule.
3. An e-mail from Stephanie Bohrman on April 21st expressed concerns regarding voting locations. Mayor Walker advised the voting locations are set by the election commission.

Alderman Feldmayer motioned to adjourn the meeting. Alderman Giannini seconded the motion. The meeting ended at 8:10 pm.

W. Daryl Walker, Mayor

Deborah Pickard, Recorder

SUMMARY OF FINANCIAL CONDITION VS. BUDGET

For the Eleven Months Ending May 31, 2022

<u>General Fund</u>		11 months	% of Budget	
Revenues:		Actual	Budget	Total Budget
Property Tax		2,394,172	104.3%	2,295,420
Sales Tax		3,195,762	103.6%	3,084,681
Grants		1,419,329	250.5%	566,652
Other Revenues		1,792,113	150.4%	1,191,322
Total		8,801,376		7,138,075
Expenditures:				
Legislature & Judicial		51,026	77.5%	65,800
Finance & Administration		512,691	94.1%	544,890
Police		1,974,168	88.3%	2,234,518
Fire		2,389,446	134.3%	1,778,528
Planning & Inspection		251,447	59.0%	426,370
Streets		2,427,432	197.2%	1,230,754
Parks & Recreation		709,572	107.8%	658,215
Total		8,315,782		6,939,075
Excess Revenue Over Expenditures		485,594		199,000
Cash on Hand at End of Period (1)		4,869,357		

<u>State Street Aid Fund</u>				
Revenue		323,795	96.3%	336,360
Expenditures		321,495	95.6%	336,360
Excess Revenue Over Expenses		2,300	0	
Cash on Hand at Beginning of Year		203,178		
Cash on Hand at End of Period		205,478		

<u>Drug Fund</u>				
Revenue		62,692	202.2%	31,000
Expenditures		22,700	73.2%	31,000
Excess Revenue Over Expenses		39,992	0	0
Cash on Hand at Beginning of Year		44,454		
Cash on Hand at End of Period		84,446		

(1) Does not include Fire Dept and Park AC of:

135,025

June 14, 2022

Exhibit B

<u>Solid Waste Collections</u>				
Revenue		616,749	102.8%	600,000
Expenditures		536,830	74.6%	720,000
Excess Revenue Over Expenses		79,919	0	-120,000
Cash on Hand at Beginning of Year		116,211		120,000
*Cash on Hand at End of Period		302,054		0

SUMMARY OF FINANCIAL CONDITION WATER FUND

For the Eleven Months Ended May 31, 2022

Cash on Hand at Beginning of Year	\$ 523,465
Cash on Hand at End of Period	\$ 803,700
Total Bonds/Notes outstanding 05/31/22	\$ 871,331

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	5/31/2022	% of Budget	Total Budget	5/31/2021
Revenues	\$ 1,002,170	57.83%	\$ 1,733,002	\$ 2,318,894
Expenses				
(353) Water Purchases	\$ 454,587	103.32%	\$ 440,000	\$ 460,456
				\$ 113,706
(100's) Payroll and Benefits	\$ 296,425	108.63%	\$ 272,874	\$ 481,440
(260) Repair Maintenance Services	\$ 44,200	61.39%	\$ 72,000	\$ 472,236
(241) Utility (Electric) Operations	\$ 4,428	49.72%	\$ 8,905	\$ 98,965
(211,290,292,310) Prof Service / Office Supplies	\$ 30,436	137.96%	\$ 22,061	\$ 63,303
* Other Operating Expenses	\$ 164,489	22.99%	\$ 715,623	\$ 163,105
(540) Depreciation	\$ 184,399	91.67%	\$ 201,163	\$ 435,417
Total	\$ 1,178,964	68.04%	\$ 1,732,626	\$ 2,288,628
Net Income (loss)	\$ (176,794)		\$ 376	\$ 30,266

WT/SW combined
previous year column

* Other Operating Expenses include: Uniforms - Vehicle Maintenance - Liability, Property
& Work Comp Insurance - Building Utilities & Maintenance

SUMMARY OF FINANCIAL CONDITION

SEWER FUND

For the Eleven Months Ended May 31, 2022

Cash on Hand at Beginning of Year	\$ 2,006,806
Cash on Hand at End of Period	\$ 2,031,815
Total Bonds/Notes outstanding 05/31/22	\$ 1,174,916

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	5/31/2022	% of Budget	Total Budget	5/31/2021
Revenues	\$ 1,202,479	55.75%	\$ 2,156,835	\$ 2,318,894
Expenses				
				\$ 460,456
(243) Sewer Treatment Fees	\$ 211,129	140.75%	\$ 150,000	\$ 113,706
(100's) Payroll and Benefits	\$ 314,170	111.81%	\$ 280,988	\$ 481,440
(260,269) Sewer Maintenance	\$ 319,532	110.95%	\$ 288,000	\$ 472,236
(241) Utility (Electric) Operation	\$ 88,984	99.04%	\$ 89,850	\$ 98,965
(211,290,292,310) Prof Services / Office Supplies	\$ 27,154	88.93%	\$ 30,535	\$ 63,303
* Other Operating Expenses	\$ 245,680	30.17%	\$ 814,342	\$ 163,105
(540) Depreciation	\$ 250,974	91.67%	\$ 273,790	\$ 435,417
Total	\$ 1,457,623	75.62%	\$ 1,927,505	\$ 2,288,628
Net Income (loss)	\$ (255,144)		\$ 229,330	\$ 30,266

WT/SW combined
previous year column

Total - All Funds: \$ 8,307,156

* Other Operating Expenses include: Uniforms - Vehicle Maintenance - Liability, Property
& Work Comp Insurance - Building Utilities & Maintenance

General Sales Tax Revenue

June 14, 2022

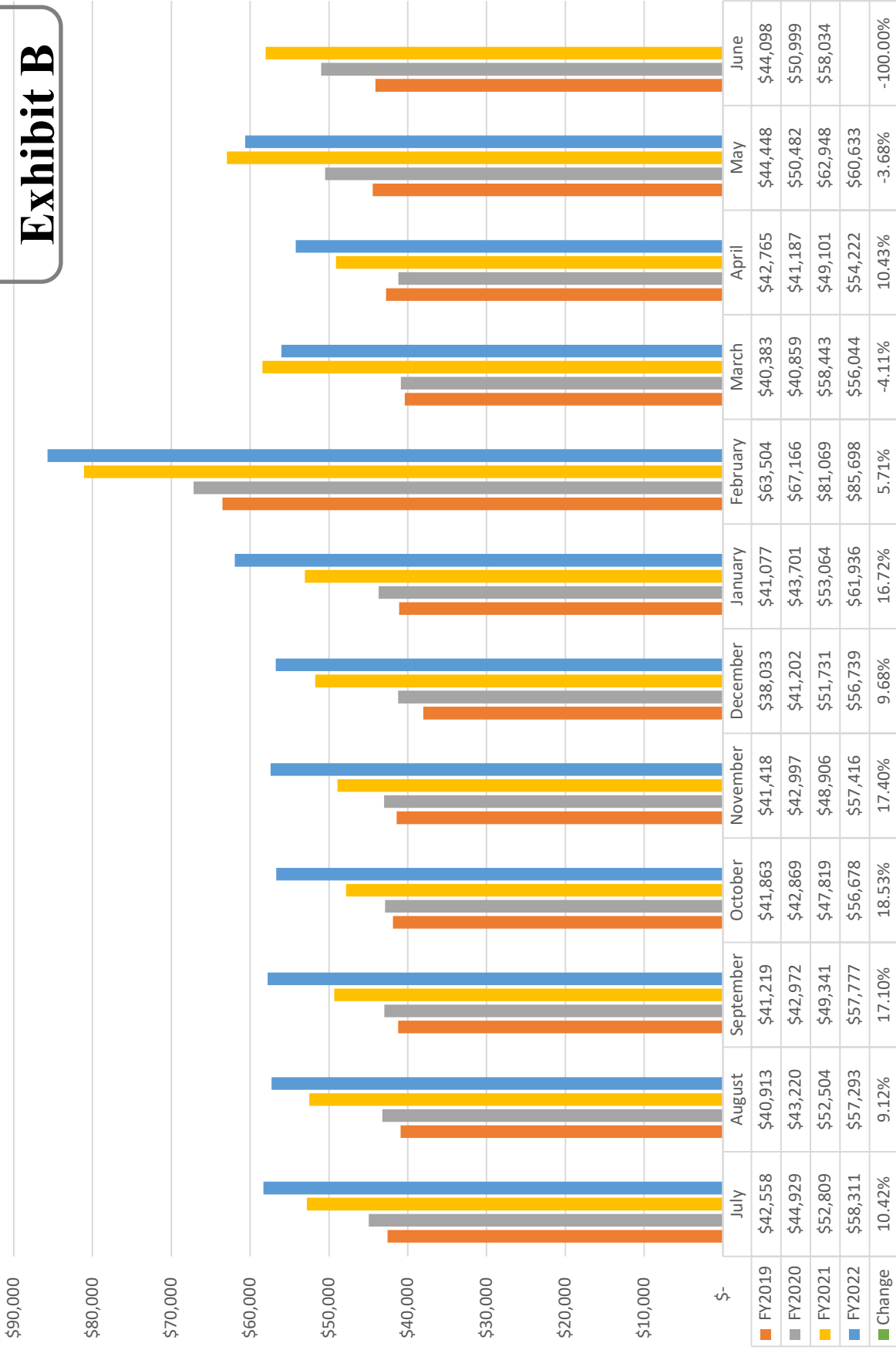
Exhibit B



Fire Tax Revenue

June 14, 2022

Exhibit B



ORDINANCE NUMBER _____**Exhibit C****AN ORDINANCE OF THE TOWN OF ATOKA, TENNESSEE AMENDING SECTION 3 OF ORDINANCE NUMBER 21-06-02 RELATED TO APPROVED EXPENDITURES FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, on June 08, 2021, the Board of Mayor and Aldermen adopted a budget for the fiscal year 2022 and, through the course of the year, amendments to the budget have become necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. Section 3 of Ordinance Number 21-06-02, passed by the Board of Mayor and Aldermen on June 08, 2021 is hereby amended to appropriate funds for the General Fund as follows:

General Fund	FY22 Adopted Budget	FY22 Amended Budget
Fire	\$1,778,528	2,499,902
Highways and Streets	1,230,754	\$2,565,398
Parks	\$646,215	\$726,215
Total Expenditures	\$3,655,497	\$5,791,515

Solid Waste Fund	FY22 Adopted Budget	FY22 Amended Budget
	\$720,000.00	\$831,000.00

SECTION 2. All other sections of Ordinance Number 21-06-02 shall remain as passed by the Board of Mayor and Aldermen.

SECTION 3. This ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED on the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 10th day of May 2022.

PASSED on the Second Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

ORDINANCE NUMBER _____**Exhibit D**

AN ORDINANCE OF THE TOWN OF ATOKA, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 AND OTHER RELATED REVISIONS TO THE ATOKA MUNICIPAL CODE OF ORDINANCES.

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. The budget consisting of the Available Funds and Appropriations listed in Sections 2 and 3 below be adopted for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

SECTION 2. The Board of Mayor and Aldermen estimate anticipated revenues of the Town from all sources to be as follows:

Revenues

Local Taxes	\$5,267,583
Licenses and Permits	\$72,400
Intergovernmental Revenues	\$1,382,160
Charges for Services	\$269,811
Fines and Other Revenues	\$304,650
Total Revenues - General Fund	\$7,296,604
Estimated Fund Balance	\$3,853,033
Total Available Funds General Fund	\$11,149,637
Solid Waste Fund	
Revenues	\$670,782
Estimated Fund Balance	\$168,673
Total Available Funds	\$839,455
State Street Aid Fund	
Intergovernmental Revenues	\$358,946
Estimated Fund Balance	\$266,334
Total Available Funds	\$625,280

Drug Fund

Court fines and Costs	\$57,672
Estimated Fund Balance	\$44,454
Total Available Funds	\$102,126

Water Fund

Revenues	\$1,259,538
Estimated Available Cash	\$816,009
Total Available Funds	\$2,075,547

Sewer Fund

Revenues	\$1,362,637
Estimated Available Cash	\$2,033,253
Total Available Funds	\$3,395,890

SECTION 3. The Board of Mayor and Aldermen appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

Expenditures**General Fund**

Legislature	\$52,000
Judicial	\$16,200
Finance and Administration	\$684,025
Police	\$2,452,685
Fire	\$1,914,603
Planning and Inspection	\$407,575
Streets	\$884,108
Parks and Recreation	\$788,110
Grants and Donations	\$7,000
Tourism	\$48,000
Total Expenditures - General Fund	\$7,254,306

Solid Waste Fund

Total Expenditures - Solid Waste **\$655,000**

State Street Aid Fund

Total Expenditures - State Street Aid **\$358,946**

Drug Fund

Total Expenditures - Drug Fund **\$57,672**

Water Fund

Total Expenses **\$1,259,535**

Sewer Fund

Total Expenses **\$1,362,637**

SECTION 4. No appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 5. A detailed line-item financial plan shall be prepared in support of the budget.

SECTION 6. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balance.

SECTION 7. The appropriations of this budget shall become the appropriations for the next fiscal year until a budget for the next fiscal year has been adopted.

SECTION 8. There is hereby levied a property tax rate of \$1.03 per \$100.00 of assessed valuation rounded to the nearest dollar for the purpose of funding General Fund services.

SECTION 9. This ordinance shall take effect from the date of its final passage, the public welfare requiring it.

PASSED on the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 10th day of May 2022.

PUBLIC HEARING held by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June 2022.

PASSED on the Second Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June 2022.

ATTEST:

W. Daryl Walker, Mayor

Town Recorder

Exhibit E

ORDINANCE NO. _____

**AN ORDINANCE LEVYING A PRIVILEGE TAX UPON THE OCCUPANCY
IN ANY HOTEL OR MOTEL OR ANY PLACE IN WHICH ROOMS,
LODGING OR ACCOMMODATIONS ARE FURNISHED
TO TRANSIENTS FOR CONSIDERATION**

WHEREAS, Tennessee Code Annotated § 67-4-1401, et seq. authorizes the Town of Atoka, Tipton County, Tennessee, to levy by Ordinance an occupancy or hotel/motel tax; and

WHEREAS, the Town of Atoka Tennessee, deems it to be in the best interest of the Town to have such a tax.

WHEREAS, the health, safety, and welfare of the citizens of the Town of Atoka, Tennessee, will be positively impacted by the adoption of this Ordinance.

NOW, THEREFORE BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE, AS FOLLOWS:

- (1) "Exhibit A" attached herein is hereby adopted and shall be codified in its entirety.
- (2) All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.
- (3) This Ordinance shall take effect from and after its adoption, the public welfare requiring it.

PASSED on the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 10th day of May 2022.

PASSED on the Second Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

“EXHIBIT A”

TITLE 5

MUNICIPAL FINANCE AND TAXATION

CHAPTER 5

HOTEL/MOTEL TAX

SECTION

- 5-601. Definitions.
- 5-602. Rooms to be numbered.
- 5-603. Tax levied.
- 5-604. Collection.
- 5-605. Remission to town.
- 5-606. Collection, development of report, audit, etc.
- 5-607. Operator cannot advertise that the operator will assume tax.
- 5-608. Delinquent taxes; offenses by operators and/or transients.
- 5-609. Operators to keep records.
- 5-610. Additional powers of recorder; remedies available to taxpayer.
- 5-611. Recorder to collect; disposition of proceeds.

Section 5-601. Definitions. As used in this chapter:

- (1) **“Consideration”** means the consideration charged, whether or not received, for the occupancy in a hotel valued in money, goods, labor or otherwise, including all receipts, cash, credits, property and services of any kind or nature without any deduction therefrom whatsoever;
- (2) **“Hotel”** means any structure or space, or any portion thereof, that is occupied or intended or designed for occupancy by transients for dwelling, lodging, or sleeping purposes, and includes privately, publicly, or government-owned hotels, inns, tourist camps, tourist courts, tourist cabins, motels, short-term rental units, primitive and recreational vehicle campsites and campgrounds, or any place in which rooms, lodgings, or accommodations are furnished to transients for consideration;
- (3) **“Occupancy”** means the use or possession, or the right to use or possession, of any room lodgings or accommodations in any hotel;
- (4) **“Operator”** means the person operating the hotel, whether as owner, lessee or otherwise;
- (5) **“Person”** means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, estate, trust, business trust, receiver, trustee, syndicate or any other group or combination acting as a unit;

- (6) ***“Tourism”*** means attracting nonresidents to visit a particular municipality and encouraging those nonresidents to spend money in the municipality, which includes travel related to both leisure and business activities;
- (7) ***“Tourism development”*** means the acquisition and construction of, and financing and retirement of debt for, facilities related to tourism; and
- (8) ***“Transient”*** means any person who exercises occupancy or is entitled to occupancy of any rooms, lodgings, or accommodations in a hotel for a period of less than thirty (30) continuous days.

Section 5-602. Rooms to be numbered. Each sleeping room and in every hotel in the town shall be numbered in a plain and conspicuous manner. The number of each room shall be placed on the outside of the door of such room, and no two (2) doors shall bear the same number.

Section 5-603. Tax levied. There is hereby levied, assessed and imposed, and shall be paid and collected, a privilege tax upon the privilege of occupancy in any hotel of each transient in an amount equal to **four (4) percent** of the consideration charged by the operator. Such tax is a privilege tax upon the transient occupying such room and is to be collected as provided herein.

Section 5-604. Collection. Such tax shall be added by each operator to each invoice prepared by the operator for the occupancy in his hotel to be given directly or transmitted to the transient and shall be collected by such operator from the transient and remitted to the town.

Section 5-605. Remission to town. The tax hereby levied shall be remitted by all operators who lease, rent or charge for occupancy within a hotel in the town to the town recorder of the town, such tax to be remitted to such officer no later than the twentieth (20th) day of each month for the preceding month. The operator is hereby required to collect the tax from the transient at the time of the presentation of the invoice for such occupancy whether prior to occupancy or after occupancy as may be the custom of the operator and if credit is granted by the operator to the transient then the obligation to the town entitled to such tax shall be that of the operator.

Section 5-606. Collection, development of report, audit, etc. The town recorder shall be responsible for the collection of such tax. A monthly tax return under oath shall be filed with the town recorder by the operator with such number of copies thereof as the town recorder may reasonably require for the collection of such tax. The report of the operator shall include such facts and information as may be deemed reasonable for the verification of the tax due. The form of such report shall be developed by the town recorder and approved by the Board of Mayor and Aldermen prior to use. The town recorder shall audit each operator in the town at least once per year and shall report on the audits made on a quarterly basis to the Board of Mayor and Aldermen.

Section 5-607. Operator cannot advertise that the operator will assume tax. No operator of a hotel shall advertise or state in any manner, whether directly or indirectly, that the

tax or any part thereof, will be assumed or absorbed by the operator or that it will not be added to the rent, or that if added, any part will be refunded.

Section 5-608. Delinquent taxes; offenses by operators and/or transients. Taxes collected by the operator which are not remitted to the town recorder on or before the due dates are delinquent. An operator shall be liable for interest on such delinquent taxes from the due date at the rate of twelve percent (12%) per annum, and in addition, for the penalty of one percent (1%) for each month or fraction thereof such taxes are delinquent. Such interest shall become a part of the tax. Each occurrence of willful refusal of an operator to collect or remit the tax or willful refusal of a transient to pay the tax imposed is declared to be unlawful and shall be punishable upon conviction by a fine not in excess of fifty dollars (\$50.00).

Section 5-609. Operators to keep records. It shall be the duty of every operator liable for the collection and payment to the town of the tax imposed by this article to keep and preserve for a period of three (3) years all records as may be necessary to determine the amount of such tax as he may have been liable for the collection of and payment to the town. Every person to whom a permit is issued under this chapter shall at all times keep a standard hotel register, in which shall be inscribed the names of all guests renting or occupying rooms and the number of the room which guest is to occupy, together with the time such room is rented, which records the town recorder shall have the right to inspect at all reasonable times.

Section 5-610. Additional powers of recorder; remedies available to tax payer. The town recorder or other authorized collector of the tax in administering and enforcing the provisions of this act shall have, as additional powers, those powers and duties with respect to collecting taxes as provided by law for the county clerks.

Upon any claim of illegal assessment and collection, the taxpayer shall have the remedy provided in Tennessee Code Annotated, title 67. The town recorder shall have all those powers and duties as provided in Tennessee Code Annotated § 67-1-707(b). Any tax paid under protest shall be paid to the town recorder. Any suit filed to recover taxes paid under protest may be brought by filing the same against the town recorder of the town.

Section 5-611. Recorder to collect; disposition of proceeds. The town recorder is hereby charged with the duty of collection of the tax herein levied and the proceeds received by the town from the tax shall be used exclusively for tourism and tourism development within the town as required by Tennessee Code Annotated § 67-4-1403.



June 14, 2022

Exhibit F

DONATION REQUEST FORM

Instructions: Please read our Policy and Procedure document before completing this Donation Request Form. The areas in red MUST be filled out completely for us to process your request.

About the Organization

Name of Organization Atoka Elementary School	Federal Tax ID # 62-6000870
Mailing Address 870 Rosemark Rd.	Phone 901-840-9525
City / State / ZIP Atoka, TN 38004	Email lrosp@tipton-county.com
Contact Person Lisa Rose, Principal	
Have you previously requested a donation from the Town ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when ? 2020-2021 School year If yes, was it approved ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization's mission statement The mission of Atoka Elementary School is to provide a challenging learning environment that prepares students for college and career readiness through academic, behavioral, and social achievement.	

About the Program

Is this request for a one-time event of an ongoing program ? <input type="checkbox"/> One time <input checked="" type="checkbox"/> Ongoing	If a one-time event, what is the event date ?
Description of event or program associated with the requested donation Atoka Elementary School will use funds donated for students, teachers, and staff to purchase supplies and equipment for our school. It will also be used for our RTI ² -B Program	

that rewards students for making positive choices. All students are taught how to be ready, be respectful, and be responsible in all locations of the building. They are rewarded for this through the RTI²-B program.

Requested donation amount \$1,000.00	Number of people served by event/program 945
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Processing

- Please allow a minimum of three weeks to process your donation request.
- Declined Requests: The requesting organization will receive notification via e-mail indicating the request has been declined and the reason for the decision.
- Approved Requests: The approved donation will be mailed to the organizations mailing address provided on the Donation Request Form.
- All donation decisions made by the Town are final and will be mailed according to the date of the event and/or date donation is needed.

Requirements for Approved Requests

Organizations receiving funding from the Town of Atoka shall comply with all requirements of Section 6-54-111 of the Tennessee Code Annotated and Title 4, Chapter 3, Section 1 of the Internal Controls and Compliance Manual for Tennessee Municipalities.

The organization will be required to submit an annual report of its business affairs and transactions and the proposed use of the municipal assistance.

Acknowledgement

Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Name of Organization: Atoka
Requestor's Name: Lisa Rose Signature: Lisa Rose
Date: 4 / 12 / 20 22



DONATION REQUEST FORM

Instructions: Please read our Policy and Procedure document before completing this Donation Request Form. The areas in red MUST be filled out completely for us to process your request.

About the Organization

Name of Organization <i>Casa of Tipton County Inc.</i>	Federal Tax ID # <i>26-4357659</i>
Mailing Address <i>200 West Washington Ave</i>	Phone <i>901 476 4114</i>
City / State / ZIP <i>Covington TN 38019</i>	Email <i>casa@tiptoncountytna201.com</i>
Contact Person <i>Nirja Smith</i>	
Have you previously requested a donation from the Town ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when ? <i>2021</i> If yes, was it approved ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization's mission statement <i>see attached</i>	

About the Program

Description of event or program associated with the requested donation <i>see attached</i>

About the Request

Requested donation amount <i>\$1,000.00</i>	Number of people served by event/program <i>60 - 250</i>
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Town of Atoka
334 Atoka Munford Ave.
Atoka, TN 38004

April, 2022

To Whom It May Concern,

RE: Donation Request 2022 Calendar Year

On behalf of the children and families in Tipton County, served by CASA of Tipton County, Court Appointed Special Advocates, we are requesting an ongoing donation of \$1000.00 for calendar year 2022.

Due to the COVID-19 Pandemic, CASA of Tipton County is still facing a very tough year. Although we have held only one event and one community fundraiser over the past year, our CASAs are still working with the children in our county. We maintain contact with our children and their families, the court, attorneys, The Department of Children's Services, teachers, and other service providers in many ways. While our court is now open, we are continuing some Facetime, Zoom, texts, and phone calls in place of visits during times of illness. We still attend meetings, court hearings, and child family team meetings. The donation funds you would provide remain essential to our work and we thank you for your consideration.

In a typical year, more than 800 children go through our Tipton County court system because their family is in crisis. The current system is ill equipped to assure a child's basic needs and rights are protected. This robs children of the life they deserve and has a profound impact on our society's future and prosperity in our local communities. If we help one child, we set a positive course for generations. The donation provided will allow CASA to train volunteers to advocate for abused and neglected children in court. Society has a fundamental obligation to ensure every child has a compassionate adult who will fight to assure that child's safe passage towards adulthood.

In 2009, Judge William Peeler asked CASA to come to Tipton County, and to quote Judge Peeler, "This is a special occasion for the juvenile court, this county, this community and a very special occasion for our children." Judge Peeler and I have a vision that every abused and neglected child who comes through his court will have a CASA assigned to them.

We currently have many needs requiring community service. We need an increased number of Casa Volunteers and skilled Board Members. The unseen and unheard children of the Covid pandemic who remainedunattended for years are now back in school, and the stories of the last two years require much help from our community. There are children waiting for a Casa Volunteer right now in our county.

We appreciate your attention to this matter. If you have questions, please do not hesitate to contact me.

Nina C Smith RN
Executive Director
CASA of Tipton County

MISSION STATEMENT

The Mission of the CASA of Tipton County Program is to provide qualified and trained volunteer representation for each abused or neglected child in the Juvenile Justice system of Tipton County while striving for a safe, nurturing and permanent home for that child as quickly as possible.

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND TITLE FIVE CHAPTER 4 OF THE ATOKA MUNICIPAL CODE RELATIVE TO PRIVILEGE TAX

WHEREAS, Tennessee Code Annotated § 67-4-701, et seq., known as “Business Tax Act” authorizes municipalities to enact privilege taxes, and

WHEREAS, Tennessee Code Annotated 67-4-723 authorizes municipalities to issue business licenses to taxpayers, and

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA THAT TITLE FIVE CHAPTER FOUR BE AMENDED AS FOLLOWS.

5-401 Tax Levied

5-402 Licensed Required

5-403 Minimal Activity License

5-404 Transient Vendors

5-401. Tax Levied Except as otherwise specifically provided in this code, there is hereby levied on all vocations, occupations, and businesses declared by the general laws of the state to be privileges taxable by municipalities, an annual privilege tax in the minimum amount allowed by state laws. The taxes provided for in the state’s “Business Tax Act” (Tennessee Code Annotated, § 67-4-701, et seq.) are hereby expressly enacted, ordained, and levied on the businesses, business activities, vocations, and occupations carried on within the town at the rates and in the manner prescribed by the said act. The recorder is hereby authorized to levy a collection fee as set by Tennessee Code Annotated upon each enumerated business which is subject to the business tax for said year. The collection fee is to be paid at time of payment of the tax levied herein. Fees collected under this section shall be paid into and become part of the general fund.

5-402 Licensed Required No person shall exercise any such privilege within the town without a currently effective privilege license, which shall be issued by the recorder to each applicant upon receipt of the prescribed application and payment of the appropriate privilege tax. Tennessee Code Annotated 67-4-723

5-403 Minimal Activity License Notwithstanding any provision to the contrary, any incorporated municipality that imposes the tax authorized by 67-4-705 shall issue a minimal activity license to any person that is exempt from taxation and licensing pursuant to 67-4-712 provided that such person has sales of more than three thousand dollars (\$3,000) but less than ten thousand dollars (\$10,000) per year within the jurisdiction, which shall be issued by the recorder to each applicant

upon receipt of the prescribed application and payment of the appropriate privilege tax. Tennessee Code Annotated 67-4-723

5-404 Transient Vendors Transient vendors shall pay a fee of fifty dollars (\$50.00) for each fourteen-day period in the municipality in which such vendors sell or offer to sell merchandise or which they are issued a license. Notwithstanding any law to the contrary, the fee shall be paid prior to the first day of engaging in business. Tennessee Code Annotated 67-4-709 and 67-4-710

SECTION 2. This Ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED at the First Reading by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June 2022.

ATTEST:

W. Daryl Walker, Mayor

Town Recorder

ORDINANCE NUMBER _____

Exhibit H

AN ORDINANCE TO AMEND TITLE 3 CHAPTER 2, MUNICIPAL COURT OF THE TOWN OF ATOKA MUNICIPAL CODE OF ORDINANCES.

WHEREAS, Tennessee Code Annotated allows municipalities to create codes to promote the health, safety, and welfare of its citizens; and

WHEREAS, Title 3 of the Town of Atoka Municipal Code of Ordinances regulates Municipal Court: and

WHEREAS, The Town of Atoka's Public Safety Committee held a work session and recommends amendments to Title 3;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, THAT TITLE 3 CHAPTER 2 OF THE MUNICIPAL CODE BE AMENDED WITH THE FOLLOWING LANGUAGE:

SECTION 1. Title 3 of the Atoka Municipal Code is amended to read as follows.

3-201. Maintenance of docket. The town judge, or ~~his~~ **their** designee, shall keep a complete docket of all matters coming before ~~him~~ **the municipal judge** in ~~his~~ **their** judicial capacity. The docket shall include for each defendant such information as his name; warrant and/or summons numbers; alleged offense; disposition; penalties and costs imposed and whether collected; and all other information which may be relevant.¹

3-202. Imposition of penalties and costs.

- (1) ~~Court costs. All penalties and costs shall be imposed and recorded by the town judge, or his designee, on the town court docket in open court. In all cases heard or determined by him, the municipal judge may tax an amount of eighty-seven dollars (\$87.00) for court costs.~~

Court Costs. In all cases heard and determined by him or her, the municipal judge shall impose court costs in the amount of \$121.00, in addition to any additional state or local administrative fees.

One dollar (\$1.00) of the court costs shall be forwarded by the court clerk to the state treasurer to be used by the administrative office of the courts for training and continuing education courses for municipal court judges and municipal court clerks.²

In addition, the court shall levy a local town litigation tax in the amount of thirteen dollars and seventy-five cents (\$13.75) in the same manner as the state litigation tax is levied.³

¹ added by Ord. #05-07-05, Aug. 2005

² TCA 16-18-304

³ Public Chapter 488 of the Public Act of 1981

Date of Effect. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

~~(2) (Repealed July 12, 2022) Electronic citation regulations and fees.~~

~~(a) As used in this section, "electronic citation" means a written citation or an electronic citation prepared by a law enforcement officer on paper or on an electronic data device with the intent the citation shall be filed, electronically or otherwise, with a court having jurisdiction over the alleged offense.~~

~~(b) Pursuant to and in accordance with state statutory requirements found in Tennessee Code Annotated, § 55-10-207(e), each court clerk shall charge and collect an electronic citation fee of five dollars (\$5.00) for each citation which results in a conviction.~~

~~(c) Pursuant to and in accordance with state statutory requirements found in Tennessee Code Annotated, § 55-10-207(e)(4), the collection of this electronic citation fee shall expire five (5) years from the date on which the ordinance is adopted.⁴~~

3-203. Disposition and report of penalties and costs. All funds coming into the hands of the town judge in the form of penalties, costs, and forfeitures shall be recorded by ~~the judge him~~, or ~~their his~~ designee, and paid over daily to the town. At the end of each month ~~the judge he~~, or ~~their his~~ designee, shall submit to the board of mayor and aldermen a report accounting for the collection of all penalties and costs imposed by ~~the his~~ court during the current month and to date for the current fiscal year.⁵

3-204. Disturbance of proceedings. It shall be unlawful for any person to create any disturbance of any trial before the town court by making loud or unusual noises, by using indecorous, profane, or blasphemous language, or by any distracting conduct whatsoever.⁶

SECTION 3. This Ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED at the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June, 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

⁴ added by Ord. #05-07-05, Aug. 2005, amended by Ord. #12-08-01, Aug. 2012, and Ord. #16-12-02, Dec. 2016

⁵ added by Ord. #05-07-05, Aug. 2005

⁶ added by Ord. #05-07-05, Aug. 2005)

June 14, 2022

Exhibit I

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND TITLE 11, MUNICIPAL OFFENSES OF THE TOWN OF ATOKA MUNICIPAL CODE OF ORDINANCES.

WHEREAS, Tennessee Code Annotated allows municipalities to create codes to promote the health, safety, and welfare of its citizens; and

WHEREAS, Title 11 of the Town of Atoka Municipal Code of Ordinances regulates Municipal Offenses: and

WHEREAS, The Town of Atoka's Public Safety Committee held a work session and recommends amendments to Title 11;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, THAT TITLE 11 CHAPTER 3 OF THE MUNICIPAL CODE BE AMENDED WITH THE FOLLOWING LANGUAGE:

SECTION 1. Title 11 of the Atoka Municipal Code is amended to read as follows.

CHAPTER 3 GAMBLING, FORTUNE TELLING, ETC.

11-301. Gambling prohibited.

~~11-302. Fortune telling, etc.~~

11-301. Gambling prohibited. See Tennessee Code Annotated, section 39-17-501 et seq.

~~11-302. Fortune telling, etc. It shall be unlawful for any person to hold forth to the public as a fortune teller, clairvoyant, hypnotist, spiritualist, palmist, phrenologist, or other mystic endowed with supernatural powers.~~

SECTION 3. This Ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED at the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June, 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

June 14, 2022

Exhibit J

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND TITLE 15, MOTOR VEHICLE, TRAFFIC AND PARKING OF THE TOWN OF ATOKA MUNICIPAL CODE OF ORDINANCES.

WHEREAS, Tennessee Code Annotated allows municipalities to create codes to promote the health, safety, and welfare of its citizens; and

WHEREAS, Title 15 of the Town of Atoka Municipal Code of Ordinances regulates Motor Vehicles, Traffic and Parking; and

WHEREAS, The Town of Atoka's Public Safety Committee held a work session and recommends amendments to Title 15;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, THAT TITLE 15 OF THE MUNICIPAL CODE BE AMENDED BY ADDING THE FOLLOWING SECTIONS AND LANGUAGE :

SECTION 1. Title 15 of the Atoka Municipal Code is amended to read as follows.

CHAPTER 1 MISCELLANEOUS SECTION

- 15-127. Duty to devote full time and attention to operating vehicle.
- 15-128. Following too closely
- 15-129. Striking parked vehicles or fixed objects.
- 15-130. Overtaking and passing school buses—Identification of buses.
- 15-131. Exclusive pedestrian / bicycle lanes
- 15-132 Use of Electronic Devices

15-120. Vehicles and operators to be licensed.

- (1) No person shall operate any motor vehicle on any street without having in his or her possession an operator's license or a chauffeur's license valid under the laws of this state.
- (2) It shall be unlawful for any person to operate a motor vehicle in violation of the "Tennessee Motor Vehicle Title and Registration Law" or the "Uniform Motor Vehicle Operators' and Chauffeurs' License Law."

15-127. Duty to devote full time and attention to operating vehicle.

- (1) It is unlawful for a driver of a vehicle to fail to devote full time and attention to operating such vehicle when such failure, under the existing circumstances, endangers life, limb, or property.

15-128. Following too closely.

- (1) The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard to the speed of such vehicle and the traffic upon and condition of the street.

15-129. Striking parked vehicles or fixed objects.

- (1) It is unlawful for the driver of any vehicle while operating such vehicle on a public street or alley to drive such vehicle into, against or upon, a parked vehicle or fixed object thereon.

15-130. Overtaking and passing school buses—Identification of buses.

- (1) The driver of a motor vehicle within the town limits upon meeting or overtaking from either direction any school bus which has stopped for the purpose of receiving or discharging any school children shall stop the motor vehicle before reaching such school bus, and such driver shall not proceed until such bus resumes motion or is signaled by the school bus driver to proceed, or the visual signals are no longer actuated.
- (2) All motor vehicles used in transporting school children to and from school in this town are required to be distinctly marked "School Bus" on the front and rear thereof in letters of not less than six inches in height, and so plainly written or printed and so arranged as to be legible to persons approaching such school bus, whether traveling in the same or opposite direction.
- (3). The driver of a vehicle upon a street or highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway or when upon a controlled-access highway and the school bus is stopped in a loading zone which is a part of or adjacent to such highway and where pedestrians are not permitted to cross the roadway.
- (4). For the purpose of this section, "separate roadways" means roadways divided by an intervening space which is not suitable to vehicular traffic.
- (5). Except as otherwise provided by the preceding subsections, the school bus driver is required to stop such school bus on the right-hand side of a street or highway, and such driver shall cause the bus to remain stationary and the visual stop signs on the bus to be actuated until all school children who should be discharged from the bus have been so discharged and until all children whose destination causes them to cross the street or highway at that place have negotiated such crossing.
- (6). Any person failing to comply with the requirements of this section, requiring motor vehicles to stop upon approaching school buses, or violating any of the provisions of this section, shall be deemed guilty of a misdemeanor, and upon conviction shall be subject to punishment as provided in Title 15, section 901.

Sec. 15-131. Exclusive pedestrian/ bicycle lanes.

- (1) As used in this section, "pedestrian/ bicycle lane" means any portion of the roadway set aside for the exclusive use of pedestrian/ bicycles.

- (2) It is an offense for a person to operate a motor vehicle within a pedestrian/ bicycle lane, except under the following situations:
 - (a) When parking, stopping, or leaving standing the motor vehicle as provided by law, upon the right side of the roadway or the roadway's shoulder or berm; provided, that a carrier of passengers for hire or other motor vehicle used to provide public transportation may only be parked, stopped, or left standing within a pedestrian / bicycle lane temporarily when loading or unloading passengers and when the area adjacent to the right-hand edge or curb of the roadway that is otherwise designated or primarily used to load or unload passengers is obstructed;
 - (b) When turning into an intersecting or adjoining highway, drive, road, or driveway; or
 - (c) When yielding the right-of-way to, or temporarily parking or stopping upon the approach of, an authorized emergency vehicle or police vehicle as provided by law.

15-132. Use of electronic devices

- (1) Definitions.
 - (a) Stand-alone electronic device means a portable device other than a wireless telecommunications device that stores audio or video data files to be retrieved on demand by a user;
 - (b) Utility services means electric, natural gas, water, waste-water, cable, telephone, or telecommunications services or the repair, location, relocation, improvement, or maintenance of utility poles, transmission structures, pipes, wires, fibers, cables, easements, rights-of-way, or associated infrastructure; and
 - (c) Wireless telecommunications device means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver, or substantially similar portable wireless device that is used to initiate or receive communication, information, or data. "Wireless telecommunications device" does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device, or in-vehicle security, navigation, autonomous technology, or remote diagnostics system.
- (2) A person, while operating a motor vehicle on any road or highway in this Town, shall not:
 - a. Physically hold or support, with any part of the person's body a:
 - 1. Wireless telecommunications device. This subdivision (2)(a.)(1) does not prohibit a person eighteen (18) years of age or older from:

- i. Using an earpiece, headphone device, or device worn on a wrist to conduct a voice-based communication; or
- ii. Using only one (1) button on a wireless telecommunications device to initiate or terminate a voice communication; or

2. Stand-alone electronic device;

- b. Write, send, or read any text-based communication, including, but not limited to, a text message, instant message, email, or internet data on a wireless telecommunications device or stand-alone electronic device. This subdivision (2) does not apply to any person eighteen (18) years of age or older who uses such devices:
 - 1. To automatically convert a voice-based communication to be sent as a message in a written form; or
 - 2. For navigation of the motor vehicle through use of a device's global positioning system;
 - c. Reach for a wireless telecommunications device or standalone electronic device in a manner that requires the driver to no longer be:
 - 1. In a seated driving position; or
 - 2. Properly restrained by a safety belt;
 - d. Watch a video or movie on a wireless telecommunications device or stand-alone electronic device other than viewing data related to the navigation of the motor vehicle; or
 - e. Record or broadcast video on a wireless telecommunications device or stand-alone electronic device. This subdivision (2) does not apply to electronic devices used for the sole purpose of continuously recording or broadcasting video within or outside of the motor vehicle.
- (3) Notwithstanding subdivisions (2) (a) and (b), and in addition to the exceptions described in those subdivisions, a function or feature of a wireless telecommunications device or stand-alone electronic device may be activated or deactivated in a manner requiring the physical use of the driver's hand while the driver is operating a motor vehicle if:
- a. The wireless telecommunications device or stand-alone electronic device is mounted on the vehicle's windshield, dashboard, or center console in a manner that does not hinder the driver's view of the road; and
 - b. The driver's hand is used to activate or deactivate a feature or function of the wireless telecommunications device or stand-alone electronic device with the motion of one (1) swipe or tap of the driver's finger, and does not activate camera, video, or gaming features or functions for viewing, recording, amusement, or other non-navigational functions, other than features or functions related to the transportation of persons or property for compensation or payment of a fee.

(4) Fines.

- a. Violation of this section shall be punishable by a fine of fifty dollars (\$50.00).
- b. Any person violating this section shall be subject to the imposition of court costs not to exceed ten dollars (\$10.00), including but not limited to, any statutory fees of officers. Pursuant to T.C.A. § 55-8-199(c), state and local litigation taxes are not applicable to a case prosecuted under this section.
- c. Each violation of this section constitutes a separate offense.

(5) This section does not apply to the following persons:

- a. Officers of this state or of any county, city, or town charged with the enforcement of the laws of this state, or federal law enforcement officers, when in the actual discharge of their official duties;
- b. Campus police officers and other special police officers, as defined by T.C.A. § 9-7-118, when in the actual discharge of their official duties;
- c. Emergency medical technicians, emergency medical technician paramedics, and firefighters, both volunteer and career, when in the actual discharge of their official duties;
- d. Emergency management agency officers of the state or of any county, city, or town, when in the actual discharge of their official duties;
- e. Persons using a wireless telecommunications device to communicate with law enforcement agencies, medical providers, fire departments, or other emergency service agencies while driving a motor vehicle, if the use is necessitated by a bona fide emergency, including a natural or human occurrence that threatens human health, life, or property;
- f. Employees or contractors of utility services providers acting within the scope of their employment; and
- g. Persons who are lawfully stopped or parked in their motor vehicles or who lawfully leave standing their motor vehicles.

(6) A traffic citation that is based solely upon a violation of this section is considered a moving traffic violation.

CHAPTER 4 TURNING MOVEMENTS

SECTION

15-406. Right-of-way when vehicle turning left at intersection

15-406. Right-of-way when vehicle turning left at intersection. The driver of a vehicle within an intersection intending to turn to the left shall yield the right-of-way to any vehicle approaching in the opposite direction which is within the intersection or so close thereto as to constitute an immediate hazard, but such driver, having so yielded and having given a signal when and as required by this chapter, may make such left turn and the drivers of all other vehicles approaching the intersection from the opposite direction shall yield the right-of-way to the vehicle making the left turn.

CHAPTER 9 GENERAL PENALTY

SECTION

15-901. Penalties in this ~~section~~ Code

15-901 Penalties in this ~~section~~ Code.

SECTION 3. This Ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED at the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of June, 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

RESOLUTION NO. _____

June 14, 2022

Exhibit K

A RESOLUTION APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE TOWN OF ATOKA, TENNESSEE, AND LOCAL GOVERNMENT CORPORATION FOR MUNICIPAL SOFTWARE.

WHEREAS, the Town of Atoka uses various software modules provided to the Town by Local Government Corporation for the purposes of operating the financial systems and billing functions of the Town; and

WHEREAS, the Board of Mayor and Aldermen approve contracts for services between the Town and vendors; and

WHEREAS, under the proposal, Local Government Corporation will provide the desired software services for the Town, as more fully described in the proposed agreement attached to this resolution and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. The Board of Mayor and Aldermen of the Town of Atoka, Tennessee hereby approves and accepts the agreement by and between the Town of Atoka, Tennessee, and Local Government Corporation in substantively the same form and content as the agreement has been proposed.

SECTION 2. The Mayor is authorized and directed to execute and the Town Recorder is hereby authorized and directed to attest and fix the seal of the Town of Atoka, Tennessee on the agreement in substantively the same form and content as the agreement has been proposed.

SECTION 3. The Town Recorder is hereby directed to file in her office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

SECTION 4. This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 14th day of June, 2022.

Mayor

ATTEST:

Town Recorder



LOCAL GOVERNMENT CORPORATION

MEMORANDUM

RECEIVED

MAY 31 2022

TOWN OF ATOKA, TN

To: All LGC Customers
From: Bruce D. Collier, President
Date: June 1, 2022
Subject: Annual Support Invoice for 2022-2023

Please find enclosed an invoice for your annual support services from Local Government Corporation. If you requested any changes to services based on the Trial Invoice we sent earlier, they should be reflected on the enclosed Support Invoice. Please review the invoice carefully and if you find any discrepancies, please notify our Finance Office in writing and they will send you a corrected invoice. Since this invoice represents the services you expect us to provide, please only pay from a final, official invoice from our office. Please read the Terms and Conditions section for more information.

As always, it is our pleasure to serve you. I always tell everyone I have the best staff in the world and the best customers too. Since you are such a diverse group, I won't go into details about the new things we have planned for you this year. Please be sure to check our website, and also the communications from our Marketing Department, about new products, features, and services that can be of use to you.

Thank you and God Bless.

INVOICE TERMS AND CONDITIONS

PAYMENT OF THIS INVOICE ACKNOWLEDGES THE ACCEPTANCE AND CONSENT OF THE TERMS AND CONDITIONS SET FORTH HEREIN. Payments for the services provided in this invoice are due within sixty (60) days of the due date on this invoice. Local Government Corporation may terminate service for the Client's failure to make timely payments due pursuant to this invoice upon thirty (30) days prior written notice. Upon any expiration or termination of services, the Client shall cease any and all use of any Software. All notices required or permitted to be given to Local Government Corporation shall be sufficient if sent by certified mail, return receipt requested, to as the party to receive the notice has designated by notice to the other party.

Attention: Finance Manager
Local Government Corporation
714 Armstrong Lane
Columbia, TN 38401

The services are provided "AS IS" and there are no warranties, expressed, or implied, including but not limited to any implied warranties of merchantability or fitness for a particular purpose. Local Government Corporation's liability for any errors or omissions on its part shall be limited to actual damages incurred but under no circumstances, other than for criminal or fraudulent acts by Local Government Corporation or any of its employees, shall exceed the charge for such service during the calendar year. LOCAL GOVERNMENT CORPORATION SHALL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR OTHER SIMILAR DAMAGES (INCLUDING LOST PROFITS) EVEN IF LOCAL GOVERNMENT CORPORATION HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Client agrees that Local Government Corporation has no obligations to third parties, including Client's employees and any third-party agencies. No written waiver shall constitute, or be construed as, a waiver of any other obligation or condition of this Agreement. The failure by any party to exercise any right provided for herein shall not be deemed a waiver of any right hereunder.

RECEIVED

MAY 31 2022

TOWN OF ATOKA, TN

Local Government Corporation Hardware Maintenance Agreement

THIS AGREEMENT: made and entered into this 1st day of July 2022, by and between Local Government Corporation, a not-for-profit corporation duly organized and existing under the laws of the State of Tennessee, with its principal place of business located in Columbia, Tennessee, (hereinafter referred to as "LGC"), and the customer as stated in the acceptance section, a body politic and corporate existing under the laws of the State of TN.

TERM/CANCELLATION

- (A). This agreement is effective as of the above date and it shall remain in effect for an initial term through the fiscal year ending June 30. After the initial term this agreement shall continue in effect until termination, discontinuance, or cancellation of all service pursuant to the provisions herein.
- (B). Upon thirty days prior written notice, either party may terminate this agreement in its entirety or for any part thereof.
- (C). LGC may elect to cancel this agreement if the Customer, upon thirty days prior written notice, has failed to make payments due hereunder.

PRODUCT/SERVICE

- (A). LGC shall provide preventive maintenance and remedial service to keep the product in, or restore the product to, good working order. This service shall be performed during the hours of 8:00 AM to 5:00 PM five days per week, Monday through Friday, excluding holidays. LGC shall determine the frequency and duration of preventative maintenance service based on the specific needs of the item.
- (B). The Customer is responsible for the proper use, care and cleaning of the product in accordance with the vendor's instructions. When the need arises for remedial service, the Customer shall notify LGC and allow LGC full and free access to the equipment.
- (C). Service will include inspection, adjustment, and replacement of parts as deemed necessary by LGC. Parts, which will be either new or reconditioned to perform as new, will be furnished on an exchange basis and the exchanged part will be identical or equivalent in specification as viable to LGC. The replacement of parts, such as internal components of printers, is limited to failure of parts; but LGC shall not replace parts due to occurrence such as misuse, abuse, or mishandling of equipment.
- (D). LGC shall not be obligated to provide service at any location other than the original installation site. If the Customer wishes to relocate products, it shall give timely prior notice to LGC and relocation and resumption of service shall be subject to agreement between LGC and the Customer.
- (E). Loan equipment or other means of back-up will be available to make certain critical work is not delayed.

CHARGES/PAYMENTS

- (A). The Customer is liable for charges starting on the effective date. All initial agreement charges will be prorated to the end of the fiscal year (June 30).
- (B). The base annual service charges do not include: (1) accessories and consumable supplies, (2) repair or replacement parts due to any cause external to products, neglect, improper use or misuse, damage by other attachments, fire, water, theft, vandalism, acts of God, (3)

repainting or refinishing, (4) moving equipment or installing cables, (5) any service required by unauthorized alteration of product.

(C). Annual charges are subject to change annually with thirty days prior written notice. If LGC notifies the Customer of an increase in charges and the Customer does not discontinue service in writing, service shall continue at new rate.

(D). LGC will issue invoices stating charges and the Customer shall make payment within sixty days from the date of the invoice. Any charges that remain unpaid after sixty days will result in termination of support services until the outstanding balance is paid in full.

LIMITATIONS OF LIABILITY

(A). It is the responsibility of the Customer to insure that all of its files are adequately duplicated and documented. LGC will not be responsible for the Customer's failure to do so, nor for the cost of reconstructing data stored on disks, tapes, memories, etc. lost during the course of performing service.

(B). LGC is not responsible for removal of unwanted software from the customer equipment. This includes but is not limited to viruses, spyware, malware, scare ware, trojans, key loggers, and other malicious software.

(C). LGC is not responsible for failure to fulfill its obligations hereunder due to labor disputes, shortages of parts or materials, or any other causes beyond its reasonable control.

(D). LGC shall have the right to sub-contract its obligations under this agreement.

(E). This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written.

PRODUCT

All hardware to be covered under this agreement shall be listed on the attached form. It is the Customer's responsibility to notify LGC anytime hardware is removed from service resulting in the need to discontinue coverage. LGC will prorate the annual fee for any removed items, and will issue a credit for the remainder of the fiscal year. No credit will be issued for the time period prior to LGC's notification. LGC will be responsible for maintaining accurate records of the Customer's equipment based on information provided by the Customer.

ACCEPTED BY:

Local Government Corporation

Signed: _____

Bruce D. Collier, President

Date: _____

5.11.2022

Agency or Office: _____

Signed: _____

Title: _____

Date: _____

**Local Government Corporation**

714 Armstrong Lane
Columbia, Tennessee 38401
931-381-1155

RECEIVED**MAY 31 2022****TOWN OF ATOKA, TN**

Town of Atoka
334 Atoka Munford Ave
Atoka, TN 38004

Invoice	133512
Date	06/01/2022
Due Date	07/01/2022
Page	1

Purchase Order No.	Customer	Customer Number	Payment Term	Sales Order No.	Invoice Type
	Town of Atoka	2051	Net 30 days		Annual
Item No.	Description	Unit Price	Ext. Price		
1	Online Payments - Utility Billing Standard 07/01/2022 - 06/30/2023	\$1,250.00	\$1,250.00		
2	Nextgen-Misc. Receipting 07/01/2022 - 06/30/2023	\$3,625.00	\$3,625.00		
3	Nextgen-Purchasing 07/01/2022 - 06/30/2023	\$2,750.00	\$2,750.00		
4	Nextgen Document Management Forms Manager 07/01/2022 - 06/30/2023	\$1,250.00	\$1,250.00		
5	Nextgen-Payroll 07/01/2022 - 06/30/2023	\$6,375.00	\$6,375.00		
6	Nextgen-Utility Billing 07/01/2022 - 06/30/2023	\$7,375.00	\$7,375.00		
7	Nextgen-City Property Tax 07/01/2022 - 06/30/2023	\$5,750.00	\$5,750.00		
8	Nextgen-General Ledger 07/01/2022 - 06/30/2023	\$4,000.00	\$4,000.00		
9	Online Payments - Property Tax Standard 07/01/2022 - 06/30/2023	\$1,250.00	\$1,250.00		
10	Nextgen Document Management 07/01/2022 - 06/30/2023	\$2,750.00	\$2,750.00		
			Software Support Total		\$36,375.00
11	Epson Epson Validating Receipt Printer U675 (USB) S/N EZWF011215 07/01/2022 - 06/30/2023	\$205.00	\$205.00		
12	Epson Epson Validating Receipt Printer U675 (USB) S/N EZWF011217 07/01/2022 - 06/30/2023	\$205.00	\$205.00		
13	Epson Epson Validating Receipt Printer U675 (USB) S/N EZWF011157 07/01/2022 - 06/30/2023	\$205.00	\$205.00		
			Hardware Support Total		\$615.00
			Subtotal		\$36,990.00
			Tax		\$0.00
			Total		\$36,990.00

THANK YOU FOR YOUR BUSINESS!

June 14, 2022

Exhibit L

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ACCEPTING THE STREET IN THE TRINITY PLACE SUBDIVISION IN THE TOWN OF ATOKA AS A ROAD FOR PUBLIC MAINTENANCE.

WHEREAS, Munford Development. has constructed a street in right-of-way dedicated and recorded to the Town of Atoka; and

WHEREAS, Article 6 of the Atoka Municipal Subdivision Regulations require that the Board of Mayor and Aldermen take action in the form of a resolution to accept infrastructure constructed by a developer and dedicated to the Town for public use; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. The Board of Mayor and Aldermen of the Town of Atoka, Tennessee approves and accepts the currently constructed Trinity Cove in the Trinity Place Subdivision for public maintenance and releases Munford Development for all future responsibility related to said roadway.

SECTION 2. This Resolution takes effect immediately upon its passage and approval as outlined in Section 1, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 14th day of June 2022.

Mayor

ATTEST:

Town Recorder

H- 1193- Trinity Place Subdivision Filed for Record October 24 2018

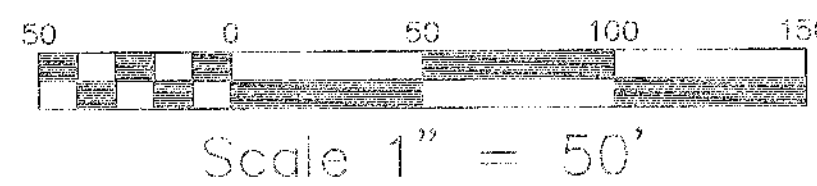
GENERAL NOTES AND CONDITIONS:

1. NO PRIVATE ACCESS (DRIVEWAYS) ALLOWED ONTO ROSEMARK ROAD
2. THERE IS A 15' UTILITY EASEMENT ALONG THE FRONT OF ALL LOTS IN THIS SUBDIVISION UNLESS OTHERWISE NOTED.
3. THERE IS A 5' UTILITY EASEMENT ALONG THE SIDE AND REAR OF ALL LOTS IN THIS SUBDIVISION UNLESS OTHERWISE NOTED.
4. CURBS, SIDEWALKS AND UNDERGROUND ELECTRIC REQUIRED FOR LOTS 1-11.

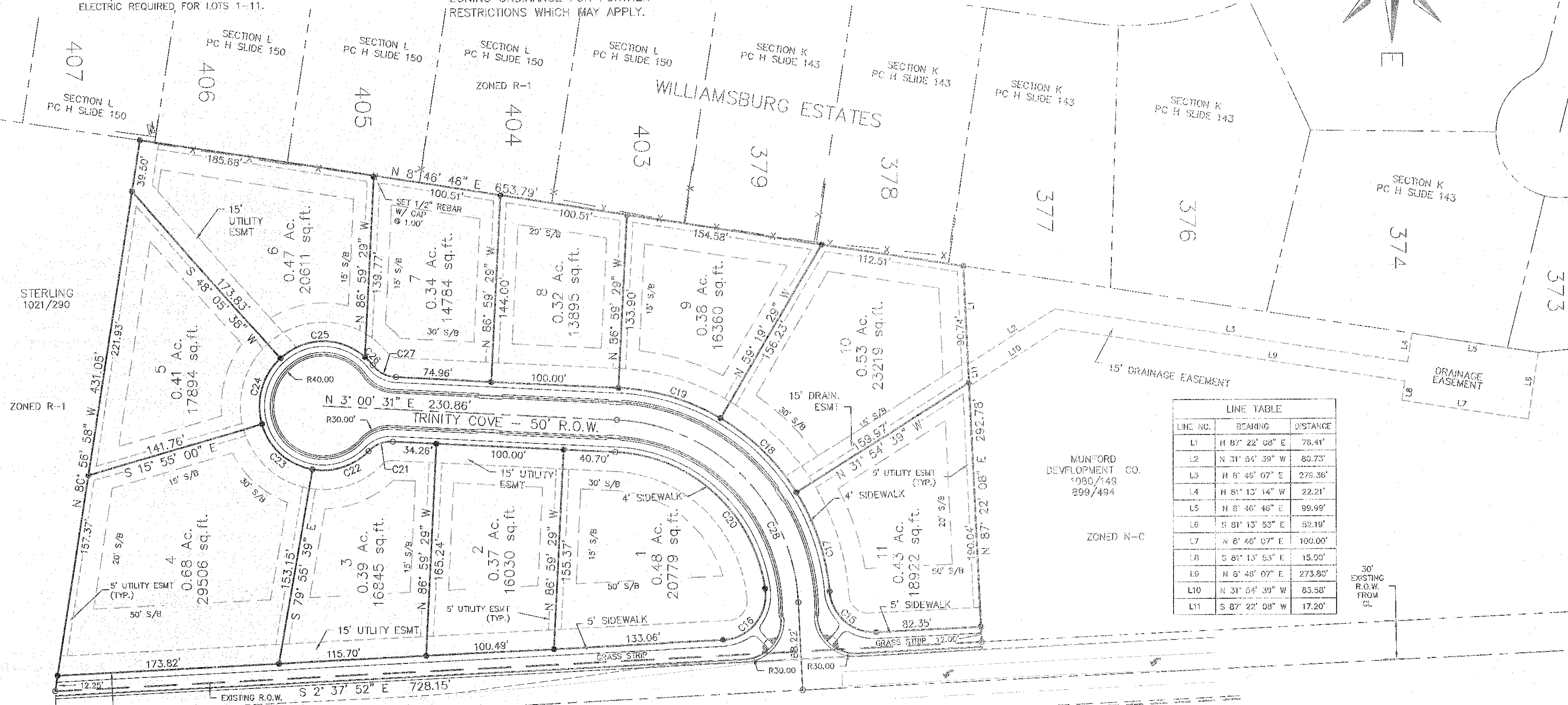
ZONED: R-1

MIN. LOT SIZE = 10,000 sq. ft.
MIN. LOT WIDTH = 100 ft.
MIN. FRONT SETBACK = 30 ft.
MIN. SIDE SETBACK = 15 ft.
MIN. REAR SETBACK = 20 ft.
MAX. HEIGHT = 35 ft.

CONSULT THE ATOKA MUNICIPAL ZONING ORDINANCE FOR FURTHER RESTRICTIONS WHICH MAY APPLY.



Scale 1" = 50'



LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N 87° 22' 08" E	78.41'
L2	N 31° 54' 38" W	80.73'
L3	N 8° 45' 07" E	276.36'
L4	N 81° 13' 14" W	22.21'
L5	N 8° 45' 46" E	99.99'
L6	S 81° 13' 53" E	52.19'
L7	N 8° 45' 07" E	100.00'
L8	S 81° 13' 53" E	15.00'
L9	N 8° 45' 07" E	273.60'
L10	N 31° 54' 38" W	83.50'
L11	S 87° 22' 08" W	17.20'

CURVE TABLE					
CURVE NO.	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD BEARING
C15	35.00'	53.51'	87° 36' 13"	33.57'	S 41° 10' 14" W
C16	35.00'	58.40'	95° 35' 56"	38.60'	S 50° 25' 50" E
C17	175.00'	82.11'	26° 53' 00"	41.83'	S 71° 31' 51" W
C18	175.00'	83.73'	27° 24' 50"	42.68'	S 44° 22' 56" W
C19	175.00'	84.50'	27° 40' 00"	43.09'	S 16° 50' 31" W
C20	125.00'	171.83'	78° 45' 41"	102.61'	N 42° 23' 21" E
C21	25.00'	21.03'	48° 11' 23"	11.18'	N 21° 05' 11" W
C22	50.00'	49.22'	55° 15' 13"	26.17'	N 17° 33' 16" W
C23	50.00'	55.86'	64° 00' 39"	31.25'	N 42° 04' 40" E
C24	50.00'	55.86'	64° 00' 39"	31.25'	S 73° 54' 41" E
C25	50.00'	72.46'	83° 01' 55"	44.26'	S 0° 23' 24" E
C26	50.00'	8.79'	10° 04' 20"	4.41'	S 46° 09' 44" W
C27	25.00'	21.03'	48° 11' 23"	11.18'	S 27° 09' 12" W
C28	150.00'	220.85'	84° 21' 37"	135.92'	S 45° 11' 19" W

CERTIFICATE OF APPROVAL OF WATER, SEWER AND DRAINAGE SYSTEMS PLANS

I, Daniel Lovett, do hereby certify that I have reviewed the water, sewer and drainage systems plans for this subdivision and certify that they meet the requirements of the Municipal Subdivision Regulations and Technical Specifications of the City of Atoka and are hereby approved.

Date 10-18-18

Public Works Supervisor

CERTIFICATE OF RECEIPT OF APPROVED WATER SYSTEM PLANS

I, Daniel Lovett, do hereby certify that a set of construction plans regarding the water supply and/or sanitary sewers for this subdivision bearing the seal of the Tennessee Department of Environment and Conservation which indicates said plans meet the Department's requirements, have been received.

Date 10-18-18

Public Works Supervisor

CERTIFICATE OF APPROVAL OF STREETS AND UTILITIES

I hereby certify: (1) that the streets, utilities and drainage facilities have been installed in an acceptable manner and according to the City's specifications, or (2) that a surety instrument in the amount of \$24,125 has been provided to the Planning Commission which would assure completion of all required improvements for this subdivision, in case of default.

Date 10-18-18

Public Works Supervisor

OWNER & DEVELOPER:

MUNFORD DEVELOPMENT CO.
DEED BOOK 1080 PAGE 145
TAX MAP 128 PARCEL 16.04

5.68+/- ACRES SUBDIVISION

11 LOTS SUBDIVIDED

FOR:
MUNFORD DEVELOPMENT CO.
PO BOX 373
ATOKA, IN 38004
PH NO 837-3145

OWNER'S CERTIFICATE

I, Munford Development Co., the undersigned owner of the property shown hereon, hereby adopt this as my plan of subdivision and dedicate the streets, easements, right-of-ways, rights of access as shown and all utilities to the City of Atoka forever, and hereby certify that I am the owner in fee simple, duly authorized so to act, and that said property is unencumbered by any taxes that have become due and payable.

Donald R. Cole, Jr. President
Owner

STATE OF TENNESSEE
COUNTY OF TIPTON

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared

Donald R. Cole, Jr.

with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who, upon oath, acknowledge himself to be President of Munford Development Company and that he as such President of Munford Development and that he as such President, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of Munford Development Company.

WITNESS my hand and affix my seal this 18th day of October, 2018

James Allen
Notary Public

My Commission expires 10-18-21

My Commission expires

PLANNING COMMISSIONS CERTIFICATE OF APPROVAL OF THE FINAL PLAT

I, James Allen, do hereby certify that the Atoka Municipal/Regional Planning Commission has approved this Final Plat of subdivision for recording.

Date 10-18-18

John Smith
Secretary, Atoka Municipal/Regional Planning Commission

CERTIFICATE OF ADEQUACY OF STORM DRAINAGE

I, DONALD R. COLE, do hereby certify that I am a registered Professional Civil Engineer, and that I have designed all storm water drainage for this subdivision in accordance with the Atoka Municipal Subdivision Regulations to assure that in my professional opinion neither said subdivision or the adjoining properties will be damaged.

In witness where of, I, DONALD R. COLE, the said Professional Civil Engineer, hereunto set out my hand and affix my seal this 18 day of October, 2018.

Donald R. Cole
Professional Civil Engineer

State of Tennessee
Certificate No. 20031

CERTIFICATE OF SURVEY

I, DONALD R. COLE, do hereby certify that I am a registered Land Surveyor, and that I have surveyed the lands, embraced within the plat or map designated as the TRINITY PLACE Subdivision, a subdivision lying within the City of Atoka, Tennessee; said plat or map is a true and correct plat or map of the lands embraced therein, showing the subdivision thereof in accordance with the Municipal Subdivision Regulations of Atoka, Tennessee; I further certify that the survey of the lands embraced within said plat or map have been correctly monumented in accordance with the Municipal Subdivision Regulations of Atoka, Tennessee.

In witness where of, I, DONALD R. COLE, the said Registered Land Surveyor, hereunto set out my hand and affix my seal this 18 day of October, 2018.

Donald R. Cole
Registered Land Surveyor

State of Tennessee
Certificate No. 1563

CERTIFICATE OF APPROVAL FOR STREET NAME(S)

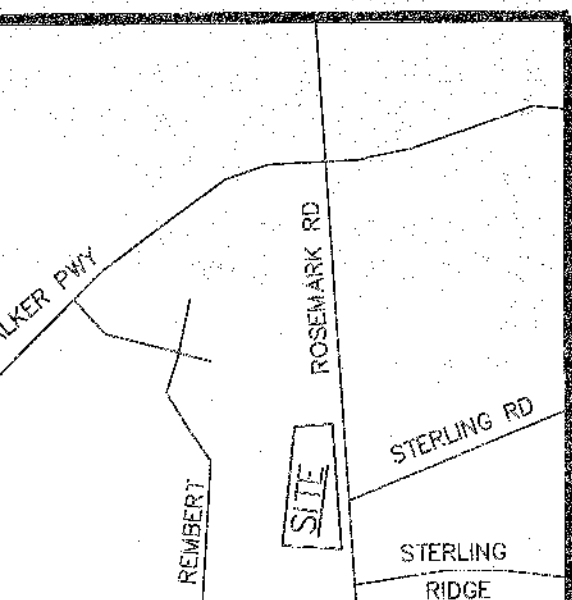
I, Rose Dawson, do hereby certify that I have reviewed the proposed subdivision and certify that the name of the subdivision and/or name(s) of the street(s) within this proposed subdivision do not conflict with other subdivision and street names for emergency services purposes.

Date 10-24, 2018

Rose Dawson
Director of 911 Addressing

I HEREBY CERTIFY THAT THIS IS A CATEGORY I SURVEY AND THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY IS GREATER THAN 1:10000 AS SHOWN HEREON.		NORTH AS INDICATED ON THIS PLAT IS RELATIVE TO RECORD BEARING BEING THE SOUTH PROPERTY LINE OF 1080/149	
SUBJECT PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA AND IS NOT SUBJECT TO FLOODING AS PER FLOOD LINES ESTABLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY WITH A FLOOD INSURANCE RATE MAP NO. 47187C02206 DATED DECEMBER 19, 2006		DRAWING FILE: 2922TOP0.DWG	
7TH CIVIL DISTRICT OF TIPTON COUNTY, TENNESSEE		ADDRESS: ROSEMARK ROAD ATOKA, TN	
SCALE: 1" = 50'		JOB NO. 2392	
DATE: 09/06/2018		SHEET 1 OF 2 SHEETS	

- MONUMENT LEGEND
- SET 1/2" REBAR W/ PLASTIC CAP MARKED "D. COLE & ASSOC." (UNLESS OTHERWISE NOTED)
 - ANGLE POINT (NO MONUMENT SET)



VICINITY MAP

Exhibit M

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE TOWN OF ATOKA, TENNESSEE AND HARRIS SHELTON HANOVER WALSH, PLLC FOR TOWN ATTORNEY SERVICES.

WHEREAS, the Town of Atoka, Tennessee desires to retain professional legal services for the Town for a period beginning on July 1, 2022 and ending December 31, 2022; and

WHEREAS, the firm of Harris Shelton Hanover Walsh, PLLC has the capacity to provide the desired services to the Town and has submitted a proposal that is determined to be in the best interests of the Town in providing the services; and

WHEREAS, under the proposal, Harris Shelton Hanover Walsh, PLLC will provide the required professional services, with Attorney Amber Shaw serving in the role of Town Attorney, and charge the appropriate fees for said services, as more fully described in the proposed agreement attached to this resolution and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. The Board of Mayor and Aldermen of the Town of Atoka, Tennessee hereby approves and accepts the agreement by and between the Town of Atoka, Tennessee and Harris Shelton Hanover Walsh, PLLC in substantively the same form and content as the agreement has been proposed.

SECTION 2. The Mayor is authorized and directed to execute and the Town Recorder is hereby authorized and directed to attest and fix the seal of the Town of Atoka, Tennessee on the agreement in substantively the same form and content as the agreement has been proposed.

SECTION 3. The Town Recorder is hereby directed to file in her office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

SECTION 4. This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 14th day of June 2022.

Mayor

ATTEST:

Town Recorder

RETAINER AGREEMENT

The Town of Atoka, the undersigned clients, do hereby retain and employ the attorneys of the **HARRIS SHELTON HANOVER WALSH, PLLC**, as my attorneys to represent me for general matters, with Amber Shaw serving in the role of town attorney.

I hereby agree to pay a monthly retainer of \$1,000.00 specifically to Harris Shelton for Amber Shaw, which will be a flat rate to address phone calls under fifteen (15) minutes in duration with the Mayor and/or Town Administrator, attendance and mileage at one meeting per month of the Board of Mayor and Aldermen, copies (outside of litigation related matters), and accrued mileage/drive time within Tipton County. The Town will also be billed by its attorney, Amber Shaw, or any other partner at the firm at a rate of \$350.00 per hour and by any associate attorney utilized by Ms. Shaw at a range of \$175.00 - \$200.00 per hour. It is understood that while other attorneys or paralegals may, at times, attend meetings with Ms. Shaw, the Town will only be billed for one attorney's time at any given meeting/appearance if Ms. Shaw requests the appearance of an additional person. If the Town requests more than one attorney or person to attend, the Town is responsible for the payment of each attendee. Ms. Shaw, or any attorney or paralegal described herein, shall be entitled to bill for his/her time and mileage for travel from their offices to a location outside of Tipton County.

At the request of the Mayor or Board of Mayor and Alderman, Ms. Shaw or any associate attorney will attend additional meetings of the Board, or Board work sessions, at a reduced rate of \$300.00 per hour for Ms. Shaw or any other partner at the firm, and \$150.00 per hour for any associate attorney utilized by Ms. Shaw.

Depending on the specific litigation at issue, and the volume of litigation or needs ongoing to the Town at various times, the \$350 rate of Amber Shaw may be discounted to \$300 per hour, in her discretion. Any paralegal time on my case will be billed at \$100.00 per hour. The Town expressly agrees that all fees charges under this agreement are reasonable under the circumstances.

Amber Shaw and/or partners/associates of Harris Shelton, as part of this contract, shall provide Town Attorney service to the Town of Atoka, providing the traditional scope of attorney services, advising the Town on all matters of a legal nature, providing legal advice, counsel, services, consultation and opinions to the Mayor, Board of Mayor and Aldermen, other Boards and commissions, and all levels of town administration. The services shall include, but are not limited to, litigation services, including appearances before courts and administrative agencies, transactional services, including real property negotiation and transactions, attending meetings other than the one meeting covered above, including additional board meetings, board work sessions, and other consultations, in person or telephonically. In addition, Ms. Shaw and/or partner/associates agree to provide services related to filing liens and/or lien releases on behalf of the Town at a flat fee rate. This rate is to be determined in consultation with the Town Administrator, to provide consistent fees that are to be reimbursed by the individual property owners. Ms Shaw and/or partners/associates has the authority to incur costs (such as recording/filing fees) necessary to perform these services and shall be promptly reimbursed for any payment of recording/filing fees.

If Harris Shelton attorneys are required to obtain admission to courts or incur other costs associated with the appearance before courts of record and/or administrative courts, the Town

agrees to reimburse that cost upon provision of appropriate documentation, along with general out of pocket expenses such as mileage, copies, postage, filing fees, and court costs.

The Town shall, upon provision of appropriate documentation, reimburse Harris Shelton up to one thousand five hundred dollars (\$1,500) for costs incurred in attending professional development and training for Tennessee municipal attorneys. Such professional development and training shall be pre-approved by the Town.

The Town of Atoka, as the client, agrees to pay **HARRIS SHELTON HANOVER WALSH, PLLC**, Ms. Shaw, her associate attorneys, or paralegals at the rates agreed upon above at an hourly rate. The Town understands that it may have a matter arise requiring litigation not covered by the Town's insurance carrier, and in that event, Ms. Shaw will notify the Town if her firm will be able to represent the Town regarding the specific litigation, depending upon the additional scope of work required. The terms of such agreement may be different than the terms in the separate contract.

The Town represents that this contract is undertaken in good faith with a sincere belief in the position of the client. The Town realizes that its attorneys are relying upon it and its officers, agents and employees to be candid and truthful in all information that it relays to the attorneys. The Town hereby agrees to cooperate with said attorneys, as requested. It is understood that any failure to comply with the obligations undertaken by the Town herein shall entitle my attorneys, at their option, to withdraw from further representation of the Town.

HARRIS SHELTON HANOVER WALSH, PLLC, in its sole discretion in accordance with the Tennessee Rules of Professional Conduct, may advance or guarantee expenses if such arise, including court costs, and the costs of obtaining and presenting evidence, provided the Town remains ultimately liable for such expenses. These expenses, generally mileage as described herein, copies for litigation related matters, postage, court costs and filing fees, will be initially advanced by Harris Shelton and found itemized on the Town of Atoka monthly statement.

The Town will be billed every month for work performed in the preceding month, for work performed outside of the scope of work covered by the monthly retainer. The billing is performed in six-minute increments.

This agreement will extend through December 31, 2022 and may be renewed at that time. The agreement may be terminated at any time by the Town of Atoka with 30-day advance notice. In the event of early termination by the Town of Atoka, Amber Shaw and Harris Shelton will be paid for services rendered through the date of termination. This agreement may be terminated by Amber Shaw and/or Harris Shelton at any time with 30-day advance notice. Any early termination by the attorneys must be in a manner consistent with the Rules of Professional Conduct. Termination of this agreement during the pendency of any court proceedings may be subject to approval from the Court, and Harris Shelton will be paid for any services rendered through the date of the court approved withdrawal. This provision of the contract shall survive early termination by either party.

It is the intent of the parties that Amber Shaw and Harris Shelton shall serve as an independent contractor, and the Town of Atoka shall not be obligated to pay sick leave, vacation or any other benefit of employments, nor to pay social security or other tax that may arise due to

payments under this agreement. Liability insurance shall be maintained by Harris Shelton, related to legal services provided, during the course of this agreement and any subsequent extensions.

The Town recognizes that, in the event this relationship extends past December 31, 2022, it may be necessary that the hourly rates or other terms stated hereinabove be reevaluated. Any subsequent contracts shall be brought before the Board of Mayor and Alderman for review and approval, regardless of whether there are modifications requested by either party.

This contract is agreed upon by and between the parties, as set forth by their signatures below, this ____ of June, 2022.

Harris Shelton Hanover Walsh, PLLC

BY: _____

Amber Shaw

Town of Atoka

BY: _____

Daryl Walker, Mayor



June 14, 2022
Exhibit N

TOWN OF ATOKA
334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300
www.TownofAtoka.com

TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Planner	Planning and Inspection	Town Administrator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> On Call	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	June 6, 2022

POSITION SUMMARY

This employee is directly responsible for overseeing the activities of the Planning and Inspection Department, including supervising employees, processing and review of property development submittals for consideration by the Planning Commission. Performs a variety of administrative/technical review and design functions to ensure development meets Town regulations. Additionally, provides technical reviews of subdivision plans, interprets property development and building codes for the public and developers/contractors, recommends and implements long range planning goals as established by the town. Serves as the liaison to staff, citizens, and the development community on municipal planning, zoning, and building codes issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Plans, organizes, and directs overall activities of the Planning and Inspection Department. Handles employee concerns, problems, and assigns work. Makes recommendations concerning the hiring, counseling, promotion, discipline and/or termination of employees within the department.
- Conducts and performs thorough technical review of various development applications and submissions, including subdivision plats, site plans, and blueprints for completeness, accuracy, and applicability; identifies errors and inadequacies in plans; reviews and reports on zoning matters.
- Supervises, direct, and evaluates staff on matters within the department.
- Oversees interpretation and enforcement of applicable building codes, zoning ordinances, subdivision regulations and municipal codes.
- Reviews land development plan submittals and drawings for compliance with planning requirements and approvals.

- Assists in the preparation of short and long-range planning, transportation projects, annexation studies, land development regulations and ordinance preparation. Confirms same are consistent with the comprehensive plans for the Town.
- Provides information and reports orally and in writing to Town employees and departments, property owners, developers, and the general public. Responds to routine requests for information from town officials, town staff, the public and other individuals.
- Writes and presents staff reports and recommendations for Planning Commission, Board of Zoning Appeals, and Board of Mayor and Aldermen consideration. Responsible for managing, filing, and archiving reports and all supporting documentation.
- Receives, prepares, and analyzes various documentation, such as, reports, draft ordinances/resolutions, building site plans, correspondence, timesheets, invoices, etc.
- Prepares requests for performance bonds, letters of credit, or other forms of surety for development projects within the Town, to include monitoring progress reports and maintaining contact with financial institutions, attorneys and developers.
- Serves as the liaison and provides verbal and written commentary at monthly Board of Mayor and Aldermen, Planning Commission, and Board of Zoning Appeals meetings.
- Prepares and administers annual budget and capital improvement budget when applicable.
- Efficient and effective operation of computers and various software programs, including Microsoft Office. Maintains current and relevant knowledge of information technology.
- Maintains relevant working knowledge of planning trends and advances in the profession, maintains professional affiliations; attends conferences and workshops as appropriate.
- Maintains satisfactory public relations through courteous, professional behavior and prompt attention to concerns via telephone, emails, or other communication means as necessary.
- Recommends to the Board of Mayor and Aldermen acceptance or non-acceptance of the work.
- Receives various documentation project plans/documents/studies, site plans/plats, architectural drawings, reviews, recommends, and/or approves; responds/forwards as appropriate.
- Responds to citizen/customer complaints and requests, to include providing information, researching problems, implementing solutions, etc.
- Prepares computer-based graphic materials and maps, conducts research and surveys to obtain data and formulate recommendations.
- Works with other Town departments related to planning, zoning, and infrastructure matters.
- Performs other duties as directed by the Town Administrator.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of planning and land use principles and practices as applied to planning, development and design. Able to develop and implement long-term goals for the department.
- Knowledge of the methods of interpreting land development submittals, drawings and plans.
- Comprehensive knowledge of the principles, practices, methods, techniques, tools and equipment used in planning administration.

- Knowledge of principles, practices, and procedures of administrative planning management, supervision and record keeping.
- Knowledge of the elementary principles and practices of civil engineering as it applies to development and building codes.
- Knowledge of laws and regulations regarding employee health, safety, and employment practices.
- Ability to perform planning managerial work of considerable difficulty in planning, organizing, and developing.
- Ability to interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Ability to read and interpret plans, maps, including tax maps.
- Ability to effectively assign, train, supervise, develop, and evaluate staff and their work.
- Ability to use independent judgement and discretion in supervising subordinates including determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.
- Ability to supervise and participate in the proper maintenance of technical and other planning official documents and records. Has the mathematical ability to handle required calculations using percentages and decimals.
- Ability to effectively use a computer and the appropriate software programs, including but not limited to: Microsoft Office suite of programs - Word, Excel, Outlook and Power Point, as well as GIS
- Ability to read and comprehend county assessor maps and property profiles.
- Ability to handle stressful situations in a non-confrontational, problem-solving manner.
- Ability to administer appropriate purchasing policies and procedures.
- Ability to implement innovative methods to provide more efficient and effective operations.
- Ability to keep routine operational and personnel records and make reports.
- Ability to express and communicate ideas and information clearly, concisely, and effectively in writing and orally.
- Ability to work independently or in a group.
- Ability to establish and maintain an effective relationship with the public and other employees.
- Must maintain confidentiality in all areas of employee, department, and town relations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree in Planning, Community Development, or related field required with experience in the technical and administrative areas of local government planning and building regulations; including experience in a supervisory capacity.
- At least three (3) years' demonstrable experience in Planning, Community Development or related field, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the position.
- Demonstrable and thorough knowledge of the policies, procedures and activities of City Planning and Code Enforcement practices as they pertain to the performance of duties relating to the position.

- Certification by the American Institute of Certified Planners (AICP) preferred.
- High school diploma or GED
- Must possess a valid Tennessee driver's License.
- Must pass a criminal background check and drug test

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The employee will operate a motor vehicle, cell phone, computer, iPad or other tablet, fax machine, copier, and other modern office equipment.
- The employee will have proficiency of computer software, such as, Microsoft Word, Excel, and Outlook, and various technical equipment.
- The employee will operate and comprehend measuring equipment and devices, including GIS data.
- The employee will convey or exchange administrative, financial, legal, engineering and construction related information.
- The employee typically works indoors in an office setting.

While performing the duties of this position, the employee is regularly required to see, speak, and hear. The employee frequently is required to handle or feel objects, including but not limited to, computers, measuring equipment with electrical controls. The employee is regularly required to stand, walk, sit for long periods, and reach with hands and arms. The employee must have the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus in all conditions. Work is mostly performed indoors in a low-noise climate-controlled office environment with a fast-paced schedule that requires interaction with the general public, elected officials and other department heads. This employee may occasionally perform field and/or site visits, which may include inclement weather conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The

requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

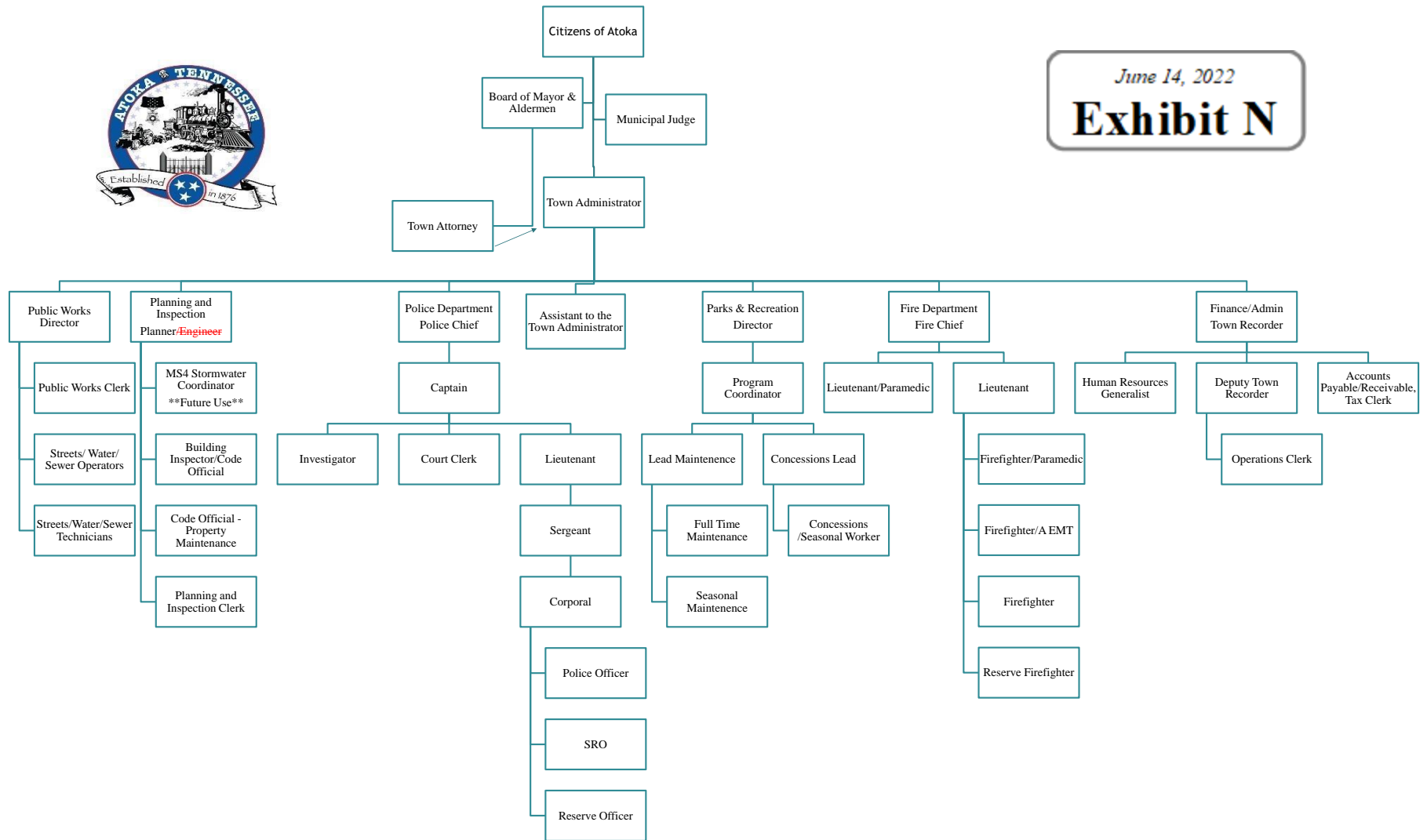
Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Organization Chart



June 14, 2022
Exhibit N



May-22						
Incidents	Current Month	Previous Month	Current Month Last Year	Year to Date	Dollar Loss	Dollar Saved
Structure Fires-Atoka	3	8	0	19		
Structure Fires-County Area	4	3	2	32		
Total	7	11	2	51	\$0	\$0
Fires Other-Atoka	20	12	1	63		
Fires Other-County Area	3	1	1	13		
Total	23	13	2	76		
HazMat Calls-Atoka	1	3	0	14		
HazMat Calls-County Area	0	0	0	0		
Total	1	3	0	14		
MVA-Atoka	12	12	2	52		
MVA-County Area	5	4	0	13		
Total	17	16	2	65		
EMS Calls-Atoka	74	72	53	378		
EMS Calls-County Area	6	10	8	48		
Total	80	82	61	426		
Other Calls (Service, Good Intent)-Atoka	9	7	5	38		
Other Calls (Service, Good Intent)-County Area	0	0	2	1		
Smoke Alarm Checks	65	59	41	319		
Smoke Alarm Installs	1	0	6	3		
Total	9	7	7	39		
Mutual Aid Given	14	7	4	53		
Mutual Aid Received	3	12	0	40		
Total Calls-Atoka	119	114	61	564	\$0	\$0
Total Calls-County Area	18	18	13	107	\$0	\$0
Totals for the Month	137	132	74	671	\$0	\$0
Vehicle Fleet Status	DAYS OUT OF SERVICE		COMMENTS			
ENGINE 11 Smeal	0					
ENGINE 12 Wilson	Permanently		Bad pump/transmission			
ENGINE 13 Pierce	1		5/31/22 Radiator Blown, Damage from Wrecker- OOS until further notice			
BRUSH TRUCK 13 Ford	0					
Reserve Firefighter Hours	Training	Work	Total Hours	YTD Hours		
	6	205	211	813		
Comments						
Station 1 Closed on 5/3/22 for 24 Hours, no Manpower; 5/2/22 from 0700-1700 for no manpower.						

Atoka Parks and Recreation

June Monthly Report- Calendar Year 2021-2022

Program/League Information					Special Event Information				
Description	Participants This Year	Participants Last Year	Program Cost	Fees Collected	Description	This Year	Last Year	Event Cost	Fee/Donations Collected
Summer-Y-Space Camp	16	N/A NEW	\$580.81	\$1,088.71	Rock the Block-August	est. 2,000	300 + cars	\$27,670.21	\$950.00
Summer-Y-Challenger-Soccer Camp	22	20	\$0.00	\$0.00	Autumn in Atoka	est. 500+	75+	\$1,467.60	\$2,520.00
Summer-Y-Lego 1 Camp		16			Safe Night Out	900 bags	1,000 bags	\$4,786.84	\$5,324.50
Summer-Y-Lego 2 Camp	17	N/A-NEW	\$652.40	\$1,680.00	Veteran's Ceremony-November	est. 50	est. 50	\$39.40	\$0.00
Summer-Y-Summer-Adventure Camp	19	16	\$1,053.55	\$1,472.00	Tree Lighting-December	400+	200+	\$4,068.22	\$0.00
Summer-Y-Art Camp		16			Santa's Ride-Meet/Greet-December	100+	N/A (COVID)		\$0.00
Summer-Y-Blast Ball/Tball	173	161	TBA	TBA	Christmas Decorating-December	9	14		\$0.00
Fall-Y-Soccer Camp	39	N/A- NEW	\$1,638.56	\$2,020.50	Easter-Bunny Brunch-April	74	31	TBA	\$945.00
Fall-Y-AYSO-Soccer	279	150	\$16,453.78	\$22,175.00	Food Truck Festival-May	46	34	TBA	TBA
Spring-Y-AYSO-Soccer	297	255	TBA	\$23,760.00	BBQ Fest- April	59 teams	64 teams	TBA	TBA
Fall-Y-REC-Softball	325	280	\$21,199.20	\$30,610.00	Cops & Bobbers-May	158	163	TBA	TBA
Spring-Y-FASA-Softball	368	355	TBA	\$28,915.00	Movies in The Park #1-TBA				
Fall-A-Kickball	3	4	\$416.00	\$684.00	Movies in the Park #2-TBA				
Spring-A-Kickball	N/A	N/A	\$0.00	\$0.00					
Winter-Y-Little Sports	8	25	\$203.50	\$285.00					
Summer-Y-Little Sports	25	N/A NEW	\$618.48	\$1,245.00					
Summer-A-Softball	13	9	TBA	TBA					
Fall-Y-Art Class	20	19	\$1,108.79	\$1,470.00					
Spring-Y-Art Class	32	26	TBA	\$1,823.00					
Adult-Art/Craft Class	15	N/A	\$555.65	\$465.00					
Concession Sales					Current Activities: Blast Ball/ Tball, Softball Allstars, Adult Softball, Summer Camps, Teen Nights, Tiny Tykes, and Summer Little Sports.				
Description	Current This Year	Current Year	Last	Current FYTD					
Nancy Lane Park	\$13,972.70	\$15,282.77		\$48,858.55	Current Registrations: You can still register for Teen Nights, Tiny Tykes, and Summer Little Sports. Fall Soccer and Softball registrations are also open.				
Walker Park	\$1,853.12	\$1,010.00		\$13,139.87					
Rentals					Upcoming Events: Farmer's Market (TBA), Rock the Block on August 6th.				
Description	Current This Year	Current Year	Last	Current FYTD					
Splash Pad-Regular	\$40.00	N/A		\$1,440.00					
Splash Pad-Private	\$0.00	N/A		\$1,700.00					
Softball Fields	\$50.00	N/A		\$1,035.00					
Other Facilities	\$100.00	N/A		\$555.00					
Citizen Service/Park Maintenance									
Description	Current This Year	Current Year	Last	Current FYTD	Last FYTD				
Q-Alert Service Request-Closed	2	2		13	9				



Atoka Police Department

68 Atoka - McLaughlin Drive



	Additional Crimes & Statistics		
Town of Atoka	Year to Year Comparison		
5/29/2022	2021	2022	+/-/=
Fraud	6	3	-3
ID Theft	2	0	-2
Credit Card	2	0	-2
Swindle / Scheme	2	3	1
Counterfeit / Forgery	1	1	0
Weapons	1	0	-1
MV Crash	107	98	-9
Injury	21	18	-3
Hit and Run	3	11	8
Property damage	104	69	-35
Drugs / Narcotics	2	14	12
Felony	0	7	7
Misdemeanor	2	7	5
Driving under Influence	0	0	0
Additional Totals	117	116	-1
Misc Reports	141	120	-21
Bus and Res Alarms	89	87	-2
Calls for Service	3,300	3,778	478



Atoka Police Department

68 Atoka - McLaughlin Drive



TN Incident Based Reporting System - Part 1 Crimes			
Town of Atoka	365 Days		
5/29/2022	2021	2022	+/-/=
Assault-Agg(All)	4	5	1
Assault-Agg	2	1	-1
Assault-Agg DV	1	4	3
Child Abuse Agg	1	0	-1
Auto Thft	4	2	-2
Bur-Non-res	2	0	-2
Bur-Residential	2	1	-1
Bur-Bus	0	0	0
Homicide	0	0	0
Murder	0	0	0
Negligent Manslaughter	0	0	0
Justifiable Homicide	0	0	0
Larceny(All)	20	10	-10
Shoplift Fel	0	1	1
Shoplift Misd	0	3	3
Th Build	1	0	-1
Th Fr M/V	3	1	-2
Th Veh Parts	2	0	-2
Th Other Trailer	1	0	-1
Other Th/Non-Specific	13	5	-8
Rape	0	0	0
Robbery-Bus	0	0	0
Robbery-Per	0	0	0
Robbery-In	0	0	0
Carjacking	0	0	0
Part 1 Totals	32	18	-14

Atoka Public Works

Monthly Report - Calendar Year 2022

CUSTOMER ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW ACCOUNTS OPENED	13	18	13	30	20								94
EXISTING ACCOUNTS CLOSED	5	6	3	11	7								32
NET CHANGE - CUSTOMER ACCOUNTS	8	12	10	19	13	0	0	0	0	0	0	0	62

SEWER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
TANK PUMPING - VENDOR	31	30	45	33	40								179
TOTAL SEWER SERVICE ISSUES	31	30	45	33	40	0	0	0	0	0	0	0	179

SOLID WASTE SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW CUSTOMERS (delivered can)	15	19	16	20	31								101
MISSSED COLLECTIONS	52	40	105	54	46								297
DAMAGED / REPLACED CANS	9	8	8	9	11								45
OTHER / TRASH	9	43	24	13	10								99
TOTAL SOLID WASTE SERVICE ISSUES	85	110	153	96	98	0	0	0	0	0	0	0	542

WATER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SET - PRIMARY SERVICE	2	1	4	2	3								12
METER SET - AUXILIARY SERVICE	1	0	0	1	2								4
METER MAINTENANCE	1	3	3	2	0								9
METERS REPLACED/ Antenna Added	1	2	10	1	50								64
ADJUSTMENTS	0	1	3	0	2								6
LATE PAYMENTS	633	662	646	569	633								3163
NON-PAYMENT DISCONNECTION	61	111	96	62	72								402
TOTAL WATER SERVICE ISSUES	719	780	762	637	762	0	0	0	0	0	0	0	3660

WORK ORDERS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WATER	163	209	197	151	202								922
SEWER	87	74	63	71	73								368
DITCHES, OTHER ISSUES	40	259	130	64	135								628
UTILITY LOCATES	71	132	134	139	153								629
TOTAL WORK ORDERS	361	674	524	425	563	0	0	0	0	0	0	0	2547

WASTE PRO QUARTERLY COLLECTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WASTE COLLECTED													0

BILLING INFORMATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
ACH ACCOUNTS	432	440	460	463	473								2268
E-BILL ACCOUNTS	1161	1175	1179	1180	1185								5880
SOLID WASTE CUSTOMERS	2931	2935	2942	2948	2957								14713
RECYCLING CUSTOMERS	2317	2324	2325	2331	2344								11641

COMMENTS