SPECIAL SESSION

November 7, 2017

The City Council of the City of Athens met in Special Session on Tuesday, November 7, 2017, 5:30 p.m. in the Derek D. Daniels Conference Room of the Athens Partnership Center, 201 W. Corsicana St., Athens, Texas with the following members present, to-wit:

Monte Montgomery, Mayor Ed McCain Toni Clay Joe Whatley

Gary Whittle, Interim City Manager Bonnie Hambrick, City Secretary

others present: Ryan Adams, Marty Coursey, Marion Klutts, Billy Palmer, Marti Shew John and Lacey Lowry, Denise York and other interested citizens;

constituting a quorum at which time the following proceedings were enacted, to-wit:

INVOCATION

The invocation was given by Gary Whittle.

DECLARATION OF CONFLICT OF INTEREST

No action was taken.

CITIZENS COMMUNICATIONS

There was no discussion.

Mayor Montgomery announced the City Council will move to agenda items #6, #7, #8, and #9.

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING) a) 1411 FM 1616

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.087 (DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING) a) PROSPECT #1569

The City Council adjourned to Executive Session at 5:32 p.m.

The City Council returned to Special Session at 6:05 p.m.

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING) a) 1411 FM 1616

A motion was made by Councilmember Whatley, seconded by Councilwoman Clay to accept the proposal from Athens Economic Development Corporation for the purchase of land located at 1411 FM 1616. The motion carried unanimously.

City Council Special Session November 7, 2017 Page 2

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.087 (DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING) a) PROSPECT #1569

A motion was made by Councilmember McCain, seconded by Councilwoman Clay to accept the proposal from Athens Economic Development Corporation for incentives for Prospect # 1569 The motion carried unanimously.

DISCUSSION OF ALL MATTERS RELATED TO THE CITY OF ATHENS UTILITIES CAPITAL IMPROVEMENT PROGRAM

Gary Whittle, Interim City Manager, stated that Ryan Adams, Managing Director of Public Services, would present the five year Utilities Capital Improvement Program.

Mr. Adams presented background information regarding the City of Athens utilities infrastructure. He stated like many cities, Athens utilities infrastructure is aging and incurring increasing investment of time and dollars towards maintenance and repair.

Mr. Adams presented to the following information:

Where we are

- Method to capital project decisions
- Constraints

Building a Capital Plan

- Benefits
- General steps
- Past efforts at capital planning

Draft Plan

- Future Project Outlook
- Funding Outlook

Marti Shew, Director Hilltop Securities Inc., explained the following types of debt for long term projects:

- Revenue Bonds
- Certificates of Obligation "COs"

Ms. Shew also identified Texas Water District Board (TWDB) as an additional State Funding option and the application process for TWBD grants.

The City Council, Staff and Marti Shew engaged in discussion regarding the Capital Improvement Program.

After discussion, Mr. Adams provided the following recommendation from Staff to the City Council:

- 1. Further explore debt funding options
- 2. Update rate study
- 3. Reconvene to determine rate, debt, and project priority plan for FY 19

City Council Special Session November 7, 2017 Page 3

He stated going forward, the Utility CIP will be discussed by Council annually as part of the budgeting process. He further stated during this time Council and Staff will update the list and priorities for the ensuing year(s).

The City Council took no action on the Utilities Capital Improvement Program.

DISCUSSION AND CONSIDERATION OF ALL MATTERS RELATED TO APPROPRIATING ADDITIONAL EXPENDITURES IN THE AMOUNT OF \$1,000 TO KSA ENGINEERS FOR UNANTICIPATED SURVEY COST RELATING TO THE WEST WASTEWATER TREATMENT PLANT INFLUENT LINE REPLACEMENT PROJECT

Mr. Adams explained that on August 14, 2017, the City Council authorized Gary Whittle, Interim City Manager, to enter into an agreement with KSA Engineers in the amount of \$62,900 for engineering services relating to the replacement of the influent water and sewer lines at the West Wastewater Treatment Plant. He stated the additional expenditures are for an unanticipated survey cost.

After discussion, a motion was made by Councilmember Whatley, seconded by Councilmember McCain to approve appropriating additional expenditures in the amount of \$1,000 to KSA Engineers for unanticipated survey cost relating to the West Wastewater Treatment Plant Influent Line Replacement Project.

The motion carried by the following vote: Ayes: Councilmember Whatley, Councilmember McCain, Councilwoman Clay, Nay: Mayor Montgomery, Abstain: None.

The City Council recessed at 7:25 p.m.

The City Council returned to Special Session at 7:33 p.m.

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PUBLIC OFFICER; CLOSED MEETING) TO DISCUSS THE APPOINTMENT TO ATHENS CITY COUNCIL, PLACE 4 TO FILL UNEXPIRED TERM CREATED BY RESIGNATION

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING) DELIBERATIONS REGARDING FUTURE DUTIES AND EMPLOYMENT OF THE PROSPECTIVE CITY MANAGER

The City Council adjourned to Executive Session at 7:34 p.m.

The City Council returned to Special Session at 8:53 p.m.

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PUBLIC OFFICER; CLOSED MEETING) TO DISCUSS THE APPOINTMENT TO ATHENS CITY COUNCIL, PLACE 4 TO FILL UNEXPIRED TERM CREATED BY RESIGNATION

A motion was made by Mayor Montgomery, seconded by Councilmember Whatley to appoint Robert Gross to Athens City Council Place 4 to fill unexpired term created by resignation. The motion carried unanimously.

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING) DELIBERATIONS REGARDING FUTURE DUTIES AND EMPLOYMENT OF THE PROSPECTIVE CITY MANAGER

No action was taken.

MAYOR, CITY COUNCIL AND/OR INTERIM CITY MANAGER UPDATES INVOLVING COMMUNITY EVENTS AND ISSUES OF PUBLIC SAFETY

Mr. Whittle provided the following updates:

- Sirens were tested on Wednesday, October 25th at 2:00 p.m., he stated all sirens worked except the siren on Live Oak. He further stated it was repaired on Friday all eight (8) sirens are now working
- Announced lunch at Central Fire Station on Thursday, November 9th to honor Veterans
- Mr. Adams stated Staff is currently in the review phase for the new website
- Councilmember McCain stated he is concerned about the turn at Hawn Street
- Councilmember McCain requested more updates provided to the City Council on Substandard Commission and their actions
- Councilmember McCain also requested Staff and City Council pursue a Citizen's Academy for the City of Athens

MAYOR AND CITY COUNCIL'S REQUEST FOR FUTURE AGENDA ITEMS

• Councilwoman Clay requested Executive Session regarding the hiring process for the prospective City Manager

ADJOURN

The meeting was adjourned at 9:09 p.m.

PASSED AND APPROVED THIS THE 27th DAY OF NOVEMBER, 2017.

Monte Montgomery, Mayor

ATTEST:

Bonnie Hambrick, City Secretary

REGULAR SESSION

NOVEMBER 13, 2017

The City Council of the City of Athens met in Regular Session on Monday, November 13, 2017, 5:30 p.m. in the Derek D. Daniels Conference Room of the Athens Partnership Center, 201 W. Corsicana St., Athens, Texas with the following members present, to-wit:

Monte Montgomery, Mayor Ed McCain Toni Clay Joe Whatley Robert Gross

Gary Whittle, Interim City Manager Bonnie Hambrick, City Secretary

others present:, Thanasis Kombos, Barbara Holly, Buddy Hill, Marty Coursey, Jennifer Robertson, Steve Barksdale, Rich Flowers, Lisa Denton, Lisa Montgomery, Bishop Sam Cumby, Adrianna Hinds, Stacey Gross, Blake Stiles, Sherri Skeeters, Mary Waddell, Mike Conley, Jeff Weinstein, Will Traxson, Jane Nettune, Robert and Peggy Gould, Deborah Deas, Michael Hannigan, Dorothy Lindsey, Lauren Conley, Brad and Tina Rummel, Jeff Summers, Scott Lay, Tom and Lynn Leathem, John and Lacey Lowry; and other interested citizens;

constituting a quorum at which time the following proceedings were enacted, to-wit:

INVOCATION

The invocation was given by Bishop Sam Cumby.

Mayor Montgomery stated the City Council is being very deliberate in appointing the next City Council Member.

OATH OF OFFICE

City Secretary Bonnie Hambrick administered the Oath of Office to newly appointed Council Member, Place 4 – Robert Gross.

ELECTION OF MAYOR PRO-TEM

A motion was made by Councilmember Whatley, seconded by Councilwoman Clay to elect Councilmember Ed McCain as Mayor Pro-Tem. The motion carried unanimously.

Mayor Montgomery recognized Superintendent Blake Stiles for being in attendance.

DECLARATION OF CONFLICT OF INTEREST

No action was taken.

MAYOR, CITY COUNCIL AND/OR INTERIM CITY MANAGER UPDATES INVOLVING COMMUNITY EVENTS AND ISSUES OF PUBLIC SAFETY

- Mayor Montgomery stated that Behind the Veil Church located on West 31 and the Loop held its grand opening on Sunday, October 29th
- Councilmember McCain stated the Go Texan Fundraiser was held at the Texas Freshwater Fisheries Center on Saturday, November 11, 2017
- Mayor Montgomery stated a Veterans Memorial was held at the East Texas Arboretum on Friday, November 10, 2017

CITIZENS COMMUNICATIONS

Dorothy Lindsey expressed concerns regarding abuse and neglect of pets and animals.

Mayor Montgomery recognized Ms. Hambrick for completion of the Texas Municipal Clerks Certification Program.

CONSENT AGENDA

- a) CONSIDER APPROVING THE MINUTES OF THE OCTOBER 23, 2017 REGULAR SESSION
- **b**) INVESTMENT REPORT SEPTEMBER 2017
- c) CONSIDER FINAL READING OF AN ORDINANCE CONCERNING A REQUEST FROM HOME TOWN BOYS FOR SITE PLAN APPROVAL AND A SPECIFIC USE PERMIT FOR A DRIVE THROUGH FOR A PROPOSED DAIRY QUEEN QUICK SERVE RESTAURANT AT 910 E. TYLER STREET. (Z-05-17-001)
- d) CONSIDER FINAL READING OF AN ORDINANCE CONCERNING A REQUEST FROM WOODLAND SPRINGS DEVELOPMENT FOR A 3.3 ACRES ZONE CHANGE FROM INDUSTRIAL – SUP (I-SUP) TO SINGLE FAMILY-5 (SF-5) TO ALLOW FOR A FUTURE SINGLE FAMILY SUBDIVISION ON WOFFORD STREET IN THE R. A. CLARK SURVEY (Z09-17-003)
- e) CONSIDER FINAL READING OF AN ORDINANCE CONCERNING A REQUEST FROM THE CITY OF ATHENS APPROVING A DESIGN MANUAL FOR THE INSTALLATION OF NETWORK NODES AND NODE SUPPORT POLES; AND APPROVING A POLE ATTACHMENT AGREEMENT REGULATING THE INSTALLATION OF NETWORK NODES ON CITY SERVICE POLES AND UTILITY POLES; AND PROVIDING AN EFFECTIVE DATE OF SEPTEMBER 1, 2017
- f) CONSIDER ATHENS ECONOMIC DEVELOPMENT CORPORATION'S BUSINESS ASSISTANCE GRANT WITH HENDERSON COUNTY HELP CENTER & MAGGIE'S HOUSE
- g) CONSIDER ATHENS ECONOMIC DEVELOPMENT CORPORATION'S BUDGET AMENDMENTS FOR FISCAL YEAR 2017
- h) CONSIDER ATHENS ECONOMIC DEVELOPMENT CORPORATION'S THREE YEAR STRATEGIC PLAN 2018-2020
- i) CONSIDER ATHENS ECONOMIC DEVELOPMENT CORPORATION'S PUBLIC FUNDS INVESTMENT POLICY FOR FISCAL 2017-2018

Ms. Hambrick read the Ordinances aloud.

A motion was made by Councilmember Whatley, seconded by Councilmember Gross to approve the Consent Agenda. The motion carried unanimously.

PRESENTATION AND DISCUSSION REGARDING FREEPORT TAX EXEMPTION

Lisa Denton Executive Director, Athens Economic Development Corporation, stated that a presentation was given to the City Council on April 24, 2017. Ms. Denton presented an overview of Freeport Tax Exemption. She explained that the Freeport Tax Exemption as being an exemption from business inventory tax that is in Texas for a short period of time (175 days or less) and will be transported outside of the State of Texas. Ms. Denton presented a list of several local companies that could potentially qualify for the Freeport Tax Exemption if it was granted.

Mayor Montgomery asked Blake Stiles, Athens Independent School District (AISD), to address the City Council. Mr. Stiles stated the school district took action last month in the first step of the process. He stated that AISD is in favor of a Freeport Tax Exemption as the school district would like to see growth.

After the presentation, there was discussion regarding the Freeport Tax Exemption.

Mayor Montgomery requested a Workshop with Marty Coursey, Finance Director, to further identify the impact of a Freeport Tax Exemption.

Mayor Montgomery stated the City Council would move to Agenda Item #13 and adjourn into Executive Session.

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING) DELIBERATIONS REGARDING FUTURE DUTIES AND EMPLOYMENT OF THE PROSPECTIVE CITY MANAGER

The City Council adjourned to Executive Session at 6:08 p.m.

The City Council returned to Regular Session at 6:49 p.m.

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING) DELIBERATIONS REGARDING FUTURE DUTIES AND EMPLOYMENT OF THE PROSPECTIVE CITY MANAGER

No action taken.

DISCUSSION AND CONSIDERATION OF ALL MATTERS RELATED TO VOTING ON HENDERSON COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS, PLACE 2

Ms. Hambrick explained that the City Council previously nominated Jack Bailey for Place 2 on the Henderson County Appraisal District Board of Directors. A motion was made by Councilmember Whatley, seconded by Councilmember McCain to cast the City's 234 votes for Jack Bailey for Place 2 on the Henderson County District Board of Directors. The motion carried unanimously.

DISCUSSION AND CONSIDERATION OF ALL MATTERS RELATED TO AWARDING EMPLOYEE HEALTH AND ANCILLARY BENEFITS CONTRACTS FOR CALENDAR YEAR 2018

Jennifer Robertson, Director of Human Resources, explained the item is for the 2018 Re-rate for City of Athens Employee Health and Ancillary Benefits. She stated that Jeff Summers, Vice President of Employee Benefits with BancorpSouth, provided an overview of employee health and ancillary benefits claims and premiums paid.

After a brief discussion, a motion was made by Councilwoman Clay, seconded by Councilmember McCain to award Employee Health and Ancillary Benefits contracts for calendar year 2018. The motion carried unanimously.

DISCUSSION AND CONSIDERATION OF ALL MATTERS RELATED TO THE GRANT AND ACCEPTANCE OF A UTILITY EASEMENT BY ARCHIE DENNIS, NORTH OF BRYSON, TO SERVE AN EXISTING SEWER LINE AND FUTURE TIE-INS FOR THE BRYSON DEVELOPMENT

Barbara Holly, Managing Director Development Services Department explained while working with Mr. Tidmore it was discovered that the sewer line north of the development was constructed outside the utility easement. She further stated that Archie Dennis has consented to a new easement that will protect the existing line at no additional cost to the city.

A motion was made by Councilmember Whatley, seconded by Councilmember Gross to authorize the approval of a grant and acceptance of a utility easement by Archie Dennis, north of Bryson, to serve an existing sewer line and future tie-ins for the Bryson Development. The motion carried unanimously.

DISCUSSION AND CONSIDERATION OF ALL MATTERS RELATED TO AWARDING BIDS FOR CHEMICALS FOR USE IN THE UTILITIES DEPARTMENT

Gary Whittle, Interim City Manager, recommended that chemical bids be awarded to the following low bidders:

Chemical	Company	Price
Fluoride Per lb.	Mosaic Global Sales, LLC	0.181
Alum Per lb.	Affinity Chemical, LLC	0.0715
Copper Sulfate	Chemtrade	\$386.90
Ammonia	Watertech Incorporated	\$0.84
CL(2) Gas 150 LB CYL	DPC Industries	\$109.00
Sulfur Dioxide	DPC Industries	\$782.00
CL(2) Dry 65%	Brenntag Southwest, Inc.	\$215.00
CL(2) Gas 1-Ton CYL	Brenntag Southwest, Inc.	\$720.00
Caustic Soda (Liquid)	Brenntag Southwest, Inc.	0.1558
Liquid Ammonia Sulfate	Brenntag Southwest, Inc.	\$173.25

Councilmember Whatley asked if the City was still using Fluoride, with Mayor Montgomery stating yes. Mayor Montgomery further stated during the water rate study it was suggested that the City discontinue use of Fluoride.

After a brief discussion it was the consensus of the City Council to request a future agenda item to discuss the use of Fluoride in the City of Athens Utilities Department.

A motion was made by Councilmember Whatley, seconded by Councilmember Gross to approve awarding bids for chemicals for use in the Utilities Department. The motion carried unanimously.

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING) DELIBERATIONS REGARDING FUTURE DUTIES AND EMPLOYMENT OF THE PROSPECTIVE CITY MANAGER

The City Council adjourned to Executive Session at 7:09 p.m.

The City Council returned to Regular Session at 7:44 p.m.

Consider action resulting from deliberations in Executive Session Pursuant to the Texas Government Code, Section 551.074 (Personnel Matters; Closed Meeting) deliberations regarding future duties and employment of the prospective City Manager

No action was taken.

MAYOR AND CITY COUNCIL'S REQUEST FOR FUTURE AGENDA ITEMS

- Councilwoman Clay requested a future agenda item regarding the removal of Fluoride in the City of Athens Utilities Department
- Mayor Montgomery requested a future agenda item discussing the zoning of 412 N. Palestine
- Mr. Whittle stated a workshop with AEDC will be scheduled to discuss Freeport Tax Exemption; Mayor Montgomery stated he would like to understand the economic impact of allowing a Freeport Tax Exemption

ADJOURN

The meeting was adjourned at 7:49 p.m.

PASSED AND APPROVED THIS THE 27th DAY OF NOVEMBER, 2017.

Monte Montgomery, Mayor

ATTEST:

Bonnie Hambrick, City Secretary

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MONTHLY FINANCIAL REPORT

Fiscal Year 2018

YEAR-TO-DATE OPERATIONS

AS OF OCTOBER 31, 2017

(October 1, 2017 to October 31, 2017)

Prepared by

FINANCE DEPARTMENT

November 16, 2017

CITY OF ATHENS, TEXAS

MONTHLY FINANCIAL REPORT

TABLE OF CONTENTS

BUDGET REPORT	PAGE 2
*GENERAL FUND	PAGE 4
*AIRPORT FUND	PAGE 11
*HOTEL/MOTEL TAX FUND	PAGE 12
*INTEREST AND SINKING	PAGE 13
*UTILITY FUND	PAGE 14
*CAPITAL IMPROVEMENT FUND	PAGE 17
OTHER INFORMATION	PAGE 18

*Revenue and Expenditure reports are unaudited, subject to additions or corrections

Finance Department Budget Report

<u>General Fund Revenue and Expense Summary</u>: The total of all sources of revenue in the General Fund year to date is \$681,615.18. The total of all expenditures in the General Fund year to date is \$647,062.89. The overall General Fund Budget is at 6.15% for operational revenues while General Fund expenditures are at 23.12 %.

<u>General Fund and Debt Service Property Taxes:</u> Total property taxes collected YTD is \$267,602. The Property Tax collections begin Oct 1. Most of the payments are collected from December thru February each year. All maintenance and operations property tax revenue to date is \$226,841 and the total I & S (interest and sinking) revenue collected YTD to pay debt is \$40,762.

<u>Sales Tax:</u> The City's total sales tax budget (2 cents on the dollar) is 4,046,862. On a cash basis, one month of collection is recorded totaling 435,348. The Athens Economic Development receives $\frac{1}{2}$ cent of collections via a transfer from the General Fund each month. The total YTD transfers to AEDC is 108,837.

<u>Utility Fund:</u> The City's Utility revenue YTD is \$508,960 or, 12.03% of budget. (This includes both the water sales and sewer revenue.) This amount is slightly higher than expected at 12.03% of budget, next month is expected to be another record dry month and should help with the sale of water.

<u>Airport Fund:</u> The total of all sources of revenue in the Airport Fund year to date is \$9,044 or 18.18% of budget. Expenditures YTD is \$10,593 or 64.69% of budget.

Hotel/Motel Occupancy Fund: The total of all sources of revenue in the HOT Funds YTD is \$25,342 or 8.16% of budget. Expenditures YTD is \$10,593 or 3.21% of budget.

*Revenue and Expenditure reports are unaudited, subject to additions or corrections

CITY OF ATHENS GENERAL FUND

YEAR TO DATE REVENUE AND EXPENDITURE REPORT AT OCTOBER 31, 2017

REVENUE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
AD VALOREM /OTHER TAXES	8,239,858	553,351.48	553,351.48	0.00	7,686,506.52	6.72	697,424.38	8.62
FRANCHISE	932,518	34,498.84	34,498.84	0.00	898,019.16	3.70	179.67	0.02
COURT/PUBLIC SAFETY	264,000	13,024.33	13,024.33	0.00	250,975.67	4.93	14,790.34	6.61
LICENSES/PERMITS	134,317	4,728.14	4,728.14	0.00	129,588.86	3.52	8,287.00	16.76
OTHER OPERATING REVENUE	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTRAGOVERNMENTAL	846,498	69,203.01	69,203.01	0.00	777,294.99	8.18	56,666.67	5.93
INTERGOVERNMENTAL	15,657	4,279.94	4,279.94	0.00	11,377.06	27.34	0.00	0.00
REIMBURSING REVENUE	441,000	301.00	301.00	0.00	440,699.00	0.07	6,824.24	11.22
OTHER NON-OPERATING/SUPPLEMENTALS	210,040	2,228.44	2,228.44	0.00	207,811.56	1.06	6,736.46	2.22
TOTAL REVENUES	11,083,888	681,615.18	681,615.18	N/A	10,402,272.82	6.15	790,908.76	7.46

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
10-CITY MANAGER								
61-PERSONNEL SERVICES	334,895	8,211.85	8,211.85	0.00	326,682.66	2.45	15,731.92	6.13
62-SUPPLIES	4,390	0.00	0.00	0.00	4,390.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	18,525	397.00	397.00	0.00	18,128.00	2.14	306.66	2.83
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 10-CITY MANAGER	357,810	8,608.85	8,608.85	0.00	349,200.66	2.41	16,038.58	5.85
[
11-LEGAL								
62-SUPPLIES	50	0.00	0.00	0.00	50.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	101,800	0.00	0.00	0.00	101.800.00	0.00	0.00	0.00
	101,000	0.00	0.00	0.00	101,000.00	0.00	0.00	0.00
TOTAL 11-LEGAL	101,850	0.00	0.00	0.00	101,850.00	0.00	0.00	0.00
12-HUMAN RESOURCES								
61-PERSONNEL SERVICES	155,475	11,339.57	11,339.57	0.00	144,135.43	7.29	13,550.88	9.37
62-SUPPLIES	9,444	4.50	4.50	0.00	9,439.50	0.05	0.00	0.00
63-CONTRACTUAL SERVICES	42,000	665.32	665.32	0.00	41,334.68	1.58	143.03	0.32
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 12-HUMAN RESOURCES	206,919	12,009.39	12,009.39	0.00	194,909.61	5.80	13,693.91	6.94
14-FINANCE & TECHNOLOGY								
61-PERSONNEL SERVICES	257,800	19,702.12	19,702.12	0.00	238,097.88	7.64	14,067.07	6.16
62-SUPPLIES	7,700	79.84	79.84	0.00	7,620.16	1.04	0.00	0.00
63-CONTRACTUAL SERVICES	60,700	452.52	452.52	0.00	60,247.48	0.75	496.00	0.82
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 14-FINANCE & TECHNOLOGY	326,200	20,234.48	20,234.48	0.00	305,965.52	6.20	14,563.07	4.80

Page **6**

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
62-SUPPLIES	150	0.00	0.00	0.00	150.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	46,100	239.90	239.90	0.00	45,860.10	0.52	339.90	0.74
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 15-MAYOR/COUNCIL	46,250	239.90	239.90	0.00	46,010.10	0.52	339.90	0.73
16-CITY SECRETARY								
61-PERSONNEL SERVICES	111.765	8.425.74	8,425,74	0.00	103,339,75	7.54	14,350,77	9,95
62-SUPPLIES	4.200	1.280.37	1.280.37	0.00	2.919.63	30.49	0.00	0.00
63-CONTRACTUAL SERVICES	34,603	86.55	86.55	0.00	34,516.45	0.25	122.33	0.27
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 16-CITY SECRETARY	150,568	9,792.66	9,792.66	0.00	140,775.83	6.50	14,473.10	7.36
17-FACILITIES								
61-PERSONNEL SERVICES	46.551	0.00	0.00	0.00	46.550.93	0.00	0.00	0.00
62-SUPPLIES	9,670	64.92	64.92	0.00	9,605.08	0.67	116.67	1.23
63-CONTRACTUAL SERVICES	104,900	5,826.16	5,826.16	0.00	99,073.84	5.55	5,123.69	4.72
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 17-FACILITIES	161,121	5,891.08	5,891.08	0.00	155,229.85	3.66	5,240.36	2.87
20-COMMUNITY DEVELOPMENT								
61-PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00	6,779.19	7.65
62-SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	0	171.57	171.57	0.00	(171.57)	0.00	112.67	2.71
65-CAPITAL OUTLAY	0	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL 20-COMMUNITY DEVELOPMENT	0.00	171.57	171.57	0.00	(171.57)	0.00	6,891.86	7.30

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
22-CODE ENFORCEMENT								
61-PERSONNEL SERVICES	122,139	8,455.12	8,455.12	0.00	113,683.97	6.92	4,997.84	4.54
62-SUPPLIES	13,742	0.00	0.00	6,000.00	7,742.00	43.66	0.00	0.00
63-CONTRACTUAL SERVICES	55,960	0.00	0.00	0.00	55,960.00	0.00	264.00	2.62
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 22-CODE ENFORCEMENT	191,841	8,455.12	8,455.12	6,000.00	177,385.97	7.53	5,261.84	4.10
24-PLANNING/DEVELOPMENT								
61-PERSONNEL SERVICES	258 994	18 831 36	18 831 36	0.00	240 162 53	7 27	7 195 62	6 64
62-SUPPLIES	12 563	0.00	0.00	100.00	12 463 00	0.80	10.00	0.01
63-CONTRACTUAL SERVICES	95 021	310.93	310.93	0.00	94 710 07	0.33	5 357 38	2 91
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	71.22
	<u> </u>	0.00	0.00	0.00	0.00	0.00	0.00	/ 1.22
TOTAL 24-PLANNING/DEVELOPMENT	366,578	19,142.29	19,142.29	100.00	347,335.60	5.25	12,563.00	7.38
32-STREET DEPARTMENT								
	407 707	22.445.50	22.445.50	0.00	454 224 54	6.05	24.245.24	7.26
61-PERSONNEL SERVICES	487,737	33,415.59	33,415.59	0.00	454,321.54	6.85	34,245.34	7.26
	141,820	53.16	53.16	400.00	141,366.84	0.32	4,126.67	27.85
	232,050	103.80	103.80	3,120.00	(74.224.04)	(121.21)	2,995.99	1.32
	350,000	64,148.40	64,148.40	360,076.54	(74,224.94)	(121.21)	0.00	0.00
TOTAL 22 STREET DEDARTMENT	1 211 607	07 791 01	07 791 01	262 506 54	750 220 59	28.08	41 368 00	0.00
TOTAL SZ-STREET DEPARTMENT	1,211,007	97,781.01	97,781.01	303,590.54	750,229.56	50.00	41,308.00	5.14
34-PARKS DEPARTMENT								
61-PERSONNEL SERVICES	527,934	30,437.94	30,437.94	0.00	497,496.06	5.77	28,832.70	6.42
62-SUPPLIES	57,320	4,784.51	4,784.51	450.00	52,085.49	9.13	223.92	0.44
63-CONTRACTUAL SERVICES	96,700	394.96	394.96	39,183.00	57,122.04	40.93	211.04	0.23
65-CAPITAL OUTLAY	110,500	0.00	0.00	9,999.00	100,501.00	9.05	10,350.00	6.52
TOTAL 34-PARKS DEPARTMENT	792,454	35,617.41	35,617.41	49,632.00	707,204.59	10.76	39,617.66	5.27

Page 8

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
38-FLEET MAINTENANCE								
61-PERSONNEL SERVICES	176,192	12,579.73	12,579.73	0.00	163,611.78	7.14	12,493.26	7.60
62-SUPPLIES	14,770	0.00	0.00	114.30	14,655.70	0.77	83.48	0.53
63-CONTRACTUAL SERVICES	13,350	155.49	155.49	3,000.00	10,194.51	23.64	83.66	0.64
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	34.13
TOTAL 38-FLEET MAINTENANCE	204,312	12,735.22	12,735.22	3,114.30	188,461.99	7.76	12,660.40	8.67
46-FIRE SERVICES								
61-PERSONNEL SERVICES	2,488,400	175,564.82	175,564.82	0.00	2,312,834.80	7.06	176,877.16	7.48
62-SUPPLIES	78,580	53.20	53.20	506.70	78,020.10	0.71	84.44	0.37
63-CONTRACTUAL SERVICES	125,275	9,735.92	9,735.92	0.00	115,539.08	7.77	2,256.39	2.17
65-CAPITAL OUTLAY	101,100	0.00	0.00	0.00	101,100.24	0.00	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 46-FIRE SERVICES	2,793,355	185,353.94	185,353.94	506.70	2,607,494.22	6.65	179,217.99	6.32
49-ANIMAL CONTROL								
61-PERSONNEL SERVICES	50,044	3,506.64	3,506.64	0.00	46,537.05	7.01	3,602.41	7.66
62-SUPPLIES	5,100	0.00	0.00	100.00	5,000.00	1.96	0.00	0.00
63-CONTRACTUAL SERVICES	66,840	0.00	0.00	0.00	66,840.00	0.00	4,354.10	8.06
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 49-ANIMAL CONTROL	121,984	3,506.64	3,506.64	100.00	118,377.05	2.96	7,956.51	7.46

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YID ACTUAL	ENCUM	BALANCE	ACTUAL	YID ACTUAL	2017
50-MUNICIPAL COURT								
61-PERSONNEL SERVICES	95,006	8,693.63	8,693.63	0.00	86,312.04	9.15	7,335.68	5.15
62-SUPPLIES	4,300	50.38	50.38	0.00	4,249.62	1.17	0.00	0.00
63-CONTRACTUAL SERVICES	14,015	418.89	418.89	0.00	13,596.11	2.99	302.52	1.68
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	112 221	0 162 00	0 162 00	0.00	104 157 77	8.00	7 638 30	1.62
TOTAL SO-MONICIPAL COORT	115,521	9,102.90	9,102.90	0.00	104,157.77	0.09	7,038.20	4.02
51-POLICE ADMINISTRATION								
61-PERSONNEL SERVICES	286,762	20,323.51	20,323.51	0.00	266,438.57	7.09	20,794.64	7.51
62-SUPPLIES	6,800	0.00	0.00	100.00	6,700.00	1.47	0.00	0.00
63-CONTRACTUAL SERVICES	9,350	178.20	178.20	0.00	9,171.80	1.91	210.74	1.91
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 51-POLICE ADMINISTRATION	302.912	20.501.71	20.501.71	100.00	282.310.37	6.80	21.005.38	7.13
	/ -	- /					,	
52-POLICE INVESTIGATION								
61-PERSONNEL SERVICES	450,432	32,158.50	32,158.50	0.00	418,273.92	7.14	34,066.31	7.80
62-SUPPLIES	15,050	131.80	131.80	100.00	14,818.20	1.54	185.39	1.00
63-CONTRACTUAL SERVICES	16,150	109.31	109.31	0.00	16,040.69	0.68	414.87	2.26
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 52-POLICE INVESTIGATION	481,632	32,399,61	32,399,61	100.00	449,132 81	6.75	34,666,57	7.01

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
55-POLICE PAIROL								
61-PERSONNEL SERVICES	1 919 020	110 386 15	110 386 15	0.00	1 808 633 70	5 75	104 370 79	6.65
62-SUPPLIES	78.950	53.16	53.16	100.00	78.796.84	0.19	20.02	0.01
63-CONTRACTUAL SERVICES	29.650	501.43	501.43	0.00	29.148.57	1.69	366.99	1.09
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 53-POLICE PATROL	2,027,620	110,940.74	110,940.74	100.00	1,916,579.11	5.48	104,757.80	5.45
54-POLICE SUPPORT SERV								
	506 222	26.242.00	26.242.00	0.00	5 40 000 20	6.20	26.260.40	6.20
61-PERSONNEL SERVICES	586,222	36,342.08	36,342.08	0.00	549,880.28	6.20	36,360.10	6.20
	21,450	10 502 10	0.00	0.00	21,450.00	12.20	0.00	0.00
	80,400	10,592.16	10,592.10	0.00	/5,807.84	12.20	0.00	0.91
	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-OFERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 54-POLICE SUPPORT SERV	694,072	46,934.24	46,934.24	0.00	647,138.12	6.76	37,038.73	5.04
55-NON-DEPARTMENTAL								
61-PERSONNEL SERVICES	23,000	0.00	0.00	0.00	23,000.00	0.00	0.00	0.00
62-SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	155.88	0.70
63-CONTRACTUAL SERVICES	420,761	7,584.13	7,584.13	95,000.00	318,176.87	24.38	7,296.89	1.37
64-LONG TERM DEBT	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 55-NON-DEPARTMENTAL	443,761	7,584.13	7,584.13	95,000.00	341,176.87	23.12	7,452.77	1.29
TOTAL EXPENDITURES	11,096,166	647,062.89	647,062.89	518,349.54	9,930,753.87	10.50	582,445.63	5.54
REVENUE OVER/(UNDER) EXPENDITURES	(12,278)	34,552.29	34,552.29	N/A	471,518.95	N/A	208,463.13	N/A

Page 11

CITY OF ATHENS AIRPORT FUND YEAR TO DATE REVENUE AND EXPENDITURE REPORT AT OCTOBER 31, 2017 REVENUE SUMMARY CURRENT CURRENT FY 2018 TOTAL BUDGET % YTD FY 2017 % YTD BUDGET PERIOD ENCUM | BALANCE | ACTUAL YTD ACTUAL **YTD ACTUAL** 2017 **OPERATING REVENUE** 4,829.85 43,656.15 9.96 9.30 48,486 4,829.85 0.00 4,513.00 INTRAGOVERNMENTAL RECEIPT 0.00 0 0.00 0.00 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 INTERGOVERNMENTAL RECEIPT 0.00 0.00 0.00 0.00 4,157.50 4,157.50 **REIMBURSING REVENUE** 0 0.00 (4,157.50) 0.00 0.00 0.00 OTHER NON-OPERATING 1,254 56.44 56.44 0.00 1,197.56 4.50 59.78 1.02 0.00 0.00 OTHER FINANCING SOURCES 0 0.00 0.00 0.00 0.00 0.00 TOTAL REVENUE 49,740 9,043.79 9,043.79 N/A 40,696.21 18.18 4,572.78 8.41 EXPENDITURE SUMMARY CURRENT CURRENT **FY 2018** TOTAL BUDGET % YTD FY 2017 % YTD BUDGET PERIOD YTD ACTUAL ENCUM | BALANCE | ACTUAL **YTD ACTUAL** 2017 36-AIRPORT 62-SUPPLIES 2,020 0.00 0.00 0.00 2,020.00 0.00 0.00 0.00 63-CONTRACTUAL SERVICES 12.560 52.48 52.48 30,436.00 (17,928.48) 242.74 52.20 0.32 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 64-LONG-TERM DEBT **65-CAPITAL OUTLAY** 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 66-OPERATING TRANSFERS 37,367 3,113.92 3,113.92 0.00 34,253.08 8.33 2,500.00 7.14 **TOTAL 36-AIRPORT** 51,947 3,166.40 3,166.40 30,436.00 18,344.60 64.69 2,552.20 4.78 TOTAL EXPENSES 3,166.40 30,436.00 51,947 3.166.40 18.344.60 64.69 2,552.20 4.78 **REVENUE OVER/(UNDER) EXPENSES** (2, 207)5,877.39 5,877.39 N/A 22,351.61 N/A 2,020.58 N/A

CITY OF ATHENS HOTEL MOTEL TAX FUND

YEAR TO DATE REVENUE AND EXPENDITURE REPORT AT OCTOBER 31, 2017

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REVENUE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
OTHER TAXES	310,626	25,341.96	25,341.96	0.00	285,284.04	8.16	25,976.04	9.95
TOTAL REVENUE	310,626	25,341.96	25,341.96	0.00	285,284.04	8.16	25,976.04	9.95
EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
72-100RISM								
61-PERSONNEL SERVICES	65 17/	4 955 02	/ 955 02	0.00	60 218 98	7.60	24.68	0.04
62-SUPPLIES	56 400	4,555.02	0.00	0.00	56 400 00	0.00	0.00	0.04
63-CONTRACTUAL SERVICES	171.170	2.524.52	2.524.52	0.00	168.645.48	1.47	418.52	5.93
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	37,367	3,113.92	3,113.92	0.00	34,253.08	8.33	0.00	0.00
72-FLOW THROUGH MONEY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 72-TOURISM	330,111	10,593.46	10,593.46	0.00	319,517.54	3.21	443.20	3.21
TOTAL EXPENSES	330,111	10,593.46	10,593.46	0.00	319,517.78	3.21	443.20	3.21
REVENUE OVER/(UNDER) EXPENSES	(19,485)	14,748.50	14,748.50	N/A	(34,233.74)	N/A	25,532.84	N/A

CITY OF ATHENS

INTEREST AND SINKING FUND

YEAR TO DATE REVENUE AND EXPENDITURE REPORT AT OCTOBER 31, 2017

REVENUE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
AD VALOREM / OTHER TAXES	764,929	40,761.52	40,761.52	0.00	724,167.48	5.33	42,235.82	6.38
INTRAGOVERNMENTAL RECEIPT	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER NON-OPERATING	5,000	7.06	7.06	0.00	4,992.94	0.14	2.88	0.00
OTHER FINANCING SOURCES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	769,929	40,768.58	40,768.58	N/A	729,160.42	5.30	42,238.70	6.38
EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
68-DEBT SERVICE								
62-SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64-LONG-TERM DEBT	743,244	0.00	0.00	0.00	743,244.00	0.00	26,307.30	3.97
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 68-DEBT SERVICE	663,231	0.00	0.00	0.00	743,244.00	0.00	26,307.30	3.97
TOTAL EXPENSES	663,231	0.00	0.00	0.00	743,244.00	0.00	26,307.30	3.97
REVENUE OVER/(UNDER) EXPENSES	26,685	40,768.58	40,768.58	N/A	0.00	N/A	15,931.40	N/A

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		CURRENT		TOTAL	BUDGET		FY 2017	% Y I D		
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YID ACTUAL	2017		
OPERATING REVENUE	5,663,360	508,959.61	508,959.61	0.00	5,154,400.39	8.99	505,204.73	8.49		
INTRAGOVERNMENTAL RECEIPT	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INTERGOVERNMENTAL RECEIPT	200,000	200,000.00	200,000.00	0.00	0.00	100.00	200,000.00	96.62		
REIMBURSING REVENUE	500	0.00	0.00	0.00	500.00	0.00	0.00	0.00		
OTHER NON-OPERATING REVENUE	119,500	10,948.65	10,948.65	0.00	108,551.35	9.16	9,332.08	9.54		
OTHER FINANCING SOURCES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL REVENUE	5,983,360	719,908.26	719,908.26	N/A	5,263,451.74	12.03	714,536.81	11.42		
EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD		
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017		
								1		
61-UTILITY ADMINISTRATION	+									
61-PERSONNEL SERVICES	222,273	8,355.78	8,355.78	0.00	213,917.22	3.76	9,951.43	3.92		
62-SUPPLIES	5,290	60.58	60.58	100.00	5,129.42	3.04	0.00	0.00		
63-CONTRACTUAL SERVICES	109,875	164.01	164.01	0.00	109,710.99	0.15	1,618.94	0.75		
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
69-UNCLASSIFIED	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	1									
TOTAL 61-UTILITY ADMINISTRATION	337,438	8,580.37	8,580.37	100.00	328,757.63	2.57	11,570.37	2.34		

EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD	FY 2017	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL	YTD ACTUAL	2017
62-WATER UTILITY								
61-PERSONNEL SERVICES	430,359	33,008.90	33,008.90	0.00	397,349.97	7.67	35,105.99	8.60
62-SUPPLIES	182,740	4,889.32	4,889.32	158.00	177,692.68	2.76	4,119.69	3.79
63-CONTRACTUAL SERVICES	510,700	14,398.21	14,398.21	19,928.67	476,373.12	6.72	20,559.68	5.41
65-CAPITAL OUTLAY	75,000	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69-UNCLASSIFIED	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 62-WATER UTILITY	1,198,799	52,296.43	52,296.43	20,086.67	1,126,415.77	6.04	59,785.36	4.56
63-DISTRIBUTION AND COLLECTION								
61-PERSONNEL SERVICES	589,147	45,835.64	45,835.64	0.00	543,311.21	7.78	44,826.69	7.71
62-SUPPLIES	168,240	2,605.36	2,605.36	27,927.27	137,707.37	18.15	894.25	0.25
63-CONTRACTUAL SERVICES	173,320	849.83	849.83	5,241.88	167,228.29	3.51	774.45	0.60
65-CAPITAL OUTLAY	427,500	0.00	0.00	71,180.00	356,320.00	16.65	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69-UNCLASSIFIED	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 63-DISTRIBUTION AND COLLECTION	1,358,207	49,290.83	49,290.83	104,349.15	1,204,566.87	11.31	46,495.39	7.85
65-WASTEWATER UTILITY								
61-PERSONNEL SERVICES	412,946	30,091.15	30,091.15	0.00	382,854.85	7.29	28,483.98	6.45
62-SUPPLIES	105,740	65.16	65.16	214.30	105,460.54	0.26	783.21	0.59
63-CONTRACTUAL SERVICES	840,000	18,978.73	18,978.73	245,434.91	575,586.36	31.48	18,805.10	2.73
65-CAPITAL OUTLAY	75,000	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69-UNCLASSIFIED	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 65-WASTEWATER UTILITY	1,433,686	49,135.04	49,135.04	245,649.21	1,138,901.75	20.56	48,072.29	3.28

EXPENDITURE SUMMARY			FY 2018	TOTAL		% YTD	FY 2017	% YTD
	BODGET	TERIOD	ITD ACTORE	LINCOM	DALANCE	ACTORE	TIDACIOAL	2017
66-UTILITY BILLING								
61-PERSONNEL SERVICES	191 256	1/ 186 73	1/ 186 73	0.00	177 069 27	7 / 2	14 152 62	7 29
62-SUPPLIES	24 000	1 639 02	1 639 02	0.00	22 360 98	6.83	1 456 42	5 20
63-CONTRACTUAL SERVICES	8.000	337.33	337.33	0.00	7.662.67	4.22	2.304.41	6.14
65-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 66-UTILITY BILLING	223,256	16,163.08	16,163.08	0.00	207,092.92	7.24	17,913.45	6.90
69-NON-DEPARTMENTAL								
61-PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-CONTRACTUAL SERVICES	96,000	5,939.28	5,939.28	0.00	90,060.72	6.19	0.00	0.00
64-LONG-TERM DEBT	542,150	0.00	0.00	0.00	542,150.00	0.00	0.00	0.00
65-CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
66-OPERATING TRANSFERS	755,702	62,975.17	62,975.17	0.00	692,726.83	8.33	54,166.67	6.19
68-RESERVES	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 69-NON-DEPARTMENTAL	1,403,852	68,914.45	68,914.45	0.00	1,334,937.55	4.91	54,166.67	3.04
TOTAL EXPENSES	5,955,238	244,380.20	244,380.20	370,185.03	5,340,672.42	10.32	238,003.53	4.65
REVENUE OVER/(UNDER) EXPENSES	28,122	475.528.06	475.528.06	N/A	(77,220,68)	N/A	476 533,28	N/A
	20,122	475,520.00	475,520.00		(77,220.00)	197	470,555.20	·•/ ^

CITY OF ATHENS

PROJECT TO DATE REVENUE AND EXPENDITURE REPORT AT OCTOBER 31, 2017

REVENUE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL
INTRAGOVERNMENTAL RECEIPTS	0	0.00	13,005.43		(13,005.43)	0.00
OTHER NON OPERATING	0	10,080.15	78,895.53		(78,895.53)	0.00
OTHER FINANCING SOURCES	12,173,340	0.00	12,175,837.20		(2,497.20)	0.00
	12 173 340	10 080 15	12 267 738 16	N/A	(94 398 16)	100.00
	12,173,340	10,000.13	12,207,730.10	14/7	(34,330.10)	100.00
EXPENDITURE SUMMARY	CURRENT	CURRENT	FY 2018	TOTAL	BUDGET	% YTD
	BUDGET	PERIOD	YTD ACTUAL	ENCUM	BALANCE	ACTUAL
CAIN CENTER-Professional Svs,FF & E, Infrastructure, etc.	2,344,107	0.00	68,724.16	0.00	2,275,382.84	3%
TEXAN THEATRE	1,419,500	0.00	573,177.69	0.00	846,322.31	40%
WATER STUDY	198,000	0.00	119,419.36	0.00	78,580.64	60%
MUNICIPAL FACILITIES-Professional Services	581,000	0.00	149,554.24	0.00	431,445.76	26%
TOTAL CAPITAL IMPROVEMENT FUND	4.542.607.00	0.00	910.875.45	0.00	3,631,731.55	61.00

				Monthly Pr	operty Tax R	econciliation	N Workshee	et					
	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL
	2017	2017	2017	2018	2018	2018	2018	2018	2018	2018	2018	2018	
COA General Ledger													
General Fund													
Current (10-4011)	\$217,502.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$217,502.78
Delinguent (10-4012)	\$7,342.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,342.38
P & I (10-4015)	\$1,995.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,995.62
Total GF	\$226,840.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,840.78
5.4.0													
Debt Service	#00 007 10	\$ 0.00	* 0.00	\$ 0.00	# 0.00	A A AA	£0.00	¢0.00	£0.00	¢0.00	¢0.00	¢0.00	\$00.007.10
Current (20-4011)	\$39,237.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,237.46
Discounts (20-4011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Delinquent (20-4012)	\$1,171.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,171.16
P & I (20-4015)	\$352.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.90
Total Debt Service	\$40,761.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,761.52
Total Deposits	\$267,602.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267,602.30
HC Monthly Summary													
M&U	¢017 500 70	00 0 2	¢0,00	00.02	£0.00	00.02	00.02	00.02	00.02	00.02	00.02	00.02	¢017 500 70
Dissounts	\$217,502.76	\$0.00 ©0.00	\$0.00 ¢0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$217,502.76 \$0.00
Bonalty & Interact	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Delinguent Taxes	\$0.00 \$7.240.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$7.242.29
Deinquent Taxes	\$1,342.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,342.30
IRS F & T	\$1,995.02	φ0.00	φ0.00	\$0.00	\$0.00	\$0.00	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,995.02
Current	\$39 237 46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,237,46
Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Delinquent Taxes	\$1 195 24	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1 195 24
P&I	\$328.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328.82
Adjustments-VIT Overage	4020.02	φ0.00	φ0.00	φ0.00	φ0.00	φ0.00	φ0.00	φ0.00	\$0.00	40.00	φ0.00	φ0.00	\$0.00
Total Collections	\$267,602.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267,602.30
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amounts are shown for reconcilia rather than the month of deposit. County reports which include all of of the deposit date. This is only a month. Difference should be zero.	ation purposes in the This is done to be collection for a par n issue at the begits after entering all f	he month of colle able to reconcil ticular month re inning and end of figures, if not ze	ection e to the gardless of the ero there is										

Page | 19



Month	2013/2014	2014/2015	2015/2016		2016/2017		2017/2018	16 vs 17	Mthly
October	432,439.23	397,977.26	429,223.87	7.85%	429,223.87	0.00%	435,347.60	1.43%	4.66%
November	466,534.07	502,322.44	495,416.14	-1.37%	495,416.14	0.00%			
December	372,081.09	392,381.40	400,761.26	2.14%	400,761.26	0.00%			
January	410,663.33	420,215.70	419,324.96	-0.21%	419,324.96	0.00%			
February	546,324.95	549,654.92	568,262.39	3.39%	568,262.39	0.00%			
March	350,176.15	377,041.27	384,777.75	2.05%	384,777.75	0.00%			
April	379,200.66	409,054.22	391,226.90	-4.36%	391,226.90	0.00%			
May	474,343.03	541,772.46	569,226.90	5.07%	569,935.89	0.12%			
June	403,245.26	387,333.00	387,333.00	0.00%	425,204.18	9.78%			
July	383,533.87	389,591.96	389,591.96	0.00%	476,368.93	22.27%			
August	485,535.54	507,640.98	507,640.98	0.00%	471,986.44	-7.02%			
September	412,832.14	455,423.08	455,423.08	<u>0.00%</u>	415,978.94	-8.66%			
Total	5,116,909.32	5,330,408.69	5,398,209.19	1.27%	5,448,467.65	0.93%	435,347.60		

Development Services Department

Monthly Report

October 2017

Development Services Department Monthly Activity Report October 2017

	This month	Last Month	YTD
Number of Building Permits Issued	12		12
Number of Plumbing Permits Issued	12		12
Number of Electrical Permits Issued	5		5
Number of HVAC Permits Issued	1		1
Number of Building Inspections Made	13		13
Number of Plumbing Inspections Made	19		19
Number of HVAC Inspections Made	0		0
Number of Electrical Inspections Made	13		13
Number of Lights on Inspections Made	14		14
Number of Sign Permits Issued	6		6
Number of Drive Approach Permits Issued	0		0
Number of Curb Cut permits Issued	0		0
Number of Fence Permits Issued	1		1
Total Value of Building Permit	\$655,555.81		\$655,555.81

ACTIVITY REPORT BUILDING PERMITS CITY OF ATHENS DEVELOPMENT SERVICE DEPARTMENT

	Number	Valuation	YTD Number	YTD Valuation
New Single-Family Residence	4	\$567,739.00	4	\$567,739.00
Residential Remodel	1	\$4,000.00	1	\$4,000.00
New Multi-Family	0	\$0.00	0	\$0.00
New Commercial	0	\$0.00	0	\$0.00
Commercial Remodel	1	\$17,410.00	1	\$17,410.00
Mobile Homes	0	\$0.00	0	\$0.00
Demolition	0	\$0.00	0	\$0.00
Total	9	\$589,147.00	9	\$589,147.00
*Tax-Exempt Permit Value				

*First Baptist Church - \$7000.00

IworQ Progress

On October 25th, the Planning and Development group secured services with IworQ for a permit and code enforcement management system. Currently, we are in a data loading phase and plan to go live around the first week in December. Initial training was held on November 6th, with both Permitting and Code Enforcement in attendance.

The group is working to populate the database and to customize the interface to match our workflows. We anticipate being complete with the data loads after Thanksgiving, and will be working to add our form letters and modifying workflows to match our procedures once we have data in the system.

The software is cloud based and will be available remotely as well as in the office. Our inspectors and code enforcement personnel will have the ability to capture data in the field including images and locations. In the office, we will be able to search and retrieve details on permits, inspections, and violations much quicker than our current capabilities.

CODE ENFORCEMENT DIVISION October 2017

Activity	Month	Annual
Inspections	10	309
Code Enforcement Rechecks	132	132
Notice of violations mailed/emailed/called	93	1096
Notices by placards	0	11
Voluntary abatements	0	61
Abatement by city crews	0	2
Substandard Structures addressed	3	13
Home owners to renovate/remodel	0	4
Home owners to demolish	0	6
Structures ordered demolished	0	3
Street lights reported out	4	21
Invoices submitted for abatements	0	2
\$ amount of invoices	\$	\$859.10
Liens filed for nonpayment	0	0
\$ amount of liens	0	\$0
Building Inspections		424
Citations issued	3	36

SUBSTANDARD STRUCTURES LIST

ADDRESS	OWNER	LETTER	SSBC MTG	ORDER	ACTION	DEFAULT	WARRANT	DISPOSITION
309 Barker	Winlos Taylor	07-Feb-17	20-Feb-17	20-Feb-17 De	molish		In Process	Will submit paperwork for demo
514 Faulk	Reginald Garrett	08-Feb-17	20-Feb-17	20-Feb-17		Need to issue?		Owner to demo shed behind funeral home
211 Loyola	Denise Zavala	07-Feb-17	20-Feb-17	20-Feb-17 Sec	cure Bldg	30-Aug-17		Owner provided schedule for construction to start 11-2-17
839 N. Prairieville	Henry Lee Williams	09-Mar-17	20-Mar-17	20-Mar-17		Need to issue		Permit pulled and expired 17 June 2017; Permit 17-182
103 Sunny Lane	Ronnie & Lonnie Webster	10-Mar-17	20-Mar-17	20-Mar-17				Permit #17-380; New owners rebuilding porch
215 N. Prairieville	Fred Head	09-Jun-17	19-Jun-17					Property listed for sale
313 N. Prairieville	Garland Pool	09-Jun-17	19-Jun-17	Ber eitl or	nch trial her 1-23-18 1-25-18.			Mr. Pool has filed an appeal with the court
109 Joe Prince	Joseph & Retha Gionotti	09-Aug-17	21-Aug-17	Wi 29-Aug-17 mo	ll send 1 ore letter			In the 30 day appeal period
316 McArthur	Jose Ramos	09-Aug-17	21-Aug-17					Owner resolved
511 W. Larkin	M.E. Kinsey	08-Sep-17	18-Aug-17					Property sold and resolved

513 W. Larkin	Juan & Leticia Vasquez	08-Sep-17 18-A	Aug-17	Citation issued Tabled until Jan.
517 W. Larkin	Sergio & Mary Delgado	08-Sep-17 18-S	Sep-17	Citation issued Tabled until Jan.
615 Williams St.	Jerlene Stevenson	08-Nov-17 20-1	Nov-17	Resolved
828 N. Prairieville	Alvis & Phillis Mcfarland	08-Nov-17 20-1	Nov-17	Being resolved by GC next door
502 N. Wofford	Bonilla Lourdes	30-Oct-17 20-1	Nov-17	Schedule made with owner at meeting

City of Athens, Texas Agenda Memorandum



Agenda Date: 11/27/17

DEPARTMENT:	Public Services
CONTACT:	Ryan Adams, Managing Director of Public Services
STRATEGIC MAP:	Efficiency
SUBJECT:	Update on collection station, curbside bulk pick up alternatives, and costs.
SUMMARY:	This agenda Item will review costs for collection station operations and options for curbside pick-up of bulky waste items.
BACKGROUND:	This issue was briefly discussed at the June 19, 2017 Council Budget Workshop. The Council requested that staff return with a formal presentation with more detailed cost and logistics information.
ISSUE:	n/a
ALTERNATIVES:	This item is discussion only.
FISCAL IMPACT:	This item is discussion only.
RECOMMENDATION:	n/a
City of Athens, Texas Agenda Memorandum



Agenda Date: November 27, 2017

- **DEPARTMENT:** Development Services
- **CONTACT:** Gordon Mayer, PE
- **STRATEGIC MAP:** Planning and Growth
- **SUBJECT:** Presentation of Design Standards for Subdivision Improvements
- **SUMMARY:** The City of Athens requires developers to construct infrastructure improvements necessary to support their project. To facilitate this work, City staff requires conformance with the standards and specifications required by ordinance and in use at the time of development. The standards have evolved over the years, but the ordinances have not been adjusted to reflect current practice. City staff has developed the Design Standards Manual being presented to Council.

City Staff will recommend the Design Standards for Subdivision Improvements for adoption by Ordinance at an upcoming Council meeting.

The Design Standards for Subdivision Improvements are attached.

FISCAL IMPACT: None

RECOMMENDATION:

Accept presentation of Design Standards for Subdivision Improvements.

DESIGN STANDARDS FOR SUBDIVISION IMPROVEMENTS IN ATHENS, TEXAS AND ITS EXTRA TERRITORIAL JURISDICTION



Published December, 2017

TABLE OF CONTENTS

DESIGN GUIDELINES FOR SUBDIVISION IMPROVEMENTS IN ATHENS, TEXAS AND ITS ETJ

CHAPTER 1 - GENERAL INFORMATION

- 1. PURPOSE
- 2. DESIGNS
- 3. CONSTRUCTION PLANS
- 4. CONTRACTOR PROCUREMENT
- 5. INSPECTION

CHAPTER 2 - PAVING AND DRAINAGE

- 1. GENERAL
- 2. ROADWAY DESIGN
- 3. PAVING PLANS
- 4. DRAINAGE DESIGN
- 5. DRAINAGE PLANS
- 6. CONSTRUCTION PLANS PAVING AND DRAINAGE
- 7. STORM WATER POLLUTION PREVENTION PLAN
- 8. RECORD DRAWINGS

REFERENCES

CHAPTER 3 - WATER AND SANITARY SEWER IMPROVEMENTS

- 1. GENERAL
- 2. WATER LINE DESIGN
- 3. SANITARY SEWER LINE DESIGN

BIBLIOGRAPHY

APPENDIX I – PAVEMENT DESIGN APPENDIX II – DRAINAGE DESIGN APPENDIX III – WATER MATERIALS APPENDIX IV – SANITARY SEWER MATERIALS

STANDARD DETAILS PAVING, CURB INLETS, WATER/SANITARY SEWER

DESIGN GUIDELINES FOR SUBDIVISION IMPROVEMENTS IN ATHENS, TEXAS AND ITS ETJ

CHAPTER 1

GENERAL INFORMATION

1. PURPOSE:

The purpose of these guidelines is to inform Engineers, Planners, and others concerned with subdivision design, of the basic procedures and requirements for construction plans for public facilities in subdivisions. These requirements are not to be construed as a waiver by the City of Athens of the right to require a more stringent or lenient design as conditions warrant.

2. DESIGNS:

All construction plans for subdivision improvements are to be prepared under the direction and supervision of a qualified Texas Registered Professional Engineer and such plans shall bear the seal and signature of that Engineer.

3. CONSTRUCTION PLANS:

The following chapters outline the detailed requirements for the preparation of the construction plans for water, sanitary sewer, paving and drainage. These various plans may be combined into one complete set, as long as the clarity and usefulness of the drawings is not diminished. All benchmark and profile elevations shall be tied to NAV88. Assumed datums will not be allowed.

- A. Submittal: Two complete sets of construction plans and specifications shall be submitted for review to the City when the final plat is submitted for Planning Commission consideration.
- B. Content: Completed plans shall include the following sheets:
 - 1) Title sheet showing names of subdivision, developer with contact info, engineer with contact info, date, location map and any other pertinent information.
 - 2) Final plat as submitted and approved.
 - 3) Overall water and sanitary sewer layout sheet showing street layout, lots and lot dimensions, curve data, and any other pertinent information necessary for

surveying all lots and streets. This may be a modified print of the subdivision final plat.

- 4) Drainage area map and drainage computation sheet(s) showing contours at two foot intervals for the entire drainage basin of all structures planned for the subdivision and flood plains shown on the plat. Where two foot contour internals are not available, five foot contour intervals shall be used. See Chapter 2 Paving and Drainage for further details.
- 5) Storm Water Pollution Prevention Plan (SWPPP)
- 6) Plan profile sheets showing all improvements in accordance with Chapters 2 and 3.
- 7) Detail sheets for special construction and City of Athens standard detail sheets.
- C. Plans will be "Released for Construction" by the City Manager or his designee.
- D. Prior to commencing any construction, prints of the "Released for Construction" plans for the subdivision shall be distributed to the developer for use during construction.

4. CONTRACTOR PROCUREMENT:

A. If City does not participate in Construction Cost:

For all improvements, the developer shall secure the contractors by whatever means (sealed bids, price quotes, force account, etc.) that may be deemed appropriate, and the City of Athens is not a party to the contract.

- 1) The developer shall submit a minimum of three sets of the revised plans and specifications.
- 2) The developer shall request the authority, in writing to the City, to proceed with a private contract.
- 3) Construction of public improvements shall be performed by a bidder acceptable to the City of Athens.
- 4) Streets shall be cut to subgrade and parkway berms shaped prior to commencement of water and sanitary sewer system installation.
- 5) The construction inspection shall be performed by the owner (City of Athens). The developer's engineer shall be available to consult with and assist the owner's inspector from time to time, as the need arises.

- 6) The City of Athens reserves the right to require changes in construction methods to ensure compliance with the City of Athens Standard Specifications.
- 7) No work shall commence on improvements until directed, in writing, by the City Manager or his designee and approved by the City of Athens.
- B. If City participates in Construction Cost:
 - 1) When the City of Athens is to participate in the cost of the improvements and the City's portion of the cost is 30% of the total costs, or greater, the contractor must be secured by competitive sealed bids.
 - 2) The developer shall submit a minimum of three sets of the revised plans and specifications and request that the City set a bid date to receive bids on the proposed improvements. The developer shall also submit a "Notice To Bidders" for the City to publish. The developer shall be responsible for issuing plans and specifications to prospective bidders.
 - 3) The City of Athens will open the sealed bids prior to the next regularly scheduled City Council meeting and may, at its option, tabulate the bids or may request the developer's engineer to tabulate the bids.
 - 4) The developer may request the authority, in writing to the City, to proceed with a private contract.
 - 5) Construction of public improvements shall be performed by an approved bidder of the City of Athens.
 - 6) Streets shall be cut to subgrade and parkway berms shaped prior to commencement of water and sanitary sewer system installation.
 - 7) The construction inspection shall be performed by the owner (City of Athens). The developer's engineer shall be available to consult with and assist the owner's inspector from time to time, as the need arises.
 - 8) The City of Athens reserves the right to require changes in construction methods to ensure compliance with the City of Athens Standard Specifications.
 - 9) No work shall commence on improvements until directed, in writing, by the engineer and approved by the City of Athens.

5. PLANS RELEASED FOR CONSTRUCTION:

Following approval of final plat and the incorporation of changes required by the City Manager or his designee, three complete sets of construction drawings shall be submitted to the City Manager or his designee to be marked "Released for Construction" prior to commencing construction. Additional sets sufficient for use by the developer, his engineer, and contractor shall also be submitted to be marked "Released for Construction".

6. INSPECTION: An inspector for the City of Athens will inspect all construction of the improvements described herein. No work of any nature, except clearing and roadway excavation, shall begin without authorization of the inspector. The contractor shall cooperate with the inspector in coordinating construction and inspections, and shall notify the inspector so that he may be present to inspect construction. Failure to notify the inspector properly may result in the City of Athens not accepting that work. The contractor would then be required to remove and reconstruct the improvements. The inspector shall not have the authority to approve defective work and his acceptance of improvements will not constitute any waiver of the contractor's responsibility in adhering to the construction plans and specifications, nor the designing engineer's responsibility for the inspection of the construction of his design.

7. RECORD DRAWINGS:

The developer's engineer shall furnish to the City a reproducible set of Record Drawings for all improvements. The Record Drawings should accurately reflect all field changes made to the installed improvements. Additional requirements for the water and sewer Record Drawings are in Chapter 3. The developer shall provide the City with one reproducible set of the "Record Drawing" within (30) thirty days of written final acceptance of the improvements along with AutoCAD drawings of the plans. AutoCAD files and pdf copies of the Record Drawings shall be submitted to the City on CD.

CHAPTER 2

PAVING AND DRAINAGE IMPROVEMENTS

1. GENERAL: The purpose of this chapter is to guide the engineer in design and preparation of plans and specifications for the construction of public paving and drainage improvements. All paving and drainage improvements shall be designed and constructed in accordance with standard details of the City of Athens. Drainage facilities shall be designed using the "Storm Drainage Design Standards" and all subsequent amendments. Materials and construction methods for paving and drainage work (technical specifications) shall conform to "State Department of Highways and Public Transportation, 2014 Standard Specifications for Construction of Highways, Streets, and Bridges", except where specifically superseded in this publication. Where any questions arise as to the interpretation of the standards of design, the decision of the City Manager or his designee will be final.

2. ROADWAY DESIGN:

- A. Roadway Pavement Section Design: The City of Athens does not have a typical or standard pavement section, therefore, Appendix I presents the method for the thickness design of roadway pavements. It contains the design requirements for various street widths and traffic conditions, various subgrade support soils, and various types of pavement materials. Pavement design options are based on a combination of the above variables.
- B. Width: Pavement widths shall conform to the requirements of the Comprehensive Plan, but shall in no case be less than the widths shown in the following table:

Type St	reet	<u>Minimum Paving Width *</u>
Residen	itial	31'
Collecto	or	37'
Comme	ercial, Industrial or Collector	41'
Arterial	(4 lane)	61'
	(6 lane)	62' w/4' median
Alley	(residential)	15'
	(other than residential)	20'

- * Dimensions are from back of curb to back of curb or edge of pavement to edge of pavement centered in right-of-way.
- C. Grades: Street profile grades shall be set on top of curbs or set on centerline for streets with no curb and gutter. Profile grades shall not be less than 0.5 feet rise or fall in 100 feet. Profile grades shall not be greater than 12.0 feet rise or fall in 100 feet (12%) on local streets, and not greater than 9.0 feet rise or fall in 100 feet (9%) on collector streets, and not greater than 6.0 feet rise or fall in 100 feet (6%) on arterial streets. Grade changes exceeding one percent (1%) shall be made with vertical curves. To satisfy requirements

of minimum sight distance, comfort and appearance, use the following criteria for minimum vertical curve length (L) in feet:

A = Algebraic difference of grades in percent.									
Design Speed *	30	35	40	45	50	55	60	65	
Minimum K Valu	e:								
Crest Vertical Cur	ve	30	40	60	80	110	150	190	230
Sag Vertical Curve**		30	40	60	70	90	100	120	130

L = KAK = Factor from table below A = Algebraic difference of grades in per

* The design speed shall be established by the City Manager or his designee.

** Length of sag vertical curve may be shortened by the City Manager or his designee to reduce siltation.

Top of curb grades shall be set low enough below the adjacent land to facilitate proper drainage from the residential lot to the street.

Curb separation shall not exceed crown height except in situations of super elevated curves or divided roadways. Divided roadways shall have a straight cross slope downward from median to outside curb rather than a parabolic crown on each lane. Divided roadways shall not be designed for, unless approved by City Manager or his designee.

- D. Street Alignment: Street alignment design shall consider not only the best use of the land, but also traffic safety. The maximum degree of horizontal curvature for an arterial shall be 7.0 degrees. The maximum degree of curvature on a collector shall be 22.9 degrees (minimum radius shall be 250 feet). The horizontal curvature on commercial or residential streets shall be designed so as to eliminate sharp reverse curves that are hazardous. The minimum tangent length between reverse curves shall be 50 feet. All horizontal curve lengths, degree of curvature, curve super elevations and other elements of traffic safety must be approved by the City Engineer during the review of the subdivision plans.
- E. Intersections:
 - 1) All intersections should intersect at an angle of 90 degrees. When not practical, the angle of intersection will not be less than 70 degrees.
 - 2) When intersecting a street in a horizontal or vertical curve, adequate sight distance must be provided.
 - 3) Curb returns at intersections on residential streets shall have a radius of 20 feet measured to the face of curb.

- 4) At the intersections of collectors and collectors, collectors & arterials, and arterials & arterials, the radius will be 30 feet measured to the face of curb, unless otherwise approved by the City Manager or his designee. A larger radius may be required by the City Manager or his designee to accommodate traffic movement.
- F. Curb and Gutter: Concrete curb and gutter is required on all streets constructed within the City of Athens and its Extra Territorial Jurisdiction, except in subdivisions with all lots 2.0 acres and greater in size. All curb and gutter will be designed in accordance with the City of Athens "Standard Details".
- G. Concrete Headers: Concrete headers shall be installed at the termination of all asphalt pavements, unless otherwise approved by the City of Athens.
- H. Concrete Valley Gutters: Where water runoff conditions dictate, all valley gutters crossing streets or intersections within the subdivision shall be constructed of reinforced concrete to prevent asphalt pavement deterioration.
- I. Subsurface Drainage: Ground water is prevalent in Athens and its surrounding Extra Territorial Jurisdiction. The consulting engineer will design and provide for the construction of underdrain systems in the construction plans. Even if the consulting engineer provides no underdrain, the City of Athens may require the installation of underdrain.
- J. Erosion Control: In the construction plans, the design engineer shall include plans for erosion control during construction and permanent erosion control.

3. PAVING PLANS:

- A. Paving plans shall be prepared on nominal 22"x34" plan profile sheets, or plan sheets with separate profile sheets. Profiles shall have grid increments of less than one inch. Drafting medium, lettering, layout, etc., are all optional except to the extent required herein.
- B. The plan shall be drawn to a scale of not more than twenty feet to the inch (1"=20') and shall include but not be limited to the following list:
 - 1) Right-of-way, easements, and street pavement widths
 - 2) Stationing of proposed street from <u>left to right</u> on sheet and stationing of intersecting streets
 - 3) Angles and stations of intersections
 - 4) Street names
 - 5) Horizontal curve data
 - 6) Existing topographic features such as utility poles, fire hydrants, culverts, inlets, lakes, watercourses, etc.
 - 7) North arrow

- 8) Graphic scale
- 9) Lot lines, lot numbers, subdivision lines and City limit lines
- 10) Curb radii, and special curb grade points such as end of radius returns and mid-points and top of inlet, etc.
- 11) Underground utilities located as accurately as possible
- 12) Location of soil borings
- 13) Limits of significant cut or fill
- 14) Directional arrows showing direction of drainage in gutters
- 15) Crown transition at intersections
- 16) Special notes
- 17) Engineer's seal and signature.
- C. The profile shall be drawn to a scale to match the plan horizontally and not more than five feet to the inch (1"-5') vertically and shall include but not be limited to the following list:
 - 1) Existing ground profiles along the centerline and each right-of-way line.
 - 2) Proposed top of curb profile line and existing top of curb line where curb has previously been built. If the new street does not have curb and gutter, proposed top of pavement profile along centerline and flowline of ditches on both sides.
 - 3) Vertical curve data including the curve length, vertical point of intersection station and elevation, K-value, high point or low point station and elevation. Percent grades shall be shown on all tangents.
 - 4) Top of curb grades shall be shown at not more than 50 foot intervals in tangents and 25 foot intervals in vertical curves. The PC, PT and PI shall be shown in profile with station and elevation.
 - 5) Benchmark (National Geodetic Survey Datum, formerly U. S. Coast and Geodetic Survey Datum) description and elevation on each sheet with temporary bench marks set at intervals of not more than 300 feet.
 - 6) Proposed and/or existing storm sewer, sanitary sewer, water, electrical, gas and telephone lines.

4. DRAINAGE DESIGN:

- A. The criteria for drainage design shall be per the "Storm Drainage Design Standards" (Appendix II) adopted by the City of Athens except where superseded by these guidelines.
 - 1) Drainage facility needs caused by the development or use of property must be identified and provided for in appropriate stages of development. During the platting process, the flood hazard areas shall be identified and drainage easements dedicated to the public on the final plat. The objectives of drainage planning and facilities is two-fold: (a) to protect the uses of the platted property and the safety of the citizens of Athens who use the platted property in the future, and (b) to prevent development and usage of the platted property from adversely affecting others. The owners and developers of property have the duty to control: (a)

rainfall runoff originating on the platted property; (b) the drainage systems flowing through the platted property; and (c) water courses along the boundaries of the platted property.

2) Drainage improvements shall be provided in accordance with these design guidelines. Water conveyances shall consist of reinforced concrete pipe culverts or reinforced concrete box culverts placed underground, or improved open channels. An improved open channel is one in which the channel bottom and sides are lined with reinforced Portland cement concrete or other structurally sound material approved by the City Manager or his designee to the depth that will convey the 100-year frequency flood.

These permanent improvements shall be constructed in drainage easements dedicated to the public. When the construction is accepted by the City Engineer, the City of Athens will assume maintenance of the portion of such improvements that are within the City limits of the City of Athens. Exceptions to the minimum standards may be granted by the Planning Commission on recommendation by the City Manager or his designee when such improvements are not warranted.

- B. All pipe used in the public storm sewer system shall be reinforced concrete pipe and conform to ASTM C-76 unless otherwise approved by the City Manager or his designee. Minimum pipe size shall be 18 inches inside diameter for storm sewer systems to be dedicated to and maintained by the City. All storm sewer pipe shall be placed in a drainage easement except where pipe is carrying storm water runoff solely from one property that likely will not be subdivided or where approved by City Manager or his designee. Storm sewer easements shall be a minimum of 15-ft wide.
- C. All inlets shall conform to City of Athens standard details.
- D. Proposed storm sewer systems may be connected into existing systems as long as the proposed combined discharge will not exceed the capacity of the existing system. Additional drainage areas shall not be directed into a watershed from another watershed.
- E. Storm sewers should discharge into natural streams or into other storm sewers. No new unimproved channels may be constructed to carry storm water runoff, although existing channels may be improved and realigned.
- F. Reinforced concrete bridges, box culverts, headwalls, wingwalls, piers and bents shall conform to Texas State Department of Highways and Public Transportation standard details for such structures. Headwalls or wingwalls are required on all culverts and on the discharge point of storm sewer pipe. Energy dissipating devices such as concrete or rock riprap, splash basins, baffles and other structures to minimize erosion shall be incorporated into design of storm drainage facilities.
- G. Any development within a designated 100 year floodplain must be permitted by FEMA through the City Manager or his designee. To develop property within a designated 100

year floodplain, the developer must submit documentation to the City Manager or his designee that proves the development of the lot will not encroach into the 100 year floodway.

If channel modifications are to be done to recover land in the floodplain, the developer must submit documentation to the City Manager or his designee to send to FEMA that proves the proposed modifications will revise the floodplain accordingly. The City Manager or his designee will request a Conditional Letter of Map Revision (Conditional LOMR). This Conditional LOMR must be received prior to approval of channel modifications. Upon completion of channel modifications, documentation must be submitted to the City Manager or his designee to send to FEMA showing that modifications have been completed and the City Manager or his designee will request a LOMR which actually revises the floodplain maps.

5. DRAINAGE PLANS:

- A. Drainage plans shall be prepared on nominal 22" x 34" plan & profile or plan with separate profile sheets. Profiles shall have grid increments of less than one inch. Drafting medium, lettering, layout, etc., are all optional except to the extent required herein.
- B. An overall drainage area contour map with 2 foot contour intervals of the subdivision shall be shown divided into sub-basins for each structure or floodplain. Each sub-basin shall be marked with an identifying number or letter, and the acreage. Runoff computations, curb inlet design computations, and storm sewer design computations shall all be shown in a tabular format in the construction plans.
- C. The plan shall be drawn to a scale of not more than twenty feet to the inch (1"=20') and shall include but not be limited to the following list:
 - 1) Location of all proposed or existing inlets, pipe, culverts, manholes, headwalls and wingwalls.
 - 2) Location of all channels and streams to be filled, improved, or used as discharge points for the system.
 - 3) Curve data, angle points, or other survey data necessary to install the storm sewer facilities or to locate the facilities and easements after installation.
 - 4) Location of all underground utilities or pipelines which might conflict with the storm sewer, culvert, or channel.
 - 5) Typical cross sections for improved earthen or concrete lined channels.
 - 6) North arrow, graphic scale, subdivision lines, lot lines, easement lines, street names.

- 7) Proposed street paving width, right of way width, or easement width.
- 8) Base line (centerline) showing stationing.
- 9) Special notes.
- 10) Minimum finished floor elevation for each lot within or adjacent to a 100 year floodplain or drainage easement.
- D. The profile shall be drawn to a scale of not more than twenty feet to the inch (1"=20') horizontally and not more than five feet to the inch (1"=5') vertically. Drainage profiles shall include but not be limited to the following list:
 - 1) Existing surface profile above centerline of storm sewer pipe, culverts, and existing high bank and flowline profiles for open drainage channels.
 - 2) Proposed drainage structures with flowline (invert) elevation at not more than fifty foot intervals.
 - 3) Proposed top of curb profile.
 - 4) Elevations of pipelines or underground utility crossings.
 - 5) Vertical curve data for flowline including the curve length and the vertical point of intersection station and elevation.
 - 6) Benchmark (National Geodetic Survey Datum, formerly U.S. Coast and Geodetic Survey Datum) description and elevation.
 - 7) Water surface profile for the "one hundred year flood" for open channels within the subdivision and hydraulic grade line for storm sewer pipe.
 - 8) Open channels shall provide 2' of freeboard above the 100 year water surface. The hydraulic grade line for enclosed storm sewer shall be below the street gutter line.
 - 9) The Hydraulic Grade Line and hydraulic data summary for the design storm shall be shown in the profile.

7. STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

For all projects disturbing one or more acres, a storm water pollution prevention plan shall be included in the construction plans. The owner or contractor is required to obtain a permit from the Texas Commission on Environmental Quality and file a "Notice of Intent (N.O.I.) prior to commencement of construction activities. All efforts should be made to prevent runoff and sediment erosion from entering adjacent waterways or the City of Athens Storm Sewer System.

REFERENCES

Reference for Table II-A-2

- National Crushed Stone Association's "Flexible Pavement Design Guide for Highways" April 1975
- 2. National Crushed Stone Association's "Design Guide for Streets Featuring Crushed Stone Bases" June 1975
- 3. U. S. Army Engineers' "Manual TM 5-822-5" 1965
- 4. U. S. Department of the Navy, Naval Facilities Engineering Command's "Civil Engineering-Pavements" Design Manual 5.4 NAVFAC DM-5.4 October 1979 Revised September 1985.

Reference for Table II-A-3

 The Asphalt Institute's Manual Series No. 1 (MS-1)
"Thickness Design - Full Depth Asphalt Pavement Structures for Highways and Streets" Revised Eighth Edition August 1970 & September 1981.

Reference for Table II-A-4

- 1. Portland Cement Association's "Design of Concrete Pavement for City Streets" IS184P 1974
- 2. Portland Cement Association's "Thickness Design for Concrete Highways and Street Pavements" EB 109.01 P 1984
- 3. U. S. Department of the Navy, Naval Facilities Engineering Command's "Civil Engineering-Pavements" Design Manual 5.4 NAVFAC DM-5.4 October 1979 Revised September 1985.

CHAPTER 3

WATER AND SANITARY SEWER IMPROVEMENTS

- 1. GENERAL: All water and sewer lines constructed within the City of Athens shall be designed and constructed in accordance with the most current guidelines as promulgated by the Texas Commission on Environmental Quality, Texas Insurance Commission, American Water Works Association, and the Environmental Protection Agency.
- 2. WATER LINE DESIGN:
 - A. Location: Water mains shall be constructed in a dedicated street, alley, or an easement dedicated or granted to the City of Athens which shall be filed in the public records. Water mains shall be located five feet behind the curb in street ROW on opposite side of street of sanitary sewer except where otherwise approved by the City Manager or his designee.
 - 1) Minimum cover for 6 and 8 inch water pipe shall be 48 inches below top of curb.
 - 2) Water lines shall be laid higher in elevation than sewer lines, where possible.
 - 3) A 14 gauge tracer wire shall be installed directly on top of the pipe and shall be brought to ground level for accessibility at valve and meter box locations.
 - B. Minimum Size: The minimum inside diameter size requirement for water lines is 6 inches. Exceptions may be granted in special circumstances such as cul-de-sacs.
 - C. Looping: All lines shall be looped except where lines will enter a future subdivision, then a dead end will be allowed. The maximum length of looped 6 inch water lines shall be 3,000 feet. The maximum length of unlooped 6 inch water lines shall be 1,500 feet. A standard fire hydrant and an automatic flushing valve shall be installed at any dead end line, except where other suitable means of flushing can be provided. The dead end line shall have a gate valve installed on the line and a minimum of one 18 foot joint of pipe past the valve. The end of the line shall be plugged and blocked with concrete to prevent line and valve blow-off. Construction of water lines shall extend to the boundaries of the development.
 - D. The water lines shall be designed to carry a minimum of 750 gallons per minute while maintaining a minimum of 35 pounds per square inch gauge pressure at any connection. The City of Athens's pressure plane datum is 636 feet above mean sea level. The maximum head loss allowable is 10 feet per thousand feet of pipe. In commercial areas, the minimum flow shall be 1,500 gallons per minute and in mercantile or industrial areas, 3,000 gallons per minute. Shopping centers with 10 acres or more shall be considered mercantile areas. Assuming a pipe flow coefficient of C=140, based on the William and Hazen Formula, at the maximum head loss, the available flows are shown in the following table:

Size of Inside Diameter of Pipe in Inches	Gallons Per Minute			
6	380			
8	780			
10	1,400			
12	2,260			

E. Fire Hydrants:

- 1) In residential areas, fire hydrants shall be spaced at least every 500 feet or closer to provide a maximum distance of 500 feet from any point to the nearest fire hydrant. In commercial areas, fire hydrants shall be spaced at least every 300 feet or closer to provide a maximum distance of 300 feet from any point to the nearest fire hydrant.
- 2) Each fire hydrant shall be positively restrained using anchor couplings and tees where possible.
- 3) Fire hydrants shall be equipped with Pentagon operating nuts.
- 4) Each fire hydrant shall have an individual 6 inch gate valve to allow the fire hydrant to be shut off for service.
- 5) A 2-ft x 2-ft concrete splash pad shall be provided for each fire hydrant.
- F. Materials for Water Lines: Allowable materials for water lines are shown in the following list:
 - a) AWWA C-900 DR18 PVC (C-905 for larger diameters)
 - b) Ductile Iron Pipe
 - c) Concrete Cylinder Pipe (C 303)
- H. Valves:
 - 1) Each branch line shall be valved.
 - 2) Main lines shall be valved at least every three blocks.
 - 3) The maximum distance between valves shall be 1500 feet.
 - 4) Valves shall be located at a street intersection where possible.

- I. House Connections:
 - 1) A 1 inch HDPE tubing service line shall be installed to a point three feet behind curb at each lot.
 - 2) Each service line shall have a 1 inch corporation cock on the main line, and a $1x^{3/4}$ inch meter stop at the end of the service.
 - 3) Each service line shall be permanently marked with a "W" on the curb where the service line crosses the curb, and a ¹/₂ inch diameter by 3 foot steel rod driven at the meter stop, with 6 inches of the rod left exposed.
 - 4) 14 Gauge tracer wire (blue in color) shall be installed directly above the water service pipe from the corporation to the meter stop.
- J. Plans and Specifications:
 - 1) Preliminary Plan:
 - a) The developer shall submit with the preliminary plat, a plan showing the proposed location and sizes of water lines, prepared, signed, and sealed by a Registered Professional Engineer. The plan shall include location of lots, minimum finished floor elevations, streets, water lines, sewer lines, valves, and fire hydrants along with the design calculations for the size of the lines. The preliminary plat should reflect the Master Plan for the total area to be developed.
 - b) There shall be one copy of the preliminary plan showing the coverage of the area by fire hydrants. For residential areas, this preliminary plan shall have a circle scribed around each fire hydrant 500 foot radius. For commercial areas this preliminary plan shall have a circle scribed around each fire hydrant 300 foot radius.
 - c) The preliminary plans will be on a scale of not more than one hundred feet to the inch (1"=100').
 - 2) Construction Plans:
 - a) The developer shall submit with the final plat, the proposed plans, specifications, and contract documents complete, prepared, signed and sealed by a Registered Professional Engineer. City of Athens will review for conformance with State and City requirements. After the review the developer shall include into the plans and specifications any additions or corrections required.

- b) The construction plans may be submitted by the City of Athens to the Texas Commission on Environmental Quality for their review, following staff review. If the City decides to submit to TCEQ, construction shall not begin until that approval has been received.
- c) The construction plans shall include a location map showing location of proposed water lines, valves, and fire hydrants. The map may be on the same scale as the preliminary plan. The construction plans shall include plan and profile sheets showing the location of all water lines, valves, and fire hydrants.
 - (1) Plan Section: The plan shall be prepared on 22" x 34" plan profile sheets or plan sheets with separate profile sheets. The plan section of the plan and profile shall show the streets and side streets, easements, lot lines, culverts, driveways (where possible), storm sewer lines, and all utility lines, including, but not limited to, gas lines, power lines and poles, sewer lines, water lines, telephone lines and t.v. cable lines. The plan shall also indicate where house service lines are to be installed. The plan shall show all valves, fire hydrants and any branch line connections, and concrete blocking. Plan shall be drawn to scale of not more than twenty feet to the inch (1"=20").
 - (2)Profile Section: Profiles for all water lines 12 inches diameter and larger shall be shown. The profile shall be prepared on 22" x 34" plan profile sheets or separate profile sheets. The profile shall be drawn to a scale of not more than twenty feet to the inch (1"=20")horizontally and not more than five feet to the inch (l"=5') vertically. The profile section shall show the grade of the water lines, the existing ground line, and the proposed ground line where it is different from the existing. The profile shall show all storm sewers and sanitary sewers crossing the construction alignment of the proposed water line. The grades for water lines 12 inches diameter and larger shall be shown on the plans and staked on the ground for construction by the developer's engineer and the contractor shall lay them as close as possible to the proposed grades. Grade stakes for water lines smaller than 12 inch diameter are not required, however, the engineer may include grades in the profile at his option. Water lines shall not be laid to a grade less than 0.2 percent. A 1 inch corporation cock shall be installed at each low spot and each high spot in the water line on lines smaller than 12 inches. There shall be a temporary 1 inch HDPE tubing and 1 inch meter stop installed at each of these cocks for blowing off air and for testing the lines. After testing, these lines shall be removed. A 6 inch diameter blow-off line is required at each low spot of lines 12 inches and larger and an adequately sized

combination vacuum breaker, air release valve is required at each high point in lines 12 inches and larger. The construction plans shall also include a sheet showing standard valve, fire hydrants, and other pipe laying details. Each sheet must be reviewed, approved, signed, and sealed by a Registered Professional Engineer licensed to practice in Texas.

3) "Record Drawings": The developer's engineer shall prepare a set of "Record Drawings" based on the construction plans. The "Record Drawings" shall show the location of all valves, fire hydrants, and service connections, and the correct alignment and grade of lines as installed. All valves shall be located on the ground tied to at least two permanent land marks, i.e., fire hydrants, power poles, property lines, etc. The land marks shall be at least 90 degrees apart. The City Construction Inspector will assist the developer's engineer in procurement of information needed to develop the "Record Drawings".

3. SANITARY SEWER LINE DESIGN:

A. Location: Sanitary sewer mains shall be constructed in a dedicated street, alley, or an easement to the City of Athens which shall be filed in the public records. Sanitary sewer mains shall be installed five feet behind curb in street ROW on opposite side of street from water main except where otherwise approved by the City Manager or his designee.

A center line description of any off-site easement required for outfall, interceptor, approach or lateral lines to be constructed in conjunction with said project shall be furnished with the final plans and specifications for sanitary sewer mains. Center line descriptions shall be prepared by a Registered Public Land Surveyor.

- 1) Sewers shall be laid in a straight alignment with uniform grade between manholes.
- 2) The minimum cover for sewer lines shall normally be five feet with a minimum clearance of one foot below established flow line of creeks and drainage ways.
- 3) Sewer lines shall be at a lower elevation than any water line at crossings, and shall have one 20 foot joint of pressure rated PVC pipe centered at the water line with the sewer pipe joints at least 9 feet each side of the water lines.
- 4) Sanitary sewer lines installed 14' deep or more shall require Class "C" embedment.
- B. Minimum Size: The minimum inside diameter size requirement for gravity sanitary sewer lines is 6 inches.
- C. Grade: Size and minimum grade requirements are shown in the following table:

Size of Inside Diameter of Pipe in Inches	<u>Fall in Feet Per</u> 100 Feet of Sewer
6	0.50
8	0.33
10	0.25
12	0.20
15	0.15
18	0.11

These grade requirements are in accordance with the present State of Texas Standards. If the State standards are changed in the future, the above requirements shall be changed to comply with the then present State of Texas requirements. The minimum velocity in a sewer line is 2 fps, and maximum allowable velocity is 15 fps. Where velocities greater than 10 feet per second are attained, special provision shall be made to protect against erosion by velocity, and displacement by shock.

- D. Design Criteria:
 - 1) Design Flows: In residential development, gravity sewers shall be designed to carry an average daily flow of 140 gallons per capita per day based on 3.3 persons per single family unit. The line shall be designed to carry a peak flow of 4.0 times the average daily flow for 6 inch lines, and 2.5 times average daily flow for lines 8 inches and larger. For developments other than residential, the developer's engineer shall use the recommended design flows as promulgated by the Texas Commission on Environmental Quality, unless the City of Athens has data to require greater design flows.
 - 2) Lift Stations and Pressure Lines: In general, the City of Athens will not permit the construction of lift stations and pressure lines. If a lift station is required, complete design, including site work, an all-weather access, etc. shall be included in the plans and specifications. At the option of the City of Athens, the design may include service to an area, in addition to the property being developed, with the City of Athens participating in the excess capacity cost. The lift station shall be designed in compliance with current state and federal requirements and shall have either dual electrical supply or a stand-by generator. The minimum lift station capacity shall be 120 gallons per minute and shall have at least two pumps. The minimum size for a pressure line shall be 4 inches.

- E. Allowable Materials:
 - 1) The materials for sewer line construction shall be as specified in the City of Athens Standard Specifications (Appendix IV).
 - 2) Gravity lines shall be SDR-26 rubber gasket joint.
 - 3) When crossing water lines, ductile iron pipe or pressure rated PVC pipe shall be required.
 - 4) Creek crossings, shallow lines, and lines laid in areas with high water table shall be constructed with ductile iron pipe, and shall be encased in concrete where unsuitable soil conditions necessitate encasement. The City Manager or his designee may require concrete encasement at his discretion.
- F. Manholes: Manholes shall be designed and built in accordance with the City of Athens Standard Specifications.
 - 1) Manholes shall be placed at points of changes in alignment, grade, or size of sewer. Manholes shall also be placed at all street intersections, at intersections of sewers, and the end of all sewer lines that will be extended at a later date.
 - 2) Manhole spacing shall be a maximum of 400 feet for 6 inch and 8 inch sewer lines.
 - 3) The minimum inside diameter of a manhole shall be 4 feet. Lines deeper than 10' or greater than 8" diameter shall require 5 foot inside diameter manholes.
- G. Cleanouts: Cleanouts may be used in lieu of manholes at the end of sewers which are not to be extended in the future.
- H. Service Lines:
 - 1) Residential Services: A minimum 4 inch SDR-26 PVC service line shall be installed to the property line of each lot with a clean-out wye installed at the property line.
 - 2) Each residential service line shall have a wye fitting installed in the branch line for each house service. Breaking out and cementing in of house services shall not be allowed.
 - 3) Commercial Services: A 6-inch SDR-26 PVC service line shall be installed to the property line of each lot with a cleanout wye installed at the property line. A 4-ft dia. concrete manhole is required at the connection to the sewer main.

- 4) Each service line shall be permanently marked with an "S" on the curb where the service line crosses the curb, with a 1/2 inch diameter x 3 foot steel rod driven at the end of the service line.
- 5) 14 Gauge tracer wire (green in color) shall be installed directly above the sewer service pipe from the main line to the end of the service.
- 6) The end of the service line shall be at least 4 feet deep at the curb and shall be deep enough to allow a 1 foot per 100 foot drop in the service line from the back of the lot or lowest point in the lot to the property line, plus an adequate depth for the house plumbing. The end of the service line shall be plugged with a standard plug with pre-molded rubber seal.
- I. Plans and Specifications:
 - 1) Preliminary Plan:
 - a) The developer shall submit with the preliminary plat, a plan showing the proposed location and size of sewer lines prepared, signed, and sealed by a Registered Professional Engineer. The plan shall include location of lots, minimum finished floor elevations, streets, sewer lines, manholes, cleanouts, and water lines along with the design calculations for the size of lines. The preliminary plat should conform to the Master Plan for the total area to be developed.
 - b) The preliminary plans will be on a scale of not more than one hundred feet to the inch (1"=100").
 - 2) Construction Plans:
 - a) The developer must submit with the final plat the proposed plans, specifications, and contract documents complete, prepared, signed and sealed by a Registered Professional Engineer. The City Manager or his designee will review the plans and specifications. After the review, the developer will include into the plans and specifications any additions or corrections required.
 - b) The construction plans may be submitted by the City of Athens to the Texas Commission on Environmental Quality for their review, following staff review. Generally, construction shall not begin until the approval has been received.
 - c) The Construction plans shall include a location map showing location of proposed sewer lines, manholes, cleanouts, and water lines. This map may be on the same scale as the preliminary plan. The construction plans shall

include plan and profile sheets showing the location of all sewer lines and manholes.

- (1) Plan Section: The plan shall be prepared on 22" x 34" plan profile sheets or plan sheets with separate profile sheets. The plan section of the plan and profile shall show the streets and side streets, easements, lot lines, culverts, driveways (where possible), storm sewer lines, and all utility lines, including, but not limited to, gas lines, power lines and poles, sewer lines, water lines, telephone lines, and t.v. cable lines. The plan shall also indicate where house service lines are to be installed. The plans shall show all manholes, cleanouts, pipe, and branch line connections, and concrete encasement. The plan shall be drawn to a scale of not more than twenty feet to the inch (1"=20")
- (2)Profile Section: Profile shall be drawn to a scale of not more than twenty feet to the inch (1"=20') horizontally and not more than five feet to the inch (1"=5') vertically. The profile section shall show the grade of the sewer lines, the existing surface line, and proposed surface line where it is different from the existing. All Bench Mark and profile elevations shall be tied to the NAV 88. Assumed datums will not be allowed. The profile shall show all storm sewers and water lines crossing the construction alignment of the proposed sewer line. The grades for sewer lines shall be set by the developer's engineer and the contractor shall lay them in accordance with the proposed grades. Grade stakes and grade lines are required for all sewer lines. The construction plans shall also include a sheet showing standard manholes, cleanouts, and other pipe laying details. Each sheet must be reviewed, approved, signed; and sealed by a Registered Professional Engineer licensed to practice in Texas.
- (3) "Record Drawings": The developer's engineer shall prepare a set of "Record Drawings" based on the construction plans. The "Record Drawings" shall show the location of all manholes, cleanouts, and service connections, and the correct alignment and grade of lines installed. All manholes and cleanouts shall be located on the ground tied to at least two permanent land marks, i.e., fire hydrants, power poles, property lines, etc. The land marks shall be shown on the plan and the dimension from land mark shall be shown. The land marks shall be at least 90 degrees apart. The City Construction Inspector will assist the developer's engineer in procurement of information needed to develop the "Record Drawings" plans.

BIBLIOGRAPHY

"RULES AND REGULATIONS FOR PUBLIC WATER SYTEM"

Texas Commission on Environmental Quality 1100 West 49th Street Austin, Texas

"DESIGN CRITERIA FOR SEWAGE SYSTEMS"

Texas Commission on Environmental Quality P. O. Box 13246 Capitol Station Austin, Texas 78711

"AWWA STANDARDS"

American Waterworks Association 6666 W. Quincy Avenue Denver, Colorado 80235

"TEXAS GENERAL BASIS SCHEDULES" PRESCRIBED BY THE BOARD OF INSURANCE COMMISSIONERS

Texas State Board of Insurance Austin, Texas 78711

APPENDIX I

PAVEMENT DESIGN

Step 1: Determine the structural support of the roadway's existing subgrade. The subgrade strength is defined by having a California Bearing Ratio Test (CBR) performed in accordance with ASTM Method D 1883-73 (Standard Test Method for Bearing Ratio of Laboratory Compacted Soils) by a geotechnical and construction materials testing lab.

Location of borings to obtain soil samples are to be placed along the proposed roadway to provide a representative view of the existing subgrade. Laboratory tests are to be performed on these representative soil samples to determine natural moisture content, liquid and plastic limits, and percent passing the No. 200 sieve. These tests are to be performed in accordance with ASTM Methods D 2216, D 4318, and D 422, respectively. Additional CBR tests are to be performed where above lab tests on soil samples of the existing subgrade reveal variations in the subgrade soil according to the "Unified Soil Classifications". Unified Soil Classifications are to be determined using procedures in accordance with ASTM Method D 2487. Additional CBR tests are to be performed on soil samples where roadway grades produce cuts into varying subgrade soils.

The existing subgrade shall always be able to provide a stable working platform when the soil is compacted to a density of 95% of standard proctor at optimum moisture content according to ASTM Method D 698. All organic and unstable material is to be removed during construction and replaced with select fill.

Step 2: Identify the class of the street to be built. Street classifications are determined by the following attributes: Comprehensive Plan designation, Zoning, existing and future traffic volumes, and street width. (See Table II-A-1) Choose the street type which matches the design roadway's attributes. If a design roadway's attributes fall between street classes, for example, a street that has both residential and commercial zoning, choose the street class which produces the most stringent pavement design.

					Avg.	Single
			Maximum	Percent	Gross	Axle
Class	Zoning	Width	Avg. Vehicle	Trucks	Weight	Load
		(B-B)	Per Day		(Lbs)	Limit
			1	2	3	(Lbs)
Cul-De-Sac	Residential		500	2	20000	20000
Standard	Residential	31'	4,800	5	25000	20000
Collector	Residential	37'	9,600	5	30000	20000
Collector	Commercial	41'	11,200	15	30000	20000
Collector	Industrial	61'	9,600	20	30000	20000
Arterial	All	62' w/4'	24,300	15	30000	20000
		median				

TABLE II-A-1 STREET CLASSIFICATIONS

- 1. The maximum average vehicle per day numbers were obtained from the 1987 Urban Transportation Study for a level of service "C". These values were developed from the Texas State Department of Highways and Public Transportation 1985 Highway Capacity Manual.
- 2. The Asphalt Institute, U. S. Federal Highway Administration
- 3. The Asphalt Institute, U. S. Federal Highway Administration
- Step 3: Determine the total thickness of the pavement section for each type of pavement design. Three pavement design tables are provided, (see Tables II-A-2, II-A-3 & II-A-4); one for flexible base pavement, one for full-depth hot mix asphaltic concrete pavement, and one for concrete pavement. Each design table is divided into street classification columns and subgrade CBR% rows. Using the street class identified in Step 2, follow this column down until it intersects the subgrade CBR% row determined in Step 1. This number represents the total thickness of pavement section, in inches, to be used.
- Step 4: Determine the thickness of base. The minimum surface thickness is found at the bottom of each street class column. To obtain the thickness of base, subtract the surface thickness from the total thickness of the pavement section. On roadways that have an existing subgrade CBR% greater than 12, Step 4 often provides the most economical design and the design process could be stopped, (see Example Problem II-A-1), however, for roadways that have subgrade CBR% less than 12, the design process should continue to provide an economical design.
- Step 5: Select a suitable subbase material if the process is continued. Subbase material can be the existing subgrade treated with lime or cement, or a select fill material, such as iron ore topsoil. The subbase material is sampled and the subbase strength is defined by having a CBR test performed.
- Step 6: Determine the new thickness of base and surfacing. Taking into account the subbase CBR% value and using the pavement design table again, follow the same street class column down until it intersects the subbase CBR% determined in Step 5. This number represents the total thickness, in inches, of base and surfacing. The base thickness is found by subtracting the surface thickness from the total thickness of base and surfacing.
- Step 7: Determine the thickness of the subbase material selected in Step 5. This is found by subtracting the total thickness of base and surfacing in Step 6 from the total thickness of the pavement section in Step 3. However, the minimum thickness of a subbase material is six inches.
- Step 8: Determine the overall pavement section design. Add the surface thickness and base thickness found in Step 6 to the subbase thickness found in Step 7. (See Example Problem II-1-2)

To determine the most economical and efficient roadway pavement design, the above process should be performed using each pavement design table, varying the subbase materials, and then applying current construction costs.

Step 9: Design Submittal. Submit on the forms provided (see form II-A-9) the roadway pavement section designs performed and the roadway pavement design recommended to the City Engineer for his approval. Also submit the results of the CBR test performed by a geotechnical and construction materials testing lab.

TABLE II-A-2

FLEXIBLE BASE PAVEMENT DESIGN

DESIGN PERIOD = 20 YEARS

TOTAL PAVEMENT SECTION						
SUBGRADE	RESIDENTIAL	COLLECTOR	COLLECTOR	COLLECTOR	ARTERIAL	
OR	28' F-F	32' F-F	40' F-F	40' F-F	64' F-F	
SUBBASE		Resid.	Comm.	Indust.		
CBR %	Inches	Inches	Inches	Inches	Inches	
2	32	35	36.5	38	39	
3	24	27.5	29	30	31	
4	21	23	24	24.5	25	
5	18	19.5	20.5	21	21.5	
6	16	17.5	18	18.5	19	
7	14	16	16.5	17	17.5	
8	13	14.5	15	15.5	16	
9	12	13.5	14	14.5	15	
10	11	12.5	13	13	13.5	
12	9.5	10.5	11	11.5	12	
15	8	9	9.5	10	10	
20	7.5	8	9	9.5	10	
25	7.5	8	9	9.5	10	
MINIMUM SURFAC	CE & BASE SECTION	N				
HMAC	2	2	2	2.5	3	
BASE	5.5	6	7	7	7	
MINIMUM STABIL	IZED SUBBASE SEC	CTION				
	6	6	6	6	6	
FLEXIBLE BASE SPECIFICATIONS						
Texas State Department of Transportation "2014 Standard Specifications For Construction of Highways, Streets, And Bridges" Items 248 & 249 shall govern except California Bearing Ratio Tests will replace Triaxial Classes and the maximum PI=9. The base shall be compacted to a density of 95% of modified proctor at optimum moisture content according to ASTM Method D 1557.						
Grade	1, 2, 3	1, 2, 3	1, 2	1, 2	1, 2	
Minimum CBR% of Base	60	60	70	70	80	

TABLE II-A-3

FULL DEPTH HMAC PAVEMENT DESIGN

DESIGN PERIOD - 20 YEARS

TOTAL PAVEMENT SECTION							
SUBGRADE OR SUBBASE	RESIDENTIAL 28' F-F	COLLECTOR 32' F-F Resid.	COLLECTOR 40' F-F Comm.	COLLECTOR 40' F-F Indust.	ARTERIAL 64' F-F		
CBR %	Inches	Inches	Inches	Inches	Inches		
2	12.5	14	15.5	16	16.5		
3	10.5	12	13.5	13.5	14		
4	9.5	10.5	12	12	12.5		
5	8.5	9.5	11	11	11.5		
6	8	9	10	10	10.5		
7	7.5	8.5	9.5	9.5	10		
8	7.5	8	9	9	9.5		
9	7	7.5	8.5	8.5	9		
10	6.5	7.5	8	8.5	9		
12	6	7	7.5	8	8		
15	5.5	6.5	7	7.5	7.5		
20	5.5	6	7	7	7		
25	5.5	6	6.5	7	7		
MINIMUM SURI	MINIMUM SURFACE & BASE SECTION						
TYPE "D"	1.5	2	2	2.5	3		
TYPE "B"	4	4	4.5	4.5	4		
MINIMUM STABILIZED SUBBASE SECTION							
	6	6	6	6	6		

Hot Mix Asphaltic Concrete Specifications:

Texas State Department of Transportation "2014 Standard Specifications For Construction of Highways, Streets, And Bridges" Item 340 with coarse aggregate being crushed so that a minimum of 50% of particles retained on #4 sieve shall have more than one crushed face when tested in accordance with Test Method Tex-413 A (Particle Count).

TABLE II-A-4

CONCRETE PAVEMENT DESIGN

DESIGN PERIOD - 35 YEARS

	TOTAL PAVEMENT SECTION						
SUBGRADE OR SUBBASE	RESIDENTIAL 28' F-F		RESIDENTIAL COLLECTOR 28' F-F 32' F-F Resid		COLLECTOR 40' F-F Indust	ARTERIAL 64' F-F	
CBR %	Cul-De- Sac	Stand- ard					
	Inches	Inches	Inches	Inches	Inches	Inches	
2	7	8	9	10	11	11	
3	6	7	8	9	10	10	
4	6	7	8	9	10	10	
5	6	6	7	8	9	9	
6	6	6	7	8	9	9	
7	6	6	7	8	9	9	
8	6	6	7	8	9	9	
9	6	6	7	8	9	9	
10	5	6	7	8	8	8	
12	5	6	6	7	8	8	
15	5	6	6	7	7	7	
20	5	5	6	7	7	7	
25	5	5	6	6	7	7	
MINIMUM STABILIZED SUBBASE SECTION							
	6	6	6	6	6	6	

Concrete Specifications:

Texas State Department of Highways & Public Transportation "2014 Standard Specifications For Construction of Highways, Streets, And Bridges" Item 360 with a minimum compression strength of 3600 PSI at 28 days (5 sacks of cement per cubic yard) with #3 rebar on 18" c-c each way.

EXAMPLE PROBLEM II-A-1

Required: Determine a pavement section for a collector street in a commercial area.

Solution A: FLEXIBLE BASE PAVEMENT SECTION

Step 1 - From testing the roadway's existing subgrade, a CBR of 12% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 40' F-F commercial street.

Step 3 - From Table II-A-2, "Flexible Base Pavement Design", the total thickness of the pavement section was determined to be 11".

Step 4 - The thickness of base without a subbase is found by subtracting the minimum surface from the total thickness; $11^{"} - 2^{"} = 9^{"}$. The design process could stop here with an overall pavement section design of 2" HMAC Surface on 9" Flexible Base. However, a treated subgrade may produce a more economical design.

Step 5 - The existing subgrade is treated with lime, (say 6%) and testing shows the new subbase material has a CBR of 20%.

Step 6 - From Table II-A-2, the new total thickness of base and surfacing is 9". The new thickness of base with a subbase is found by subtracting the minimum surface from the new total thickness of base and surface; 9" - 2" = 7".

Step 7 - The subbase thickness is found by subtracting Step 6 from Step 3; 11" - 9" = 2". However, minimum subbase thickness is 6".

Step 8 - The overall pavement section design is found by adding Step 6 to Step 7; 2" HMAC Surface on 7" Flexible Base on 6" Lime Treated Subbase.

Solution B: FULL DEPTH HMAC PAVEMENT SECTION

Step 1 - From testing the roadway's existing subgrade, a CBR of 12% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 40' F-F commercial street.

Step 3 - From Table II-A-3, "Full Depth HMAC Pavement Design", the total thickness of the pavement section was determined to be 7.5".

Step 4 - The thickness of base without a subbase is found by subtracting the minimum surface from the total thickness; 7.5" - 2" = 5.5". The design process could stop here with an overall pavement section design of 2" HMAC Surface on 5.5" HMAC Base.

Solution C: CONCRETE PAVEMENT SECTION

Step 1 - From testing the roadway's existing subgrade, a CBR of 12% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 40' F-F commercial street.

Step 3 - From Table II-A-4, "Concrete Pavement Design", the total thickness of the pavement section was determined to be 7". The design process could stop here with an overall pavement section design of 7" Concrete Pavement on untreated subgrade.

EXAMPLE PROBLEM II-A-2

Required: Determine a pavement section for a local street in a residential subdivision.

Solution A: FLEXIBLE BASE PAVEMENT SECTION Step 1 - From testing the roadway's existing subgrade, a CBR of 3% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 32' F-F residential street.

Step 3 - From Table II-A-2, "Flexible Base Pavement Design", the total thickness of the pavement section was determined to be 24".

Step 4 - The thickness of base without a subbase is found by subtracting the minimum surface from the total thickness; 24" - 2" = 22". A base thickness of 22" is excessive, and the design process should continue to find a more economical design.

Step 5 - The existing subgrade is treated with lime, (say 6%) and testing shows the new subbase material has a CBR of 9%.

Step 6 - From Table II-A-2, the new total thickness of base and surface is 12". The new thickness of base with a subbase is found by subtracting the minimum surface from the new total thickness of base and surface; 12" - 2" = 10".

Step 7 - The subbase thickness is found by subtracting Step 6 from Step 3; 24" - 12" = 12".

Step 8 - The overall pavement section design is found by adding Step 6 to Step 7; 2" HMAC Surface on 10" Flexible Base on 12" Lime Treated Subbase.

Solution B: FULL DEPTH HMAC PAVEMENT SECTION

Step 1 - From testing the roadway's existing subgrade, a CBR of 3% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 32' F-F residential street.

Step 3 - From Table II-A-3, "Full Depth HMAC Pavement Design", the total thickness of the pavement section was determined to be 10.5".

Step 4 - The thickness of base without a subbase is found by subtracting the minimum surface from the total thickness; 10.5" - 1.5" = 9.0".

Step 5 - The existing subgrade is treated with lime, (say 6%) and testing shows the new subbase material has a CBR of 9%.

Step 6 - From Table II-A-2, the new total thickness of base and surface is 7". The new thickness of base with a subbase is found by subtracting the minimum surface from the new total thickness of base and surface; 7" - 1.5" = 5.5".

Step 7 - The subbase thickness is found by subtracting Step 6 from Step 3; 10.5" - 7" = 3.5", however, minimum subbase thickness is 6".

Step 8 - The overall pavement section design is found by adding Step 6 to Step 7; 1.5" HMAC Surface on 5.5" Flexible Base on 6" Lime Treated Subbase.

Solution C: CONCRETE PAVEMENT DESIGN

Step 1 - From testing the roadway's existing subgrade, a CBR of 3% was obtained.

Step 2 - From Table II-A-1, the street classification was determined to be a 32' F-F residential street.

Step 3 - From Table II-A-4, "Concrete Pavement Design", the total thickness of the pavement section was determined to be 7".

Step 4 - The design process could stop here with an overall pavement section design of 7" Concrete Pavement on untreated subgrade. However, a treated subgrade may produce a more economical design.

Step 5 - The existing subgrade is treated with lime, (say 6%) and testing shows the new subbase material has a CBR of 9%.

Step 6 - From Table II-A-4, the new total thickness of pavement is 6".

Step 7 - The subbase thickness is found by subtracting Step 6 from Step 3; 7" - 6" = 1", however, minimum subbase thickness is 6".

Step 8 - The overall pavement section design is found by adding Step 6 to Step 7; 6" Concrete Pavement on 6" Lime Treated Subbase.

FORM II-A-9 CITY OF ATHENS ROADWAY PAVEMENT SECTION DESIGN

SUBDIVISION/PROJECT NAME: _____

STREET NAME: _____

Step 1 California Bearing Ratio Test (CBR) of Existing Subgrade

Boring #	Station #	Offset Distance	Depth of Material Tested	CBR %

Step 2 Street Classification:

<u>Step 3</u> Total Thickness of Pavement Section.

Flexible Base (Table II-A-2)	Full De (I	epth HMAC I-A-3)		Concrete (II-A-4)
Step 4 Thickness of Base.				
Total thickness of Pavemen Section (Step 3) Surface Thickness Base Thickness	t (-)	Flexible Base	(-)	Full Depth HMAC
Step 5 Subbase Material. (If	used)		-	
Type of Subbase Material CBR % of Subbase	Flexible Base	Full Depth HN	MAC	Concrete

FORM II-A-9 CITY OF ATHENS ROADWAY PAVEMENT SECTION DESIGN

Step 6 Thickness of Base & Surfacing. (If a Subbase is used)

Total thickness of	Flexible Base	Full Depth HMAC	Concrete
Base & Surfacing			
Surface ()		()	$\langle \rangle$
I nickness (-)		(-)	(-)
Base Thickness			
Step 7 Subbase Material	Thickness. (If a Subb	base is used)	
	Flexible Base	Full Depth HMAC	Concrete
Total Pavement			
Section Thickness			
(Step # 3)			
Total Thickness			
of Base			
Surfacing (-)		(-)	(-)
(Step # 6)			
Subbase Thickness			
(Minimum 6")			
Step 8 Overall Pavement	Section Design		
	Flexible Base	Full Depth HMAC	Concrete
Surface			
Thickness			
Base Thickness			
Subbase Thickness			
DECOMMENDATION.	THICKNER	с ъ <i>к</i> а	TEDIAI
SURFACE	THUNNES	b IVIA	TENIAL
BASE			
SUDDASE SIGNATUDE:			
TITI E.			
DATE:			
DATE:			CT A I
			SEAL
APPENDIX II

STORM DRAINAGE DESIGN STANDARDS

In General, the drainage design criteria shall follow the TxDOT Hydraulic Design Manual unless more stringent criteria are shown below. The 100 year storm used in this design manual is defined as a rainfall event that has a 1% chance of occurring in any given year.

1. HYDROLOGY - RUNOFF CALCULATIONS:

- a. For drainage areas less than 200 acres, the Rational Method shall be used to calculate the runoff. The SCS method shall be used for areas greater than 200 acres.
- b. The rational method Coefficients of Runoff shall be taken from the TxDOT Hydraulic Design Manual.
- c. Run-off shall be calculated for the 10-year, 25-year and 100-year frequency storm. Intensity shall be calculated using the e,b,d values for Henderson County as shown in the TxDOT Hydraulic Design manual.
- d. The minimum time of concentration shall be 10 min.

2. STREET CAPACITY:

- a. Local Streets Runoff from the 100 year storm shall be contained within the right of way.
- b. Collector Streets A minimum of 12' of roadway shall remain free of water during the 100 year storm.
- c. Arterial Streets -- A minimum of one lane (12') of roadway in each direction shall remain free of water during the 100 year storm.

3. STORM DRAIN SIZING:

- a. Storm drains shall be sized to handle the 100-yr frequency storm using the Manning's method.
- b. Hydraulic Grade Lines (HGL) shall be calculated for each pipe run. The HGL shall be kept at least 1-ft below the top of curb on all storm drain systems.

4. CULVERT SIZING:

- a. Cross-Culverts shall be sized to carry the 100-year frequency storm with a water surface at least 1-ft below top of curb.
- b. Driveway culverts shall be sized to carry the 25-year frequency storm unless the City Engineer determines that the driveway culvert must carry the 100-year storm.

5. HEADWALLS, WINGWALLS & SLOPED END TREATMENTS:

- a. All culverts shall include headwalls, wingwalls, or sloped end treatments (SET).
- b. In general the wingwalls or sloped end treatments shall match the backslope of the culvert crossing (max. slope 3:1). Wingwalls or SET's installed parallel to traffic must be 6:1.

6. PERMANENT EROSION CONTROL MEASURES:

a. Riprap and/or energy dissipaters shall be installed to minimize erosion at the outfall of all structures.

7. DETENTION:

- a. Detention shall be required to contain the increased runoff for developed conditions over undeveloped conditions for the 100 year design storm.
- b. Detention may be required if the downstream drainage system cannot handle the increased runoff. The design engineer shall determine the downstream capacity of the drainage system a reasonable distance downstream and make a recommendation to the City Manager or his designee as to the need for detention.
- c. If detention is recommended, the detention facility shall be designed to mitigate the increased runoff from the site.
- d. Detention pond discharge structures shall be sized to handle the 2year, 10-year, and 100 year design storms.
- e. Detention ponds shall be designed to maintain 2' freeboard above the maximum water level to the top of the detention facility.

APPENDIX III

UTILITY MATERIALS LIST FOR WATER IMPROVEMENTS

- 1. All water mains 4-inch to 12-inch diameter shall be C-900 PVC Pipe for water supply and distribution systems. The pipe shall meet the requirements of AWWA C-900 "Standards for Polyvinyl Chloride (PVC) Pressure Pipe" and shall be furnished in cast iron pipe equivalent outside diameters with rubber-gasketed integral bell as listed in the AWWA standard.
- 2. Water main tapping saddles for service taps shall be double band, epoxy coated Smith Blair # 313 or equal. Tapping saddles shall be epoxy coated except for taps on AC main line pipe, then a stainless steel tapping saddle shall be used.
- 3. All gate valves on 2 inch taps shall be epoxy coated iron body with a square head operating nut with iron pipe threads in and out. All 2" gate vales shall have a brass nipple in from tap and out to service with an epoxy coated dresser to tie in. No PVC male adapters screwed into gate valves. All other main line and fire hydrant valves shall be epoxy coated mechanical joint or flange type valves.
- 4. Residential Service taps shall be blue poly SDR-9 with tracer wire and curb stop.
- 5. All multiple taps shall have a 2 inch brass tee with 1 inch brass reducers and 1 inch or 3/4 inch type "K" copper pipe to curb stop. Curb stops shall be a 1 inch or 3/4 inch compression with a pack joint nut by meter nut and shall be 360 degree rotation with wing locks. All meter taps larger than 1 inch shall have a brass 2 inch female iron pipe thread by 2 inch meter flange cut off, with wing locks and 180 degree rotation.
- 6. All multiple taps shall have a minimum of 4 feet between boxes and be spaced 2 feet in each direction of the property line. Meter boxes shall be a standard plastic with a cast iron reader lid mfg no. D-1200- Dicir. or equal.
- 7. All brass fittings shall be domestic mfg., AWWA approved. City approved brass shall be Mueller, Ford and Jones. All cast Iron fittings shall be AWWA approved. The only exception shall be valve boxes.
- 8. Fire Hydrants shall be Mueller model #423. All hydrants shall be standard 5-1/4 inch with traffic break-away flanges. All Fire Hydrants shall have a minimum 6" rock above and below weep holes. No Fire Hydrant shall be buried over 6'. All Fire Hydrants will have a gate valve at main for shut down purposes. All fire hydrant assemblies shall have a swivel tee on main with gate valve attached to tee and an anchor coupling between fire hydrant and gate valve. If an anchor coupling will not work then the use of a stainless steel all thread rod shall be used to anchor hydrant to valve.

- 9. All valve boxes 3 ft or deeper shall have concrete poured around base of box to ensure box stays centered over operator nut. All valve boxes located in easements or in off road or isolated locations shall have a 24 x 24 concrete pad poured around box with appropriate valve signs or markers. Markings of valve size and direction of valve shall be engraved in the 24 x 24 pad. All water mains in isolated areas need sign post marking location of said main. Valve boxes 3 ft or less shall be adjustable cast Iron Boxes. Valve boxes deeper than 3 ft shall use a Dallas Shorty cast Iron box with a 6 in. PVC riser.
- 10. All new water mains constructed regardless of location shall have a **Blue** tracer wire. Wire will be a #14 gauge copper wire attached to pipe and pulled up at all valves and not to interfere with operation of valve or fire hydrants. All lines laid shall utilize only clean backfill at least 6 in. deep both under and over pipe. Backfill material shall be free of rocks or other materials which could damage pipe.
- 11. Pipe fittings shall be ductile iron or cast iron and shall be domestic manufactured and AWWA approved. All fittings requiring thrust block shall be wrapped with plastic sheeting to cover entire fitting and bolts. All fittings shall be mechanical joint from 3 in. and up. All cast iron fittings and valves will require mega lug restraint glands. All pipe joints within 20 ft of a fitting may require additional joint restraints.
- 12. All steel casings shall be plugged at both ends with either concrete or other appropriate materials to keep from settling and keep from filling casing with debris. Casing spacers shall be used when required. All fittings at the ends of the casing or within 6 ft shall be anchored to casing with a stainless steel all thread rod welded to casing.
- 13. All dead end water mains shall have a metal, dry barrel type, automatic flush valve at end of line that meets AWWA standards.

APPENDIX IV

UTILITY MATERIALS LIST FOR SANITARY SEWER IMPROVEMENTS

- 1. All sewer taps on mains shall be a push on type sweep Tee. (No Wyes and no glue joints)
- 2. All gravity sanitary sewer pipe shall be SDR-26 or thicker PVC, rubber gasket joint, pipe unless otherwise required. All new sewer mains shall have a **green** or **white** tracer wire attached to top of pipe. Tracer wire will be a #14 solid strand wire taped to pipe and pulled up on outside of manhole's and pulled under ring and lid on inside.
- 3. All pressure sanitary sewer pipe (force mains) shall be SDR 21 Class 200 gasket joint or better pipe. No glue joints shall be allowed. All fittings on sewer force mains shall be ductile or cast iron with mechanical joints with mega-lug restraint glands.
- 4. A one way clean out positioned to point towards sanitary sewer main line shall be required on all sanitary sewer services. Any clean out that is to be in concrete shall be required to have a cast iron "Dallas Shorty box" with lid marked sewer installed at time of concrete pour.
- 5. All sanitary sewer mains and services shall be air tested in accordance with standard specifications. An appropriate size mandrel shall be pulled through all sewer main lines. All tests shall be witnessed by the City of Athens or its representative.
- 6. All fittings on 6 in. or larger mains shall be gasket joint. No glue fittings shall be allowed.
- 7. Manholes shall be concrete poured in place or precast with no steps and sealed to prevent infiltration. All manholes shall be vacuum tested per TCEQ regulations. A manhole passes the test if after 2.0 minutes, the vacuum is at least 9.0 inches of mercury.
- 8. All sewer service connections will need to be inspected prior to covering up for tie-in and capping of old line verification.
- 9. All abandoned sewer services, sewer mains and manholes shall be appropriately plugged and capped.























5'-0" DOWN STREAM A GUTTER -

















Agenda Date:	November 27, 2017
DEPARTMENT:	Development Services
CONTACT:	Barbara Holly, Managing Director of Development Services
STRATEGIC MAP:	Planning & Growth
SUBJECT:	Encroachment Agreement for future Prosperity Drive in the Industrial Park on behalf of AEDC
SUMMARY:	AEDC is completing the engineering for a future road in the Industrial Park. It will encroach into an ONCOR easement necessitating this agreement
BACKGROUND	AEDC has planned for a road connection between Enterprise and Old Tyler Highway as shown in Exhibit A. Although the road is not planned to be constructed at this time, the agreement secures the right to do so in the future.
ISSUE:	
ALTERNATIVES:	
FISCAL IMPACT:	
RECOMMENDATION:	Staff recommends that the City Council approve the encroachment agreement.

ENCROACHMENT ON EASEMENT

WHEREAS, **Oncor Electric Delivery Company LLC ("Oncor")**, is the owner of a easement in Henderson County, Texas, which is recorded in Volume 114, Page 440 of the Deed Records of Henderson County, Texas ("**Easement**"); and

WHEREAS, **The City of Athens**, ("**User**"), desires permission to construct, operate and maintain a public access road and a driveway crossing ("**Encroaching Facility**") within the area or boundaries of the Easement ("**Easement Area**").

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Oncor and User do hereby agree as follows:

1. **Location of Encroaching Facility**. User may locate the Encroaching Facility in the Easement Area, but only as described and shown on the attached drawing marked **Exhibit "A"**, incorporated herein. User may not relocate the Encroaching Facility within the Easement Area without the consent and approval of Oncor, which consent and approval shall be at Oncor's sole discretion. User acknowledges and agrees that Oncor holds easement rights on the Easement Area; therefore, User shall obtain whatever rights and permission, other than Oncor's, that are necessary.

2. **Restrictions on Use of Easement Area**. User shall use only so much of the Easement Area as may be necessary to construct, maintain, operate and repair the Encroaching Facility. User shall, at its own cost and expense, comply with all applicable laws, including but not limited to existing zoning ordinances, governmental rules and regulations enacted or promulgated by any governmental authority and shall promptly execute and fulfill all orders and requirements imposed by such governmental authorities for the correction, prevention and abatement of nuisances in or upon or connected with said Encroaching Facility. At the conclusion of any construction, User shall remove all debris and other materials from the Easement Area and restore the Easement Area to the same condition it was in prior to the commencement of User's construction thereon or in proximity thereto.

User shall not place trash dumpsters, toxic substances or flammable material in the Easement Area. Further, if the Easement Area has transmission or distribution facilities located thereon, User shall not place upon the Easement Area any improvements, including but not limited to, buildings, light standards, fences (excluding barriers installed around transmission towers), shrubs, trees or signs unless approved in advance in writing by Oncor. Additional general construction limitations on encroachments are described and listed in **Exhibit "B**", attached hereto and by reference made a part hereof.

3. <u>Maintenance of Encroaching Facility</u>. User, at User's sole expense, shall maintain and operate the Encroaching Facility. Oncor will not be responsible for any costs of construction, reconstruction, operation, maintenance or removal of User's Encroaching Facility.

4. <u>**Risk and Liability**</u>. User assumes all risks and liability resulting or arising from or relating to User's use, the existing condition or location, or existing state of maintenance, repair or operation of the Easement Area. It is further agreed that Oncor shall not be liable for any damage to the Encroaching Facility as a result of Oncor's use or enjoyment of its Easement. Any Oncor property damaged or destroyed by User or its agents, employees, invitees, contractors or subcontractors shall be repaired or replaced by Oncor at User's expense and payment is due upon User's receipt of an invoice from Oncor.

5. Indemnification. User, to the extent allowable by law, agrees to defend, indemnify and hold harmless Oncor, its officers, agents and employees, from and against any and all claims, demands, causes of action, loss, damage, liabilities, costs and expenses (including attorney's fees and court costs) of any and every kind or character, known or unknown, fixed or contingent, for personal injury (including death), property damage or other harm for which recovery of damages is sought or suffered by any person or persons that may arise out of, or be occasioned by, the negligence, misconduct or omission of User, its officers, agents, associates, employees, contractors, subcontractors, subconsultants, or any other person entering onto the Easement Area or may arise out of or be occasioned by the use of the Encroaching Facility, except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of Oncor, its officers, agents, or employees or separate contractors, and in the event of joint and concurrent negligence of both Oncor and User, responsibility and indemnity, if any, shall be apportioned comparatively. Nothing contained herein shall ever be construed so as to require User to assess, levy and collect any tax to fund its obligations under this paragraph. Article XI Section 5 of the Texas Constitution provides that a city is prohibited from creating a debt unless the city levies and collects a sufficient tax to pay the interest on the debt and provides a sinking fund. The **City of Athens** has not and will not create a sinking fund or collect any tax to pay any obligation created under this section.

6. <u>High Voltage Restrictions</u>. Use of draglines or other boom-type equipment in connection with any work to be performed on the Easement Area by User, its employees, agents, invitees, contractors or subcontractors must comply with Chapter 752, Texas Health and Safety Code, the National Electric Safety Code and any other applicable safety or clearance requirements. Notwithstanding anything to the contrary herein, in no event shall any equipment be within fifteen (15) feet of the Oncor 138,000 volt or less power lines or within twenty (20) feet of the Oncor 345,000 volt power lines situated on the aforesaid property. User must obtain Oncor's approval and notify the **Tyler Region Transmission Department at 903-535-4869**, 48 hours prior to the use of any boom-type equipment on the Easement Area.

7. <u>Relocation of Facilities</u>. User shall not place its facility within 25 feet of any pole or tower leg. User agrees that in the event that Oncor determines that User's Facility interferes with Oncor's facilities, User will relocate User's Facility at User's expense. User will be entitled to relocate User's Facility on the encroachment area granted hereunder if reasonably possible without further interference with Oncor's facilities. If User's Facility cannot be relocated on the encroachment area, then, if reasonably possible, Oncor agrees to grant User an encroachment near the encroachment granted hereunder so that User's facility can continue to operate as originally intended.

8. **Default and Termination**. It is understood and agreed that, in case of default by User or its agents in any of the terms and conditions herein stated and such default continues for a period of thirty (30) days after Oncor notifies User of such default in writing, Oncor may at its election forthwith terminate this agreement and upon such termination all of User's rights hereunder shall cease and come to an end. This agreement shall also terminate upon the abandonment of the Encroaching Facility.

This agreement shall extend to and be binding upon User and its successors and assigns, and is not to be interpreted as a waiver of any rights held by Oncor under its Easement.

Executed this ____ day of _____, 2017.

APPROVAL:

Oncor Electric Delivery Company LLC

Ву:_____

Dennis L. Patton, Attorney-In-Fact

ACCEPTANCE:

City of Athens

Bv.			
Dy.			

Name: _____

Title: _____

STATE OF TEXAS § S COUNTY OF TARRANT §

BEFORE ME, the undersigned authority, on this day personally appeared Dennis L. Patton, as Attorney-In-Fact of **Oncor Electric Delivery Company LLC**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, A. D. 2017.

Notary Public in and for the State of Texas

STATE OF TEXAS

COUNTY OF HENDERSON

BEFORE ME, the undersigned authority, on this day personally appeared ______, as the ______ of the **City of Athens**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

50 60 60

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, A. D. 2017.

Notary Public in and for the State of Texas

EXHIBIT "A"



Title PAVING/GRADING/DRAINAGE PLAN



TBPE # F-6324 TBPLS # 10194229

Page 5 of 8

Encroachment on Easement E-6807 / 2017-0404WG

1 of 1

17.10.03 YY MM.DD

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CONSTRUCTION LIMITATIONS ON Oncor ELECTRIC DELIVERY COMPANY RIGHT OF WAY EXHIBIT "B"

- 1. You are notified, and should advise your employees, representatives, agents, and contractors, who enter the property that they will be working in the vicinity of high voltage electrical facilities and should take proper precautions, included but not limited to the following stipulations and in compliance, at all times, with Chapter 752, V.T.C.A., Health & Safety Code.
- 2. Blasting is not to be permitted on Oncor right-of-way or under Oncor lines.
- Construction on electric transmission line easements acquired by Oncor after January 1, 2003 shall comply with the requirements of Public Utility Commission Substantive Rules §25.101, as amended from time to time.
- 4. No crossing less than 45 degrees to the centerline of the right-of-way.
- 5. Grading will be done in order to leave the right-of-way as near as possible to present condition. Spoil dirt will be removed from the right-of-way and no trash is to be left on right-of-way. Slopes shall be graded so that trucks can go down the right-of-way when required and such that the slopes can be mechanically maintained.
- 6. Equipment and materials will not be stored on the right-of-way during construction without written approval of the Supervisor of Regional Transmission.
- 7. Street or road crossings are to be based on drawings submitted. Any change in alignment or elevation will be resubmitted for approval.
- 8. No signs, lights or guard lights will be permitted on the right-of-way.
- Power line safety equipment operations: hazard assessment and precautions inside the work zone area must be performed and in compliance with OSHA Standard §1926.1408 at all times. Equipment shall not be placed within fifteen (15) feet of the Oncor 138,000 volt or less power lines or within twenty (20) feet of the Oncor 345,000 volt power lines.

- 10. Any pre-approved fencing will not exceed eight (8) feet in height, and if metal in nature, will be grounded, at ten (10) feet intervals, with an appropriate driven ground. Gates should be at least sixteen (16) feet in width to allow Oncor access to the right-of-way.
- 11. No dumpsters will be allowed on Oncor right-of-way or fee owned property.
- 12. Draglines will not be used under the line or on Oncor right-of-way.
- 13. The existing grade shall not be disturbed, excavated or filled within 25 feet of the nearest edge of any Oncor transmission structure (tower, pole, guy wire, etc...).
- 14. Right-of-way will be protected from washing and erosion by Oncor approved method before any permits are granted. No discharging of water will be allowed within any portion of the right of way. Drainage facilitation will not be allowed to discharge into/onto Oncor right-of-way.
- 15. No obstruction shall be installed on the right-of-way that would interfere with access to Oncor structures or prevent mechanical maintenance.
- 16. Before any work is done under Oncor lines or by Oncor structures notify the **Tyler Region Transmission Department at 903-535-4869**.
- 17. No hazardous materials will be stored on the right of way.
- 18. For purposes of this document, "Hazardous Materials" means and includes those substances, including, without limitation, asbestos-containing material containing more than one percent (1%) asbestos by weight, or the group of organic compounds known as polychlorinated biphenyls, flammable explosives, radioactive materials, chemicals known to cause cancer or reproductive toxicity and includes any items included in the definition of hazardous or toxic waste, materials or substances under any Hazardous Material Law. "Hazardous Material Laws" collectively means and includes any present and future local, state and federal law relating to the environment and environmental conditions including, without limitation, the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. §6901 <u>et seq.</u>, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, ("CERCLA"), 42 U.S.C.

§§9601-9657, as amended by the Superfund Amendments and Reauthorization Act of 1986 ("SARA"), the Hazardous Material Transportation Act, 49 U.S.C. §6901 <u>et seq.</u>, the Federal Water Pollution Control Act, 33 U.S.C. §1251, <u>et seq.</u>, the Clean Air Act, 42 U.S.C. §741 <u>et seq.</u>, the Clean Water Act, 33 U.S.C. §7401 <u>et seq.</u>, the Toxic Substances Control Act, 15 U.S.C. §§2601-2629, the Safe Drinking Water Act, 42 U.S.C. §§300f-330j, and all the regulations, orders, and decrees now or hereafter promulgated thereunder.

- 19. Brush and cut timber is not to be piled or stacked on Oncor right-of-way nor is it allowed to be burned upon or in close proximity to the conductors or towers.
- 20. No structures or obstructions, such as buildings, garages, barns, sheds, swimming pools, playground equipment, guard houses, etc., will be permitted on the right-of-way.
- 21. Landscaping on Oncor right-of-way is permitted when Oncor approves landscaping plans in writing. No lighting or sprinkler systems are allowed on the right-of-way.
- 22. No park or park designation will be permitted on the right-of-way.
- 23. Gas Pipeline Protective Barrier; Grantee, at Grantee's sole expense, shall provide one of the following protective barriers; **1**) a concrete protective barrier between the surface and the pipe that is a minimum of one (1) foot thick by one (1) foot wide, if pipe is wider than one (1) foot, then width of pipe, with the top of the concrete barrier to be at least one (1) foot below the surface or final grade, **2**) construct the gas pipeline inside of a proper protective steel casing, **3**) where electric facilities are located above ground, install the pipeline a minimum of ten (10) feet below the ground surface, or **4**) where electric facilities are located below ground, install the pipeline at a depth that provides for a minimum of a ten (10) foot clearance between the pipeline and the underground electric facilities.
- 24. No fire hydrants or manholes will be permitted within the right-of-way.
- 25. Any drainage feature that allows water to pond, causes erosion, directs stormwater toward the right-of-way or limits access to or around Oncor's facilities is prohibited. Drainage facilitation will not be allowed to discharge into/onto Oncor right-of-way.
- 26. No boring pits or other type of pits will be permitted within the right-of-way.



Agenda Date: 11/27/2017

DEPARTMENT: Airport

CONTACT: Thanasis Kombos, Assistant City Manager

STRATEGIC MAP: Economy

SUBJECT: Discussion and consideration of all matters related to rate increases for T-Hangar leases and ground leases at Athens Municipal Airport

SUMMARY: On November 16, 2017 the Athens Airport Advisory Board recommended the following lease rate increases: 1) T-Hangar lease increase from \$175 per month to \$200 per month 2) Ground lease increase from \$0.05/square foot per year to \$0.06/square foot per year.

BACKGROUND INFORMATION: At the request of the Airport Advisory Board, Staff brought forward T-Hangar lease and ground lease rates for the boards consideration and recommendation to City Council. Both T-Hangar lease agreements and ground lease agreements provide for the City to perform annual lease rate adjustments.

ISSUE: The 12 T-Hangars at Athens Municipal Airport were constructed in FY 2008. Since that time, lease rates have not changed from \$175 per month. Ground lease rates have also not been adjusted in several years.

ALTERNATIVES: Take no action on lease rate increases.

FISCAL IMPACT: An increase of \$25 per month for T-Hangar leases (assuming 12 T-Hangars at full occupancy) equates to a \$3,600 annual revenue increase to the Airport Fund. A one cent increase to ground leases equates to a \$1,200 annual revenue increase (from a total of 12 lease agreements, including both FBOs). Across all airport revenues, these increases would represent an 9.6% increase to annual operating revenue in the airport fund.

RECOMMENDATION: Approved rates increases for T-Hangar leases and ground leases at Athens Municipal Airport.



Agenda Date: 11/28/2017

DEPARTMENT: Human Resources

CONTACT: Jennifer Robertson & Barbara Holly

STRATEGIC MAP: Effectiveness

SUBJECT: Discussion/Approval of a full-time Development Services Technician effective 12/1/17

SUMMARY: Authorization a full-time position in Development Services for the position of Development Services Technician; discontinue contractual services with WorkCo Staffing.

BACKGROUND INFORMATION: On May 23, 2017, Development Services requested the use of a temporary employee, through a contract with WorkCo Staffing. At that time, the contractual position was authorized to streamline the functions of the department and serve as back-up during absence of other staff. The position was also necessary to provide bi-lingual services, as approximately 40% of the customer base for the department is Spanish speaking.

Since May, the temporary position has become critical for the function of Development Services and requires specific skills in order to meet the increased demands of the department. Primary functions include a variety of paraprofessional planning tasks with the public, in the office and in the field. Additional responsibilities include intake and preliminary review of a wide variety of land use and development proposals, as well as basic file research and maintenance.

It is at the request of the Managing Director that this position no longer be used at a temporary capacity and that the position become a budgeted FTE within the personnel budget.

ISSUE: Ensure continuity in services provided by the Development Services department

ALTERNATIVES: Council opt to continue with contractual services as currently made available in the FY 2018 budget.

FISCAL IMPACT: There is no additional fiscal impact to authorizing this full-time position. \$3,810.18 made available in the approved FY18 Development Services Departmental Budget

DEVELOPMENT SERVICES TECHNICIAN

	Salary	FICA 7.65%	RET 21.36%	Grp Ins	Work Comp	T (Total Annual Comp/ Ben		
FTE Contract Savings	26,719.00	2,044.00	5,707.18	6,780.00	12.02	\$ \$ \$	41,250.18 37,440.00 3,810.18		

RECOMMENDATION: Staff recommends approving the FTE, as requested.



Job Title:Development TechnicianDepartment:Development ServicesFLSA Status:Non ExemptPrepared:November 14, 2017

SUMMARY:

Performs a variety of paraprofessional planning tasks at the public counter, the office, and in the field, including basic intake and review of a wide variety of land use and development proposals, as well as basic file research and maintenance. Administrative duties may include greeting customers, screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training other support staff; and customer relations. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors. Sensitivity to confidential matters may be required. Bilingual (Spanish) strongly preferred.

ORGANIZATIONAL RELATIONSHIPS:

- 1. Reports to: Development Coordinator
- 2. Directs: This is a non-supervisory position.
- 3. Other: Has contact with the developers, property owners, business owners, contractors, general public, and other employees.

DUTIES AND RESPONSIBILITIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- 1. Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas or ordinances.
- 2. Provides a variety of procedural and recorded information to the public including case file information, zoning and land use requirements
- 3. Records permit fees
- 4. Performs routine office tasks including data entry, file management, copying and answering phones.
- 5. Develops and maintains automated tracking systems, hard copy files and records.
- 6. Prepares public notices or property owner verifications.
- 7. Prepares maps, charts, and tables of limited complexity.
- 8. Investigates violations of planning regulations and ordinances, including site visits.
- 9. Attends public meetings, assisting other planning staff as appropriate, and provides minutes of the meetings.
- 10. Assists in routine applications and planning studies regarding land use interpretations.
- 11. Maintains records of all permits issued and applications in progress; logs information into computer; supervises and assists in department file maintenance projects; maintains database to track permit review, permit compliance, and progress towards performance measures.
- 12. Makes occasional field visits to ensure compliance with conditions of approval contained in approved land use permits, conditional use permits, and variance and development plans.

- 13. Assists planners with research and planning studies by compiling data and preparing reports, receives reports of zoning violations and assists zoning staff in researching cases and compiling reports, assists in the coordination of regular departmental meetings.
- 14. Performs other related duties as may be assigned.

QUALIFICATIONS:

Knowledge of:

- Planning principles and practices, including pertinent specialties
- Principles and practices of research and data collection
- Effective writing techniques
- Statistical or mathematical knowledge and ability to apply such knowledge in practical situations

Skill in:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

EXPERIENCE and TRAINING GUIDLEINES:

Any combinations of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- High school graduation, or its equivalent, Associate's degree with coursework in a technical, liberal arts or science program preferred.
- At least two (2) years of experience providing administrative or technical support in an environmental, planning, construction, architectural, engineering or related organization; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities;
- Valid Texas Driver's license and computer proficiency required;
- Bilingual highly preferred for both written and spoken Spanish.

WORKING CONDITIONS:

Environmental Factors and Conditions/Physical Requirements:

- Majority of work is performed in an office environment; may be exposed to extreme weather conditions when making field inspections.
- May be subject to repetitive motion such as typing and data entry.
- May be subject to bending, reaching, kneeling and lifting when assisting customers, or retrieving and replacing materials, supplies, and files.
- Must be able to lift up to 20 pounds.



Agenda Date: 27 November 2017

DEPARTMENT: Police

CONTACT: Michael D. Hill, Jr., Chief of Police

STRATEGIC MAP: Efficiency

SUBJECT: Strength of Force Ordinance

SUMMARY: This ordinance will amend previous ordinances by reclassifying two (2) Patrol/CID Officer positions in the Police Department to one (1) Police Sergeant position and one (1) Police Corporal position.

BACKGROUND INFORMATION: As part of the FY17 budget, the City of Athens and the Athens Independent School District (AISD) entered into an agreement in which the Police Department would assume law enforcement responsibilities on AISD campuses through a School Resource Officer (SRO) program. The agreement stipulated that four (4) SROs would be assigned to the program to meet the needs of AISD. The SROs consisted of one (1) Sergeant, one (1) Corporal, and two (2) Patrol Officers. To facilitate the on-boarding and training required to fill this project, the City Council authorized four (4) positions as part of the FY17 budget. At the time of their creation, the positions were classified as entry-level Patrol Officers.

It is anticipated that the Police Department will assume the responsibilities of the SRO program beginning in January 2018. In order to fill the positions that were originally agreed upon, two (2) of the positions must be reclassified from Patrol Officer positions to one (1) Sergeant position and one (1) Corporal position. Since this reclassification deals with positions already in existence, the total number of sworn personnel remains unchanged.

ISSUE: The Texas Local Government Code and the City of Athens Civil Service Rules and Regulations require that the number of authorized positions in the classifications of the Police and Fire Departments be prescribed by City Ordinance.

ALTERNATIVES: None

FISCAL IMPACT: Reclassification of these positions is not projected to create budget overages in the applicable line item accounts.

RECOMMENDATION: It is staff's recommendation that the City Council approve the Ordinance as presented.

Heritage | Quality of Life | Community Pride | Economy Planning and Growth | Natural Environment | Efficiency

ORDINANCE O-51-17

AN ORDINANCE OF THE CITY OF ATHENS AMENDING ORDINANCE O-45-16, THE ATHENS CLASSIFICATION PLAN FOR POLICE OFFICERS AND FIRE FIGHTERS; TO ADD ONE (1) SERGEANT AND ONE (1) CORPORAL IN THE POLICE DEPARTMENT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ATHENS, TEXAS;

SECTION ONE

Pursuant to Chapter 143, Section 143.021, Texas Local Government Code.

CLASSIFICATIONS: That the Classification Plan for Police Officers and Fire Fighters for the City of Athens, Texas as heretofore established by Ordinance O-39-95, Section Three, as amended by Ordinance O-2-96, Section Three, as amended by Ordinance O-36-02, Section One, as amended by Ordinance O-13-03, Section One, as amended by Ordinance O-36-07, Section One, as amended by Ordinance O-48-07, Section One, as amended by Ordinance O-16-08, Section One, and as amended by O-45-16, Section One is hereby amended in part, to add one (1) Police Sergeant position and one (1) Police Corporal position and reduce the number of Patrol/CID Officer positions to sixteen (16) and read as follows: (See Exhibit 1)

Such allocated classifications shall be based on the duties and responsibilities of the incumbents of such positions and shall be entered on the official roster maintained by the Police Officers and Fire Fighters Civil Service Commission. The title of the classification shall become the title of the individual positions and shall be used in payrolls submitted to the proper disbursing officer and in requests to the Commission.

The City Council, however, reserves the right to designate new classifications, or combine, divide, alter, or abolish existing classes, subject only to the provisions of Civil Service Law.

SECTION TWO

- a. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part, so decided to be invalid, illegal or unconstitutional.
- b. That all provisions of the ordinance of the City of Athens in conflict with the provisions of this ordinance be, and the same are hereby, repealed and all other provisions for the ordinance of the City of Athens not in conflict with the provisions of this ordinance shall remain in full force and effect.

c. That this ordinance shall take effect on December 24, 2017, after its passage.

IT IS ACCORDINGLY SO ORDAINED.

PASSED AND APPROVED ON FIRST READING THIS THE 27TH DAY OF NOVEMBER, 2017.

PASSED AND APPROVED ON SECOND AND FINAL READING THIS THE 11TH DAY OF DECEMBER, 2017.

Monte Montgomery Mayor

ATTEST:

Bonnie Hambrick, City Secretary

"Exhibit 1"

The City of Athens Fire Fighters' and Police Officers' Civil Service classifications amendment was adopted by the City Council, Ordinance O-51-17 on December 11, 2017. The following classifications of police officers in the Police Department and fire fighters in the Fire Department shall exist effective on and after December 24, 2017 under the provisions of Chapter 143 of the Texas Local Government Code. These classifications and no others shall exist on and after December 24, 2017 with the number shown indicating the number of positions in each classification.

CLASSIFICATION

NUMBER OF EMPLOYEES

POLICE DEPARTMENT

Assistant Chief of Police*	1
Police Lieutenants	2
Police Sergeants	6
Police Corporals	6
Patrol/CID Officers	16
Total Police	31

FIRE DEPARTMENT

Assistant Fire Chief**	1
Battalion Chief/Fire Marshal	1
Fire Captains	3
Fire Lieutenants	3
Fire Fighters	18
Total Fire	26

* Assistant Police Chief – Appointed to Position pursuant to Civil Service Section 143.014 ** Assistant Fire Chief – Appointed to Position pursuant to Civil Service Section 143.014



Agenda Date: 27 November 2017

DEPARTMENT: Police

CONTACT: Michael D. Hill, Jr., Chief of Police

STRATEGIC MAP: Community Pride

SUBJECT: Request for temporary road closure by First Baptist Church Athens to conduct their annual Christmas event on Sunday, 3 December 2017.

K.D.H-JE

BACKGROUND INFORMATION: For several years, First Baptist Church Athens (FBC) has conducted an annual Christmas event at the Recreation Outreach Center on Carroll Street. This year's event is scheduled for Sunday, 3 December 2017, from 5 PM to 8 PM. During the planning stage of the 2017 event, FBC staff determined that there is a need to extend the footprint of the event across College Street to the main church campus. In order to provide a safe environment for attendees, FBC is requesting the closure of College Street, between Carroll Street and Old Town Alley, to vehicular traffic between 3 PM and 10 PM.

After consulting with the Street Department it has been determined that FBC's request could be accommodated. Barricades would be placed at the intersection of College Street and Carroll Street, and on College Street west of Old Town Alley. Additionally, advanced warning signage would be placed at the intersection of College Street and Old Town Alley, as well as the intersection of College Street and Dull Averiette Street. (See attached map)

FBC has completed an event permit application and has provided the City with proof of an insurance policy meeting the requirements of what the City typically requests.

ISSUE: Because the request to temporarily close College Street is for more than 2 hours, City Council approval has been historically required.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Having met all requirements typically required, it is staff's recommendation to approve the temporary road closure as requested.



ATHENS POLICE DEPARTMENT EVENT PERMIT
EVENT SPONSOR: First Baptist Church
EVENT DATE/TIME: (Begin) Date Dec. 3 Time 3pm
(End) Date <u>Pec. 3</u> Time <u>lopm</u>
PURPOSE: <u>annual event</u>
ESTIMATED NUMBER OF PARTICIPANTS AND SPECTATORS ATTENDING EVENT: 1,500
IF PARADE, RACE, RUN, WALK, ETC - DATE: STARTING TIME:
ASSEMBLY POINT:
ROUTE (Attach diagram if necessary):
IF ASSEMBLY, LOCATION: <u>201</u> S. <u>Carroll</u> St + 105 S. <u>Cancell</u> STREET(S) TO BE BLOCKED (Attach diagram): <u>Collegge Street</u> <u>from Carroll St to</u> <u>010</u> Town <u>Aller</u> DATE TO BE BLOCKED: <u>12-3-17</u> TIME TO BE BLOCKED: <u>3pm</u> DATE TO BE CLEARED: <u>12-3-17</u> TIME TO BE CLEARED: <u>10pm</u>

GENERAL EVENT POLICIES:

- 1. The City of Athens is not responsible for any damages or injuries caused by, or as a result of, the event.
- 2. The sponsor is responsible for the removal of all trash and debris created by the event.
- 3. Failure to comply with these policies, by the sponsor or participants, is grounds for denial of future event permit applications.

PARADE SPECIFIC POLICIES:

- 1. Parade must be lined up and start on time.
- 2. Parade must stay close together; no gaps between groups, floats, or vehicles.
- 3. There will be no stopping of the parade for any purpose, other than an emergency.
- 4. In the event of an emergency or mechanical malfunction, the roadway must be immediately cleared to allow for the continuation of the parade.
- 5. Objects (candy, souvenirs, promotional items, etc.) <u>shall not</u> be thrown from groups, floats, or vehicles participating in the parade. If items are to be distributed, they must be <u>handed</u> to the bystanders, at the curb line, by parade participants who are walking along the parade route.

~~ Continued on Back ~~

Rev. 03.03.16

RACE, RUN, WALK, OR BIKING SPECIFIC POLICIES:

- 1. Sponsor is responsible for making sure that participants follow the established route.
- 2. There will be no deviation from the approved route unless so directed by a police officer.
- 3. Participants must obey the traffic laws unless the roadway is completely closed to vehicular traffic or they are so directed by a police officer.

ASSEMBLY SPECIFIC POLICIES:

- 1. Sponsors and participants are not to move or tamper with barricades, cones, or other traffic control devices.
- 2. Vendor or participant vehicles requiring access to a controlled area will only utilize preapproved entrances and exits.

I hereby signify by my signature below that I have read, understand and agree to be bound by the policies stated above. I also certify that an insurance policy with, at least, \$1,000,000 general coverage, \$50,000 damage to rented premises, and \$5,000 medical, and which names the City of Athens as an additional insured, is in place to cover the date(s) and activities of the event.

FBCAthens 10.20,1 Date Sponsor/Event Cl

Chief of Police

Date

Event Insurance Secured: Yes ... No

ATHENS CITY COUNCIL ACTION

I, the City Secretary of the City of Athens, certify by my signature below that the formal request associated with this Event Permit application was heard by the City Council of Athens, Texas on the _____ day of _____, and was angle APPROVED / D NOT APPROVED. Resolution number (if applicable): ______

City Secretary, City of Athens, Texas

~~END ~~

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	City of Athens 508 E. Tyler St				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
	Athens, TX 75751				AUTHORIZED REPRESENTATIVE					
AC	ORD 25 (2016/03)					 © 198	38-2015 ACC	RD CORPORATION	All riat	nts reserved
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Agenda Date: 27 November 2017

DEPARTMENT: Police

CONTACT: Michael D. Hill, Jr., Chief of Police $M_{-}D_{-}J_{-}$

STRATEGIC MAP: Efficiency

SUBJECT: FY17 Federal Equitable Sharing Agreement and Certification

SUMMARY: Review, execution and submission of the annual federal equitable sharing agreement and certification.

BACKGROUND INFORMATION: The U.S. Department of Justice requires all state and local law enforcement agencies participating in the Federal Equitable Sharing Program to submit an annual Equitable Sharing Agreement and Certification form (form). Although we did not receive any funds through this program during FY17, we are still required to submit the form in order to remain in good standing with the program and to remain eligible to receive funds in the future.

ISSUE: The form requires the electronic signature of the Agency Head (Chief of Police) and Governing Body (Mayor). An action agenda item should be recorded to certify that the City Council has authorized the execution and submission of the form.

ALTERNATIVES: None

FISCAL IMPACT: None

RECOMMENDATION: It is staff's recommendation that the agenda item of "Discussion and consideration of all matters related to authorizing the Mayor to execute the FY2017 Federal Equitable Sharing Agreement and Certification" be approved as presented.



Agenda Date: 27 November 2017

DEPARTMENT: Police

CONTACT: Michael D. Hill, Jr., Chief of Police

STRATEGIC MAP: Efficiency

SUBJECT: FY17 Chapter 59 Asset Forfeiture Report

SUMMARY: Submission, review and acceptance of the annual asset forfeiture report and audit.

BACKGROUND INFORMATION: Chapter 59 of the Texas Code of Criminal Procedure, which addresses the seizure and forfeiture of contraband, requires all law enforcement agencies that receive or possess proceeds or property under this Chapter to account for the seizure, forfeiture, receipt, and specific expenditure of all the proceeds and property in an audit, which is to be performed annually.

The figures in the forfeiture report have been tabulated by the Police Department and verified by the Finance Department.

ISSUE: An action agenda item should be recorded to certify that the City Council and Police Department have fulfilled their obligations under Chapter 59.

ALTERNATIVES: None

FISCAL IMPACT: None

RECOMMENDATION: It is staff's recommendation that the agenda item of "Discussion and consideration of all matters related to conducting and approving the Chapter 59 Asset Forfeiture Report and audit for Fiscal Year 2017" be approved as presented.