



Board of Mayor and Aldermen

Meeting Agenda

Town Hall
334 Atoka-Munford Avenue
Tuesday, March 21, 2023
7:00 p.m.

Invocation & Pledge of Allegiance

I. Call to Order & Roll Call

II. Minutes

- a. Regular Board Meeting – February 21, 2023 Exhibit A
- b. Special Called Meeting – March 14, 2023 Exhibit B

III. Reports

- a. Financial Report ♦ Exhibit C
 - 1. Sales Tax Report
- b. Reports from Committees – Public Works, Public Safety, Finance and Administration

IV. Old Business –

- a. Ordinance – Final Consideration - Purchasing Limits Exhibit D
- b. Resolution – Purchasing Policy Exhibit E
- c. Resolution – TCRS 457(b) Deferred Compensation and Trust Exhibit F

V. New Business

- a. Presentation – Fiscal Year 2022 Audit Report
- b. Bid Award – Residential Property Maintenance Agreement Exhibit G
- c. Bid Award – Grace Ave Culvert Replacement Project Exhibit H
- d. Bid Award – Fire Hydrant Cleaning and Painting Project Exhibit I
- e. Bid Award – Roadway Improvement Project Exhibit J
- f. Ordinances & Resolutions
- 1. Ordinance – First Consideration - Title 3 Municipal Court Exhibit K
- g. Miscellaneous Items
- 1. None

VI. Departmental Reports

- a. Code Enforcement Inspector Daugherty
- b. Fire Department Chief McMillian
- 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



Office of the Town Administrator

MEMORANDUM

To: Honorable Mayor Barry Akin and Board of Aldermen
From: Marc Woerner, Town Administrator
Re: Agenda items for March 21, 2023

1. **Exhibit A – Board Meeting Minutes** – The minutes from the Board's regular monthly meeting in February are included for review and approval.
2. **Exhibit B – Special Called Meeting Minutes** – The minutes from the Board's special called meeting on March 14, 2023, are included for review and approval.
3. **Exhibit C – Financial Reports** – The monthly report detailing fiscal year financial performance through the month of February is included in the packet for your review.
4. **Exhibit D – Ordinance – Final Consideration - Purchasing Limits** – The proposed Ordinance would increase the limits for purchases not considered for competitive bidding. The Town of Atoka is subject to the Municipal Purchasing Law of 1983 and the State legislature recently revised the dollar limit over which competitive bidding is required, not exceeding twenty-five thousand dollars (\$25,000) - TCA §6-56-302. Supply chain issues, inflation, and general price increases in materials, parts, and supply acquisition created a desire to revisit current policies. A draft resolution and policy accompany the draft Ordinance for the Board's consideration. Staff recommends approval.
5. **Exhibit E – Resolution – Purchasing Policy** - The resolution would adopt the revised policy in accordance with the ordinance change. The resolution and policy accompany the board packet for the Board's consideration. Staff recommends approval.
6. **Exhibit F – Resolution – Tennessee Consolidated Retirement System 457(b) plan** – *There is no new information regarding this item and staff recommends postponing any consideration to a future meeting.*
7. **Presentation –Annual Audit Report** – Jeff Hunter with Whitehorn, Tankersley & Davis, PLLC will review the annual audit for the fiscal year ending June 30, 2022. Following the presentation, the Board will formally accept the audit report.

- 8. Exhibit G – Bid Award – Planning and Inspection – 2023 Residential Grass Cutting –** In February, the Town released a call for bids to provide property maintenance services in support of our annual code enforcement efforts. The Town received bids from: Grigg’s Custom Lawn, LLC, MJM Contracting, PLLC, and one (1) unknown bidder. The Town accepted two (2) of the three (3) bids and rejected the unsealed bid. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab in your packet. After evaluating the bids, staff recommends accepting the bid from Grigg’s Custom Lawn, LLC.
- 9. Exhibit H – Bid Award – Grace Ave Culvert Replacement Project –** In March, the Town released a call for bids to replace the Grace Ave culvert. The Town received bids from Bluff City Construction, Dozertrax USA. Inc., and Marbury Construction. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab in your packet. After evaluating the bids, staff recommends accepting the bid from Dozertrax USA.
- 10. Exhibit I – Bid Award – Fire Hydrant Cleaning a Painting Project -** The Town opened bids on March 10, 2023, for the Fire Hydrant Cleaning & Painting. Bid specifications were provided to all area vendors and the Town received three (2) bids by the bid closing date. The Town received bids from Mid-South Construction Services, and Rogers Hydrant. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab below. After evaluating the bids, staff recommends accepting the bid from Rodgers Hydrant.
- 11. Exhibit J – Bid Award – Roadway Improvement Project -** The Town opened bids on March 17, 2023, for the Roadway Improvement Project. Bid specifications were provided to all area vendors and the Town received two (2) bids by the bid closing date. Town received bids from Lehman-Roberts, and Rogers Climer Paving. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab below.
- 12. Exhibit K - Ordinance – First Consideration – Title 3 Municipal Court –** The proposed ordinance would provide the town and municipal court summons and subpoena authority. These changes are in compliance with State Law. The Public Safety Committee have discussed the ordinance. Staff recommends approval.

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



March 21, 2023

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
February 21 2023, 7:00 p.m.**

The Invocation was led by Pastor Weems of Atoka First Baptist Church. All present joined in the pledge to the flag.

The meeting was called to order by Mayor Akin at 7:05 p.m.

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

Present: Mayor Barry Akin, Aldermen Brett Giannini, John Harber, Cody Pace, Chris Schaeffer and Alderwoman Christy Renfrow.

Also present: Town Recorder Debbie Pickard, Town Administrator Marc Woerner, Town Attorney Amber Shaw, Police Chief Anthony Rudolph, Fire Chief Justin McMillian, Park Director Dorothy Isbell, Public Works Director Harvey Ellis, and attached list.

Absent: Alderman Danny Feldmayer

Minutes Approval: Regular Monthly Board Meeting January 10, 2023 – Exhibit A – Alderman Giannini made a motion to accept the minutes as presented. Alderwoman Renfrow seconded the motion. All in favor. Motion carried.

Reports from Committees – Finance and Administration and Public Works – These Committees did not meet last month.

Public Safety – Committee Chair Giannini read the report as presented. The report included consideration to amend the current ordinance regarding summonses and subpoenas, security guard training for establishments that serve alcohol for on-site consumption, and to consider approval for a MOU for law enforcement mutual aid.

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

Old Business:

- 1. Ordinance – 23-02-01 – Final Consideration – Planning Commission Training – Exhibit C** – The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderman Pace made a motion to approve the ordinance on final consideration. Alderman Harber seconded the motion. Roll call. Schaeffer-yes, Renfrow-yes, Giannini-yes, Harber-yes, Pace-yes and Feldmayer-absent. Motion carried.
- 2. Ordinance – 23-02-02 – Final Consideration – Planning Commission Terms – Exhibit D** – The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderman Harber made a motion to approve the ordinance on final consideration. Alderman Pace seconded the motion. Roll call. Pace-yes, Harber-yes, Giannini-yes, Renfrow-yes, Schaeffer-yes and Feldmayer-absent. Motion carried.

New Business:

Ordinances and Resolutions:

Presentation – Exhibit E – Proclamation – Josephine Smith Hicks Day – Mayor Akin read aloud the proclamation celebrating Mrs. Hicks 100th birthday on February 22, 2023. Mrs. Hicks has been a lifelong resident of Atoka.

Presentation – Oath of Office - Fire Department – Mayor Akin administered the Atoka Fire Oath of Office to Lieutenant Andrew Stroud, Firefighter/EMT-B Cade Carpenter and Firefighter/Paramedic Todd Highfill.

1. **Ordinance – First Consideration – Purchasing Limits – Exhibit F** - The Board had no objection to reading the ordinance by title only. The Recorder read the ordinance by title only. Alderwoman Renfrow made a motion to approve the ordinance as presented. Alderman Giannini seconded the motion. Roll call. Giannini -yes, Renfrow-yes, Schaeffer -yes, Pace-yes, Harber-yes and Feldmayer-absent. Motion carried.
2. **Resolution 23-02-01 – Single Shared Sales Tax & Single Article Cap – Exhibit G** – Alderman Harber made a motion to approve as presented. Alderman Pace seconded the motion. All approved. Motion carried.
3. **Resolution 23-02-02 – Employee Compensation Submission – Exhibit H-** Alderman Pace made a motion to approve as presented. Alderwoman Renfrow seconded the motion. All approved. Motion carried.
4. **Resolution 23-02-03 – Police Collaborative Grant Memorandum of Understanding – Exhibit I** – Alderman Harber made a motion to approve as presented. Alderman Pace seconded the motion. All approved. Motion carried.
5. **Resolution 23-02-04 – Police Department Memorandum of Understanding Brighton – Exhibit J-** Alderwoman Renfrow made a motion to approve as presented. Alderman Schaeffer seconded the motion. All approved. Motion carried.
6. **Resolution 23-02-05 – Police Department Memorandum of Understanding – Munford – Exhibit K-** Alderwoman Renfrow made a motion to approve as presented. Alderman Giannini seconded the motion. All approved. Motion carried.
7. **Resolution 23-02-06 – Fire Department Memorandum of Understanding Fire Fighter Training – Exhibit L-** Alderman Giannini made a motion to approve as presented. Alderman Harber seconded the motion. All approved. Motion carried.
8. **Resolution 23-02-07 – TCRS 401(k) Defined Contribution Plan– Exhibit M** – Alderman Giannini made a motion to approve as presented. Alderwoman Renfrow seconded the motion. All approved. Motion carried.
9. **Resolution – TCRS 457(b) Deferred Compensation and Trust – Exhibit N** – Alderman Schaeffer made a motion to postpone consideration of the resolution until the March meeting. Alderwoman Renfrow seconded the motion. All approved. Motion carried.

Miscellaneous Items

1. **FY 2024 Budget Process Memorandum – Exhibit O** – Administrator Woerner reviewed the memorandum as presented relating the priorities to be considered for town operations in the FY2024.
2. **Acceptance of the resignation of Planning Commissioner Mike Smith** – Alderman Harber made a motion to accept the resignation. Alderman Schaeffer seconded the motion. All in favor. Motion carried.
3. **Mayoral Appointment to the Planning Commission** – Mayor Akin appointed Matt Peters to the Planning Commission to replace Mike Smith.
4. **Rescheduling of the March Board Meeting to March 21, 2023** – Administrator Woerner requested that the regularly scheduled Board meeting for March 14th be rescheduled to March 21st due to Mayor Akin, Alderman Schaeffer and Administrator Woerner plan to attend the TML Legislative Conference in Nashville the 13th and 14th of March. Alderwomen Renfrow made a motion to reschedule the meeting. Alderman Giannini seconded the motion. All in favor. Motion carried.

Departmental Reports:

1. **Code Enforcement:** Code Official Daugherty reviewed the report as presented. Mr. Daugherty advised that he has passed the residential mechanical inspectors test, three months ahead of schedule.
2. **Fire Department:** Chief McMillian reviewed the report as presented. Chief McMillian advised the Board of the following: The side by side is being outfitted to get ready for BBQ Fest and has been name Wylie Coyote. The brush truck will not be available from the dealership until summertime. Bids for the fire hydrant cleaning and painting project are due March 10, 2023 at 3:00 pm. Chief McMillian read aloud a letter from Mrs.

Stroud thanking the fire department for their quick action which saved her husband's life while suffering from a heart attack.

3. **Parks Department:** Director Isbell reviewed the report as presented. Director Isbell advised the Board that the registration for the spring programs are now open. The Food Truck Festival and Bunny Brunch is set for March 11th at Nancy Lane Park.
4. **Police Department:** Chief Rudolph reviewed the report as presented.
5. **Public Works Department:** Director Ellis reviewed the report as presented. Director Ellis advised the Board of the following: The town engineer has confirmed that TDOT does not have any concerns regarding the proposed mini roundabout. The Rosemark Road Sidewalk Project has started and weather permitting should, be done next week. The Grace Ave Culvert Replacement Bid is out and due by March 03, 2023. The 2023 Roadway Improvement Project Bid is out and due March 17, 2023. Director Ellis thanked the fire department staff for CPR training at public works.

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

1. Mayor Akin advised that he and Director Ellis attended a Zoom meeting with a company that provides water leak adjustment insurance.
2. Alderman Giannini thanked Commissioner Mike Smith for his service on the planning commission and welcomed Matt Peters aboard.
3. Administrator Woerner advised the Board of the following: Woerner is working with MTAS to provide a capital improvement plan going forward. Woerner thanked the committee chairs Alderman Giannini and Alderwoman Renfrow for their time and written report. Woerner proposed that the committees set standing committee meetings on the first Tuesday of each month.
4. Recorder Debbie Pickard advised the Board that the HR Generalist position has been filled by April Coursey with a start date of March 13th.

Citizen Concerns: None

Adjournment:

Alderwoman Renfrow motioned to adjourn. Alderman Harber seconded the motion. The meeting adjourned at 8:43pm.

Barry Akin, Mayor

Deborah Pickard, Recorder



March 21, 2023
Exhibit B

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
Special Called Meeting
March 14, 2023, 6:59 p.m.**

The meeting was called to order by Mayor Akin at 6:59 p.m.

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

Present: Mayor Barry Akin, Aldermen Danny Feldmayer, John Harber, Cody Pace, Brett Giannini, Chris Schaeffer and Alderwoman Christy Renfrow.

Also present: Town Recorder Debbie Pickard, Town Administrator Marc Woerner, Police Chief Anthony Rudolph, Fire Chief Justin McMillian and the attached list.

Absent: None

Old Business: None

New Business:

The Public Works Committee met at 6:30 pm prior to the Special Called Meeting, March 03/14/23. After discussion the Public Works Committee recommended that the Board of Mayor and Aldermen interview Amanda Faurbo for the Interim Public Works Director position. The Public Works Committee adjourned at 6:59 pm.

Mayor Akin called the special called meeting to order at 6:59. Mayor Akin made a motion to appoint Amanda Faurbo as the interim Public Works Director. Alderwoman Renfrow seconded to appoint Amanda Faurbo as the interim Public Works Director.

Roll Call: Schaeffer-yes, Harber-no, Renfrow-yes, Giannini-no, Feldmayer-no, Pace-no. Motion failed.

Alderman Feldmayer motioned to adjourn the meeting. Alderman Giannini seconded the motion. The meeting ended at 8:02 pm.

Barry L. Akin, Mayor

Deborah Pickard, Recorder

SUMMARY OF FINANCIAL CONDITION VS. BUDGET

For the Eight Months Ending February 28, 2023

<u>General Fund</u>		8 month	% of Budget	
Revenues:		Actual	Budget	Total Budget
Property Tax		2,427,516	97.9%	2,480,054
Sales Tax		2,485,642	70.8%	3,509,742
Grants		44,127	58.6%	75,327
Other Revenues		711,894	57.8%	1,231,481
Total		5,669,179		7,296,604
Expenditures:				
Legislature & Judicial		43,458	63.7%	68,200
Finance & Administration		374,311	54.7%	684,025
Police		1,442,765	58.8%	2,452,685
Fire		1,351,932	71.0%	1,904,603
Planning & Inspection		195,015	47.8%	407,575
Streets		309,991	35.1%	884,108
Parks & Recreation		428,514	50.8%	843,110
Total		4,145,986		7,244,306
Excess Revenue Over Expenditures		1,523,193		52,298
Cash on Hand at End of Period (1)		7,736,453		

<u>State Street Aid Fund</u>				
Revenue		239,178	66.6%	358,946
Expenditures		86,594	24.1%	358,946
Excess Revenue Over Expenses		152,584	0	
Cash on Hand at Beginning of Year		233,220		
Cash on Hand at End of Period		385,804		

<u>Drug Fund</u>				
Revenue		31,433	54.5%	57,672
Expenditures		0	0.0%	57,672
Excess Revenue Over Expenses		31,433	0	0
Cash on Hand at Beginning of Year		90,062		
Cash on Hand at End of Period		121,495		

March 21, 2023

Exhibit C

<u>Solid Waste Collections</u>				
Revenue		468,506	69.8%	670,782
Expenditures		329,666	50.3%	655,000
Excess Revenue Over Expenses		138,840	0	15,782
Cash on Hand at Beginning of Year		128,717		0
*Cash on Hand at End of Period		267,557		15,782

<u>ARPA Funds</u>				
Revenue		2,823,822	100.0%	2,823,822
Expenditures		60,831	2.2%	2,823,822
Revenue Remaining after Expenses		2,762,991	0	0

<u>Investment Plan Funds</u>		2/28/2023		
Interest on Savings Accts YTD (accrues monthly)		20,653		
Projected Interest on CD's (once matures)				87,556

SUMMARY OF FINANCIAL CONDITION WATER FUND

For the Eight Months Ended February 28, 2023

Cash on Hand at Beginning of Year	\$ 803,386
Cash on Hand at End of Period	\$ 1,076,857
Total Bonds/Notes outstanding 02/28/23	\$ 871,131

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	2/28/2023	% of Budget	Total Budget	2/28/2022
Revenues	\$ 944,715	75.00%	\$ 1,259,538	\$ 765,280
Expenses				
(353) Water Purchases	\$ 359,885	71.98%	\$ 500,000	\$ 340,502
(100's) Payroll and Benefits	\$ 211,986	73.42%	\$ 288,731	\$ 213,148
(260) Repair Maintenance Services	\$ 9,297	12.91%	\$ 72,000	\$ 28,056
(241) Utility (Electric) Operations	\$ 3,198	63.96%	\$ 5,000	\$ 3,663
(211,290,292,310) Prof Service / Office Supplies	\$ 24,491	77.99%	\$ 31,401	\$ 17,726
* Other Operating Expenses	\$ 127,964	79.36%	\$ 161,240	\$ 131,712

(540) Depreciation	\$ 134,109	66.67%	\$ 201,163	\$ 134,109
Total	\$ 870,930	69.15%	\$ 1,259,535	\$ 868,916
Net Income (loss)	\$ 73,785		\$ 3	\$ (103,636)

March 21, 2023

Exhibit C

SUMMARY OF FINANCIAL CONDITION SEWER FUND

For the Eight Months Ended February 28, 2023

Cash on Hand at Beginning of Year	\$ 2,006,786
Cash on Hand at End of Period	\$ 2,030,499
Total Bonds/Notes outstanding 02/28/23	\$ 1,098,887

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	2/28/2023	% of Budget	Total Budget	2/28/2022
Revenues	\$ 1,021,640	75.17%	\$ 1,359,137	\$ 886,877
Expenses				
(243) Sewer Treatment Fees	\$ 177,735	98.17%	\$ 181,048	\$ 120,866
(100's) Payroll and Benefits	\$ 226,207	74.73%	\$ 302,700	\$ 223,428
(260,269) Sewer Maintenance	\$ 145,683	52.59%	\$ 277,000	\$ 214,536
(241) Utility (Electric) Operation	\$ 59,506	66.12%	\$ 90,000	\$ 63,193
(211,290,292,310) Prof Services / Office Supplies	\$ 32,059	107.44%	\$ 29,840	\$ 19,675
* Other Operating Expenses	\$ 240,766	117.59%	\$ 204,759	\$ 175,697
(540) Depreciation	\$ 182,253	66.57%	\$ 273,790	\$ 182,527
Total	\$ 1,064,209	78.30%	\$ 1,359,137	\$ 999,922
Net Income (loss)	\$ (42,569)		\$ -	\$ (113,045)

Total - All Funds: \$ 11,945,152

* For WATER & SEWER Funds, other Operating Expenses include: Uniforms - Vehicle Maintenance - Liability, Property & Work Comp Insurance - Building Utilities & Maintenance

Water and Sewer Fund Month to Month

WATER	Actual42	Actual5	Actual6	Actual7	Actual8
	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023
Revenues	\$ 508,756	\$ 617,606	\$ 720,838	\$ 840,762	\$ 944,715
Revenue Month to Month	\$ 117,036	\$ 108,850	\$ 103,232	\$ 119,924	\$ 103,953
Expenses					
(353) Water Purchases	\$ 203,124	\$ 242,594	\$ 282,659	\$ 321,788	\$ 359,885
(100's) Payroll and Benefits	\$ 108,826	\$ 134,945	\$ 160,244	\$ 187,030	\$ 211,986
(260) Repair Maintenance Services	\$ 4,748	\$ 9,009	\$ 9,153	\$ 9,153	\$ 9,297
(241) Utility (Electric) Operations	\$ 1,620	\$ 2,268	\$ 2,358	\$ 2,444	\$ 3,198
(211,290,292,310) Prof Service / Office Supplies	\$ 17,379	\$ 21,266	\$ 21,726	\$ 23,222	\$ 24,491
* Other Operating Expenses	\$ 79,712	\$ 97,888	\$ 106,261	\$ 114,489	\$ 127,964
(540) Depreciation	\$ 67,054	\$ 83,818	\$ 100,581	\$ 117,345	\$ 134,109
Total	\$ 482,463	\$ 591,788	\$ 682,982	\$ 775,471	\$ 870,930
Expenses Month to Month	\$ 96,441	\$ 109,325	\$ 91,194	\$ 92,489	\$ 95,459
Net Income (loss)	\$ 26,293	\$ 25,818	\$ 37,856	\$ 65,291	\$ 73,785

SEWER	Actual42	Actual5	Actual6	Actual	Actual2
	10/31/222	11/30/2022	12/31/2022	1/31/2023	2/28/2023
Revenues	\$ 531,202	\$ 656,397	\$ 772,187	\$ 905,225	\$ 1,021,640
Revenue Month to Month	\$ 121,314	\$ 125,195	\$ 115,790	\$ 133,038	\$ 116,415
Expenses					
(243) Sewer Treatment Fees	\$ 120,347	\$ 150,428	\$ 159,542	\$ 168,638	\$ 177,735
(100's) Payroll and Benefits	\$ 117,292	\$ 144,839	\$ 171,841	\$ 199,116	\$ 226,207
(260,269) Sewer Maintenance	\$ 77,496	\$ 107,692	\$ 123,088	\$ 123,088	\$ 145,683
(241) Utility (Electric) Operation	\$ 31,851	\$ 36,642	\$ 43,946	\$ 51,595	\$ 59,506
(211,290,292,310) Prof Services / Office Supplies	\$ 17,579	\$ 19,654	\$ 25,787	\$ 30,804	\$ 32,059
* Other Operating Expenses	\$ 164,463	\$ 178,672	\$ 198,031	\$ 229,362	\$ 240,766
(540) Depreciation	\$ 91,263	\$ 114,079	\$ 136,895	\$ 159,711	\$ 182,253
Total	\$ 620,291	\$ 752,006	\$ 859,130	\$ 962,314	\$ 1,064,209
Expenses Month to Month	\$ 111,711	\$ 131,715	\$ 107,124	\$ 103,184	\$ 101,895
Net Income (loss)	\$ (89,089)	\$ (95,609)	\$ (86,943)	\$ (57,089)	\$ (42,569)
	\$ 9,603	\$ (6,520)	\$ 8,666	\$ 29,854	\$ 14,520



Town of Atoka Public Safety Committee

From: Ald. Brett. Giannini, Chair/Ald. John Harber, V. Chair

To: Public, Mayor B. Akin and Board of Alderman and Town Staff.

The Atoka Public Safety Committee met at Town Hall on March 9th, 2023 at 8:30 am. Present were Mayor Akin, Administrator Woerner, Town Recorder Pickard, Fire Chief McMillian, Parks Director Isbell, Code Enforcement Officer Daugherty and Assistant to the Administrator Faurbo, Vice Chair Harber and myself.

The meeting began on time. Chief McMillian addressed the Committee. He would like to explore ways to get Tipton County to add additional funding for fire/medical services Atoka provides to the County when County Fire/EMS is not available. Currently, Tipton County provides \$44,000 annually to Atoka. According to Chief McMillian, all municipalities and volunteer FDs receive the same amount of funding regardless of the number of calls made by the respective departments. In 2022, Atoka handled 1411 calls. 154 of those calls were in county areas. Based on a budget of \$1,904,603, that equates to a

cost of \$1,349. When that number is multiplied by \$1,349, Atoka spent \$207, 873 handling calls only in the county areas. Chief McMillian advised he doesn't expect the county to write a check for the amount but would like to see if the county could see their way to providing more funding to the department. He also advised he has reached out to other departments to gauge interest in taking a collaborative approach to asking the county about more fire funding. Reception has been mixed up to this point. This is an ongoing discussion as some of the information I have received is that there are restrictions on what county dollars can be used for fire response services.

Director Isbell addressed the Committee. She handed out a draft ordinance for consideration regarding a requirement for persons and/or groups holding LARGE events to have a permit. The thought behind this is so the Town can know what events are taking place and what disruption to emergency response could occur. It would also allow the Town to know if multiple events were being held at the same time and if those activities could possibly create a hazard for each other or the public. This is NOT an ordinance to keep events from occurring, merely the safety of the public. Preliminary ideas included a provision to waive any fee for non-profits events. This is an ongoing

discussion and anything coming to the board will be brought back to the Public Safety Committee first.

If you recall, the Committee was asked at the February meeting to consider revising our beer ordinance to reflect some changes in State law regarding security guard requirements for on-premises alcohol consumption.

Administrator Woerner advised MTAS reached out to him regarding the that and the Town was advised to take no action now. Apparently, there is some conflict in the State Law that the attorneys at the State level are working through.

There were no additions to the agenda and the meeting was adjourned.

ORDINANCE NUMBER _____

Exhibit D

AN ORDINANCE TO AMEND TITLE 5 CHAPTER 1 OF THE ATOKA MUNICIPAL CODE RELATED TO TOWN PURCHASING.

WHEREAS, the Town of Atoka has previously established purchasing limits in relation to Town operations in the municipal code of ordinances Title 5, Chapter 1 under the authority of Tennessee Code Annotated Title 6, Chapter 56, Part 3; and

WHEREAS, The Town Administrator acts as purchasing agent for the town in the purchase of all materials, supplies and equipment for the proper conduct of the town's business; and

WHEREAS, the town desires to increase the dollar amount required for public advertisement and competitive bidding to a maximum not to exceed twenty-five thousand dollars (\$25,000).

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

SECTION 1. Title 5 Chapter 1 of the Atoka Municipal Code is amended to read as follows

CHAPTER 1

PURCHASING

SECTION

5-101. Purchases not exceeding \$25,000.

5-102. Purchases exceeding \$25,000.

5-103. Exceptions to bidding requirements.

5-101. Purchases not exceeding \$ 25,000. The Town Administrator is authorized to make the following purchases whose estimated costs do not exceed \$ 25,000 without formal sealed bids and written specifications: commonly used items of material, supplies, equipment, and services used in the ordinary course of maintaining and repairing the Town's real or personal property; building or maintaining stocks of Town material, supplies and equipment used in the ordinary course of Town operations; and minor construction, repair or maintenance services. However, a record of all such purchases shall be maintained describing the material, supplies, equipment or service purchased, the person or business from whom it was purchased, the date it was purchased, the purchase cost, and any other information from which the general public can easily determine the full details of the purchase. Each purchase shall be supported by invoices and/or receipts and any other appropriate documentation signed by the person receiving payment.

5-102. Purchases in excess of \$25,000. The Town Administrator is required to make purchases in excess of \$25,000 based on written specifications, awarded by written contract let to the lowest responsive and responsible bidder following advertisement for, and the submission of, sealed bids.

5-103. Exceptions to bidding requirement. The Town Administrator is authorized to make the following purchases whose estimated cost is in excess of \$25,000 without written specifications or bids:

- (1) Emergency purchases of material, supplies, equipment, or services. However, a report of the emergency purchase, including the nature of the emergency, the material, supplies, equipment, or services purchased, and the appropriate documentation similar to that required under the first subsection above shall be filed with the Board of Mayor and Aldermen at its next regular meeting.
- (2) The purchase of unique, special, or proprietary material, supplies, equipment, or services the Town Administrator determines is in the best interest of the Town to acquire. However, a report of the purchase, including a full description of the material, supplies, equipment, or services purchased, the reason the same is unique, special, or proprietary, the interest of the Town served by the purchase, and from whom the purchase will be made shall be filed with the Board of Mayor and Aldermen at its regular meeting prior to purchase.
- (3) Purchases of equipment which, by reason of training of Town personnel or an inventory of replacement parts maintained by the Town, are compatible with the existing equipment owned by the Town. However, a full report of the purchase, including a full description of the equipment, an outline of the municipal training or parts inventory factors that made the purchase economically advantageous to the Town, and from whom the purchase will be made shall be filed with the Board of Mayor and Aldermen at its regular meeting prior to purchase.
- (4) Purchases which can be made only from a sole source. The minimum geography for determining the "sole source" shall be the municipal limits. However, the Town Administrator shall have the discretion to enlarge the geography of the sole source to whatever extent he determines is in the economic interest of the Town. However, a full report of the purchase, including a full description of the purchase, evidence that the purchase was made legitimately a sole source purchase, and from whom the purchase will be made shall be filed with the Board of Mayor and Aldermen at its regular meeting prior to purchase.

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 21st day of February, 2023.

PASSED at the Second Reading by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the — day of March, 2023.

Barry Akin, Mayor

ATTEST:

Town Recorder

A RESOLUTION AMENDED THE PURCHASING POLICY FOR THE TOWN OF ATOKA, TENNESSEE.

WHEREAS, the acquisition of goods and services is a critical component in providing services to the citizens of and visitors to the Town of Atoka; and

WHEREAS, the Town desires to receive maximum value for every public dollar spent while ensuring fair and equal treatment to those seeking to do business with the Town.

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 amends the Purchasing Policy as shown in the policy which is attached and made a part hereof as if fully set out herein.

SECTION 2. This Resolution repeals and replaces any previous purchasing policy adopted by the Town.

SECTION 3. 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 21st day of March, 2023.

Mayor

ATTEST:

Town Recorder

TOWN OF ATOKA

Purchasing Policy

March 21, 2023

Exhibit E

Purpose

In accordance with the Charter of the Town of Atoka and Title 5, Chapter 1 of the Atoka Municipal Code of Ordinances, this policy has been designed to ensure that the purchasing guidelines established by the Board of Mayor and Aldermen are followed consistently across Town operations. It is the expressed goal of the Town to receive maximum value for each public dollar spent in purchasing products or services in the service to the Town. This policy further defines the existing ordinance and does not supersede any provision of the Chapter.

Basic Goals

The basic goals of the Town's purchasing policy are:

- To receive maximum value for every public dollar spent.
- To comply with the legal requirements of public purchasing.
- To ensure that impartial and equal treatment is afforded to all vendors who wish to do business with the Town.
- To provide Town departments with the required goods and services at the time and place needed in the proper quantity and quality.
- To justify the decision-making process related to purchasing.
- To operate within the Board-approved budget limits.

General Guidelines

These general guidelines are administrative rules and regulations and are to be adhered to by all departments in the procurement of goods and services. The Town Administrator shall be responsible for overseeing the application and adherence to this policy and will issue clarifications as needed.

Local Purchasing Preference

It is the desire of the Town to purchase from local vendors whenever possible. This can be accomplished by ensuring that local vendors are included in the competitive bidding process and by affording local vendors an opportunity to provide goods or services to the Town. Town departments shall identify local vendors who offer the particular goods or services being sought and shall actively seek to solicit quotes or bids from local vendors.

While local purchasing is preferred, the Town of Atoka has a responsibility to its citizens to ensure that the maximum value is obtained for each public dollar spent.

Planning

Planning for purchases shall be done on both a short-term and a long-term basis. Effective planning will minimize the number of trips required to obtain materials and minimize the administrative time spent on documenting purchases.

Sales Tax

The Town of Atoka is exempt from paying all local sales tax. The Town Recorder shall provide the necessary exemption documents to any vendor upon request.

Personal Purchasing

Employees and officials are strictly prohibited from using their position or the Town's name to purchase items for their own personal use.

Purchasing Guidelines

This policy outlines the degree of formality to be followed in the purchase of goods and services. As the cost of the good or service increases, the formality of the process also increases. The splitting of purchases into smaller orders or projects to avoid more formal purchasing requirements is strictly prohibited.

Whenever possible, a department should anticipate multiple purchases of the same item or similar services during the course of a fiscal year and follow the appropriate process based on the anticipated costs incurred. For example, spending \$2,200 every month on a service from the same vendor would result in a fiscal year cost of \$26,400 and would be considered a formal purchase.

Appropriate documentation, as required in this policy, ensures that all vendors are treated fairly.

Small Purchases - \$2,000 or less

Department Heads are authorized to make purchases of goods and services for any purchase in the amount of \$2,000 or less. Receipts and/or invoices for goods or services shall be provided to the Town Recorder for processing and payment.

Informal Purchases - \$2,001 - \$24,999

Department Heads must obtain three (3) or more quotations for the goods or services required. Quotes can be received in person or by telephone, mail, fax or e-mail. A website print-out, including model number, item price and shipping cost, shall also be considered a valid quote. Informal written bids shall not require formal advertising or notice of a bid opening. For purchases \$2,001 or greater, the Department Head will submit the purchase request to the Town Administrator for approval prior to awarding the purchase.

Formal Purchases - \$25,000 or more

Department Heads anticipating the purchase of goods or services exceeding \$25,000 in value shall prepare specifications based on the standards appropriate to meet the Town's needs. Bids must be submitted according to the instructions provided in the bid packet. Any bid failing to follow the bidding instructions or not meeting the minimum requirements of the bidding specifications shall be rejected by the Town.

Process for Formal Purchases

With the Town Administrator's approval, the department will prepare and mail to qualified vendors the bid package consisting of an invitation to bid, bid specifications and a bid form. To streamline purchasing, if there is prior knowledge of more than one (1) item to be purchased in a certain period of time, departments are encouraged to compile these items into one (1) public notice.

The department will prepare the Bid Notice for submittal to the Town Recorder. The Bid Notice will be published in at least a local newspaper, the Town's website and public posting locations in the community.

All Bid Notices shall explicitly state that the Town reserves the right to accept or reject any bid, in whole or in part, when such action would be in the best interest of the Town.

All bids shall be sealed and filed with the Town Recorder at or prior to the date indicated in the Bid Notice. Formal bids will only be accepted in a sealed envelope or package.

Bids shall be opened at the time specified in the Bid Notice by the Town Recorder or his/her designee. Any bids arriving after the designated opening day and time will be noted but will remain unopened.

The Department Head will prepare a written tabulation of all bids and will submit a written recommendation to the Town Administrator's office for the award of bid. The Board of Mayor and Aldermen shall consider awarding the bid at its next meeting.

Evaluation Criteria

Evaluation of quotes or bids received shall be conducted by the Department Head who then furnishes a recommendation to the Town Administrator. The evaluation shall consider:

- The acceptability of the quote or bid received. Examine the ability, capacity and skill of the bidder to provide the good or service required.
- Quality of performance of previous goods or services provided by the bidder.
- Verify bid bond and references, if required.
- The ability of the bidder to provide future maintenance and service for the good or service required.

The Department Head, in making a recommendation, shall select the quote or bid that is in the best interest of the Town. In most cases, the lowest price will be in the best interest of the Town and the low quote or bid shall be awarded. However, past performance, delivery time, references or other factors may occasionally lead the Town to select a higher quote or bid.

No bid award on purchases over \$25,000 is final until formally approved by the Board of Mayor and Aldermen.

Additional Guidelines

Sole Source Vendor

A sole source situation occurs when there is only one vendor or individual that is capable of providing the goods or services required. Whenever a Department Head determines that they must purchase goods or services from a sole source vendor, the Department Head shall document why only one vendor or individual is capable of providing the required goods or services. The Town Administrator shall approve all sole source purchases.

Emergency Purchases

The bid procedures outlined in this policy may be waived under emergency conditions when Town operations would be severely harmed or health and safety of Town citizens would be negatively and irrevocably impacted. In such instances, the Town Administrator may approve purchases not

to exceed \$25,000 in accordance with Title 5, Chapter 1, Section 5-103(1). Any emergency purchases exceeding that amount will require the verbal consent of the Mayor.

When the need for an emergency purchase occurs, the Department Head will contact the Town Administrator for verbal approval of the transaction. The Town Administrator may also provide advice as to the best source of the item(s) needed. The Department Head will write "EMERGENCY" on any receipts or invoices related to the purchase.

Cooperative Procurement Programs

Departments are encouraged to use cooperative purchasing programs available through the State of Tennessee. These programs, frequently referred to as State bid or State surplus, can prove advantageous to the Town by taking advantage of large quantity purchases made by State government or by acquiring equipment no longer needed by a State agency. Purchases made through these programs are considered to have met the requirements of the competitive bidding process. Capital purchases approved in the budget and made through a cooperative procurement program require the approval of the Department Head and the Town Administrator.

Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as legal, engineering, audit/certified public accounting, planning and other professional services where, in keeping with the standards of their profession, will not enter into a competitive bidding process.

A Request for Proposals (RFP) or a Request for Qualifications (RFQ) can be prepared similar to the specifications included in the formal bid process. The RFP or RFQ shall include requirements and minimum standards for the services to be provided and shall be approved by the Town Administrator prior to distribution. When approved, the RFP or RFQ for professional services will be distributed to a limited number of qualified professionals known to the Town, inviting them to submit a proposal setting forth their interest, reviewing their qualifications and addressing how they can meet the Town's objectives.

In securing professional services, it is the primary goal of the Town to obtain the services of a professional who has a proven record of providing, in a professional setting, the services desired by the Town. Following a review of the submissions, a contract for services will be negotiated with the professional deemed to best meet the Town's needs.

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ESTABLISHING A 457 (B) EMPLOYEE DEFERRED COMPENSATION PLAN WITHIN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM PLAN.

WHEREAS, the Town of Atoka, (hereinafter referred to as the "Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a governmental 457(b) deferred compensation plan, funded by employee deferrals and, if elected pursuant to Section I and/or K of the Participating Employer Agreement, employer contributions;

WHEREAS, Tennessee Code Annotated, Section 8-25-111(a) allows a Tennessee local governmental entity to participate in the State of Tennessee's 457(b) deferred compensation plan subject to the approval of the Chair of the Tennessee Consolidated Retirement System (hereinafter referred to as the "Chair");

WHEREAS, the liability for participation and the costs of administration shall be the sole responsibility of the Employer and/or its employees, and not the State of Tennessee;

WHEREAS, the Employer has also determined that it wishes to encourage employees' saving for retirement;

WHEREAS, the Employer has reviewed the Tennessee State Employees Deferred Compensation Plan and Trust Adoption Agreement for a Section 457(b) Eligible Deferred Compensation Plan for Governmental Employers, as adopted by the State of Tennessee, as amended and restated effective December 22, 2010, and as amended by Amendment Number One signed December 22, 2010, Amendment Number Two signed February 8, 2012, Amendment Number Three signed February 26, 2015 and Amendment Number Four signed September 26, 2016 as well as the Section 457(b) Eligible Deferred Compensation Plan for Governmental Employer Basic Plan Document (collectively known as the "Plan" or "Plan Document");

WHEREAS, the Employer wishes to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Employer is eligible to become a Participating Employer in the Plan, pursuant to Article XVII of the Plan Document;

WHEREAS, the Employer is concurrently executing a Participating Employer Agreement for the Plan; and

WHEREAS, the Town of Atoka Board of Mayor and Aldermen (“Governing Authority”) of the Employer is authorized by law to adopt this resolution approving the Participating Employer Agreement on behalf of the Employer;

NOW, THEREFORE, the Governing Authority of the Employer hereby resolves:

1. The Employer adopts the Plan Document for its Employees; provided, however, that for the purpose of the Plan, the Employer shall be deemed to have designated irrevocably the Chair as its agent, except as otherwise specifically provided herein or in the Participating Employer Agreement.
2. The Employer acknowledges that the Plan does not cover, and the Trustees of the Plan ("Trustees") have no responsibility for, other employee benefit plans maintained by the Employer.
3. The Employer acknowledges that it may not provide employer contributions to the Plan on behalf of any of its employees that exceed three percent (3%) of the respective employees' salary if the employees are members of the Tennessee Consolidated Retirement System (“TCRS”) or of any other retirement program financed from public funds whereby such employees obtain or accrue pensions or retirement benefits based upon the same period of service to the Employer, unless such employees are members of TCRS’ local government hybrid plan established under Tennessee Code Annotated, Section 8-35-256 or TCRS’ State hybrid plan established under Tennessee Code Annotated, Title 8, Chapter 36, Part 9. If such employees participate in either of the hybrid plans, the total combined amount of employer contributions to the Plan and to any one or more additional defined contribution plans may not exceed seven percent (7%) of the respective employee’s salary. In no instance shall the total combined employer contributions to all defined contribution plans on behalf of a single employee exceed the maximum allowed under the Internal Revenue Code (“Code”), and shall conform to all applicable laws, rules and regulations of the Internal Revenue Service (“IRS”) governing profit sharing and/or salary reduction plans for governmental employees.
4. The Employer hereby adopts the terms of the Participating Employer Agreement, which is attached hereto and made a part of this resolution. The Participating Employer Agreement (a) permits all employees of the respective entity to make elective deferrals; (b) sets forth the Employees to be covered pursuant to Section I and/or K of the Participating Employer Agreement for employer contributions, if any; (c) outlines the benefits to be provided by the Participating Employer under the Plan; and, (d) states any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections

under the Participating Employer Agreement, so long as the amendment is not inconsistent with the Plan, the Code, Tennessee law, or other applicable law and is approved by the Chair.

5. The Chair may amend the Plan on behalf of all Employers, including those Employers who have adopted the Plan prior to a restatement or amendment of the Plan, for changes in the Code, the regulations thereunder, Tennessee law, revenue rulings, other statements published by the Internal Revenue Service ("IRS"), including model, sample, or other required good faith amendments, and for other reasons that are deemed at the Chair's sole discretion to be in the interest of the Plan. These amendments shall be automatically applicable to all Employers.
6. The Chair will maintain, or will have maintained, a record of the Employers and will make reasonable and diligent efforts to ensure that Employers have received all Plan amendments.
7. The Employer shall abide by the terms of the Plan, including amendments to the Plan and Trust made by the Chair, all investment, administrative, and other service agreements of the Plan, and all applicable provisions of the Code, Tennessee law, and other applicable law.
8. The Employer accepts the administrative services to be provided by the Tennessee Treasury Department and any services provided by Plan vendors. The Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts and/or charged to the Employer.
9. Subject to the provisions of Section 17.06 of the Plan, the Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements pursuant to the Plan, if it takes the following actions:
 - a. A resolution must be adopted by the Governing Authority of the Employer terminating the Employer's participation in the Plan.
 - b. The resolution must specify the proposed date when the participation will end, which must be at least six calendar months after notice to the Chair and the Employer's employees.
 - c. The Chair shall (i) determine whether the resolution complies with the Plan, and all applicable federal and state laws, (ii) determine an appropriate effective date, and (iii) provide appropriate forms to terminate ongoing participation. Distributions under the Plan of existing

accounts to Participants will be made in accordance with the Plan Document.

- d. Once the Chair determines the appropriate effective date, the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof.
 - e. The Chair can, in the Chair's sole discretion, reduce the six month notice and withdrawal period to a shorter period if the Employer so requests, but in no event shall the period be less than three months.
10. The Employer acknowledges that the Plan Document contains provisions for Plan termination by the Trustees, subject to applicable Tennessee law.
11. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be timely transferred by the Employer to the Trust Fund pursuant to and in the manner provided by the Chair. The Employer acknowledges that if the Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees, or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
12. The Employer agrees to offer and enroll only those persons, whether appointed, elected, or under contract, wherein an employee-employer relationship is established, providing service to the Employer for which compensation is paid by the Employer.

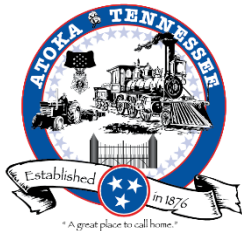
13. The Employer understands that IRS rules and Tennessee law limit participation in the Plan to governmental entities and their respective employees. The Employer will notify the Chair in writing within ten (10) calendar days if it ceases to be a governmental entity under applicable federal or Tennessee law, and/or if it discovers that it is transferring or having transferred employee deferrals and/or employer contributions to the Plan on behalf of an individual who does not meet the requirements in Paragraph 12 above.
14. The Employer acknowledges that the Chair and other Trustees are the fiduciaries of the Plan and have sole and exclusive authority to interpret the Plan and decide all claims and appeals for Plan benefits. The Employer agrees to abide by the Chair's decisions on all matters involving the Plan.
15. This resolution and the Participating Employer Agreement shall be submitted to the Chair for approval. The Chair shall determine whether the resolution and the Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement participation in the Plan. The Chair may refuse to approve a Participating Employer Agreement executed by an Employer that, in the Chair's sole discretion, does not qualify to participate in the Plan.
16. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Participating Employer Agreement are adopted and executed in accordance with the requirements of applicable law.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 21st day of March 2023.

Mayor, Barry L. Akin

ATTEST:

Town Recorder, Deborah Pickard



TOWN OF ATOKA

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

March 21, 2023

Exhibit G

MEMORANDUM

To: Honorable Mayor Barry Akin & Board of Alderman

From: Marc Woerner, Town Administrator

Re: Bid Award Recommendation – 2023 Residential Property Maintenance Program

For the past several years, the Town has retained professional services for the purpose of mowing and clearing residential lots as allowed under the Town's property maintenance codes. Under the Town's purchasing policy, the Town solicited bids for similar professional services to address Code Enforcement issues during 2023.

The Town opened bids on February 24, 2023, for the Residential Grass Cutting Program. Bid specifications were provided to all area vendors and the Town received three (3) bids by the bid closing date. The Town received bids from: Grigg's Custom Lawn, LLC, MJM Contracting, PLLC, and one (1) unknown bidder. The Town accepted two (2) of the three (3) bids and rejected the unsealed bid. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab in your packet.

After evaluating the bids, staff recommends accepting the bid from Grigg's Custom Lawn , LLC.

March 21, 2023

Exhibit G

Residential Property Maintenance Bid Tab

February 24, 2023 @ 3:00pm

1. Griggs Custom Lawn, LLC (Munford)

- Flat Rate Pricing
 - Residential lot up to one acre: \$110.00 per lot
 - Residential lot one acre and above: \$115.00 per acre
- Unit Rate Pricing
 - Pick up and remove/haul debris: \$114.00 per hour
 - Fence repair (cost of materials) plus: \$235.00 per hour
 - Cutting and removal of downed tree: \$98.00 per hour
 - Boarding up of properties: \$95.00 per opening

2. MJM Contracting, PLLC (Brighton)

- Flat Rate Pricing
 - Residential lot up to one acre: \$185.00 per lot
 - Residential lot one acre and above: \$200.00 per acre
- Unit Rate Pricing
 - Pick up and remove/haul debris: \$125.00 per hour
 - Fence repair (cost of materials) plus: \$165.00 per hour
 - Cutting and removal of downed tree: \$300.00 per hour
 - Boarding up of properties: \$150.00 per opening

3. Not properly addressed, received unsealed

Not accepted / Did not open



TOWN OF ATOKA

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Atoka, Tennessee 38004
Phone: (901) 837-5300

www.TownofAtoka.com

March 21, 2023

Exhibit H

MEMORANDUM

To: Honorable Mayor Barry Akin & Board of Alderman

From: Marc Woerner, Town Administrator

Re: Bid Award Recommendation – 2023 Grace Ave Culvert Replacement

The Town opened bids on March 03, 2023, for the Grace Ave Replacement. Bid specifications were provided to all area vendors and the Town received three (3) bids by the bid closing date. The Town received bids from: Town received bids from Bluff City Construction, Dozertrax USA, Inc., and Marbury Construction. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab below. After evaluating the bids, staff recommends accepting the bid from Dozertrax USA.

Grace Avenue Culvert Bid Tabulation

Wednesday, March 08, 2023

Contractor	Address		Annual Maintenance Cost
Bluff City Construction	1331 Union Av., Memphis, TN 38104		\$ 49,989.00
Dozertrax USA, Inc.	351 Wilkinsville Rd., Drummonds, TN 38023		\$ 48,340.71
Marbury Construction	79 V Taylor Rd., Denmark, TN 63086		\$ 121,943.35



TOWN OF ATOKA

334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300

www.TownofAtoka.com

March 21, 2023

Exhibit I

MEMORANDUM

To: Honorable Mayor Barry Akin & Board of Alderman

From: Marc Woerner, Town Administrator

Re: Bid Award Recommendation – 2023 Fire Hydrant Cleaning & Painting

The Town opened bids on March 10, 2023, for the Fire Hydrant Cleaning & Painting. Bid specifications were provided to all area vendors and the Town received three (2) bids by the bid closing date. The Town received bids from: Town received bids from Mid-South Construction Services, and Rogers Hydrant. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab below. After evaluating the bids, staff recommends accepting the bid from Rogers Hydrant.

Fire Hydrant Cleaning and Painting Project			
Vendor	Location	Submittal Date	Bid Amount
Mid South Const Services	Oakland, TN	3/10/2023	\$147,128
Rogers Hydrant	Atwood, TN	3/10/2023	\$48,000



TOWN OF ATOKA

334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300

www.TownofAtoka.com

March 21, 2023

Exhibit J

MEMORANDUM

To: Honorable Mayor Barry Akin & Board of Alderman

From: Marc Woerner, Town Administrator

Re: Bid Award Recommendation – Roadway Improvement Project

The Town opened bids on March 17, 2023, for the Roadway Improvement Project. Bid specifications were provided to all area vendors and the Town received two (2) bids by the bid closing date. Town received bids from Lehman-Roberts Paving Contractors, and Climer Paving LLC. Acceptable bids varied in price and a breakdown of the fees can be found on the bid tab below.

2023 Atoka Paving Project Bid

Friday, March 17, 2023

Contractor	Address	Total Bid Price
Climer Paving LLC	P.O. Box 446 Bells, TN 38106	\$ 1,812,442.00
Lehman-Roberts	P.O. Box 1603 Memphis, TN 38101	\$ 2,165,021.00

March 21, 2023

ORDINANCE NUMBER _____

Exhibit K

AN ORDINANCE TO AMEND TITLE 3 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 OF THE MUNICIPAL CODE BE AMENDED WITH THE FOLLOWING LANGUAGE:

SECTION 1. Chapter 2. Court Administration of the Atoka Municipal Code is amended to read as follows.

SECTION

- 3-201. Maintenance of docket.
- 3-202. Imposition of penalties and costs.
- 3-203. Disposition and report of penalties and costs.
- 3-204. Disturbance of proceedings.
- 3-205. Contempt of Court

3-205. Contempt of Court. Contempt of court is punishable by a fine of fifty dollars (\$50.00), or such lesser amount as may be imposed in the judge's discretion.

SECTION 2. Chapter 3. Summonses and Subpoenas of the Atoka Municipal Code is amended to read as follows.

SECTION

- 3-301. Issuance of summonses.
- 3-302. Issuance of subpoenas.

3-301. Issuance of summonses. When a complaint of an alleged ordinance violation is made to the town judge, the judge may, in their discretion, issue a summons ordering the alleged offender personally to appear before the municipal court at a time specified therein to answer to the charges against them. The summons shall contain a brief description of the offense charged but need not set out verbatim the provisions of the municipal code or ordinance alleged to have been violated. Upon failure of any person to appear before the municipal court as commanded in a summons lawfully served on them, the cause may be proceeded with an ex parte, and the judgement of the court shall be valid and binding subject to the defendant's right of appeal.

3-302. Issuance of subpoenas. The municipal judge may subpoena as witnesses all persons whose testimony they believe will be relevant and material to matters coming before their court, and it shall be unlawful for any person lawfully served with such a subpoena to fail or neglect to comply therewith.

SECTION 3. Chapter 4. Bonds and Appeals of the Atoka Municipal Code is amended to read as

follows.

SECTION

4-401. Appeals.

4-402. Bond amounts, conditions, and forms.

4-401. Appeals. Any person dissatisfied with any judgement of the municipal court against them may, within ten (10) days thereafter, Sundays exclusive, appeal to the circuit court of the county upon giving bond.

“Person” as used in this section includes, but is not limited to, a natural person, corporation, business entity, or municipality.

4-402. Bond amounts, conditions, and forms.

(1) Appeal bond. An appeal bond in any case shall be two hundred fifty dollars (\$250.00) for such person’s appearance and the faithful prosecution of the appeal.

(2) Pauper’s Oath. A bond is not required provided the defendant/ appellant

a. Files the following oath of poverty:

I, _____, do solemnly swear under penalties of perjury, that owing to my poverty, I am not able to bear the expense of the action which I am about to commence, and that I am justly entitled to the relief sought, to the best of my belief;

b. Files an accompanying affidavit of indigency.

The affidavit of indigency must be sworn to by the defendant/appellant and the facts therein may be investigated.

“Person” as used in this section includes, but is not limited to, a natural person, corporation, business entity, or municipality.

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 21th day of March 2023.

PASSED on the Final Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 11th day of April 2023.

Barry Akin, Mayor

ATTEST:

Town Recorder

Atoka Code Enforcement
Fiscal Year 2023

PERMIT INFORMATION	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Building Permit - Commercial		6	1	1	2	2	1	5					18
Building Permit - Industrial													0
Building Permit - Residential - Addition	2	2			1		2	1					8
Building Permit - Residential - New Build	2	5			5								12
Building Permit - Residential - Upstairs Finish	1	1	3	2		1		2					10
Misc Permit - Accessory Structure	3	10	7	2	1	1	4	3					31
Misc Permit - Detached Garage	1		11					1					13
Misc Permit - Fence Permit	9	12	17	21	14	6	4	10					93
Misc Permit - Pool Permit	2	6	5	2	1	1							17
Misc Permit - Sign Permit	1	2	3	1		2		1					10
TOTAL PERMIT INFORMATION	21	44	47	29	24	13	11	23	0	0	0	0	212

CERTIFICATE OF OCCUPANCY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Certificate of Occupancy - Commercial	1	2		1	1	2		3					10
Certificate of Occupancy - Industrial													0
Certificate of Occupancy - Residential	11	7	14	8	6	5		8					59
TOTAL CERTIFICATE OF OCCUPANCIES	12	9	14	9	7	7	0	11	0	0	0	0	69

BUILDING INSPECTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Form Board / Set Back Inspection	3	2	6	2	3								16
Footing Inspection													0
Plumbing Inspection	5	5	6	3	1	2	1						23
Sheathing Inspection	4	4	2	5	3	2	2	2					24
Brick Ties Inspection	4	6	5	1	4	2	1	2					25
Framing Inspection	11	15	7	12	9	3	5	4					66
Insulation Inspection	9	4	10	5	5	5	2	5					45
TOTAL BUILDING INSPECTIONS	36	36	36	28	25	14	11	13	0	0	0	0	199

CODE ENFORCEMENT ACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Municipal Court Citations			1	6	2		2						11
Property Maintenance Complaints - Closed	39	48	48	38	1	11	16	33					234
Property Maintenance Complaints - Received	7	19	73	10	1	5	10	53					178
TOTAL CODE ENFORCEMENT ACTIONS	46	67	122	54	4	16	28	86	0	0	0	0	423

PERMIT FEES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Collected Fees	\$3,366	\$6,139	\$3,802	\$2,504	\$4,359	\$2,661	\$1,240	\$2,365					\$26,437
TOTAL PERMIT FEES	\$3,366	\$6,139	\$3,802	\$2,504	\$4,359	\$2,661	\$1,240	\$2,365	\$0	\$0	\$0	\$0	\$26,437

COMMENTS

Temporary Permits: (Fireworks, Temporary signs, etc..) Fiscal Year: Backwash Pit-9 Fireworks - 3

Atoka Fire Department

Atoka, TN

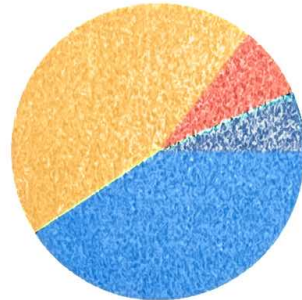
This report was generated on 3/2/2023 2:42:30 PM



Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 02/01/2023 | End Date: 02/28/2023

% of Incidents per Zone



- District 1 - City Limits West
- District 2 - City Limits East
- District 3 - Atoka County Response
- District 4 - County Mutual Aid

INCIDENT TYPE	# INCIDENTS	% of TOTAL
District 1 - City Limits West		
142 - Brush or brush-and-grass mixture fire	1	1.32%
321 - EMS call, excluding vehicle accident with injury	17	22.37%
322 - Motor vehicle accident with injuries	1	1.32%
324 - Motor vehicle accident with no injuries.	4	5.26%
531 - Smoke or odor removal	1	1.32%
553 - Public service	1	1.32%
554 - Assist invalid	1	1.32%
611 - Dispatched & cancelled en route	4	5.26%
745 - Alarm system activation, no fire - unintentional	1	1.32%
Zone: District 1 - City Limits West Total Incident:	31	40.79%
District 2 - City Limits East		
143 - Grass fire	1	1.32%
321 - EMS call, excluding vehicle accident with injury	24	31.58%
324 - Motor vehicle accident with no injuries.	3	3.95%
611 - Dispatched & cancelled en route	4	5.26%
741 - Sprinkler activation, no fire - unintentional	1	1.32%
745 - Alarm system activation, no fire - unintentional	1	1.32%
Zone: District 2 - City Limits East Total Incident:	34	44.74%
District 3 - Atoka County Response		
321 - EMS call, excluding vehicle accident with injury	5	6.58%
554 - Assist invalid	1	1.32%
Zone: District 3 - Atoka County Response Total Incident:	6	7.89%
District 4 - County Mutual Aid		
111 - Building fire	1	1.32%
142 - Brush or brush-and-grass mixture fire	1	1.32%
321 - EMS call, excluding vehicle accident with injury	1	1.32%
442 - Overheated motor	1	1.32%

Report shows count of incidents for Status selected.



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622 - No incident found on arrival at dispatch address

1

1.32%

Zone District 6 - County Mutual Aid "near incident"

8

6.54%

TOTAL INCIDENTS FOR ALL ZONES

76

100%

Report shows count of incidents for District 6 only.



San Diego County Reporting Unit

Date: 01/11/2021

Page: 1 of 1

Atoka Fire Department

Atoka, TN

This report was generated on 3/2/2023 2:43:07 PM



Count of Classes and People by Class Category with Class Hours and Man Hours for Date Range
Passed/Failed: Both Passed and Failed | Start Date: 02/01/2023 | End Date: 02/28/2023

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
Company Training (ISO)	19	404:25	19	404:25
Driver Operator Training (ISO)	5	31:00	5	31:00
Facility Training (ISO)	1	10:00	4	40:00
Fire Officer Training (ISO)	5	20:30	5	20:30
HazMat Training (ISO)	5	9:00	6	10:00
GRAND TOTALS:	35	474:55	39	505:55

This report lists the actual count of Reviewed classes and the class hours, and the number of people who attended those classes and the total Man Hours for each Class Category. This report pulls training hours from the Training Code Hours field on the Info Page.



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Atoka Parks and Recreation

March Monthly Report- Calendar Year 2022-2023

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			Pop-Up Farmer's Market- July	5	N/A	\$350.00	\$50.00
Summer-Y-Challenger-Soccer Camp		22			Pop-Up Farmer's Market- August	4	N/A	0	\$40.00
Summer-Y-Lego 1 Camp		16			Pop-Up Farmer's Market- Sept.	3	N/A	0	\$30.00
Summer-Y-Lego 2 Camp		17			Pop-Up Farmer's Market- Oct.	8	N/A	0	\$80.00
Summer-Y-Summer-Adventure Camp		19							
Summer-Y-Art Camp	20	16	\$710.00	\$1,560.00	Rock the Block-August	est. 2,000	est. 2,000	\$16,995.21	\$140.00
Summer-Y-Blast Ball/Tball		173			Autumn in Atoka	est 500	est. 500+	\$3,610.00	\$1,940.00
Fall-Y-Soccer Camp	16	39	\$0.00	\$650.00	Safe Night Out	1100 bags	900 bags	\$5,675.19	\$4,185.00
Fall-Y-AYSO-Soccer	247	279	\$12,961.00	\$19,760.00	Halloween Decorating- October	13	7	\$30.00	\$0.00
Spring-Y-AYSO-Soccer	328	297	TBD	TBD	Veteran's Ceremony-November	est. 50	est. 50	\$50.00	
Fall-Y-REC-Softball	319	325	\$21,110.74	\$25,125.00	Tree Lighting-December	150 (rain)	400+	\$4,617.04	\$0.00
Spring-Y-FASA-Softball	373	368	TBD	TBD	Santa's Ride-Meet/Greet-December	500+	100+	^	\$0.00
Spring Break-Y-Little Sports		8			Christmas Decorating-December	-	9	^	\$0.00
Summer-Y-Little Sports		25			Easter-Bunny Brunch-March	53	74	TBD	\$655.00
Summer-A-Softball	13	9	\$3,828.41	\$5,380.00	Food Truck Festival-March	22 + 35	46	TBD	\$3,540.00
Fall-Y-Art Class	21	20	\$818.00	\$1,805.00	BBQ Fest- April		59 teams		
Spring-Y-Art Class	36	32	TBD	TBD	Cops & Bobbers-May		158		
Concession Sales									
Description	Current This Year	Current Year	Last	Current FYTD	Last FYTD				
Nancy Lane Park	\$0.00		\$0.00	\$24,161.37	\$21,338.49				
Walker Park	\$0.00		\$0.00	\$7,209.92	\$9,305.87				
Rentals									
Description	Current This Year	Current Year	Last	Current FYTD	Last FYTD				
Splash Pad-Regular	N/A		N/A	\$1,400.00	\$1,440.00				
Splash Pad-Private	N/A		N/A	\$850.00	\$1,700.00				
Softball Fields	\$240.00		\$65.00	\$2,395.00	\$380.00				
Other Facilities	\$50.00		\$120.00	\$1,250.00	\$160.00				
Citizen Service/Park Maintenance									
Description	Current This Year	Current Year	Last	Current FYTD	Last FYTD				
Q-Alert Service Request-Closed	1		0	2	4				

Current Activities: Soccer & Softball

Current Registrations: BBQ Fest, Blast Ball/Tball, Summer Camps, & Adult Softball Registrations are open to sign up.

Upcoming Events: BBQ Fest 3/30-4/1 & Cops and Bobbers May 20th.

BBQ Fest Sponsor Dinner- March 30th @ 6pm located at Nancy Lane Park

Atoka Parks and Recreation

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Nancy Lane Park					\$0.00					\$0.00		\$24,161.37	\$21,338.49
Walker Park					\$0.00					\$0.00		\$7,209.92	\$9,305.87
Rentals					Current This Year					Current Year	Last	Current FYTD	Last FYTD
Description					N/A					N/A		\$1,400.00	\$1,440.00
Splash Pad-Regular					N/A					N/A		\$850.00	\$1,700.00
Splash Pad-Private					\$240.00					\$65.00		\$2,395.00	\$380.00
Softball Fields					\$50.00					\$120.00		\$1,250.00	\$160.00
Other Facilities					Citizen Service/Park Maintenance								
Description					Current This Year					Current Year	Last	Current FYTD	Last FYTD
Q-Alert Service Request-Closed					1					0		2	4
					Current Activities: Soccer & Softball								
					Current Registrations: BBQ Fest, Blast Ball/Tball, Summer Camps, & Adult Softball Registrations are open to sign up.								
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Atoka Police Department

68 Atoka - McLaughlin Drive



TN Incident Based Reporting System - Part 1 Crimes			
Town of Atoka	365 Days		
2/26/2023	2022	2023	+/-/=
Assault-Agg(All)	1	0	-1
Assault-Agg	1	0	-1
Assault-Agg DV	0	0	0
Child Abuse Agg	0	0	0
Auto Thft	0	2	2
Bur-Non-res	0	0	0
Bur-Residential	0	0	0
Bur-Bus	0	1	1
Homicide	0	0	0
Murder	0	0	0
Negligent Manslaughter	0	0	0
Justifiable Homicide	0	0	0
Larceny(All)	4	7	3
Shoplift Fel	1	0	-1
Shoplift Misd	2	1	-1
Th Build	0	0	0
Th Fr M/V	1	1	0
Th Veh Parts	0	4	4
Th Other Trailer	0	0	0
Other Th/Non-Specific	0	1	1
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	5	10	5



Atoka Police Department

68 Atoka - McLaughlin Drive



Additional Crimes & Statistics			
Town of Atoka	Year to Year Comparison		
2/26/2023	2022	2023	+/-/=
Fraud	1	0	-1
ID Theft	0	0	0
Credit Card	0	0	0
Swindle / Scheme	1	0	-1
Counterfeit / Forgery	1	0	-1
Weapons	0	0	0
MV Crash	33	38	5
Injury	8	5	-3
Hit and Run	1	5	4
Property damage	32	28	-4
Drugs / Narcotics	2	4	2
Felony	0	1	1
Misdemeanor	2	2	0
Driving under Influence	0	1	1
Additional Totals	37	42	5
Misc Reports	49	61	12
Bus and Res Alarms	57	31	-26
Calls for Service	1,265	1,333	68
Enforcement	2022	2023	+/-/=
Arrests	15	23	8
Felony	5	4	-1
Misdemeanor	10	19	9
Citations	195	138	-57
General Sessions	12	9	-3
City Court	113	95	-18
Warnings	70	34	-36

Atoka Public Works

Monthly Report - Calendar Year 2023

CUSTOMER ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW ACCOUNTS OPENED	14	11											25
EXISTING ACCOUNTS CLOSED	8	5											13
NET CHANGE - CUSTOMER ACCOUNTS	6	6	0	0	0	0	0	0	0	0	0	0	12

SEWER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
TANK PUMPING - VENDOR	35	39											74
TOTAL SEWER SERVICE ISSUES	35	39	0	0	0	0	0	0	0	0	0	0	74

SOLID WASTE SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW CUSTOMERS (delivered can)	167	24											191
MISSED COLLECTIONS	100	51											151
DAMAGED / REPLACED CANS	23	19											42
OTHER / TRASH	23	37											60
TOTAL SOLID WASTE SERVICE ISSUES	313	131	0	0	0	0	0	0	0	0	0	0	444

WATER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SET - PRIMARY SERVICE	0	0											0
METER SET - AUXILIARY SERVICE	0	1											1
METER MAINTENANCE	0	0											0
METERS REPLACED/ Antenna Added	0	4											4
ADJUSTMENTS	11	0											11
LATE PAYMENTS	715	511											1226
NON-PAYMENT DISCONNECTION	77	166											243
TOTAL WATER SERVICE ISSUES	803	682	0	0	0	0	0	0	0	0	0	0	1485

WORK ORDERS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WATER	170	310											480
SEWER	72	43											115
DITCHES, OTHER ISSUES	61	63											124
UTILITY LOCATES	68	74											142
TOTAL WORK ORDERS	371	490	0	0	0	0	0	0	0	0	0	0	861

BILLING INFORMATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
ACH ACCOUNTS	513	496											1009
E-BILL ACCOUNTS	1263	1216											2479
SOLID WASTE CUSTOMERS	2994	3017											6011
RECYCLING CUSTOMERS	N/A	N/A											0

COMMENTS