

**OAK RIDGE CITY COUNCIL MEETING**  
Municipal Building Courtroom

May 9, 2016 —7:00 p.m.

AGENDA

I. INVOCATION

Steve Sherman, First Christian Church

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPEARANCE OF CITIZENS

V. PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

Presentation of new artwork for City Hall by Jim Dodson, Art Teacher at Jefferson Middle School

Proclamations

- a. A proclamation designating May 15-21, 2016 as Police Week and May 15, 2016 as Police Memorial Day.
- b. A proclamation recognizing Oak Ridge High School senior Thomas Colburn for receiving the bronze medallion in the 21<sup>st</sup> Annual Prudential Spirit of Community Awards.

VI. SPECIAL REPORTS

- a. City Judge Salary Review Committee Report
- b. Budget and Finance Committee Report

VII. CONSENT AGENDA

- a. Approval of the April 11, 2016 City Council meeting minutes
- b. A RESOLUTION AWARDING A CONTRACT (FY2016-137) TO USTANX, LLC, MARYVILLE, TENNESSEE, FOR REHABILITATION AND REPAINTING OF THE STEEL RAW WATER STORAGE TANK AT THE WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$150,200.00.
- c. A RESOLUTION MAKING AN AWARD TO OMICRON ELECTRONICS CORPORATION, USA, HOUSTON, TEXAS, FOR FURNISHING OF ELECTRONIC TEST EQUIPMENT, ATTACHMENTS, AND SOFTWARE FOR THE ELECTRIC DEPARTMENT IN THE ESTIMATED AMOUNT OF \$45,323.00.

VIII. RESOLUTIONS

- a. A RESOLUTION AWARDING A CONTRACT TO TENNESSEE MUNICIPAL LEAGUE (TML) RISK MANAGEMENT POOL FOR PROPERTY, LIABILITY, AND WORKERS' COMPENSATION INSURANCE FOR FISCAL YEAR 2017 IN THE ESTIMATED AMOUNT OF \$884,744.00, WITH THE OPTION TO RENEW FOR UP TO FOUR (4) ADDITIONAL FISCAL YEAR PERIODS.
- b. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CANNON & CANNON, INC., KNOXVILLE, TENNESSEE, FOR ENGINEERING SERVICES RELATED TO THE OAK RIDGE TURNPIKE INTERSECTION PEDESTRIAN SAFETY IMPROVEMENTS PROJECT IN THE ESTIMATED AMOUNT OF \$96,000.00.
- c. A RESOLUTION AWARDING A CONTRACT (FY2016-168) TO DURACAP ASPHALT PAVING, CO., INC., KNOXVILLE, TENNESSEE, FOR STREET MILLING AND RESURFACING OF DESIGNATED CITY STREETS IN THE ESTIMATED AMOUNT OF \$430,000.00.
- d. A RESOLUTION AUTHORIZING THE EXPENDITURE OF APPROXIMATELY \$105,138.00 FROM THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE AND EQUIPPING OF TWO (2) PATROL VEHICLES FOR THE POLICE DEPARTMENT UTILIZING STATE CONTRACT PRICING.
- e. A RESOLUTION APPROVING THE FY2017 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS FOR FY2017 ESTIMATED AT \$217,646.00.

IX. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

First Reading of Ordinances:

- a. AN ORDINANCE TO AMEND TITLE 10, TITLED "ANIMAL CONTROL," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, BY ADDING A NEW CHAPTER 4, TITLED "KEEPING OF HENS," FOR THE PURPOSE OF SETTING FORTH REGULATIONS FOR THE KEEPING AND POSSESSING OF FEMALE DOMESTICATED CHICKENS (HENS) IN RESIDENTIAL AREAS EXCEPT FOR RG-1.

X. FINAL ADOPTION OF ORDINANCES

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

- i. Appointment of Councilmember Charles J. Hope, Jr. to the Youth Advisory Board Screening Panel

b. Announcements

c. Scheduling

- i. Budget Schedule

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

- a. Discussion and possible actions/staff direction on recent e-communication identifying potential savings at Centennial Golf Course by Mr. Richard Spraker.

XIII. SUMMARY OF CURRENT EVENTS

- a. CITY MANAGER'S REPORT
- b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

**PROCLAMATIONS  
AND  
PUBLIC RECOGNITIONS**

**CITY CLERK MEMORANDUM**  
**16-12**

DATE: April 21, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: PROCLAMATIONS FOR THE MAY CITY COUNCIL AGENDA

The following proclamations are presented for the May 9, 2016 City Council meeting for the City Council's consideration:

Police Week and Police Memorial Day

This request was submitted by Police Chief James Akagi in recognition of Police Week, May 15 through May 21, 2016 and Police Memorial Day, May 15, 2016.

Recognition of Thomas Colburn

The accompanying proclamation is presented for the Council's consideration to recognize Oak Ridge High School senior Thomas Colburn for receiving the bronze medallion in the 21<sup>st</sup> Annual Prudential Spirit of Community Awards. Mayor Warren Gooch requested that this item be placed on the May agenda in response to a letter to the City of Oak Ridge from Prudential Financial. Mr. Colburn will be in attendance to accept the proclamation.

  
\_\_\_\_\_  
Mary Beth Hickman

Attachments:  
Proclamation recognizing Police Week and Police Memorial Day  
Proclamation recognizing Thomas Colburn

# **PROCLAMATION**

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which it falls as National Police Week; and

**WHEREAS**, the members of the Oak Ridge Police Department perform an essential role in safeguarding the rights and freedoms of the citizens of Oak Ridge; and

**WHEREAS**, it is important that all citizens know and understand the challenges, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the men and women of the Oak Ridge Police Department provide a vital public service unceasingly.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that the week of May 15 - 21, 2016 be proclaimed

## **POLICE WEEK**

in the City of Oak Ridge, Tennessee, and that all citizens observe this week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and in so doing have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**BE IT FURTHER RESOLVED** that Sunday, May 15, 2016 be proclaimed

## **POLICE MEMORIAL DAY**

in honor of those peace officers who have lost their lives or have become disabled in the performance of their duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 9<sup>th</sup> day of May in the year 2016.

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**WARREN L. GOOCH**  
**MAYOR**

# PROCLAMATION

**WHEREAS**, in 1995 Prudential Financial, Inc., a financial services leader, in partnership with the National Association of Secondary School Principals (NASSP), a leading organization for school leaders created The Prudential Spirit of Community Awards; and

**WHEREAS**, The Prudential Spirit of Community Awards is a nationwide program that honors young people for outstanding acts of volunteerism; and

**WHEREAS**, more than 29,000 young people from across the country participated in this year's program; and

**WHEREAS**, a great recognition is bestowed on one of Oak Ridge's brightest young citizens who is one of six distinguished finalists selected from the State of Tennessee to receive an engraved bronze medallion in the 21<sup>st</sup> Annual Prudential Spirit of Community Awards; and

**WHEREAS**, Mr. Thomas Colburn, a senior at Oak Ridge High School, was selected as one of those distinguished finalists; and

**WHEREAS**, Thomas was instrumental in renovating exhibits at the Children's Museum of Oak Ridge where he has volunteered for the past five years, including raising \$1,500 to help fund the cost of renovations; and

**WHEREAS**, Thomas has received numerous honors and awards, including the TSSAA A.F. Bridges Award, the Presidential Volunteer Service Award, Regional Finalist and State Winner, eCybermission Science Fair, Semi-Finalist, Intel Science Talent Search, and National Merit Commended Scholar designation; and

**WHEREAS**, Mr. Thomas Colburn serves as a role model for every Oak Ridge citizen.

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

That in recognition of exemplary volunteer community service the residents of the City of Oak Ridge pay tribute to

## THOMAS COLBURN

and accords him an honored place as an outstanding citizen in the history of this city.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 9<sup>th</sup> day of May in the year 2016.

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**WARREN L. GOOCH**  
**MAYOR**

# SPECIAL REPORTS

**MEMORANDUM**

**DATE:** April 25, 2016

**TO:** Fellow Members of City Council

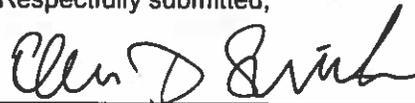
**FROM:** City Judge Salary Review Committee  
Mayor Pro Tem Ellen Smith, Chair  
Councilmember Kelly Callison  
Councilmember Rick Chinn

**SUBJECT:** CITY JUDGE SALARY REVIEW COMMITTEE RECOMMENDATIONS

The City Judge Salary Review Committee met April 13, 2016, to review the duties and compensation of the City Judge. Members of the committee are Council members Kelly Callison, Rick Chinn, and Ellen Smith (Mayor Pro-Tem). All members were in attendance; Ellen Smith was elected to chair the committee. Current City Judge Robert A. McNees also participated in the meeting.

The committee's review led to a conclusion that the current salary of \$41,600 per year appears to be adequate and that there have been no substantial changes in the workload that might warrant a change in compensation. The committee voted unanimously to recommend that City Council make no change in salary compensation for the City Judge. Tennessee law provides that the salary of the City Judge cannot be increased or diminished during the Judge's term of office. Therefore, the salary decision that Council makes in May 2016 will remain in effect through the full term of office of the person who is elected in November 2016 to a four-year term as City Judge.

Respectfully submitted,



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Mayor Pro Tem Ellen Smith, Chair  
City Judge Salary Review Committee, 2016

## MEMORANDUM

**DATE:** April 27, 2016

**TO:** Fellow Members of City Council

**FROM:** Budget and Finance Committee  
Councilmember Kelly Callison, Chair  
Councilmember Charlie Hensley  
Mayor Pro Tem Ellen Smith

**SUBJECT:** FY 2017 BUDGET AND FINANCE COMMITTEE RECOMMENDATIONS

The Budget and Finance Committee met weekly throughout the month of April. Members of the committee are Council members Kelly Callison, Charlie Hensley, and Mayor Pro Tem Ellen Smith.

The committee's discussions included the overarching themes of operating within currently budgeted fiscal dollars without adding any new substantial services while at the same time moving to address the compensation issues faced by various city departments.

The committee recommends the following budgetary priorities for FY2017:

- 1) Funding of a compensation study to determine existing issues and possible solutions
- 2) Funding of the purchase of accounting/utility billing software
- 3) Funding of an additional housing inspector in the Community Development Department
- 4) Funding of senior center design and facility improvements
- 5) Support approach to a joint city/school Capital Improvement Plan (CIP)

Respectfully submitted,



Councilmember Kelly Callison, Chair  
Budget and Finance Committee, 2016

# CONSENT AGENDA

**OAK RIDGE CITY COUNCIL MEETING**  
Municipal Building Courtroom

April 11, 2016

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on April 11, 2016 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**INVOCATION**

Joseph Westfall, Itinerate Minister of Christian Disciples of Christ

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Councilmember Trina Baughn.

**ROLL CALL**

Upon roll call the following councilmembers were present: Councilmember Trina Baughn; Councilmember Rick Chinn, Jr; Mayor Warren L. Gooch; Councilmember L. Charles Hensley; Councilmember Charles J. Hope, Jr.; and Mayor Pro Tem Ellen D. Smith. Councilmember Kelly Callison was absent.

Also present were Mark S. Watson, City Manager; Mary Beth Hickman, City Clerk; and Kenneth R. Krushenski, City Attorney.

**APPEARANCE OF CITIZENS**

Kayla Wyatt, 121 Revere Circle, Oak Ridge, addressed the Council concerning amending the City Code to allow backyard chickens within the city limits.

Ed Martin, 76 Outer Drive, Oak Ridge, addressed the Council regarding speeding near his home. Mayor Gooch asked City Manager Mark Watson to communicate with the Police Chief regarding this issue.

Jimmy Groton, 87 Outer Drive, spoke in favor of allowing backyard chickens within the city limits.

Raymond Kircher, 120 LaSalle Road, Oak Ridge, addressed the issue of possible PCB's in lakes and waterways around Oak Ridge. Mayor Gooch requested that Mr. Kircher submit a copy of his comments to the City Clerk for distribution to members of Council.

Weston Blake, 127 Monticello Road, spoke in favor of allowing backyard chickens within the city limits.

Martin McBride, 954 W. Outer Drive, Oak Ridge, addressed the issue of water rates as they relate to the Department of Energy (DOE).

Barbara McCord, 113 E. Magnolia Lane, Oak Ridge, spoke in favor of allowing backyard chickens within the city limits.

Anne Garcia Garland, 120 Outer Drive, Oak Ridge, addressed the issue of the costs associated with construction of the marina bathrooms. Mayor Gooch requested that Ms. Garcia Garland submit a hard copy of her comments to the City Clerk for distribution to members of City Council.

Joseph Lee, 99 E. Pasadena Road, Oak Ridge, also addressed the marina bathroom cost issue.

Adam Heavilin, 347 Vermont Avenue, Oak Ridge, addressed the issue of rats in and around a home on Vermont Avenue and also addressed the marina bathroom cost issue. Mayor Gooch asked City Manager Mark Watson to discuss what efforts are underway by the City to address the rat infestation issue.

Roger Petrie, 100 Vista Road, Oak Ridge, addressed the issue of rats in and around a home on Vermont Avenue.

Cory Sharrock, 111 Mohawk Road, Oak Ridge, spoke in favor of allowing backyard chickens within the city limits.

## **PROCLAMATIONS AND PUBLIC RECOGNITIONS**

### **Public Recognitions**

Bruce Applegate, Assistant to the City Manager, presented a commemorative plaque to the City of Oak Ridge from the City of Tangerang, Indonesia for the City's participation in the 2016 exchange program.

### **Proclamations**

*A proclamation designating April 11, 2016 as Oak Ridge High School's Boys Basketball Team Day.*  
Councilmember Chinn moved for adoption, and Councilmember Hensley seconded. The proclamation was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

*A proclamation designating April 11, 2016 as Oak Ridge High School's Lady Wildcats Basketball Team Day.*  
Councilmember Hope moved for adoption, and Councilmember Baughn seconded. The proclamation was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

*A proclamation designating the month of April, 2016 as Child Abuse Prevention Month.*  
Mayor Pro Tem Smith moved for adoption, and Councilmember Hope seconded. The proclamation was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

*A proclamation designating the month of April, 2016 as Fair Housing Month.*  
Mayor Pro Tem Smith moved for adoption, and Councilmember Hope seconded. The proclamation was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

*A proclamation designating the month of April, 2016 as Holocaust Remembrance Day.*  
Councilmember Hensley moved for adoption, and Councilmember Baughn seconded. The proclamation was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

## **SPECIAL REPORTS**

### **CONSENT AGENDA**

Councilmember Chinn moved for adoption, and Councilmember Hensley seconded. The Consent Agenda was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

Approval of the March 14, 2016 City Council meeting minutes.

Approval of the March 29, 2016 City Council special meeting minutes.

A RESOLUTION APPROVING THE PURCHASE OF REPLACEMENT PUMPS, CONTROLS, AND EQUIPMENT FOR PALISADES #3 SEWER PUMP STATION FROM WATER & WASTE EQUIPMENT, INC., CLEVELAND, TENNESSEE, IN THE ESTIMATED AMOUNT OF \$77,500.00.

A RESOLUTION APPROVING THE PURCHASE OF LED LIGHTING FIXTURES FROM POWER SUPPLY COMPANY, LLC, CHATTANOOGA, TENNESSEE, IN THE ESTIMATED AMOUNT OF \$140,079.00.

A RESOLUTION APPROVING THE PURCHASE OF VARIOUS WIRE AND CABLE FOR THE SPACER CABLE PROJECT ALONG GUM HOLLOW ROAD FROM BORDER STATES ELECTRIC SUPPLY, POWER SUPPLY COMPANY LLC, AND ANIXTER INC., IN THE ESTIMATED GRAND TOTAL AMOUNT OF \$97,444.00.

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A LETTER OF LOCAL GOVERNMENT SUPPORT FOR THE HORIZON CENTER AS PART OF THE INDUSTRIAL DEVELOPMENT BOARD'S EFFORT TO MAINTAIN THE HORIZON CENTER'S DESIGNATION AS A SELECT TENNESSEE CERTIFIED SITE.

### **RESOLUTIONS**

A RESOLUTION URGING CONTINUATION OF THE TENNESSEE OVERSIGHT AGREEMENT BETWEEN THE U.S. DEPARTMENT OF ENERGY AND THE STATE OF TENNESSEE, AND AUTHORIZING AN EXTENSION OF THE TENNESSEE OVERSIGHT INTERLOCAL AGREEMENT BETWEEN THE CITY OF OAK RIDGE AND THE FOLLOWING COUNTIES: ANDERSON, KNOX, LOUDON, MEIGS, MORGAN, RHEA, AND ROANE.

Councilmember Chinn moved for approval and Councilmember Hope seconded. The resolution was approved unanimously by voice vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., KNOXVILLE, TENNESSEE, FOR AN EVALUATION OF THE WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$98,250.00.

Councilmember Chinn moved for approval, and Mayor Pro Tem Smith seconded. Martin McBride, 954 W. Outer Drive, stressed the importance of engaging the Department of Energy managers in discussions regarding this issue.

The resolution was unanimously approved by board vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

### **PUBLIC HEARINGS AND FIRST READING OF ORDINANCES**

#### **Public Hearing:**

A public hearing was held on the Community Development Block Grant (CDBG) Annual Action Plan for PY2016/FY2016

Sherith Colverson with the Community Development Department provided an overview of the annual action plan and answered questions from Council.

## **FINAL ADOPTION OF ORDINANCES**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCEL 456.02, ANDERSON COUNTY TAX MAP 105D, GROUP A, (APPROXIMATELY 3.29 ACRES) FROM RG-1, RESIDENTIAL, OPEN SPACE AND RESERVED, TO B-2, GENERAL BUSINESS, SAID PARCEL BEING LOCATED ON EAST TULSA ROAD.

Mayor Gooch announced that this item was withdrawn.

AN ORDINANCE TO AMEND ORDINANCE NO. 11-2015, WHICH ORDINANCE ADOPTS A BUDGET AND ADOPTS APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2015, BY AMENDING SAID APPROPRIATIONS.

Councilmember Hensley moved for adoption, and Mayor Pro Tem Smith seconded. The ordinance was unanimously adopted by board vote with Councilmembers Baughn, Chinn, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

## **Announcements**

Councilmember Hensley announced that the Planning Commission has been conducting visioning and mission statement determination sessions, and that this is a good exercise on what the duties of the Planning Commission are since there is a new Chairman and new members.

## **Scheduling**

## **COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS**

Mayor Pro Tem Smith requested an update on the election process for the student representatives on City boards and commissions. Councilmember Hope pointed out that applications are currently being advertised for the Youth Advisory Board and that those are usually elected at meetings in June or July. Mayor Pro Tem Smith reminded Council members and city staff that the terms of the student representatives on the Traffic Safety Advisory Board and the Environmental Quality Advisory Board expire June 1<sup>st</sup>.

Councilmember Hope clarified with the City Manager that there would be discussion of the backyard chicken issue at the April 19<sup>th</sup> Work Session.

Councilmember Baughn requested that the City look into innovative ways of partnering with community organizations and organizations who have adopted highways in an effort to aid with trash pickup.

## **SUMMARY OF CURRENT EVENTS**

### **CITY MANAGER'S REPORT**

City Manager Mark Watson reported that 1500 applications have been distributed to various organizations for the Extreme Energy Makeover project. He also informed Council members that he has invited all Department of Energy managers to attend the April 19<sup>th</sup> Work Session to discuss the Department of Energy travel and host policy. Sue Cange will be unable to attend, but he stated that he will follow up to confirm the attendance of the other managers.

**CITY ATTORNEY'S REPORT**

City Attorney Ken Krushenski reminded Council members that May 20<sup>th</sup> is the first day that petitions can be picked up for the November municipal election. He stated he would put a copy of the election timeline in each of the Council member's mailboxes.

**ADJOURNMENT: 8:30 p.m.**

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**16-13**

**DATE:** April 18, 2016  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: WATER TREATMENT PLANT – REHABILITATION AND REPAINTING OF STEEL RAW WATER STORAGE TANK**

Introduction

An item for City Council consideration is a resolution awarding contract FY2016-137 with USTanx LLC, Maryville, Tennessee, for the furnishing of labor, materials, equipment and supplies necessary to rehabilitate and repaint a steel raw water storage tank located at the Water Treatment Plant in the estimated amount of \$150,200.

Funding

In accordance with the contract with the Department of Energy for capital maintenance of the Water Treatment Plant, the City's share of the project cost is \$75,100 (50%) with the DOE project share being \$75,100 (50%), which has been provided to the City. Funding for the City's portion of the project is available in the FY2016 Waterworks Fund budget.

Background

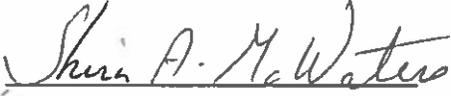
The City of Oak Ridge is required by the Tennessee Department of Environment and Conservation (TDEC), through their Sanitary Survey process, to have all potable water tanks inspected every five (5) years by a qualified engineer, who then provides a written recommendation for the maintenance of the tanks. TDEC also requires the tanks of non-potable water (storage tanks) to be reviewed and maintained. During the most recent TDEC Sanitary Survey, the recommendation was made for the rehabilitation of this raw water storage tank. **Failure to comply with the TDEC Sanitary Survey recommendation allows TDEC to impose a fine to the City.**

The storage tank requiring rehabilitation and repainting is a 75,000 gallon raw water, open top storage tank and is one of two (2) such tanks built around 1954 to be used in the treatment process. Raw water is pumped from the river intake to a water tank at the raw water booster station and from there to the storage tanks located near the Water Treatment Plant. These tanks provide a consistent amount of raw water to the plant for a more stable addition of chemicals during treatment to produce high quality potable water. It has been over twenty (20) years since this particular tank was painted.

The work in general consists of the cleaning, abrasive-blasting, modifying the tank to current OSHA standards, and painting the interior and exterior surfaces, steel accessories, including ladders, handrails, and cage.

Recommendation

Sealed bids were solicited, with two (2) bids received from pre-qualified contractors and USTanx LLC providing the lowest bid. Staff recommends approval of the accompanying resolution as submitted.

  
Shira A. McWaters

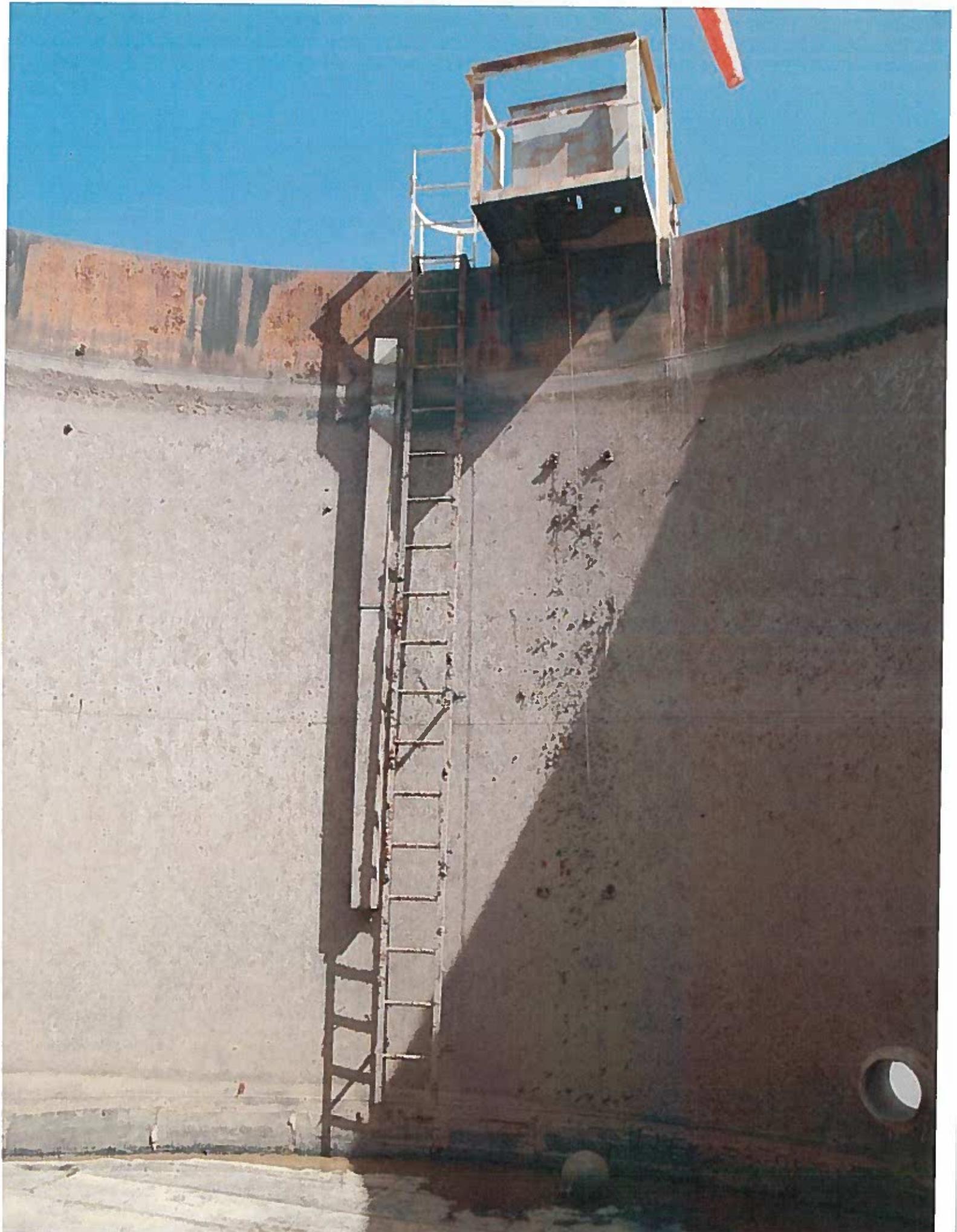
**City Manager's Comments:**

*I have reviewed the above issue and recommend Council action as outlined in this document.*

  
Mark S. Watson

  
Date





**CITY OF OAK RIDGE, TENNESSEE  
Abstract of Bids**

FY2016-137

REVISED OPENING DATE: April 18, 2016 2:00 P.M.

FOR --- Modifications & Repainting of 75,000 Gallon  
Steel Raw Water Storage Tank

BIDDER:  
US Tanx, LLC  
110 North Springfield Road  
Maryville, TN 37803

BIDDER:  
Tank Pro, Inc.  
5500 Watermelon Road  
Northport, AL 35473

BIDDER:

BIDDER:

DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
THE FURNISHING OF ALL LABOR, MATERIALS, SUPPLIES, TOOLS, AND EQUIPMENT NECESSARY TO PERFORM ALL WORK AND SERVICES NECESSARY FOR THE MODIFICATIONS & REPAINTING OF 75,000 GALLON STEEL RAW WATER STORAGE TANK LOCATED AT THE WATER TREATMENT PLANT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE, PUBLIC WORKS DEPARTMENT				\$ 150,200.00		\$ 167,438.00				
<b>TOTAL PRICE</b>				\$ 150,200.00		\$ 167,438.00		\$ -		\$ -
<b>TERMS</b>				Net 30		Net 30				
<b>DELIVERY</b>				Per Contract		Per Contract				
<b>F.O.B.</b>				Oak Ridge		Oak Ridge				
<b>VIA</b>				Vendor		Vendor				

OTHER BIDDERS CONTACTED:  
Planet, Inc. - Rockwood, TN  
Utility Service Co., Inc. - Perry, GA  
Pittsburgh Tank & Tower Co., Inc. - Henderson, KY

BIDS OPENED AND RECORDED BY---

*Lyn Majeski*

Lyn Majeski  
Accounting Division Manager

BIDS REVIEWED BY---

*Janice McGinnis*

Janice McGinnis  
Finance Director

REASON FOR AWARD:

- ONLY BID RECEIVED
- LOW PRICE
- BETTER OR REQUIRED DESIGN
- EARLY DELIVERY
- LOWEST TOTAL COST

RECOMMEND AWARD BE MADE TO:

US Tanx, LLC  
110 North Springfield Road  
Maryville, TN 37803

# BID PROCESS FORM

**BID NAME** FY2016-137 **DESCRIPTION** Modifications & Repainting of 75,000 Gallon Steel Raw Water Storage Tank

**CITY COUNCIL MEETING** May 9, 2016

## BIDDERS CONTACTED ( CONTACT INFORMATION)

<u>Company</u>	<u>Name</u>	<u>Address</u>	<u>City, State ZIP</u>	<u>Phone</u>	<u>Email</u>	<u>Contacted Via</u>
Planet, Inc.		920 North Front Street	Rockwood, TN 37854	865-354-0605	planetinc@comcast.net	[e-mail]
Tank Pro, Inc.	Phillip Stearman	5500 Watermelon Road	Northport, AL 35473	205-750-0464	robert@tankproinc.com	[e-mail]
Utility Service Co., Inc.	Cristyl Smith	535 Courtney Hodges Blvd.	Perry, GA 31069	478-987-0303	wbehysin@utilityservice.com	[e-mail]
Pittsburg Tank & Tower Co., Inc.		1 Watertank Place	Henderson, KY 42420	270-826-9000	csmith@utilityservice.com	[e-mail]
USTanx, LLC	Gary Douglas	110 North Springfield Road	Maryville, TN 37803	865-805-0299	bjohnston@watertank.com	[e-mail]
					gary@ustanxllc.com	[e-mail]

## BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED ( CONTACT INFORMATION)

## BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE CITY

USTanx, LLC and Tank Pro, Inc.

## BIDS RECEIVED FROM BIDDERS NOT DIRECTLY CONTACTED BY THE CITY

(e.g., City's Website, Vendor Registry, Planrooms, Word of Mouth)

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 26 days.

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2016-137) TO USTANX, LLC, MARYVILLE, TENNESSEE, FOR REHABILITATION AND REPAINTING OF THE STEEL RAW WATER STORAGE TANK AT THE WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$150,200.00.

WHEREAS, the City of Oak Ridge has issued an invitation to bid for the furnishing of all labor, tools, materials, equipment and supplies necessary for the rehabilitation and repainting of the steel raw water storage tank at the Water Treatment Plant; and

WHEREAS, bids were received and publicly opened on April 18, 2016, with USTanx, LLC, Maryville, Tennessee, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

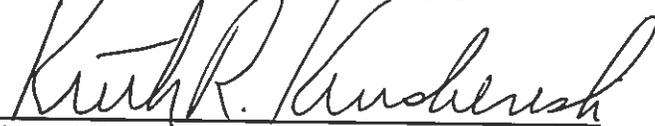
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby USTanx, LLC, 110 North Springville Road, Maryville, Tennessee 37803, for the furnishing of all labor, tools, materials, equipment and supplies necessary for the rehabilitation and repainting of the steel raw water storage tank at the Water Treatment Plant; said award in strict accordance with contract number FY2016-137, the required specifications, and the bid as publicly opened on April 18, 2016, and in the estimated amount of \$150,200.00.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

## ELECTRIC DEPARTMENT MEMORANDUM

16-13

**DATE:** April 25, 2016  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** PURCHASE OF ELECTRONIC TEST EQUIPMENT

### Introduction

An item for City Council's consideration is a resolution approving the purchase of electronic test equipment and accessories from Omicron Electronics Corporation, USA, Houston, Texas, in the estimated amount of \$45,323.00.

### Funding

Funding is through the Electric Fund.

### Background

The Electric Department uses a variety of electronic test equipment to program, monitor and test our electronic protection equipment. Since 1990 we have relied on the same test set and it has functioned well with the equipment in place.

As we move forward toward a more automated distribution system, however, we are updating our protective equipment with new controls. The new controls are much more complex to program, wire and test than the older units and our existing test equipment is no longer able to fulfill its roll. Additionally, other automated distribution equipment (specifically including the new intelligent switching devices – Intellirupters) require more advanced testing equipment than we currently own. We will also need to perform functionality testing while setting up SCADA, and then again to confirm proper behavior after any SCADA modifications.

Staff conducted a search for equipment which could meet our needs. We contacted the protective equipment manufacturers, suppliers and the manufacturer supported repair shops seeking input as to what equipment to purchase. These companies unanimously recommended test equipment manufactured by Omicron. This is the test equipment they use in their shops.

Omicron has demonstrated the ability to communicate with, control and test modern protective devices at a reasonable cost and has become a de facto standard for this kind of work. The company provides testing sets with options that are tailored to the specific user requirements, but which use and produce files standard across its platform, allowing communication and consultation with the manufacturers and their repair shops. This will be invaluable when testing and troubleshooting equipment.

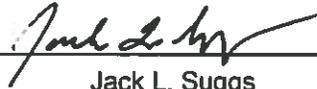
Obviously, the setup and operation of this equipment will require extensive training. The manufacturer can supply training on site as well as remote training on the equipment. A final advantage in using this equipment is that its widespread adoption also provides a network of users that can be accessed in case of challenges or problems, including companies with whom we have a long term professional relationship.

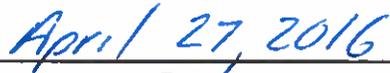
After careful consideration, staff prepared a list of requirements for testing equipment and attachments and software that will meet our needs for the foreseeable future. A specification was prepared and bids were received on April 19, 2016 at 11:00am. There was only one bidder, that being the equipment manufacturer.

The Electric Director will be out of state during the Council meeting in May. Ms. Margaret Elgin, who is the head of our Electric Engineering Section and is tasked with fulfilling the roll of "Acting Director" will be present in my stead and be able to answer any questions that Council may have.

Recommendation

Staff recommends approval of the attached resolution.

  
\_\_\_\_\_  
Jack L. Suggs

<p><b>City Manager's Comments:</b></p> <p>I have reviewed the above issue and recommend Council action as outlined in this document.</p> <p> _____ Mark S. Watson</p> <p> _____ Date</p>
---

CITY OF OAK RIDGE, TENNESSEE

Abstract of Bids

FY2016 Electric

OPENING DATE: April 19, 2016 11:00 A.M.

FOR ---			BIDDER:		BIDDER:		BIDDER:		BIDDER:		
Test Equipment and System Protection Packages			OMICRON electronics Corp. USA 3550 Willowbend Blvd. Houston, TX 77054								
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	37874	TOTAL	UNIT COST	TOTAL	
FURNISH ALL MATERIALS, TOOLS, AND EQUIPMENT NECESSARY FOR ALL TEST EQUIPMENT AND SYSTEM PROTECTION PACKAGES PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARTMENT	1	1	\$ 24,803.00	\$ 24,803.00							
	2	1	\$ 6,150.00	\$ 6,150.00							
	3	1	\$ 13,480.00	\$ 13,480.00							
	4A	1	\$ 890.00	\$ 890.00							
Item 1 - Basic Software Package with S&H and two seats of training in Chattanooga, TN											
Item 2 - Recloser Software Package with S&H											
Item 3 - Cable Package and IntelliRupter Testing Package with S&H											
Item 4A - Annunciation Checker, software module with S&H											
<b>TOTAL PRICE</b>			\$	45,323.00	\$	-	\$	-	\$	-	
<b>TERMS</b>			Net 30								
<b>DELIVERY</b>			Included								
<b>F.O.B.</b>			Oak Ridge								
<b>VIA</b>			Best Way								
<b>OTHER BIDDERS CONTACTED:</b> Power Connections, Inc. - Murfreesboro, TN							<b>BIDS OPENED AND RECORDED BY--</b> <i>Lyn Majeski</i> Lyn Majeski Accounting Division Manager				
<b>REASON FOR AWARD:</b>			<b>RECOMMEND AWARD BE MADE TO:</b>				<b>BIDS REVIEWED BY--</b> <i>Janice McGinnis</i> Janice McGinnis Finance Director				
ONLY BID RECEIVED <input checked="" type="checkbox"/>			OMICRON electronics Corp. USA								
LOW PRICE <input type="checkbox"/>			3550 Willowbend Blvd.								
REQUIRED DESIGN <input checked="" type="checkbox"/>			Houston, TX 77054								
EARLY DELIVERY <input type="checkbox"/>											
LOWEST TOTAL COST <input type="checkbox"/>											

# BID PROCESS FORM

**BID NAME** FY2016 Electric **DESCRIPTION** Test Equipment and System Protection Packages

**CITY COUNCIL MEETING** May 9, 2016

## BIDDERS CONTACTED ( CONTACT INFORMATION)

<u>Company</u>	<u>Name</u>	<u>Address</u>	<u>City, State ZIP</u>	<u>Phone</u>	<u>Email</u>	<u>Contacted Via</u>
OMICRON electronics Corp. USA	Will Knapek	3550 Willowbend Blvd.	Houston, TX 77054	800-OMI-CRON	will.knapek@omiconenergy.com	[e-mail]
	Stephanie Box				stephanie.box@omiconenergy.com	[e-mail]
Power Connections, Inc.	Daniel Wray	1301 Lila Drive	Murfreesboro, TN 37128	731-499-1576	Daniel@powerconnections.com	[e-mail]
						[e-mail]
						[e-mail]

## BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED ( CONTACT INFORMATION)

## BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE CITY

Omicron Electronics Corp.

## BIDS RECEIVED FROM BIDDERS NOT DIRECTLY CONTACTED BY THE CITY

(e.g., City's Website, Vendor Registry, Planrooms, Word of Mouth)

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 9 days.

**RESOLUTION**

A RESOLUTION MAKING AN AWARD TO OMICRON ELECTRONICS CORPORATION, USA, HOUSTON, TEXAS, FOR FURNISHING OF ELECTRONIC TEST EQUIPMENT, ATTACHMENTS, AND SOFTWARE FOR THE ELECTRIC DEPARTMENT IN THE ESTIMATED AMOUNT OF \$45,323.00.

WHEREAS, the Electric Department has moved toward a more automated distribution system, which resulted in an update of protective equipment with new controls; and

WHEREAS, the new controls require more complex testing, and the new intelligent switching devices (Intellirupters) require more advanced testing than the City currently owns; and

WHEREAS, after careful consideration and research, specifications were prepared for electronic test equipment, attachments, and software to meet the Electric Department's needs for the foreseeable future; and

WHEREAS, bids were received and publicly opened on April 19, 2016, with Omicron Electronics Corporation, USA, Houston, Texas, submitting the sole bid for new electronic test equipment, which bid the City Manager recommends be accepted.

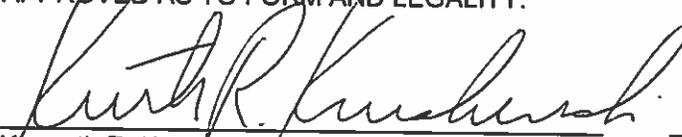
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Omicron Electronics Corporation USA, 3550 Willowbend Blvd, Houston, Texas 77054, for the furnishing of electronic test equipment, attachments, and software; the required specifications, and the bid as publicly opened on April 19, 2016, and in the estimated amount of \$45,323.00.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

# RESOLUTIONS

PERSONNEL DEPARTMENT MEMORANDUM  
16-044

DATE: April 19, 2016  
TO: Mark S. Watson, City Manager  
FROM: Cindi G. Gordon, Personnel/Risk Manager  
THROUGH: Penelope H. Sissom, Personnel Director   
SUBJECT: LIABILITY, WORKER'S COMPENSATION, AND PROPERTY CONTRACT AWARD

Introduction

An item for the agenda is a resolution approving a contract with TML Risk Management Pool for Liability, Worker's Compensation and Property Insurance in the amount of \$884,744.00 for a period of one year (July 1, 2016 through June 30, 2017), with four options to renew for additional one-year terms at the City's option.

Funding

Expenditures for these items are accounted for in the City's Insurance Fund, an Internal Service Fund, and funded through charges to the other City Funds, primarily General, Electric and Waterworks Funds, for their share of the applicable costs.

Background

On March 18, 2016, the City issued a Request for Proposals (RFP) for municipal insurance coverage for Liability (General Liability, Law Enforcement Liability, Errors and Omissions Liability, Automobile Liability, Automobile Physical Damage), Property and Worker's Compensation. The RFP was placed on the City's website for thirty-two (32) days and directly issued to six (6) companies (see attached Bid Process Form).

The proposal due date was 12:00 noon on April 18, 2016. Sealed proposals for providing such coverage were received by Lyn Majeski, Accounting Division Manager, with one proposal received by TML Risk Management Pool.

Analysis

The TML Risk Management Pool was created as a non-profit entity in 1979. At that time, there was no viable commercial municipal insurance market in Tennessee that would allow municipal entities to control their own insurance market without facing huge premium increases. TML Risk Management Pool is the administrator of a voluntary, self-insurance, risk sharing partnership of Tennessee municipalities and provides coverage to almost 500 municipal entities in Tennessee. They are Tennessee's leader in providing insurance and risk management services for municipalities and public entities. The City of Oak Ridge has consistency and continuity with TML Risk Management Pool, having partnered with them for thirty-six (36) years.

Rates, coverages and dividends provided by the TML Risk Management Pool are projected to decrease statewide in the FY17 fund year as indicated by the TML Risk Management pool regarding the attached FY17 Rates, Coverages and Dividends Memorandum. Due to the City's continued diligence in controlling losses and implementing loss control measures, the proposed premiums have been significantly reduced as shown on the chart below. The chart contains actual FY16 figures and FY17 figures as proposed by TML.

	General Liability	Worker's Compensation	Property
FY16	\$545,084.00	\$176,125.00	\$217,244.00
FY17	\$527,453.00	\$156,112.00	\$201,179.00
Percent Change	-3.34%	-12.8%	-8.0%

Recommendation

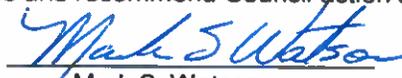
City Staff recommends approval of a contract with TML Risk Management Pool in the amount of \$884,744.00.

  
Cindi G. Gordon

Attachments: TML's Memo regarding 2016-2017 Rates, Coverages and Dividends  
Bid Process Form  
Resolution

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

 April 27, 2016  
Mark S. Watson Date

# BID PROCESS FORM



**BID NAME** FY2016 RFP Tennessee Municipal Insurance Package **DESCRIPTION** Property / Liability / Workers' Compensation Insurance and Risk Management Services

**CITY COUNCIL MEETING** May 9, 2016

## BIDDERS CONTACTED ( CONTACT INFORMATION)

<u>Company</u>	<u>Name</u>	<u>Address</u>	<u>City, State ZIP</u>	<u>Phone</u>	<u>Email</u>	<u>Contacted Via</u>
TMI Risk Management Pool	Dawn Crawford Jodeen Baumann	5100 Maryland Way	Brentwood, TN 37027	615-371-0049	dcrawford@thepool-tn.org jbaumann@thepool-tn.org	[e-mail] [e-mail]
The Tennessee Risk Management Trust	John Evans	404 BNA Drive, Suite 208	Nashville, TN 37217	615-822-5454	jevans@nguln.com	[e-mail]
Risk Placement Services, Inc.	Mike Ward	131 Gail Drive	Hendersonville, TN 37075	615-824-8707	mike_ward@rpsins.com	[e-mail]
Public Risk Insurors	Laura Jungmichel	205 Powell Place	Brentwood, TN 37027	615-369-0646	laura@publicriskinsurors.com	[e-mail]
Consolidated Insurance Services	Dennis Koontz	605 Realibility Circle	Knoxville, TN 37932	865-675-9494	dennis@costennessee.com	[e-mail]
Mercer Health & Benefits LLC	Martin Steele	1801 West End Avenue, Suite 1500	Nashville, TN 37203	615-340-2482	martin.steele@mercer.com	[e-mail]

## BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED ( CONTACT INFORMATION)

## BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE CITY

TML Risk Management Pool

## BIDS RECEIVED FROM BIDDERS NOT DIRECTLY CONTACTED BY THE CITY

(e.g., City's Website, Vendor Registry, Planrooms, Word of Mouth)

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 32 days.

**MEMORANDUM**

**To:** Pool Members

**From:** Dawn R. Crawford   
 President/CEO

**Date:** March 3, 2016

**Re:** 2016-2017 Rates, Coverages and Dividends

On February 12, 2016 the Pool board of directors met to discuss and vote on **RATES**, **DIVIDENDS** and **COVERAGES** for the upcoming 2016-2017 fund year. The decisions made by the board are very favorable and the Pool staff thanks the board for their support.

**RATES:**

Each year, we work with independent actuaries to ensure that base rates are adequate for covering anticipated future losses. Based upon Pool membership historical losses and industry trends, the actuaries provide us with rate indications to evaluate. The Pool's board of directors authorized the following base rate changes for policy effective dates beginning July 1, 2016.

LINE OF BUSINESS	2016-2017 CHANGE IN BASE RATE
Workers' Compensation	-2.0%
Property	-2.0%
Liability	
General Liability	-10.0%
Law Enforcement Liability	6.5%
Errors or Omissions	No change
Auto Liability	No change
Auto Physical Damage	-3.0%
<b>Total Liability</b>	<b>-2.0%</b>
<b>COMBINED LINES OF BUSINESS</b>	<b>-2.0%</b>

## **DIVIDENDS:**

Two decades ago the Pool implemented a return of surplus program to eligible members. These dividends are based on past performance of premiums to losses. Any surplus in excess of calculated thresholds is recommended to be returned to the membership in the form of a dividend credit applied to renewal invoices.

*It is important to note that since the dividends vary from year to year and are not part of the premiums charged for coverage, they should not be counted as part of your entity's budgeted insurance costs.*

For the 2016-2017 fund year, The Pool's board of directors authorized a \$4 million total dividend, which includes \$1,650,000 in workers' compensation dividends; \$1,550,000 in liability dividends; and \$800,000 in property dividends.

## **COVERAGES:**

Beginning with the July 1, 2016 renewal cycle, we will be providing new coverages and enhancements to our policies. These include six additions/expansions to our liability form and one to property. Most of these are the result of member requests and relevance to governmental risk.

The coverage elements include:

### **Medical Clinics – Liability Coverage**

In the past, the Pool liability policy excluded any liability arising from the operation of a medical facility, including clinics. As more members are developing clinics to serve employees and their families, we are amending our coverage to cover the premises exposure related to outpatient medical clinics when the medical services are provided by third party providers. The policy continues to exclude the medical professional exposure of these clinics so we suggest that you take measures to make sure the third party provider indemnifies your entity for any losses they incur in the providing of professional services. This coverage will be automatically included in your liability coverage with no additional charge.

### **Freezing of Firefighting Equipment – Liability Coverage**

In the past the Pool Auto Physical Damage coverage excluded damage to vehicles resulting from freezing. We are pleased to announce that effective with our 7/1/2016 Liability Policy, we now provide an exception to that exclusion that covers damage to firefighting equipment from freezing if the damage occurs while using the equipment to fight fires or in training for the fighting of fires, or within 24 hours of the cessation of either such activity. This coverage will apply automatically for no additional charge.

## **Use of Prisoners on Municipal Work Programs – Liability Coverage**

Effective with the 2014 revisions to TCA 41-1-123, the law related to the use of State and county prisoners on municipal work programs has changed. The new statute provides:

- With the use of a proper interlocal agreement, municipalities are immune from liability for injury to State and county prisoners while working on municipal work projects. This does not apply to persons on probation who are required to provide public service, or persons sentenced to public service, so the immunity provisions do not apply to such situations.
- Within the interlocal agreement, a municipal entity may assume the responsibility for medical expenses arising from injury to prisoners while on work detail. It is important to note that this covers injury only and not all sickness. It is also important to note that this liability is statutory and not dependent on the negligence of the municipality. For probationers and those sentenced to service who are not incarcerated, liability for injury remains negligence based under Tennessee Governmental Tort Liability Act (TGTLA).

The Pool liability policy will provide coverage for the statutory medical expenses incurred by State and county prisoners, assumed by a municipality under an interlocal agreement, if that interlocal agreement is added to the policy on the additional named insured endorsement. If the agreement does not exist, or is not listed on the policy, then no coverage is provided. Liability for persons who are not incarcerated, but are doing sentenced public service, policy coverage will apply under the TGTLA negligence standard.

The important things to remember, is to execute a proper interlocal agreement on the use of State or county prisoners, indicating who will be responsible for the medical care for injury to these prisoners, and inform the Pool as to the existence of the agreement. Your underwriter will be requesting a copy of the interlocal agreement.

## **Unmanned Aerial Systems (Drones) – Liability and Property Coverage**

The Pool is pleased to announce the availability, on policies effective 7/1/2016 and later, of optional coverage on aerial drones for both liability and property coverage. Both coverages will be on a scheduled basis and require use of the drones to be by operators that are designated by the member and trained in proper operation and regulations related to drone use.

As you may already be aware, there is a complex array of loss exposures related to drone use, from accidental injury to interference with other air operations to privacy issues and workers compensation injury. We urge you to develop appropriate policy on the use of drones and following of proper FAA regulations. The Pool has developed a supplemental application that will be available shortly, to support your request for coverage.

### **Qualifications for Pool UAV Coverage**

- Less than 55 lbs. gross weight including attached equipment.
- Operated by designated persons who meet all current FAA requirements and are trained in operation/regulations.
- Formal written policy for the operation of UAVs
- Operated during daylight hours and only within line of human sight.
- Operated under 400 foot altitude and not within 5 miles of an airport.

Drone regulation is the domain of the Federal Aviation Administration (FAA) and as such we are suggesting that members not attempt to regulate the use of drones in your communities, but refer to the FAA regulations for guidance.

### **Sewer Backup/Water Main Break No-Fault Endorsement – Liability Coverage**

The Pool has had a no-fault sewer backup endorsement for some time, and this was recently expanded to cover water main breaks. The no-fault option waives the negligence aspects of Tennessee Governmental Tort Liability Act (TGTLA) and pays for damage caused by any sewer backup or water main break regardless of the member's negligence. For some cities, having this coverage can create a commitment to cover all sewer backups that occur after a large weather event, including floods resulting from heavy rain. In these cases it is possible for a member to incur expenses in excess of the \$100,000 limit on the policy.

Effective 7/1/2016 there will be a second No-fault endorsement option that is identical to the original except that it excludes backup related to a weather event. This option can help the member avoid commitments to large numbers of claims resulting from unusual weather. Ask your underwriter about this option, or check the block for excluding weather on your liability renewal application.

### **Punitive/Exemplary Damages Option – Liability Coverage**

Municipalities in Tennessee under the Tennessee Governmental Tort Liability Act (TGTLA), are not subject to punitive damage awards, but for cases that fall outside the realm of TGTLA, there is some exposure to such damages. This would include Federal and out of state cases.

The Pool liability policy has historically excluded punitive damages awarded as a result of gross negligence of member personnel. In 2013 we added this coverage to the Employment Practices Liability endorsement.

We now offer an option to add this coverage to the remainder of the liability coverage. The Punitive/Exemplary Damages Endorsement will change the definition of damages to include "punitive or exemplary damages or the multiple portion of any multiplied damage award to the

extent such damages are deemed insurable in the jurisdiction applicable to coverage under this policy”.

The endorsement will broaden coverage to include such damages within the limits of the policy. The punitive/exemplary damage portion of any award will be limited to a sublimit of \$500,000.

Thank you for your input in making your desired coverages known to us, and for our decades of stability and partnership together!

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT TO TENNESSEE MUNICIPAL LEAGUE (TML) RISK MANAGEMENT POOL FOR PROPERTY, LIABILITY, AND WORKERS' COMPENSATION INSURANCE FOR FISCAL YEAR 2017 IN THE ESTIMATED AMOUNT OF \$884,744.00, WITH THE OPTION TO RENEW FOR UP TO FOUR (4) ADDITIONAL FISCAL YEAR PERIODS.

WHEREAS, the City of Oak Ridge issued a Request for Proposals for property, liability, and workers' compensation insurance; and

WHEREAS, proposals were received with Tennessee Municipal League (TML) Risk Management Pool submitting the sole proposal; and

WHEREAS, TML has been the City's provider for property, liability, and workers' compensation insurance for several years and has provided satisfactory service to the City for these services, as well as provided case management services for workers' compensation claims, investigative services as requested for various types of claims, property appraisal services for City facilities, consultative engineering services, and legal services for workers' compensation and certain lawsuits; and

WHEREAS, the City Manager recommends award be made to TML for property, liability, and workers' compensation insurance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Tennessee Municipal League Risk Management Pool for property, liability, and workers' compensation insurance for FY2017 (July 1, 2016 through June 30, 2017) in the estimated amount of \$884,744.00.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to renew the contract for up to four (4) additional fiscal year terms upon satisfactory performance.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
16-10**

**DATE:** April 12, 2016

**TO:** Mark S. Watson, City Manager

**THROUGH:** Shira A. McWaters, Public Works Director *SAM*

**FROM:** Roger Flynn, P.E., City Engineer

**SUBJECT: PROFESSIONAL ENGINEERING SERVICES – OAK RIDGE TURNPIKE  
PEDESTRIAN SAFETY IMPROVEMENT PROJECT**

Introduction

An item for City Council consideration is a resolution approving a services agreement with Cannon & Cannon, Inc. (Cannon) of Knoxville, Tennessee, to provide professional engineering services for the Oak Ridge Turnpike (ORTP) Pedestrian Safety Improvement Project in the estimated amount of \$96,000. This project is Tennessee Department of Transportation (TDOT) funded and consists of improvements at two (2) intersections on ORTP; Tulane Avenue and East Division Road/Tennyson Road.

Funding

The total cost for the project is approximately \$541,200, including engineering and construction with \$432,960 (80%) provided by a TDOT Transportation Alternatives Program (TAP) grant and the remaining \$108,240 (20%) provided by the City capital projects fund. The grant is allocated in three (3) phases over a three-year period, which will allow the City funding to be distributed over the three-year period.

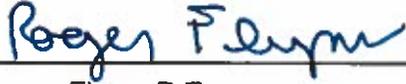
Background

During the December 14, 2015 meeting, City Council approved Resolution 12-134-2015, accepting a Transportation Alternatives Program grant to fund engineering and construction improvements at two (2) intersections on ORTP; Tulane Avenue and East Division Road/Tennyson Road. Improvements at these intersections were originally included in a 2013 project that City Council chose not to fund consisting of eleven (11) locations. The design from 2013 by Cannon will be modified to fit the criteria of this grant. The intersection improvements include the addition of handicap ramps, longitudinal crosswalks, countdown pedestrian signals with pushbuttons and radar vehicle detection, and the relocation of a signal pole and mast arm at Tulane Avenue. Radar detection for traffic signal operation will be installed by the Electric Department.

The recommended agreement includes the required services for the National Environmental Policy Act (NEPA) assessment, site survey, design, preparation of plans and specifications, services during the bid process, and construction administration and inspection.

Recommendation

Staff recommends approval of the attached resolution providing a services agreement with Cannon that will allow them to reuse a portion of the original design, saving the City time and money.

  
\_\_\_\_\_  
Roger Flynn, P.E.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
\_\_\_\_\_  
Mark S. Watson

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CANNON & CANNON, INC., KNOXVILLE, TENNESSEE, FOR ENGINEERING SERVICES RELATED TO THE OAK RIDGE TURNPIKE INTERSECTION PEDESTRIAN SAFETY IMPROVEMENTS PROJECT IN THE ESTIMATED AMOUNT OF \$96,000.00.

WHEREAS, by Resolution 12-134-2015, City Council accepted an Enhancement Grant from the State of Tennessee Department of Transportation in the estimated amount of \$432,960.00, with an approximate \$108,240.00 local match, for a pedestrian improvements project at two Oak Ridge Turnpike intersections (South Tulane Avenue and East Division Road/Tennyson Road); and

WHEREAS, in 2013, Cannon & Cannon, Inc., Knoxville, Tennessee, provided the City with a design for pedestrian improvements which included these two intersections; and

WHEREAS, Cannon & Cannon, Inc., will modify the existing design to fit the criteria of the grant and will provide other services for this project including but not limited to field surveying, environmental documentation, pre-bid phase services, bid phase services, and construction phase engineering and inspection services; and

WHEREAS, the City Manager recommends approval of a professional services agreement with Cannon & Cannon, Inc., for these services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and a Professional Services Agreement with Cannon & Cannon, Inc., 8550 Kingston Pike, Knoxville, Tennessee 37919, for engineering services related to the Oak Ridge Turnpike Intersection Pedestrian Safety Improvements Project is hereby approved in the estimated amount of \$96,000.00.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
16-12**

**DATE:** April 14, 2016  
**TO:** Mark S. Watson, City Manager  
**THROUGH:** Shira A. McWaters, Public Works Director *S A M*  
**FROM:** Roger Flynn, P.E., City Engineer  
**SUBJECT:** STREET RESURFACING CONTRACT – FY2016-168

Introduction

An item for City Council consideration is a resolution awarding a contract, FY2016-168, to Duracap Asphalt Paving Co., Inc., Knoxville, Tennessee, for street resurfacing in the estimated amount of \$430,000 which allows for a five percent (5%) or \$21,355.40 contingency for unforeseen subsurface conditions.

Funding

During the winter of 2016, the City expended approximately \$75,000.00 for non-TDOT reimbursable snow removal costs. The FY2016 budget for snow removal in the State Street Aid Fund is \$20,000.00. Consistent with previous budget policy decisions, any year that excessive snow and ice occur, the resulting budget shortfall is covered by using funds originally allocated for street resurfacing. The contingency amount for this project will only be spent if required. Funding for this contract is available in the State Street Aid Fund budget.

Consideration

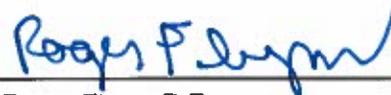
Each year Public Works Department staff prepares a list of streets to resurface. Factors considered in the selection process are quantity and severity of defects in the existing roadway, the specific types of defects and traffic volume for the street.

As part of the bid preparation, the street resurfacing list was adjusted to allow for the contract to be affordable utilizing FY2016 funds and possibly a small amount of FY2017 funds. All, or portion, of up to 16 streets will be resurfaced as part of the City's annual street resurfacing program. Following is the list of streets to be resurfaced.

STREET NAME	FROM STREET	TO STREET
Elmhurst Drive	Briarcliff Avenue	Eastridge Drive
Alger Road	Amherst Lane	East Drive
Raleigh Road	Robertsville Road	Robertsville Road
Belgrade Road	Cairo Lane	Warehouse Road
Warrior Lane	West Outer Drive	Warrior Circle
Warrior Circle	Warrior Lane	Warrior Lane
Midland Road	Lafayette Drive	125' East (removing RR tracks)
Midway Lane	Lafayette Drive	275' East (removing RR tracks)
Purdue Avenue, North	Manhattan Avenue	Northwestern Avenue
Trenton Drive	Tusculum Drive	Tusculum Drive
Independence Lane	North Illinois Avenue	Indian Lane
Indian Place	Indian Lane	Dead end
Chestnut Hill Road	Claremont Road	Dead end
Fairbanks Road	Oak Ridge Turnpike	Warehouse Road
Rivers Run Boulevard	Melton Lake Drive	Rivers Run Way
Lafayette Drive – southbound inside lane		

Recommendation

Sealed bids were requested with two bids received and the recommended award is to the lowest bidder, with a submitted bid of \$408,644.60. Staff recommends approval of the resolution as submitted that totals \$430,000, allowing a contingency of \$21,355.40 for unforeseen subsurface conditions.



Roger Flynn, P.E.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.



Mark S. Watson



Date

**CITY OF OAK RIDGE, TENNESSEE**  
**Abstract of Bids**

FY2016-168

OPENING DATE: April 13, 2016 9:30 A.M.

FOR --- Street Milling and Resurfacing Project			BIDDER: Duracap Asphalt Paving Co., Inc. 2535 Asbury Road Knoxville, TN 37914		BIDDER: Rogers Group, Inc. 601 Maryville Pike Knoxville, TN 37920		BIDDER:		BIDDER:		
DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
FURNISH ALL LABOR, MATERIALS, TOOLS, AND EQUIPMENT NECESSARY TO PERFORM ALL WORK AND SERVICES REQUIRED FOR STREET MILLING AND RESURFACING PROJECT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE PUBLIC WORKS DEPARTMENT				\$ 408,644.60		\$ 411,622.05					
<b>TOTAL PRICE</b>				\$ 408,644.60		\$ 411,622.05					
<b>TERMS</b>			Net 30		Net 30						
<b>DELIVERY</b>			per Contract		per Contract						
<b>F.O.B.</b>			Oak Ridge		Oak Ridge						
<b>VIA</b>			Best Way		Best Way						
OTHER BIDDERS CONTACTED: Blalock Companies - Sevierville, TN Harrison Construction Company - Knoxville, TN							BIDS OPENED AND RECORDED BY--- <i>Lyn Majeski</i> Lyn Majeski Accounting Division Manager				
REASON FOR AWARD			RECOMMEND AWARD BE MADE TO:								
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>			Duracap Asphalt Paving Co., Inc. 2535 Asbury Road Knoxville, TN 37914								
							BIDS REVIEWED BY--- <i>Janice McGinnis</i> Janice McGinnis Finance Director				

# BID PROCESS FORM



**BID NAME** FY2016-168 **DESCRIPTION** Street Milling and Resurfacing Project

**CITY COUNCIL MEETING** May 9, 2016

## BIDDERS CONTACTED ( CONTACT INFORMATION)

<u>Company</u>	<u>Name</u>	<u>Address</u>	<u>City, State ZIP</u>	<u>Phone</u>	<u>Email</u>	<u>Contacted Via</u>
Duracap Asphalt Paving Co., Inc.	Brian Smith	2535 Asbury Road	Knoxville, TN 37914	865-524-3365	briansmith@duracapasphalt.com	(e-mail)
Rogers Group, Inc.	Gary Seepe	601 Maryville Pike	Knoxville, TN 37920	865-425-1122	gary.seepe@rogersgroupinc.com	(e-mail)
Blalock Companies	Allen Thompson	P.O. Box 4750	Sevierville, TN 37864	865-453-2808	allent@blalockconstruction.com	(e-mail)
Harrison Construction Company	Pam Newby	4817 Rutledge Pike	Knoxville, TN 37914	865-546-3173	pmnewby@harrisoncc.com	(e-mail)

## BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED ( CONTACT INFORMATION)

## BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE CITY

Duracap Asphalt Paving Co., Inc. and Rogers Group, Inc.

## BIDS RECEIVED FROM BIDDERS NOT DIRECTLY CONTACTED BY THE CITY

(e.g., City's Website, Vendor Registry, Planrooms, Word of Mouth)

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 8 days.

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2016-168) TO DURACAP ASPHALT PAVING, CO., INC., KNOXVILLE, TENNESSEE, FOR STREET MILLING AND RESURFACING OF DESIGNATED CITY STREETS IN THE ESTIMATED AMOUNT OF \$430,000.00.

WHEREAS, the City of Oak Ridge has issued an invitation to bid for the furnishing of all labor, tools, materials, equipment and supplies necessary for the street milling and resurfacing project; and

WHEREAS, bids were received and publicly opened on April 13, 2016, with Duracap Asphalt Paving Co., Knoxville, Tennessee, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby to Duracap Asphalt Paving, Co., Inc., 2535 Asbury Road, Knoxville, Tennessee 37914, for the furnishing of all labor, tools, materials, equipment and supplies necessary to perform all work and services for the milling and resurfacing of designated city streets; said award in strict accordance with contract number FY2016-168, the required specifications, the bid as publicly opened on April 13, 2016, and in the estimated amount of \$430,000.00 which includes a five percent (5%) overage for contract contingencies for unforeseen subsurface conditions.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**OAK RIDGE POLICE DEPARTMENT MEMORANDUM**  
**16-02**

DATE: April 21, 2016  
TO: Mark S. Watson, City Manager  
FROM: James T. Akagi, Chief of Police  
SUBJECT: Police Fleet Purchases

Introduction

An item for City Council's consideration is a resolution authorizing the purchase and equipping of two (2) Ford Police Interceptor Utility All-Wheel Drive (AWD) patrol vehicles for the Police Department (ORPD) in an estimated amount of \$105,138.00 utilizing the state contract pricing system for the vehicles and the additional equipment for both.

Funding

Funding for these purchases will come from the City's Equipment Replacement Fund, in which adequate funding is available for vehicles and equipment

Background

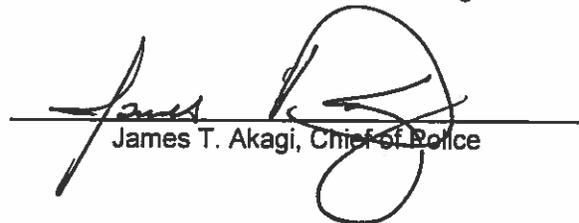
In 2012, ORPD established goals of an eventual one-to-one fleet and expansion of the Take Home Vehicle Program for officers who reside within the city limits. With this purchase, ORPD will retire two patrol vehicles with more than 150,000 miles and replace them with the Police Interceptor Utility vehicles.

Test data from the Michigan State Police Vehicle Evaluation Program revealed the Police Interceptor Utility as a highly capable vehicle for police agencies. The Tennessee Highway Patrol is in the process of converting its fleet to Interceptor Utility AWD vehicles due to fuel efficiency, storage capacity for equipment, and the AWD drivetrain, which is much safer in inclement weather and reduces the needs for installation of chains during snowy weather in all but the most extreme of icy road conditions. Fuel economy was also a factor; the miles per gallon comparison between the Police Interceptor Utility vehicle and the Dodge Charger and Ford Crown Victoria Sedan (both of which are currently in use by ORPD), revealed the Police Interceptor Utility vehicle gets equal mileage in city driving and better mileage during highway driving.

The FY2016 state contract price for a Ford Police Interceptor Utility AWD vehicle is \$27,180.00, and is \$61 cheaper than the state contract price for a Dodge Charger (\$27,241.00). Costs to outfit the patrol vehicles with computers, radios, in-car video cameras, and required emergency equipment is \$25,389.00 per vehicle; the total cost for both vehicles is \$105,138.00.

Recommendation

Approval of the attached resolution is recommended to provide for the purchase and equipping of two Ford Police Interceptor Utility AWD patrol vehicles for an amount not to exceed \$105,138.00, utilizing the state contract pricing system.

  
James T. Akagi, Chief of Police

Attachment(s): Quote  
Resolution

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

Mark S. Watson      4-27-16  
Mark S. Watson      Date



Golden Circle Ford Lincoln, Inc.  
1432 US Highway 45 Bypass, Jackson, Tennessee,  
383052700  
Office: 731-664-0873 Fax: 731-664-5792

## Customer Proposal

---

**Prepared by:**

Steven Blackstock  
Office: 731-664-0873  
Email: [sblackstock@goldencircle.com](mailto:sblackstock@goldencircle.com)

**Date:** 08/19/2015

**Vehicle:** 2016 Utility Police Interceptor Base  
AWD





Golden Circle Ford Lincoln, Inc.  
1432 US Highway 45 Bypass, Jackson, Tennessee, 383052700  
Office: 731-664-0873

---

*Re: Vehicle Proposal*

---

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Steven Blackstock**

731-664-0873  
sblackstock@goldencircle.com



## Selected Options

Code	Description	MSRP
<b>Base Vehicle</b>		
K8A	Base Vehicle Price (K8A)	\$30,620.00
<b>Packages</b>		
500A	Order Code 500A	N/C
<b>Powertrain</b>		
99R	Engine: 3.7L V6 Ti-VCT FFV <i>High efficient police calibrated displacement technology is optimal for long days spent idling or on the job.</i>	Included
44C	Transmission: 6-Speed Automatic <i>Exclusively police calibrated for maximum acceleration and faster closing speeds.</i>	Included
STDAX	3.65 Axle Ratio	Included
STDGV	GVWR: 6,300 lbs	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: P245/55R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	Included
<b>Seats &amp; Seat Trim</b>		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included
<b>Other Options</b>		
113WB	113" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: MyFord AM/FM/CD/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>	Included
86P	Front Headlamp/Police Interceptor Housing Only <i>Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights).</i>	\$125.00
86T	Tail Lamp/Police Interceptor Housing Only <i>Pre-existing holes with standard twist lock sealed capability (does not include LED installed lights) (eliminates need to drill housing assemblies).</i>	\$60.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
51Y	Driver Only Incandescent Spot Lamp	\$215.00
68G	Rear-Door Handles Inoperable/Locks Inoperable	\$35.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Golden Circle Ford Lincoln, Inc.  
 1432 US Highway 45 Bypass, Jackson, Tennessee,  
 383052700  
 Office: 731-664-0873

2016 Utility Police Interceptor, Sport  
 Utility  
 AWD Base(K8A)

## Selected Options (cont'd)

Code	Description	MSRP
18W	Windows - Rear-Window Power Delete <i>Operable from front driver side switches.</i>	\$25.00
595	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS.</i>	\$260.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00
<b>Interior Colors</b>		
9W	Charcoal Black	N/C
<b>Primary Colors</b>		
YZ	Oxford White	N/C
SUBTOTAL		\$31,490.00
Destination Charge		\$945.00
<b>TOTAL</b>		<b>\$32,435.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Golden Circle Ford Lincoln, Inc.  
1432 US Highway 45 Bypass, Jackson, Tennessee,  
383052700  
Office: 731-664-0873

2016 Utility Police Interceptor, Sport  
Utility  
AWD Base(K8A)

## Pricing

	<b>MSRP</b>
<b>Vehicle Price</b>	<b>\$30,620.00</b>
<b>Options</b>	<b>\$870.00</b>
<b>Upfitting</b>	<b>\$0.00</b>
<b>Fuel Charge</b>	<b>\$0.00</b>
<b>Destination Charge</b>	<b>\$945.00</b>
<b>Total</b>	<b>\$32,435.00</b>
<b>Pre-Tax Adjustments</b>	
1 Fleet Discount	(\$5,255.56)
<b>Total Pre-Tax Adjustments</b>	<b>(\$5,255.56)</b>
<b>SUBTOTAL</b>	<b>\$27,179.44</b>
<b>Single Vehicle Total 1 (Number of Vehicles)</b>	<b>\$27,179.44</b>
<b>Grand Total</b>	<b>\$27,179.44</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Golden Circle Ford Lincoln, Inc.  
 1432 US Highway 45 Bypass, Jackson, Tennessee, 383052700  
 Office: 731-664-0873

**2016 Utility Police Interceptor, Sport Utility  
 AWD Base(K8A)**

**Major Equipment**

(Based on selected options, shown at right)

- 3.7L V-6 DOHC w/SMPI 304hp
- 6 speed automatic w/OD
- \* 4-wheel ABS
- \* Traction control
- \* Advance Trac w/Roll Stability Control
- \* Tinted glass
- \* LED brakelights
- \* Dual power remote mirrors
- \* 18 x 8 steel wheels
- \* Driver and front passenger seat mounted side airbags
- \* Rear window defroster
- \* Message Center
- \* Reclining front bucket seats
- \* Audio control on steering wheel

- Exterior:Oxford White
- Interior:Charcoal Black
- \* Brake assistance
- \* P 245/55R18 BSW AS W-rated tires
- \* Air conditioning
- \* AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder
- \* Rear child safety locks
- \* Variable intermittent speed-sensitive wipers wipers
- \* Dual front airbags
- \* Airbag occupancy sensor
- \* Tachometer
- \* Underseat ducts
- \* 60-40 folding rear split-bench
- \* Axle to end of frame: 46.5"

**Fuel Economy**

**City**

16 mpg



**Hwy**

21 mpg

**Selected Options**

MSRP

STANDARD VEHICLE PRICE	\$30,620.00
Order Code 500A	N/C
113" Wheelbase	STD
Monotone Paint Application	STD
Paint Table : Primary	\$0.00
Oxford White	N/C
Charcoal Black	N/C
Front Headlamp/Police Interceptor Housing Only	\$125.00
Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
Driver Only Incandescent Spot Lamp	\$215.00
Rear-Door Handles Inoperable/Locks Inoperable	\$35.00
Remote Keyless Entry Key Fob w/o Key Pad	\$260.00
Noise Suppression Bonds (Ground Straps)	\$100.00
Engine: 3.7L V6 Ti-VCT FFV	Included
Transmission: 6-Speed Automatic	Included
3.65 Axle Ratio	Included
GVWR: 6,300 lbs	Included
Tires: P245/55R18 AS BSW	Included
Wheels: 18" x 8" 5-Spoke Painted Black Steel	Included
Unique HD Cloth Front Bucket Seats w/Vinyl Rear	Included
Radio: MyFord AM/FM/CD/MP3 Capable	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Steven Blackstock | Date: 08/19/2015 | Price Level: 620 Quote ID: stkunit2



Golden Circle Ford Lincoln, Inc.  
1432 US Highway 45 Bypass, Jackson, Tennessee, 383052700  
Office: 731-664-0873

**2016 Utility Police Interceptor, Sport Utility  
AWD Base(K8A)**

---

Windows - Rear-Window Power Delete	\$25.00
Tail Lamp/Police Interceptor Housing Only	\$60.00

**Upfit Options**

---

SUBTOTAL	\$31,490.00
Destination Charge	\$945.00
<b>TOTAL</b>	<b>\$32,435.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Steven Blackstock | Date: 08/19/2015 | Price Level: 620 Quote ID: stkunit2

**RESOLUTION**

A RESOLUTION AUTHORIZING THE EXPENDITURE OF APPROXIMATELY \$105,138.00 FROM THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE AND EQUIPPING OF TWO (2) PATROL VEHICLES FOR THE POLICE DEPARTMENT UTILIZING STATE CONTRACT PRICING.

WHEREAS, two (2) patrol vehicles are scheduled for replacement; and

WHEREAS, in the past the City has replaced police sedans with either Ford Interceptor or Dodge Charger sedans due to their fuel economy and performance; however, due to greater fuel economy and space, plus a modest cost savings, the City desires to purchase Ford Police Interceptor Utility AWD replacement vehicles; and

WHEREAS, the state contract FY2016 price for the Ford Police Interceptor Utility AWD vehicle is \$27,180.00 each, with an additional cost of \$25,389.00 for equipping each vehicle with computers, radios, in-car video cameras, and required emergency equipment, for a total cost of \$105,138.00 for both vehicles with equipment; and

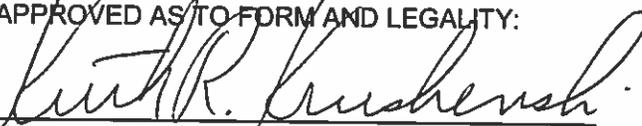
WHEREAS, the City Manager requests approval to spend approximately \$105,138.00 from the Equipment Replacement Fund for the purchase and equipping of two (2) patrol vehicles using state contract pricing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to spend approximately \$105,138.00 from the Equipment Replacement Fund for the purchase and equipping of two (2) patrol utility vehicles (Ford Police Interceptor Utility AWD vehicles) using state contract pricing.

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM**  
**16-15**

**DATE:** April 26, 2016  
**TO:** Mark S. Watson, City Manager  
**FROM:** Kathryn Baldwin, Community Development Director   
Sherith E. Colverson, Senior Planner   
**SUBJECT:** **COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN**  
**(PY2016-FY2017)**

**Introduction**

An item for City Council's consideration is a resolution authorizing the approval of the CDBG Annual Action Plan PY2016-FY2017.

**Funding**

The City of Oak Ridge receives Community Development Block Grant (CDBG) entitlement funds annually from the U.S. Department of Housing and Urban Development (HUD). The allocation for PY2016/FY2017 is estimated to be \$217,646.00.

**Background**

A copy of the Annual Action Plan for PY2016/FY2017 is attached and also available in the City Council mailroom. Additional copies are also available on the City's website on the Community Development Department web page, in the City Clerk's office, the Community Development Department, and the Oak Ridge Public Library.

City staff scheduled four public hearings to receive input from citizens and nonprofit agencies for this 2016-2017 Annual Action Plan. The first three hearings were held prior to the 30-day comment period and the fourth meeting was held on April 25, 2016.

The Annual Action Plan (AAP) for PY2016/FY2017 is the document that implements policies established in the three-year Consolidated Plan 2014-2017. The following projects are recommended for funding during the PY2014/FY2015 CDBG Entitlement Program:

**City of Oak Ridge Programs:**

Acquisition and Demolition of Dilapidated Housing	\$110,000.00
Rehabilitation of MDO Homes	\$100,000.00
Neighborhood Improvement Project	\$ 5,000.00
Grant Administration	\$ 2,646.00
<b>Total</b>	<b>\$217,646.00</b>

**Recommendation**

Staff recommends approval of the Annual Action Plan PY2016/FY2017 and its submission to the Department of Housing and Urban Development for continued CDBG funding.

**Attachments**

AAP 2016-2017

  
\_\_\_\_\_  
Sherith E. Colverson,  
Community Development

**CITY OF OAK RIDGE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN  
for  
THE PERIOD OF  
July 1, 2016 – June 30, 2017**



***Warren L. Gooch, Mayor  
Ellen Smith, Mayor Pro-Tem  
Trina Baughn  
Kelly Callison  
Rick Chinn, Jr.  
Charlie Hensley  
Chuck Hope***

***Mark S. Watson, City Manager***

***CDBG Committee, Staff & Citizen***

***Kathryn Baldwin, Community Development  
Kay Brookshire, Citizen  
Sherith Colverson, Community Development  
Susan Fallon, Public Works  
Pat Imperato, Citizen  
Ken Krushenski, Legal  
Brandon Sharp, Police Department  
Matt Widner, Community Development***

**[www.oakridgetn.gov](http://www.oakridgetn.gov)**



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## **Executive Summary**

### **AP-05 Executive Summary**

#### **Introduction**

The City of Oak Ridge receives Community Development Block Grant (CDBG) funding administered by the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan is the document that details action strategies for carrying out the City's three year Consolidated Plan as a requirement to receive funding for the CDBG program. These plans identify community-specific priorities, including housing, and outlines strategies for addressing them. The Consolidated Plan is required to address the following HUD National Objective Categories:

- Activities Benefiting L/M Income Persons
- Prevention/Elimination of Slum or Blight
- Urgent Need

The Annual Action Plan is the City's annual guide for the implementation of policies and programs that further HUD's national objectives for the CDBG program. CDBG funds can be used for a variety of activities to help low to moderate (L/M) income people and neighborhoods such as housing rehabilitation, providing public facilities, community services, infrastructure, transitional housing, economic development, code enforcement activities and the elimination of blight. The City of Oak Ridge Consolidated Plan for the years 2014-2017 was developed through a public participation process. The City held three public meetings to receive comments and recommendations from citizens, non-profit agencies, faith-based organizations and city staff.

This Annual Action Plan is the second of three Annual Action Plans during the Consolidated Plan period of 2014-2017. Each of the Annual Action Plans describe the City's intent for investing CDBG entitlement funds for the upcoming year. This annual plan was developed from the priorities established in the Consolidated Plan, along with a public participation process. The City held three public meetings, one in December of 2015 and two in January of 2016, and received comments and recommendations from citizens.

#### **Needs Assessment Summary**

Through data collection and a public participation processes, the City of Oak Ridge developed priority strategies, objectives, and performance measurements to meet the needs of community development initiatives, the homeless, and citizens with special needs. The City's CDBG entitlement funds for the year beginning July 1, 2016 through June 30, 2017 support the following initiatives (in no particular order):

- Acquisition and Removal of Dilapidated Housing
- Rehabilitation of MDO Housing
- Grant Administration

The investment activities listed above focus on revitalization and housing efforts that lead to the improvement of the overall quality of life for Oak Ridge residents.

### **Evaluation of past performance**

The City of Oak Ridge has achieved all of their objectives in the past year, but still has considerable work to do in the community with regards to their main initiative of eliminating blight and revitalizing neighborhoods. The City has worked steadily for the past four years to eliminate blight throughout the historic neighborhoods through the acquisition and demolition of structures to remove dangerous, dilapidated housing; provided code enforcement services to address property maintenance issues; helped homeless persons and persons at risk of becoming homeless; and assisted in the provision of various housing renovations for low to moderate income families, persons with special needs and the elderly.

The City has been successful in achieving many of its goals through community partnerships. Last year, the City partnered for the second year with the Trinity OutReach Center for Hope (TORCH) to assist the homeless population throughout the City through a rapid rehousing response as well as some prevention efforts. TORCH provided emergency services to a number of individuals and families in Oak Ridge.

The City has continued to transfer parcels of cleared land as well as land with vacant housing units, to the Oak Ridge Land Bank Corporation for revitalization purposes. The Oak Ridge Land Bank Corporation was created pursuant to the authority of the Tennessee Local Land Bank Pilot Program set forth in Tennessee Code Annotated §13-30-101 et seq. By such statute, the Oak Ridge Land Bank Corporation has authority to create a land bank for real property located within the boundaries of Oak Ridge. For purposes of this chapter, "land bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation, with the intent of acquiring and holding on to the real property until such time as the corporation is able to find a willing and able buyer to acquire the real property from the corporation. To date, the Oak Ridge Land Bank has donated two properties to the non-profit organization Aid to Distressed Families of Appalachian Counties (ADFAC), has sold three properties at fair market value and has listed approximately 20 properties with the Oak Ridge Realty Center for purchase. Half of the 20 properties were acquired with CDBG funds.

### **Citizen Participation Summary**

The City of Oak Ridge recognizes the importance of citizen participation and includes it as a goal in the CDBG program. Citizens are informed of public hearings, Community Development workshops, City Council meetings and work sessions, and City sponsored activities throughout April's Fair Housing Month. Information about the CDBG program is also available on the City's website at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>.

The Consolidated Plan, Annual Action Plan, (AAP) and Consolidated Annual Performance and Evaluation Report (CAPER) are available for download on the City's above listed website as well. City staff attempt to stay informed about programs funded through other sources, and makes every effort to inform community organizations of this information.

### **Public Comments**

The City held three public meetings prior to the 30-day comment period to receive input from the public. An additional two public meetings were held; the first during the City Council regularly scheduled April 12, 2016 meeting, and the second on the evening of Monday, April 25, 5:30 p.m. in the Municipal Building's Training Room.

The first public meeting was held on Monday, December 14, 2015 at 5:30 p.m., and held at the Municipal Building's Training Room.

The second and third public meetings were held on Thursday, January 28, 2016 at 12:00 p.m. in the City Manager's Conference Room at the Municipal Building, and again at 5:30 p.m. until 7 p.m. in the Civic Center's Craft Room. All public meetings are published in the Oak Ridger newspaper and online at Oak Ridge Today a week or more prior to the meeting dates.

Citizens provided feedback through discussion and in writing on comment cards and surveys. In summary, citizens were still interested in fully understanding the amount of debt that is paid towards the Scarborough Community Center and the perceived lack of its usage. Other comments focused on ideas to help the Scarborough Early Learning Center stay available for the community, as well as the City providing resources toward projects that will attract and keep young families in the area.

A summary of citizens comments about the City and our CDBG Program are listed below.

- The Scarborough Center needs to be better utilized by the community. Open access to the basketball courts and baseball fields would give the youth something to do. City Officials that are interested in holding youth activities at the Center should pursue this option.
- City needs to help provide a place for more youth activities.
- Oak Ridge needs to have activities that will attract and keep young professionals in the area. To do this, there needs to be more affordable housing and funds available to renovate older housing for future homeowners.
- Oak Ridge needs a better variety of housing types available between the \$100,000 - \$200,000 price points.
- City needs to support a learning center for preschool aged children from low to no income population.
- City could focus on bringing in additional employment sectors – for youth and those without specialized college degrees.

## The Process

### PR-05 Lead & Responsible Agencies

The City of Oak Ridge is the lead agency and local jurisdiction responsible for overseeing the development of the Consolidated Plan, the implementation of the Annual Action Plans and the administration of CDBG entitlement funds. A modified City Manager-Council form of government governs the City of Oak Ridge. This governing body consists of a seven member City Council that elects one of its members as Mayor to serve as the ceremonial head of the City and presiding officer of the City Council. The City Manager and City Attorney are appointed by the City Council.

### Development of the Annual Action Plan

Five public meetings were held during the preparation of this Annual Action Plan. Notice was published in *The Oak Ridger* newspaper and posted online at Oak Ridge Today. The meeting dates and times were:

Monday, December 14, 2015 at 5:30 p.m.  
Thursday, January 28, 2016 at 12:00 p.m.  
Thursday, January 28, 2016 at 5:30 p.m.  
Monday, April 12, 2016 at 7:00 p.m. – City Council Public Hearing  
Monday, April 25, 2016 at 5:30 p.m.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
GRANTEE	CITY of OAK RIDGE	COMMUNITY DEVELOPMENT

**Table 1 – Responsible Agencies**

### Consolidated and Annual Action Plan Contact Information

Copies of the City of Oak Ridge Consolidated Plan 2014-2017 and the PY2016/FY2017 Annual Action Plan are available for review in the City Clerk's office, in the Community Development Department, and in the Oak Ridge Public Library. Both plans are also available online at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>. Please contact Sherith Colverson at [scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov) or 865-425-3581 with any questions about either of the plans.

## **PR-10 Consultation**

### **Introduction**

The development of the Annual Action Plan involves consultation with public and private agencies that provide assisted housing, health services and social services, including providers to children, elderly people, people with disabilities and their families, and homeless people.

The City also consults with an internal CDBG committee that consists of staff from various departments, as well as community citizens. Employees from Community Development, Finance, Public Works, Legal and the Police Department meet quarterly to discuss CDBG program initiatives. On occasion, the committee meets with external stakeholders to discuss partnership opportunities that are mutually beneficial.

### **General Information**

The City of Oak Ridge values its partnerships with area nonprofit organizations, the Oak Ridge Public Housing Authority (ORHA), the regional Continuum of Care (CoC), state and federal officials, and the public at large. Coordination among the aforementioned entities, in addition to City staff and HUD regional staff, is essential to provide a coordinated, wide-array of much needed community services.

### **Continuum of Care Coordination**

The City is an active member of the Tennessee Valley Coalition for the Homeless (TVCH), the lead agency in the regional Continuum of Care (CoC). A representative from the City's Community Development Department attends monthly CoC meetings and serves on additional sub-committees. Coordination with the CoC is invaluable as it provides the City an opportunity to participate in dialog with numerous organizations that are committed to addressing the needs of the homeless population.

### **Continuum of Care Consultation: ESG, Standards/Outcomes and HMIS**

The City of Oak Ridge receives Emergency Solution Grant (ESG) funds from the State of Tennessee's Tennessee Housing Development Agency (THDA) and those funds are used to address the needs of the homeless in the City. Oak Ridge is currently partnering with TORCH to use ESG funds for rapid rehousing and prevention activities within the Oak Ridge city limits. Rapid rehousing involves activities that place clients who are experiencing homelessness in housing. Examples of assistance provided by the ESG program are payments for daily hotel fees, rent for housing, deposits for various housing related resources, mortgage and utilities. TORCH records the number of clients they serve on a monthly basis and this information is available quarterly for monitoring purposes.

TORCH is a member of the Tennessee Valley Coalition for the Homeless (TVCH), and they have the required Certification of Participation with Continuum of Care, certifying that their application is aligned with the Continuum of Care’s strategies for preventing and ending homelessness and creating housing stability. More information about TORCH is available at: <http://www.oakridgetorch.org>.

TORCH acknowledges that agencies using ESG grant funds to provide services must coordinate with other agencies by entering information into the Homeless Management Information System (HMIS). HMIS helps prevent the duplication of community services to the same individuals. The TVCH provides TORCH quarterly monitoring reports for data entered in the HMIS system. As an ESG grantee, the City reviews the monitoring reports to verify program compliance. Toward the end of the ESG program year, the City meets with TORCH to discuss the success of their program and determine a path forward.

**Participation from Area Social Service & Housing Organizations**

In addition to holding three public meetings, the City of Oak Ridge reached out to community organizations to take note of any comments about community development programs in Oak Ridge. Feedback focused on the following:

- Acquisition and demolition of blighted properties and its impact in neighborhoods
- Partnerships to rehabilitate deteriorated structures in neighborhoods
- Homeless prevention activities and the impacts on the community
- Rapid rehousing activities
- Additional activities/employment opportunities for youth involvement
- Transfer of select properties to the Oak Ridge Land Bank Corporation for revitalization purposes

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Emergency Solutions Grant (ESG)	City of Oak Ridge	Homeless services and prevention

**Table 2 – Other local / regional / federal planning efforts**

## **AP-12 Citizen Participation**

### **Introduction**

The City of Oak Ridge is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). Pursuant to the CDBG program regulations, the City is required to prepare an Annual Action Plan before the beginning of every program year that addresses goals and priorities established in the three Consolidated Plan. The City is also required to prepare a Consolidated Annual Performance Evaluation Report (CAPER) on an annual basis to evaluate the previous year's performance.

The Citizen Participation Plan (CPP) establishes the City of Oak Ridge's policies and procedures for citizen participation in the development of the CDBG Consolidated Plan, Annual Action Plans, including any subsequent amendment(s) and the CAPER. The CPP provides an opportunity for nonprofit service agencies and the community to work in partnership with the City to identify needs and allocate the CDBG funds. The CPP encourages participation from all citizens. Preparation of the Annual Action Plan includes the involvement of community development staff, an internal CDBG Committee, the City Manager and City Council. Currently, the City's CDBG administrator is Sherith Colverson, Senior Planner in Community Development. The CDBG program administrator records the CDBG committee's recommendations, tracks CDBG expenditures and serves as the City's contact person for the CDBG program.

The CDBG committee is comprised of the City's CDBG program administrator, representatives from various City departments, and community citizens. This committee serves as an advisory group to the City Manager and City Council on planning, implementation and assessment of CDBG programs/activities through the following tasks:

- Collection of citizen input with respect to neighborhood/community needs;
- Consultation with potential CDBG sub-recipients during the application process;
- Review of applications and proposed projects for CDBG funding;
- Review of required HUD documents (Consolidated Plan, Annual Action Plan and CAPERs);
- Recommendations for staff to provide to the City Manager for City Council's approval;
- Review of progress on projects/programs

As noted above, the CDBG committee provides program and funding recommendations to the City Manager for City Council's review and approval. The City Council is responsible for executing the procedures established in the Consolidated and Annual Action Plans. The City Council makes the final determination about the priority of various community needs each year when allocating CDBG funds through the approval of the Annual Action Plan.

The City of Oak Ridge staff and elected officials recognize that CDBG entitlement funds are taxpayer money returned to the City to be used primarily to benefit extremely low, low and moderate-income residents. City staff and elected officials are stewards of this public money and will openly discuss all records, except for those confidential records protecting a household's privacy.

### **Citizen Participation Plan (CPP)**

The City of Oak Ridge provides opportunities for citizens, public agencies, and other interested parties, including citizens directly affected, adequate information on the CDBG program, including the anticipated amount of CDBG funds that are available for the current fiscal year and the range of activities that the City may undertake with the funds. Citizens are provided the opportunity to submit comments to the City on any of the identified housing and community development needs, the amount of funds received, and the activities undertaken to assist with the identified needs.

### **Anti-displacement/Relocation – Federal and/or State Funding**

In the event that any residential displacement and relocation must take place in order to carry out a CDBG program activity, or any project that utilizes federal and/or state funding, the City of Oak Ridge ensures that it will develop an Anti-displacement and Relocation Plan in connection with that project as applicable per Federal regulations. This will include compliance with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations of 49 CFR part 24.

### **Anti-displacement/Relocation – Local Funding**

The following policy may be used for residential displacement and relocation of Oak Ridge residents if the project uses only local funds.

## **CITY OF OAK RIDGE, TENNESSEE LOCAL RELOCATION ASSISTANCE POLICY**

The City of Oak Ridge Relocation Assistance Policy for has been developed to assist residents living in rental units within the city limits with assistance to move from their rental units due to redevelopment efforts. This policy is to be considered a local policy and will be utilized in the event no Federal or State funding is involved in the project that causes residents to be relocated.

### **Definitions:**

1. City refers to the City of Oak Ridge.
2. Authorized Administrator is any private or governmental agency, which administers the relocation policy to eligible clients living within the city limits.
3. Bona fide Resident is a person, eighteen years of age or older who is listed on the City of Oak Ridge utility records with corresponding proof of a valid lease and has been living in the affected rental unit for one year prior to the notice to vacate the unit.
4. Displacement is when tenants are forced to move from their rental units because of action taken by the City.
5. Eligible Tenant is a tenant that applies for assistance who meets the eligibility requirements.
6. Relocation Assistance is money and/or other support to help displaced tenants find a new place to live.

**Displacement:**

Displacement occurs when tenants are forced to move from their rental units because of action taken by the City. The reasons to order a tenant to move include but may not be limited to the following:

1. The building is to be boarded up and/or torn down with government approval.
2. The landlord is ordered by the housing and/or building inspector to make repairs that cannot be made unless the tenants move.
3. The landlord has allowed more people to live in a unit than the law allows, or the landlord has made a separate apartment out of a part of the building, such as an attic or a basement, that is not legal to rent.
4. The building is being taken over by the City to be used to build a school playground, a highway, a neighborhood renewal program, or some other public project.
5. The landlord is not allowed to rent the apartment because of zoning laws.

**Relocation Assistance:**

Relocation assistance is money and/or other support services to help displaced tenants find a new place to live. Tenants that are displaced may or may not receive relocation assistance. Monetary relocation assistance shall be limited to \$500 per Eligible Tenant. Available relocation assistance shall be limited to the following:

1. Money for temporary housing until the tenant finds a permanent home, if the City and/or the Authorized Administrator forces the tenant to move out immediately because of an emergency. This is limited to \$500 per Eligible Tenant.
2. A payment to assist with the Eligible Tenant's actual moving costs. This is limited to \$500 per Eligible Tenant and requires receipts for the actual moving costs.
3. A dislocation payment to the Eligible Tenant's dislocation, which includes an allowance of \$200 and a fixed moving payment of \$300. The payment does not require receipts.
4. Help by the City, Authorized Administrator and other partners to locate a new, affordable place for the Eligible Tenant to live.

**Eligibility:**

Eligible Tenants are applicants that request relocation assistance and meet the following minimum requirements (Bona-fide resident of Oak Ridge):

1. Eighteen years of age or older.
2. Listed on the City of Oak Ridge utility records for the affected unit being vacated.
3. Utility account with the City of Oak Ridge shall be in good standing with any past-due balances being paid in full by the date of application for relocation assistance.
4. Proof of a written lease for the unit being vacated with the name listed on the lease being the same name as listed on the City of Oak Ridge utility records.
5. Lived in the affected rental unit for 12 months consecutively and prior to the date of notice to vacate.
6. Proof of legal residence within the United States of America.
7. If a tenant has been convicted for drug and/or alcohol violations within the previous twelve (12) months from the date of notice to vacate, they must provide proof they are currently or have been receiving treatment for this condition.

**Authorized Administrator**

The Relocation Assistance Policy for the City of Oak Ridge allows the City to contract with a qualified agency to administer the relocation policy. This qualified agency will be the Authorized Administrator of the policy. With approval and assistance by the City, the Authorized Administrator will be responsible for determining Displacement has occurred, determining tenant Eligibility and providing Relocation Assistance.

**Plan Publication**

Summaries and/or complete copies of the Consolidated Plan, Annual Action Plans, and substantial amendments to either document or the CAPER will be available to the public for free upon written request to the CDBG program administrator.

**Public Hearings**

The City of Oak Ridge will schedule and hold at least three (3) Public Hearings each year to solicit citizen comments on the Consolidated Plan, Annual Action Plans and CAPER. Although held at different stages of the program year, these public hearings will address housing and community development needs, proposed activities to assist with the needs, and program performance. These hearings will be held at times and locations that are hopefully convenient to both potential and actual beneficiaries. The hearings will be scheduled separately from the City Council meetings that require approval of CDBG activities.

The current schedule for the City of Oak Ridge CDBG 2016-2017 Public Hearings are:

Needs Assessment	November 2016 through March 2017
Consolidated & Annual Action Plan	May 2016
CAPER for 2015-2016	September 2016

**Notice of Public Hearings**

Adequate advance notice of each public hearing will be provided to all of Oak Ridge’s citizens. At least two (2) weeks prior to a public hearing a notice will be published in a local newspaper. The notice will include sufficient information on the hearing, including the purpose, date, time, and location. A notice will be displayed in a public area within the following city facilities:

Municipal Building Courtroom	Public Library
Recreation Center	Senior Center
Scarboro Community Center	Scarboro Center

**Access to Meetings**

All meetings and public hearings related to the CDBG program will be held in locations accessible to those with physical disabilities and upon notice and in compliance with the American with Disabilities Act, the City will attempt to provide for individuals needing special accommodations (including auxiliary communicative aids and services) during the hearings.

### **Public Comments**

In preparing the Consolidated Plan, Annual Action Plans and CAPER, the City of Oak Ridge will consider the views of its citizens, public agencies and all other interested parties. Public comments will be accepted for at least 30 days for the Consolidated Plan and/or Annual Action Plans prior to submission of the documents to HUD for review and approval. All citizen comments provided to the City either orally or in writing will be considered prior to City Council approving the Consolidated Plan and/or Annual Action Plans.

Public comments will be accepted for at least 15 days for the CAPER prior to submission of the document to HUD. A summary of these citizen comments will be included in the CAPER prior to submitting the document to HUD. If a major project, such as the construction or expansion of a public facility, uses CDBG funds, additional public meetings will be held along with the acceptance of public comments, specific to the project.

All Oak Ridge City Council agendas include the opportunity for citizen comments that are not related to an agenda item. Citizens could use this forum to express their comments concerning the City's CDBG program. All Oak Ridge City Council members have email addresses that are accessible from the City's website at [www.oakridgetn.gov](http://www.oakridgetn.gov).

### **Substantial Amendments**

Once approved by City Council and HUD, the City of Oak Ridge may amend the Consolidated Plan and Annual Action Plans if the need arises. Any amendments to the Consolidated Plan and/or Annual Action Plan shall include a 30-day public comment period. The City will give reasonable notice and an opportunity for citizen to comment on proposed amendment(s). All comments provided to the City, either orally or in writing, will be considered prior to City Council approval of the amendment(s). A summary of the citizen comments and the City's response with respect to their acceptance will be included with the substantial amendment(s) document prior to submission to HUD.

The City of Oak Ridge will amend the approved Consolidated Plan whenever a decision is made to propose a substantial change in funding priorities and/or a substantial change in the method of the distribution of funds. A "substantial change" is defined as a change equal to or in excess of 50% of the City's CDBG entitlement funds for the current program year.

The City of Oak Ridge will amend an approved one-year Annual Action Plan whenever one of the following decisions is made:

- to carry out an activity that was not included or approved in the one-year Annual Action Plan;
- to cancel an activity, prior to the end of the plan year, that was included and approved in the one-year Annual Action Plan;
- to increase or decrease the amount to be expended on a particular activity from the amount stated in the one-year Annual Action Plan by more than 50%;
- to change the purpose, scope, specific location or beneficiaries of an activity that was included and approved in the one-year Annual Action Plan.

**Performance Reports**

The City of Oak Ridge will submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD on the City's CDBG funded projects outlined in each one-year Annual Action Plan. Like the Consolidated Plan and the Annual Action Plans, citizens will be provided with an opportunity to comment on the CAPER. Prior to submission of the CAPER to HUD, all citizens will be provided a fifteen (15) day comment period. Any citizen comments provided either orally or in writing to the City will be considered prior to submission of the report and a summary of the citizen comments will be included with the report.

**Plan Availability and Access to Records**

The City of Oak Ridge Consolidated Plan, Annual Action Plans, substantial amendment(s) to either document or the CAPER will be made available to the public when they are developed and during the public comment periods. Once submitted and/or approved by City Council and HUD, the documents will be available on the City's website, [www.oakridgetn.gov](http://www.oakridgetn.gov) CDBG icon and to any interested party, upon written request to:

Sherith Colverson  
City of Oak Ridge Municipal Building  
Community Development Department 200 S. Tulane Avenue  
Oak Ridge, TN 37830  
scolverson@oakridgetn.gov

**Technical Assistance**

When needed, the City of Oak Ridge will offer technical assistance directly to groups representing low-to-moderate income persons, neighborhood organizations, and community service organizations. The City may also refer these groups to a competent local organization that can provide such assistance. The City's technical assistance contact for the CDBG entitlement program is: Sherith Colverson, Senior Planner: scolverson@oakridgetn.gov.

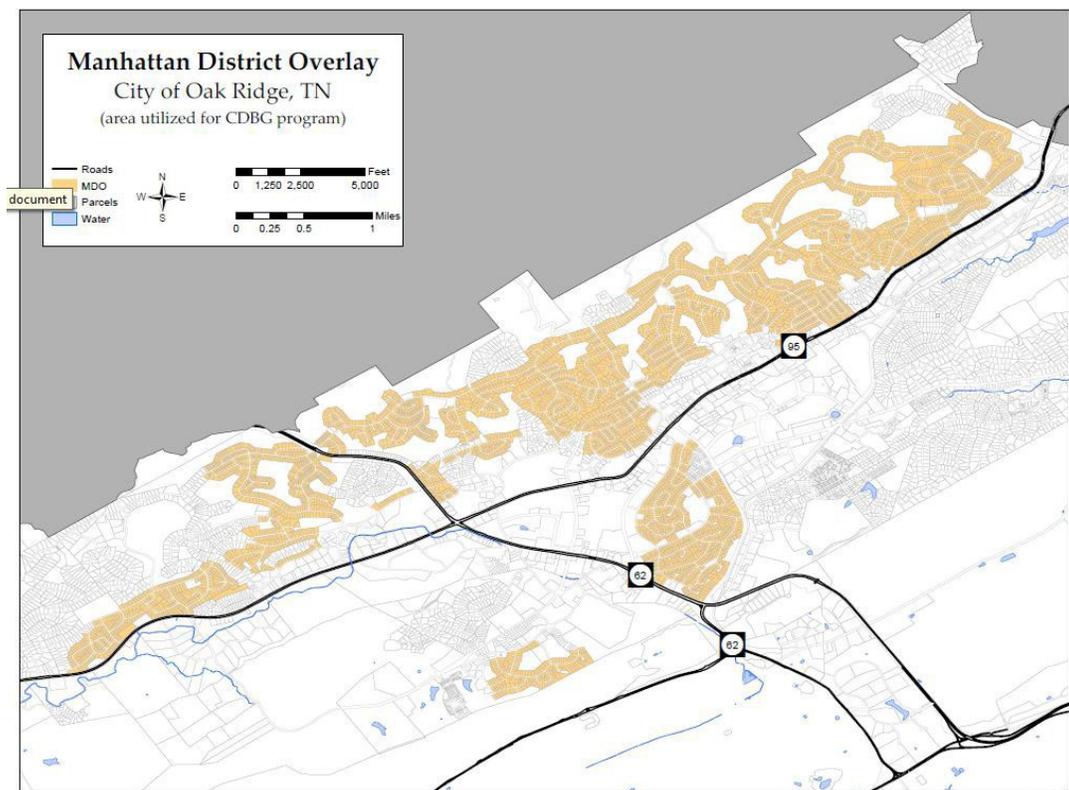
**Complaints**

Written complaints from citizens with respect to the Consolidated Plan, one-year Annual Action Plans, any amendments, and the CAPER will receive a response from the City within thirty (30) days.

## SP-10 Geographic Priorities

The City of Oak Ridge is concentrating its revitalization efforts within the Manhattan District Overlay (MDO). The MDO is a historic district where the majority of the structures were originally built by the Federal Government in the early 1940s to house employees and their families during the Manhattan Project. These units were not intended to be permanent residential structures, but as the Project came to a close, the Federal Government sold all housing units to willing buyers. To date, the majority of these structures are still occupied and many need improvements. The MDO area includes the following neighborhoods: Highland View, Scarboro, East Village and Woodland.

This area is in the north central part of the city, much of which is along a ridge known as Black Oak Ridge. The borders for this area are Outer Drive and West Outer Drive to the north and much of the housing south to Oak Ridge Turnpike (but not all). The eastern border is East Drive at the eastern city limits. The western border at Outer Drive is Jefferson Avenue. There is also a portion to the west that runs between Robertsville Road and Oak Ridge Turnpike. The southern portion also includes the Woodland Neighborhood, which is between Lafayette Drive to the east and South Illinois Avenue to North and South Purdue Avenue. Manhattan Avenue bisects this area.



## SP-25 Priority Needs

The priority needs for the City of Oak Ridge CDBG Annual Action Plan for 2016-2017 are:

- Acquisition and removal of dilapidated housing
- Rehabilitation of MDO Housing
- Grant administration

## SP-45 Goals & Objectives

Below is a table that provides a summary of the City's annual goals for the CDBG program.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Addresses	Funding	Goal Outcome Indicator
1	Acquisition & Removal of MDO Housing	July 2016	June 2017	Acquisition and demolition	Manhattan District Overlay (MDO)	L/M	Estimated \$110,000.00	Improvement, stabilization, and revitalization of neighborhoods in the MDO district
2	Rehabilitation of MDO Homes	July 2016	June 2017	Low Income Housing Rehab	Manhattan District Overlay (MDO)	L/M	Estimated \$100,000.00	Wiring upgrades for owner occupied homes
3	Neighborhood Improvement Project	July 2016	June 2017	Suitable Living Environment	Within in the City of Oak Ridge (Neighborhood TBD)	L/M	Estimated \$5,000.00	Provide funding for potential neighborhood clean-up or community garden project
4	Grant administration	July 2016	June 2017	Non-housing community development	200 S. Tulane Ave	L/M	Estimated \$2,646.00	Provide funding and training for CDBG administrator to ensure compliance with program- related HUD regulations

## AP-15 Expected Resources

### Annual Action Plan FY16/FY17: Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
Emergency Solutions Grant (ESG)	HUD through THDA	Homeless Prevention	\$46,697.00	0	\$57,035.00	\$46,697.00	TORCH currently supports The City's homeless prevention program (rapid rehousing activities within the City of Oak Ridge)

## AP-35 Projects

Project Number	Project Name
1	Acquisition & Demolition of Blighted Properties
2	Rehabilitation of MDO Housing
3	Neighborhood Improvement Project
4	Grant Administration

## AP-55 Affordable Housing

One Year Goals for the Number of Households to be Supported	
Homeless	25
Non-Homeless	50
Special-Needs	15
<b>Total</b>	<b>90</b>

One Year Goals for the Number of Households Supported	
Rental Assistance	30
The Production of New Units	4
Rehab of Existing Units	6
Acquisition of Existing Units	4
<b>Total</b>	<b>44</b>

## AP-60 Public Housing

### Introduction –

Residents of the City of Oak Ridge are served by the Oak Ridge Housing Authority (ORHA), which was incorporated September 5, 1969 under the “Housing Authorities Law” Chapters 8 through 11 Title 13 TCA Sections 801 through 1113. PY2015/FY2016 will be the fifth year of the ORHA Five-Year Agency’s Plan.

In summary, the ORHA Five-Year Agency Plan, and it’s 2013 update, encourages public housing residents to be involved with ORHA and promotes self-sufficiency for homeowners. More information about the ORHA, and its programs and sites can be found at: <http://orha.net/>.

### AP-65 Homeless and Other Special Needs Activities

Information to this section will be updated as information about potential social services and the resources they provide are verified by the City.

Homelessness Prevention Services	Available in the Community	Targeted for Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	Yes	Yes - TORCH	Yes - TORCH
Legal Assistance	Yes	Yes – Legal Aid	Yes – Legal Aid
Mortgage Assistance	Yes	Yes - TORCH	Yes - TORCH
Rental Assistance	Yes	Yes - TORCH	Yes - TORCH
Utilities Assistance	Yes	Yes - TORCH	Yes - TORCH
<b>Street Outreach Services</b>			
Law Enforcement	Yes	Yes - ORPD	No
Mobile Clinics (Free Clinic)	Yes	Yes – Free Medical Clinic of Oak Ridge	Unknown
Other Street Outreach Services	Yes	Yes - TORCH	Yes - TORCH

<b>Supportive Services</b>			
<b>Homelessness Prevention Services</b>	<b>Available in the Community</b>	<b>Targeted to Homeless</b>	<b>Targeted to People with HIV</b>
Alcohol & Drug Abuse	Yes	Yes - Ridgeview	Yes - Ridgeview
Child Care	Yes	Yes - TORCH	Unknown
Education	Yes	Yes - TORCH	Yes - TORCH
Employment and Employment Training	Yes	Yes - ETHRA	Unknown
Healthcare	Yes	Yes – Free Medical Clinic of Oak Ridge	Unknown
HIV/AIDS	Yes	Unknown	Unknown
Life Skills	Yes	Yes - TORCH	Unknown
Mental Health Counseling	Yes	Yes – Ridgeview	Unknown
Transportation	Yes	Yes - ETHRA	Unknown

## **AP-75 Barriers to affordable housing**

### **Introduction**

The regulations for the Annual Action Plan require an explanation of whether the cost of housing or the incentives to develop, maintain or improve affordable housing are negatively affected by public policies, including tax policies, land use controls, zoning ordinances, building codes, fees and charges, growth limits and policies that affect the return on residential development.

The City of Oak Ridge has and continue to be actively involved in issues concerning the housing market. The adoption and enforcement of zoning and subdivision regulations and building codes has shaped the growth of neighborhoods and influenced the design, quality, and cost of the community’s housing stock. The Community Development Department administers these policies, which have made Oak Ridge a planned and livable city. During the last several years, City of Oak Ridge officials and staff have been determined to reduce

the perception that the regulations and policies are detrimental to residents and residential developers. These policies and the methods to reduce the barriers to affordable, quality housing include:

- **Building codes and standards** – The City of Oak Ridge has adopted the 2012 International Building Code and International Residential Code as published by the International Code Council
- **Building permits and fees** – The City of Oak Ridge has an administrative policy D-200 titled Fees and Municipal Services and Supplies? Section 2.110, Affordable Housing Fee Adjustments eliminates any zoning fees, moving fee and demolition fee and reduces to \$25.00 the permit fees. Item a, of Section 2.110 will be updated to reference the CDBG target areas utilizing data from the most recent U.S. Census
- **Property tax abatement** – City Council approved a resolution authorizing a local option property tax freeze program for taxpayers 65 years of age or older based on income and ownership of eligible property and other guidelines as set forth in the resolution.
- **Lack of knowledge of available programs and resources** – The City of Oak Ridge will continue efforts to communicate information concerning available programs and resources through the website and newspaper notices and articles.
- **Nationwide affordable housing trends** - The private housing market does not generally provide new or updated affordable housing without some type of subsidy or incentive and older housing units that are affordable often have physical problems that make the units ineligible for financing from private lending institutions.

In addition to these barriers, many older and affordable homes in Oak Ridge available to low or moderate-income residents require some type of financing or subsidy when purchasing a home, which includes inspection of the home prior to purchase. Methods to address the barriers to affordable housing that are stated above include:

- Use of innovative approaches and cooperative partnerships with other public agencies and private organizations to meet the need for new affordable housing.
- Promote housing rehabilitation programs for older homes so that an increased number of houses meet the 2012 International Property Maintenance Code.

## **AP-85 Other Actions**

### **Introduction**

City of Oak Ridge staff and officials, non-profit organizations, businesses, faith-based organizations, neighborhood groups and citizens are all vital partners in the housing and community development delivery system.

The City of Oak Ridge uses a committee approach instead of assigning one staff member and/or one department with full responsibility for the CDBG program. The City's internal CDBG committee reviews all CDBG program activities and makes recommendations to the City Manager for his evaluation and prioritization to City Council.

The City of Oak Ridge uses CDBG entitlement funds, Emergency Solutions Grant (ESG) set-aside funds and city general fund dollars to assist with the strategies of the CDBG program. Leadership begins with the City's elected officials with the approval of the Annual

Action Plan activities. Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations, state and federal officials to provide insight with respect to the needs of our residents. The non-profit organizations in our community are vital partners for the delivery of services and programs for Oak Ridge residents. The organizations work and coordinate to provide a valuable network of resources for Oak Ridge residents. City staff will continue to be an active participant with the area Continuum of Care, TVCH.

The Knoxville HUD office is also a valuable resource, providing advice and assistance with statutory and regulatory requirements, technical assistance and training for the CDBG Entitlement Program City of Oak Ridge staff and officials. The HUD office also helps with marketing and outreach efforts to promote community development and affordable housing for the region.

### **Actions planned to reduce lead-based paint hazards**

Childhood lead based paint poisoning is a significant problem nationally. On September 15, 2000, HUD regulation (24 CFR Part 35) took effect streamlining, modernizing and consolidating all lead-based paint requirements in federally-assisted housing to ensure that children are adequately protected from lead poisoning. The regulation prescribes certain action by HUD grantees to identify, stabilize or remove lead-based paint hazards in any housing receiving HUD assistance.

The rule only affects residential structures built before 1978. The scope of activities required by HUD is dependent upon the type of housing impacted and the amount of federal assistance being provided, with rehabilitation activities using in excess of \$25,000 of HUD funds requiring the highest level of treatment.

The City of Oak Ridge includes a detailed and strict requirement in the CDBG subrecipient agreements pertaining to the treatment of lead-based paint. The article of the subrecipient agreement specifies the Lead-Based Paint Poisoning Prevention Act and the HUD Lead-Based Paint Regulations. The City of Oak Ridge also verifies with all subrecipients that information concerning lead-based paint hazards is provided to their clients. Matt Widner, the Housing Remediation Specialist, is certified as an EPA Lead Inspector. He is certified to conduct all lead-based paint initial inspections and is working on additional certifications for risk analysis.

The City of Oak Ridge and partners will continue to address the hazards of lead-based paint in the activities receiving HUD funding, in compliance with the prescribed regulations and for the health, safety and welfare of our citizens.

### **Actions planned to reduce the number of poverty-level families**

The City's primary tools to address poverty are currently limited to tax policies, social service programs, housing assistance and economic development programs. When these are combined with the provision of life safety programs such as police and fire protection and the construction and maintenance of city infrastructure (streets, parks and utilities) they help create the kind of environment where citizens can concentrate on positive life activities and outcomes (working, taking care of themselves, their families and their property).

The City, in conjunction with other public agencies and private organizations, will seek to provide very low- and low-income households with various opportunities to gain the knowledge, skills and motivation to become fully self-sufficient. The City of Oak Ridge will continue to pursue resources and innovative partnerships to promote the development of affordable housing, assist with strategies that help with homeless prevention, provide emergency assistance, support health services and transportation; all with the intent of building a community that is empowered to provide a constructive quality of life for all its citizens.

### **Actions planned to develop institutional structure**

A requirement of the Annual Action Plan is to describe the organizations that assist the City of Oak Ridge to provide the housing and community development-related programs. Institutional structure is defined as the private, public and non-profit organizations through which a jurisdiction will carry out the Consolidated Plan activities. City of Oak Ridge staff and officials, non-profit organizations, businesses, faith-based organizations, neighborhood groups and citizens are all vital partners in the housing and community development delivery system.

### **City of Oak Ridge Staff and Officials**

The City of Oak Ridge uses a CDBG committee approach instead of assigning one staff member and/or one department with the full responsibility for the CDBG program. The City's internal CDBG committee reviews all CDBG program activities and makes recommendations to the City Manager for his evaluation and prioritization to City Council.

This Annual Action Plan 2015 – 2016 reflects input by city staff, officials, non-profit agencies and residents. The Community Development Department was tasked with the responsibility of conducting public meetings, collecting data, documenting the process and drafting the Annual Action Plan.

### **Housing and Community Development Partners**

The City of Oak Ridge uses CDBG entitlement and ESG funds along with the City's general fund dollars to assist with HUD's national goals of the CDBG program. Leadership begins with the City's elected officials and the approval of the Annual Action Plan activities.

Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations (social service agencies), as well as state and federal officials to provide insight with respect to the needs of our residents. The non-profit organizations in our community are vital partners for the delivery of services and programs to Oak Ridge residents. The organizations throughout the region and particularly here in Oak Ridge work and coordinate together to provide necessary resources to everyone in Oak Ridge who is in need of them.

The Knoxville HUD office is also a valuable resource that provides advice and assistance with statutory and regulatory requirements, technical assistance, and training for staff and officials to better understand the CDBG entitlement program. The Knoxville HUD office also helps with marketing and outreach efforts to promote community development and affordable housing for the region.

City of Oak Ridge residents appreciate the dedicated service and support of their state and federal elected officials.

**Summary of Institutional Delivery Structure**

<b>Responsible Entity</b>	<b>Responsible Entity</b>	<b>Role</b>	<b>Geographic Area Served</b>
The City of Oak Ridge	Government	Grant	City of Oak Ridge
Sub-recipients	Nonprofit organizations	Sub-recipient	City of Oak Ridge

**Table 49 - Institutional Delivery Structure Program Specific Requirements**

**AP-90 Program Specific Requirements**

The City of Oak Ridge does not generate program income from CDBG grant.

## **APPENDIX**

### **A. CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

#### **Affirmatively Further Fair Housing**

The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

#### **Anti-displacement and Relocation Plan**

It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG program.

#### **Anti-Lobbying**

To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

#### **Authority of Jurisdiction**

The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan**

The housing activities to be undertaken with CDBG funds are consistent with the strategic plan.

**Section 3**

It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Warren L. Gooch

\_\_\_\_\_  
Mayor, Oak Ridge

\_\_\_\_\_  
Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

### Citizen Participation

It is in full compliance and following a citizen participation plan that satisfies the requirements of 24 CFR 91.105.

### Community Development Plan

Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570).

### Following a Plan

It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

### Use of Funds

It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year 2015-2016, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force**

It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations;
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance with Anti-discrimination laws**

The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint**

Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws**

It will comply with applicable laws.

\_\_\_\_\_  
Warren L. Gooch

\_\_\_\_\_  
Mayor, Oak Ridge

\_\_\_\_\_  
Date

# CLASSIFIEDS

10A

Thursday, January 14, 2016

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3 lines for 1 week for \$44.00 restrictions apply 3 lines for 2 weeks for \$69.00  
Minimum 3 lines (Approximately 20 characters per line)

**DEADLINES:**  
Monday - Friday: In column ads  
2:00 PM two days prior to publication

**00 Legals**

**Notice**

The LaFollette Housing Authority (LHA) will be accepting applications for the Housing Choice Voucher Program waiting list starting February 2, 2016. Interested individuals may obtain application forms at the Housing Choice Voucher Program Office at 809 South Fourth Street, LaFollette, TN located directly across the street from the LHA Central Office. Applications will be taken every Tuesday from 9:00am-2:00pm. Completed applications must be returned to the Housing Choice Voucher Program Office by mail, by fax, or submitted in person during normal business hours. For additional information please contact this office at (423) 566-6183. We are an Equal Opportunity Housing Authority.

**NOTICE OF FORECLOSURE AND SALE**

Default having been made in the payment of installments due on the note from **RANDALL L. CASE and MARY KATHRYN CASE** payable to CITIZENS NATIONAL BANK, which note is secured by a certain Deed of Trust referenced herein, dated the 26th day of June, 2008, executed by **RANDALL L. CASE and wife, MARY KATHRYN CASE, individually, and RANDALL L. CASE, TRUSTEE OF THE RANDALL L. CASE REVOCABLE LIVING TRUST, and MARY KATHRYN CASE, TRUSTEE OF THE MARY KATHRYN CASE REVOCABLE LIVING TRUST**, and of record in the Register's Office of Anderson County, Tennessee in Trust Book 1483, Pages 126-131, to which reference is hereby made, and the holder of the note in question having declared all debt, principal, interest, and attorney's fees, immediately due and payable, notice is hereby given that on the **25th day of January, 2016, at 10:30 a.m.** at the front door of the Courthouse for Anderson County, Tennessee, within the corporate limits of the City of Oak Ridge, Tennessee, and being more particularly described as follows:

**00 Legals**

**SALE HAS BEEN GIVEN:**

Current Tenants, 240 West Tennessee Ave., Oak Ridge, TN 37830

No warranties are made as to the merchantability of title of said real property, which property is being sold, "where is, as is", subject to all restrictions, easements, governmental zoning or regulations, subdivision ordinances or regulations in effect with respect to the property, unpaid property taxes, assessments and all superior encumbrances and liens, if any, whether of record or not. The Substitute Trustee herein makes no representations or warranties as to status of title or description of this property.

The Declaration of Trust for The Randall L. Case Revocable Living Trust was recorded on October 28, 2002, in the Register's Office for Anderson County, Tennessee, in Record Book 1301, Pages 723-725.

The Declaration of Trust for The Mary Kathryn Case Revocable Living Trust was recorded on October 28, 2002, in the Register's Office for Anderson County, Tennessee, in Record Book 1301, Pages 726-728.

This property is **SUBJECT** to all applicable easements, permissive use agreements and restrictions of record in the Register's Office. Also conveyed are all rights in easements and permissive use agreements of record.

**SUBJECT** to any setback lines, drainage and/or utility easements, conditions and limitations, if any, all as shown on the plat of record in the said Register's Office in Plat Cabinet 3, Slide 28-C.

**SUBJECT** to the Restrictions recorded in Deed Book I-7, Page 213, in the said Register's Office.

**SUBJECT** to the Grant of Slope Easement to The City of Oak Ridge recorded in Deed Book I-18, Pages 303-304, in the said Register's Office.

**SUBJECT** to the Grant of Permanent Utility Easement to the City of Oak Ridge recorded in Deed Book I-18, Pages 305-306, in the said Register's Office.

**SUBJECT** to the Grant of Right-of-Way Easement to the City of Oak Ridge recorded in Deed Book I-18, Pages 307-308, in the said Register's Office.

**SUBJECT** to the Grant of Temporary Construction Easement to the City of Oak Ridge recorded in Deed Book I-18, Pages 309-310, in the said Register's Office.

**PROPERTY ADDRESS:** 240 West Tennessee Ave., Oak Ridge, TN 37830.

**SUBORDINATE LIEN HOLDERS TO WHOM NOTICE OF THIS FORECLOSURE SALE HAS BEEN GIVEN:** Ms. Jodi Bernice Loden, Moore, Ingram, Johnson & Steele, LLP, 408 N. Cedar Bluff Rd., Ste. 500, Knoxville, TN 37923; Judgment lien against Randall Lloyd Case of record in the Register's Office for Anderson County, Tennessee, in Record Book 1625, Page 1224.

**OTHER INTERESTED PARTIES IN REAL PROPERTY TO WHOM NOTICE OF THIS FORECLOSURE**

**00 Legals**

**any information collected or garnered hereby or as a result hereby may be used for purposes of collecting the debt.**

This the 28th day of December, 2015.

BRIDGET J. WILLHITE, Substitute Trustee

Insert: December 31, 2015 January 7, 2016 January 14, 2016

**NOTICE TO CREDITORS**

(As required by TCA 30-2-306 as amended by Chapter 886, Public Acts of Tennessee

Docket No. 16PB0002

Willie M. Baker. Late of Anderson County, Tennessee.

Notice is hereby given that on January 4, 2016 Letters in respect to the Estate of Willie M. Baker, deceased, who died November 1, 2015 were issued to the undersigned by the Clerk and Master of the Chancery-Probate Court of Anderson County, Tennessee. All persons, resident and non-resident, having claims, mature or unmatured against the Estate are required to file the same in triplicate with the Clerk and Master of the above named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred.

(1) Four (4) months from the date of the first publication (or posting as the case

The sale held pursuant to this Notice may be rescinded at the Substitute Trustee's option at any time. The right is reserved to adjourn the day of the sale to another day, time and place certain without further publication, upon announcement at the time and place for the sale set forth above, from time to time, as needed at the sole discretion of the Substitute Trustee.

This communication is an attempt to collect a debt and

**00 Legals**

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This the 28th day of December, 2015.

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This communication is an attempt to collect a debt and

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Robert W. Wilkinson  
Attorney

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CITY OF OAK RIDGE, TENNESSEE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE OF PUBLIC HEARINGS FOR POTENTIAL PROJECTS

For Program Year 2016/Fiscal Year 2017  
July 1, 2016 through June 30, 2017

Oak Ridge, TN, January 11, 2016– The City of Oak Ridge will hold two public meetings on Thursday, January 28th to gather community input for activities associated with the Community Development Block Grant program for the 2016 to 2017 program year. The funding must meet a US Department of Housing and Urban Development (HUD) national objective and benefit low/moderate income individuals.

The first meeting will be held at the City's Municipal Building (200 S. Tulane Avenue) in the training room from noon to 1 p.m. The next opportunity to provide community input will be later that evening from 6 to 7 p.m. in the Craft Room of the City's Civic Center (1403 Oak Ridge Turnpike).

If you would like additional information about the CDBG Program, please contact Sherith Colverson, Senior Planner with the City of Oak Ridge (scolverson@oakridgetn.gov).  
###

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify Sherith Colverson at 865.425.3581 or email at scolverson@oakridgetn.gov at least three (3) days prior to the meetings.

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<p><b>Landscaping</b></p> <p><b>Clean-Up Yard Service</b></p> <p>Leaves Gutters Mowing Weed-eating Trimming Hauling Mulching Roto-tilling</p> <p>Senior Discounts</p> <p>Professional Services "32yrs. in Oak Ridge"</p> <p><b>482-6665</b></p>	<p><b>Home Maintenance</b></p> <p><b>Steve's Home Repair</b> Roof Leaks Shingle or flat roofs Rotten wood replaced Chimney repairs Over 38yrs exp. All work guaranteed. Call Steve <b>361-4862</b></p>	<p><b>Tree Service</b></p> <p><b>Axe Tree Company</b></p> <p>Tree Work of Any Kind</p> <p>Notch &amp; Drops, \$100.</p> <p>Bucket Truck</p> <p>Lowest Price Anywhere!</p> <p>Free Estimate Bonded/ Insured <b>973-1859</b></p>

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BEING designated as Lot 115, Block F-15, New Block 17CD on the plat of the entire CITY OF OAK RIDGE, TENNESSEE, SUBDIVISION PLAN, as shown on the plat of same of record in Plat Cabinet 3, Slide 28-C, in the Register's Office for Anderson County, Tennessee, to which plat specific reference is hereby made for a more particularly description of said lot.

BEING the same prop-

# In tight race, Democrats debate passion versus practicality

CHARLESTON, S.C. (AP) — With just two weeks to go before the first votes of the 2016 race for president, Democrats Hillary Clinton and Bernie Sanders engaged in their most contentious debate match-up to date, underscoring their tightening primary race as the Iowa caucuses draw near.

The pair tangled repeatedly Sunday night over who's tougher on gun control and Wall Street and how to shape the future of health care in America.

Their heated rhetoric highlighted the central question fueling the increasingly competitive primary race: Will the Sanders passion beat out the Clinton practicality?

While Clinton remains the national front-runner, grassroots enthusiasm for Sanders' outsider candidacy and his unapologetically liberal message has imperiled her lead in Iowa and expanded his advantage in New Hampshire.

"What this is really about is not the rational way to go forward," Sanders said as he responded to Clinton's argument that his health care plans would reignite a divisive political battle. "It's whether we have the guts to stand up to the private insurance companies."

Clinton derided as impractical Sanders' ambitious aim to replace the country's ex-



Bernie Sanders, left, and Hillary Clinton.

isting employer-based system of health care insurance with one in which the government becomes a "single payer," providing coverage to all.

Instead, she urged a less-sweeping action to build on President Barack Obama's health care law by working to further reduce out-of-pocket costs and control spending on prescription drugs.

"We have the Affordable Care Act," she said. "That is one of the greatest accomplishments of President Obama, of the Democratic Party, and of our country."

In doing so, she again cast herself as the natural successor to Obama and accused Sanders, until recently an independent, of being an unfaithful ally of the administration.

# GOP debate seen by 11.1M viewers

NEW YORK (AP) — Thursday's GOP debate drew 11.1 million viewers to Fox Business Network, according to the Nielsen ratings company.

That clash of Republican presidential candi-

dates was the sixth for the GOP in this election cycle, and was the least-watched thus far. Last month's faceoff, aired on CNN, was seen by 18.2 million.

The season's first GOP debate, aired in August on

the Fox News Channel, was the most-watched for either party, with 24 million. December's Democratic debate, aired by ABC, was the least-watched overall, with 8 million viewers.

# Rubio: faith 'single greatest influence in my life'

WAVERLY, Iowa (AP) — Republican presidential hopeful Marco Rubio promised to keep "talking about God" as he campaigned across Iowa Monday, reminding influential evangelical voters of his commitment to Christian values just two weeks before the state's leadoff caucuses.



Rubio

The Florida senator's GOP rivals have dismissed him as too moderate at times, but on Monday, he spoke of how Christian conservative values would guide his decisions in the White House, if he is elected. The Florida senator, a Catholic, opened up about religion when confronted by an atheist during a town hall-style meeting in Waverly, Iowa.

"No one's going to force you to believe in God. But no one's going to force me to stop talking about God," Rubio told the atheist, Justin Scott, of Waterloo.

Added Rubio, "Not only am I a Chris-

tian, not only am I influenced by my faith, but it is the single greatest influence in my life. And from that I'll never hide."

Looking up at businessman Donald Trump and Texas Sen. Ted Cruz in the polls, the first-term senator is trying to break out of the crowded Republican field. There are several candidates aggressively courting Iowa's religious conservatives, who typically play outsized influence in the opening contest. Cruz is particularly popular among such voters, as is retired neurosurgeon Ben Carson, former Arkansas Gov. Mike Huckabee and former Pennsylvania Gov. Rick Santorum.

Rubio's focus on religion would be less appealing in New Hampshire, which holds the nation's first presidential primary eight days after the Iowa caucuses and typically rewards economic, rather than social conservatives.

In Waverly, he renewed his opposition to abortion and promised to strip funding from Planned Parenthood if elected.

# CLASSIFIEDS

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## 2 Announcements

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## 19 General

The City of Oak Ridge is hiring for Environmental Compliance Coordinator. Please see our website for details [www.oakridgetn.gov](http://www.oakridgetn.gov)

## 32 Apts./Rooms for Rent

2br apt on Wakefield Rd. \$500mo. Bkg. & crd ck. 865-457-9907

## 34 Houses/Condo's for Rent

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### LEGAL NOTICE

An Introductory Meeting is scheduled for the Oak Ridge Charter Review Committee on Wednesday, January 20, 2016 at 4:30 p.m. in the Municipal Building Training Room.

### Willow Run Apartments

2-bedroom remodeled apts. \$679.00/month \$100 OFF the normal \$299.00 Admin Fee

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## Notice of Public Meetings

### TVA Seeks Public Input on Draft Study for Closing Coal Combustion Residual Impoundments

The Tennessee Valley Authority (TVA) is releasing for public comment its draft Programmatic Environmental Impact Statement (EIS) to address the closure of coal combustion residual (CCR) impoundments at our coal-fired power plants. CCRs are byproducts produced from the burning of coal or its emissions such as fly ash, bottom ash and other materials. The purpose of this EIS is to address the potential impacts of closing CCR impoundments across the TVA system and to assist TVA in complying with EPA's CCR Rule.

This EIS considers the impacts of the two primary closure methods: (1) closure in place and (2) closure by removal. It also considers the site-specific impacts of closing 10 of TVA's impoundments within three years.

Public comment is invited concerning the draft EIS. Comments may be mailed, emailed or submitted online to the addresses below. To be considered, comments must be received no later than Feb. 24, 2016. All comments received, including names and addresses, will become part of the project administrative record and will be available for public inspection.

TVA will host 10 open house sessions in our fossil plant communities starting January 12 through February 10. Meetings will be from 5:30-7:30 p.m. with an introduction video at 5:45 p.m. Please come learn about the studies and share your views. Visit [www.tva.com/nepa](http://www.tva.com/nepa) for meeting information.

**Ashley Farless, PE, AICP**  
NEPA Project Manager  
Tennessee Valley Authority  
1101 Market Street, BR 4A  
Chattanooga, TN 37402  
CCR@tva.gov

PUBLIC MEETING SCHEDULE	
<b>February 2</b> Rogersville, Tennessee Holston Electric Cooperative	<b>February 9</b> Clarksville, Tennessee Clarksville Recreation Center
<b>February 3</b> Oak Ridge, Tennessee Oak Ridge Civic Center	<b>February 10</b> Waverly, Tennessee Meriweather Lewis Electric Cooperative
<b>February 4</b> Kingston, Tennessee Roane County High School	

### City of Oak Ridge Achieving Excellence

CITY OF OAK RIDGE, TENNESSEE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE OF PUBLIC HEARINGS FOR POTENTIAL PROJECTS

For Program Year 2016/Fiscal Year 2017  
July 1, 2016 through June 30, 2017

Oak Ridge, TN, January 11, 2016– The City of Oak Ridge will hold two public meetings on Thursday, January 28th to gather community input for activities associated with the Community Development Block Grant program for the 2016 to 2017 program year. The funding must meet a US Department of Housing and Urban Development (HUD) national objective and benefit low/moderate income individuals.

The first meeting will be held at the City's Municipal Building (200 S. Tulane Avenue) in the training room from noon to 1 p.m. The next opportunity to provide community input will be later that evening from 6 to 7 p.m. in the Craft Room of the City's Civic Center (1403 Oak Ridge Turnpike).

If you would like additional information about the CDBG Program, please contact Sherith Colverson, Senior Planner with the City of Oak Ridge ([scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov)).

###

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify Sherith Colverson at 865.425.3581 or email at [scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov) at least three (3) days prior to the meetings.

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**865-480-1021**

**25 Cleaning**

Janitorial cleaners needed for offices in Oak Ridge after 5pm. Call 933-1766 for interview

**32 Apts./Rooms for Rent**

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Playgrounds, fitness center and pool  
Easy Commute to Oak Ridge & Knoxville  
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*We're here to meet your everyday needs!*

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865-220-5539 fax  
www.classifieds@oakridger.com

Call 482-1021 to place your classified!



### Public Meeting – April 12, 2016 Proposed Clinch River Nuclear Site Early Site Permit for a Nuclear Power Plant

Location	Time
Pollard Technology Conference Center 210 Badger Avenue Oak Ridge, TN 37831	First Session: 1:00 to 2:00 p.m. Open House 2:00 to 4:00 p.m. Public Meeting
	Second Session: 6:00 to 7:00 p.m. Open House 7:00 to 9:00 p.m. Public Meeting

The U.S. Nuclear Regulatory Commission (NRC) invites you to attend an informational meeting on public involvement in the Clinch River Nuclear Site Early Site Permit (ESP) application review process. The Tennessee Valley Authority (TVA) notified the NRC that TVA anticipates it will submit the ESP application by May 12, 2016.

For more information, please contact Mallecia Sutton, Project Manager, Office of New Reactors, U.S. NRC, Washington, D.C. 20555-0001, telephone (301) 415-0673 or Allen Fetter, Senior Project Manager, Office of New Reactors, U.S. NRC, Washington, D.C. 20555-0001, telephone (301) 415-8556.

The NRC provides reasonable accommodation to individuals with disabilities where appropriate. If you need a reasonable accommodation to participate in this meeting (e.g., a translator, handicapped accessibility), please notify one of the NRC's meeting contacts seven to ten days prior to the meeting to permit us to make the necessary arrangements for your request.



### U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program for the City of Oak Ridge, Tennessee



#### NOTICE OF 30-DAY PUBLIC COMMENT PERIOD AND CITY COUNCIL PUBLIC HEARING

for  
**Annual Action Plan of the Consolidated Plan for  
CDBG Program Year 2016 / City of Oak Ridge Fiscal Year 2017**

The Consolidated Plan for Housing and Community Development is a requirement of the 1990 National Affordable Housing Act and the Community Development Plan, for the U.S. Department of Housing and Urban Development (HUD). Such a plan is required of entitlement communities, which receive Community Development Block Grant (CDBG) funds under HUD's housing and service programs related to the needs of low and moderate-income persons. The development of the sixth City of Oak Ridge Consolidated Plan took place during the seven-month period of September 2013 through March 2014 and is to be utilized for the three-year period of July 1, 2014 through June 30, 2017 (CDBG Program Year 2014 through Program Year 2017).

The City's Annual Action Plan must be submitted to HUD at least forty-five (45) days prior to the beginning of the entitlement community's fiscal year. A citizen participation plan element requires that interested parties have a 30-day period in which to review and comment upon the funding proposals and that at least one public hearing be held. Any information received during the public comment period or at the public hearing will be included with the submitted Annual Action Plan.

The 30-day comment period for the City of Oak Ridge's Annual Action Plan of the Consolidated Plan PY2016/FY2017 will begin on Monday April 11, 2016 and end on Monday, May 9, 2016. The first of two public hearing will be held during City Council's Regular meeting on Monday, April 11, 2016 at 7:00 PM, and the second hearing will take place on Monday, April 25, 2016 at 5:30 p.m. in the Oak Ridge Municipal Building's Training Room. Copies of the City of Oak Ridge CDBG Annual Action Plan (2016-2017) and the Consolidated Plan 2014-2017 will be available Friday, April 8, 2016 online at www.oakridgetn.gov, or by written request to:

City of Oak Ridge  
Community Development Department  
200 S. Tulane Avenue  
Oak Ridge, TN 37830  
Sherith Colverson  
scolverson@oakridgetn.gov

**PROPOSED FUNDING ALLOCATION**

PY2016/FY2017 Entitlement Grant	\$ 217,646.00
<b>City of Oak Ridge Programs:</b>	
Acquisition and Removal of Dilapidated Housing	\$ 115,000.00
Rehabilitation of MDO Homes	\$ 100,000.00
Grant Administration	\$ 2,646.00
<b>Total</b>	<b>\$ 217,646.00</b>
<b>TOTAL FUNDS PROPOSED FOR ALLOCATION</b>	<b>\$ 217,646.00</b>

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**\$10.00/hour to start**



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3 lines for 1 week for \$44.00 restrictions apply 3 lines for 2 weeks for \$69.00  
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Monday - Friday: In column ads  
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**11 Sales**

**ADVERTISING SALES**

The Oak Ridger is looking to grow its Outside Sales Team. Qualified applicants will be self motivated, work well in a deadline driven environment and demonstrate exceptional communication skills with the ability to prospect, execute effective client need assessments, create compelling advertising solutions and perform additional duties as needed.

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**19 General**

Employment Opportunity  
Central Baptist Church  
Oak Ridge, Tn

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**36 Commercial R. E. for Rent**

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**U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program for the City of Oak Ridge, Tennessee**



**NOTICE OF 30-DAY PUBLIC COMMENT PERIOD AND CITY COUNCIL PUBLIC HEARING for Annual Action Plan of the Consolidated Plan for CDBG Program Year 2016 / City of Oak Ridge Fiscal Year 2017**

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Arcadian Lane, Oak Ridge  
**2 Bedroom - 1 1/2 Baths**  
Furnished or Unfurnished  
Townhouses  
• Full kitchen • Washer & Dryer  
**\$495 & up**  
For showing call  
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25+ years experienced caring staff  
Playgrounds, fitness center and pool  
Easy Commute to Oak Ridge & Knoxville  
865-457-8066 www.rentatwillowrun.com

**MEETING NOTICE**

Notice is hereby given that the City Judge Salary Review Committee will meet on Wednesday, April 13, 2016 at 4:00 p.m. in the Municipal Building Training Room. The City Judge Salary Review Committee consists of Councilmembers Callison, Chinn, and Mayor Pro Tem Smith.

Notice is also hereby given that the Budget and Finance Committee will meet immediately following the adjournment of the City Judge Salary Review Committee. The Budget and Finance Committee consists of Councilmembers Callison, Hensley, and Mayor Pro Tem Smith.

Contact the City Clerk's office for more information at (865) 425-3411.

Mary Beth Hickman, City Clerk  
CITY OF OAK RIDGE, TENNESSEE

**Professional Service Directory**

To Place Your Advertisement In The Professional Services Directory, Call The Classified Department at (865) 482-1021

<b>House Washing</b>	<b>Remodeling</b>	<b>FEATURED BUSINESS OF THE WEEK • FEATURED BUSINESS OF THE WEEK</b>		<b>Small Engine Repair</b>
<b>EXTERIOR CLEANING</b> Commercial Residential  House & Building Washing Concrete Decks-Asphalt Cleaned-Sealed Gutters-Cleaned Guards installed Windows-Washed  INSURED  16 Years Experience  483-5140	<b>Bobby Westmoreland's</b>  <b>SUPERIOR REMODELING</b> Specialists in: Kitchens/Baths Decks/Porches Roofing/Siding Windows Screened-additions  Excellent LOCAL References 0133183/ Insured & Bonded  865-386-6522	<p><b>Witt's Lawn and Landscape</b></p> <p>• Lawns • Mulch • Landscaping</p> <p>Licensed &amp; Insured <b>(865) 660-5050</b></p> <p><b>Wanted Lawns to Mow</b></p>		<b>LAWNTEK, LLC</b>  <b>LAWN TEK SMALL ENGINE SERVICE CENTER</b>  Servicing all types Mowers, weed eaters, & other outdoor equip.  Blade & chain sharpening  Located at 115 Laboratory Rd 865-466-4496
<b>Lawn Maintenance</b>	<b>Cleaning Services</b>	<b>Lawn Maintenance</b>	<b>Lawn Maintenance</b>	<b>Tree Service</b>
<b>CANDR</b> LAWN AND LANDSCAPE SERVICE COMPANY EST. 2008  6x Time Winner Best of Anderson County  Spring Cleanup Mulch Aeration Mowing Bush Trimming Pressure Washing Residential and Commercial Free Estimates Licensed and Insured www.candrserviceco.com 865-414-9317	<b>LET US DO THE DIRTY WORK FOR YOU!</b> Call Mama's Little Helpers Cleaning Service.  Cell 865-235-5581 Home 865-207-4232	<b>Aysia Bellas Lawnscape</b>  Most Yards \$35  For every referral get 1/2 off your next mow  Please call <b>865-203-4434</b>  Leave message	<b>Clean-Up Yard Service</b>  Mowing Weed-eating Gutters Trimming Hauling Mulching Roto-tilling Senior Discounts Professional Services "32 years in Oak Ridge"  <b>482-6665</b>	<b>Axe Tree Company</b>  Tree Work of Any Kind  Notch & Drops, \$100.  Bucket Truck  Lowest Price Anywhere!  Free Estimate Bonded/ Insured <b>973-1859</b>
	<b>Home Repair</b>	<b>Mitchell Landscaping and Lawn Care</b>  Lawn Care Landscaping Hedge Trimming Pressure Washing Fertilizing Mulching Hauling Free Estimates James 850-9024	<b>Rick's Lawn Service</b> LEAVES-Pressure Washing Hauling Mowing  Call Me for Estimates  Free Estimates Reasonable Rates  <b>599-6430</b>	<b>NEED A GLASSBLOWER?</b> Custom Glass Works. Cheryl Kitchens 697 Robertsville Rd Oak Ridge, Tn 37830 Ph: 865-482-2407 or Cell: 865-318-2035 Email: glassylady@comcast.net cgwcustomglassworks.com
	<b>Steve's Home Repair</b> Roof Leaks Shingle or flat roofs Rotten wood replaced Chimney repairs Reroofing Over 38ys. Exp. All Work guaranteed. Call Steve <b>361-4862</b>	<b>Witt's Lawn &amp; Landscape</b>  Licensed & Insured Lawns Mulch Landscaping  Wanted lawns to Mow  <b>865-660-5050</b>	<b>Southeastern Landscape Design</b> Aquatics & Lawn Care. Mowing Trimming Landscaping Ponds Hardscapes Affordable Quality work <b>Call 865-748-5864.</b>	
	<b>ELC HANDYMAN SERVICE</b> For your needs From A to Z Fully Insured & Licensed Eric Rodgers Owner <b>865-399-9680</b> <b>865-399-9679</b>			

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**RESOLUTION**

A RESOLUTION APPROVING THE FY2017 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS FOR FY2017 ESTIMATED AT \$217,646.00.

WHEREAS, FY2017 will be the 33<sup>rd</sup> year that the City of Oak Ridge is the recipient of Community Development Block Grant (CDBG) Entitlement funds from the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires the development and submission of a Consolidated Plan at least every five years, however, the Consolidated Plan may be developed and submitted for a three-year period if deemed appropriate by the grant recipient; and

WHEREAS, the Consolidated Plan document shall include a citizen Participation Plan and the Annual Action Plan; and

WHEREAS, the amount of funds available for distribution under the FY2017 CDBG Entitlement Program is estimated at \$217,646.00; and

WHEREAS, HUD requires that a description of the City's proposed allocations of CDBG Entitlement funds be included in the FY2017 Annual Action Plan of the Consolidated Plan, which is subject to HUD approval before disbursement of CDBG allocations; and

WHEREAS, the City Manager recommends approval of the FY2017 Annual Action Plan and proposed funding allocations.

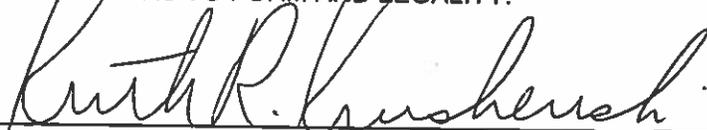
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City of Oak Ridge FY2017 Annual Action Plan and the following proposed allocations of Community Development Block Grant Entitlement funds estimated to be available for FY2017 totaling \$217,646.00 are hereby approved:

- |   |              |
|---|--------------|
| • Acquisition and Demolition of Dilapidated Housing | \$110,000.00 |
| • Rehabilitation of MDO Homes                       | \$100,000.00 |
| • Neighborhood Improvement Project                  | \$ 5,000.00  |
| • Program Grant Administration                      | \$ 2,646.00  |

This the 9th day of May 2016.

APPROVED AS TO FORM AND LEGALITY:

  
 \_\_\_\_\_  
 Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
 Warren L. Gooch, Mayor

\_\_\_\_\_  
 Mary Beth Hickman, City Clerk

**PUBLIC HEARINGS  
AND  
FIRST READING OF  
ORDINANCES**

**CITY COUNCIL MEMORANDUM  
16-12**

DATE: April 29, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: KEEPING AND POSSESSING DOMESTICATED CHICKENS (HENS)

Introduction

An item for City Council consideration is first reading of an ordinance amending Title 10, titled "Animal Control" of the Code of Ordinances by adding a new Chapter 4, titled "Keeping of Hens," for the purpose of setting forth regulations for the keeping and possessing of female domesticated chickens (hens) in residential areas except for RG-1.

Background

Continued interest in the keeping of domestic chickens by residents has led to a recent push to codify the ability to house chickens across multiple residential zoning areas within the community. As per Council's request, the City of Knoxville's ordinance, adopted in 2010, has been amended for use by the City of Oak Ridge. The ordinance will amend Title 10 of the City Code.

The attached ordinance addresses the keeping of hens within the Oak Ridge city limits. The effect of the ordinance would be to permit keeping hens, but not other types of fowl, within residentially zoned areas in the City, except for RG-1 which already allows livestock. No roosters will be allowed under this ordinance.

Analysis

The ordinance appoints the Oak Ridge Police Department Division of Animal Control as the authority for permitting citizens to keep hens. The Community Development Department will have the responsibility of permitting and inspecting residential henhouses and fencing requirements prior to use. Annual permits for domestic hens are required at a cost of \$25, plus a one-time \$50.00 building permit fee for the required henhouse. Permits issued in 2016 will extend to December 2017. Permits will expire on December 31, and a new permit will be required for the following year and any year thereafter. Residents can have no more than 6 hens. Hens must be kept in a fenced, predator-resistant enclosure at all times, with a minimum of 2 square feet per hen per fenced enclosure. Henhouses are not allowed in front yards and neither the henhouse nor fenced enclosure can be within 10 feet of abutting property lines. Provisions of care for hens include keeping feed indoors or in waterproof outdoor containers, requirements for the storage and removal of waste, and the henhouse and surrounding area must be kept free from trash and accumulated droppings.

Currently existing ordinances pertaining to the keeping of animals such as cruelty to animals, the requirement not to allow animals to roam at large and the animal noise ordinance will all apply to hens as they would to other domestic animals. Because these animals have specific shelter requirements, the Oak Ridge Municipal Planning Commission will be tasked with making sure henhouse requirements fall into agreement with applicable codes.

Modifications to the Knoxville Ordinance have been made to change non-applicable aspects, include suggestions made by Council, and to generally make the ordinance tailored to the City of Oak Ridge. A

list of changes has been attached for review by Councilmembers, as well as a list of provisions used by other cities to reduce conflict amongst neighbors.

Adoption of the proposed ordinance will require the following actions for full implementation:

- Review by the Planning Commission for required Zoning Ordinance amendments (May) so as to not conflict with the proposed ordinance, with Council consideration of amendments at the June and July meetings or special called meeting as agreed upon.
- Amendment of any additional Animal Control ordinances that may be impacted by the proposed ordinance, see attached Items for Consideration (for example, vicious dogs) at the June and July meetings or special called meeting as agreed upon.
- Second reading of the proposed ordinance will be scheduled along with second reading of the companion ordinances referenced above at the July meeting or special called meeting as agreed upon.
- Administrative processes, permits, and inspection process to be set up simultaneously.
- All approvals could be completed by August 1, 2016.



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Mark S. Watson

Attachments:

List of Differences between Knoxville's Adopted Chicken Ordinance and Oak Ridge's Proposed Chicken Ordinance  
Items for Consideration  
Proposed Ordinance

## **LIST OF DIFFERENCES BETWEEN KNOXVILLE'S ADOPTED CHICKEN ORDINANCE AND OAK RIDGE'S PROPOSED CHICKEN ORDINANCE**

Aside from formatting changes (which are not listed), below is a list of the difference between Knoxville's adopted chicken ordinance and Oak Ridge's proposed chicken ordinance as proposed for first reading on May 9, 2016:

### Generally

1. New introductory language added in City Code §10-401 (Knoxville §5-107(a)) to address the current prohibition on hens in residential areas not zoned for livestock as found in City Code §10-114. This language, as well as language at the conclusion of this section, specifically exempts RG-1 zones from this new chapter. Livestock is currently allowed in RG-1 zones and this ordinance, as proposed, is not intended to change any of the zoning regulations concerning RG-1 properties.
2. References to non-commercial uses have been deleted (Knoxville §5-107(a) and (e)), which appeared to a consensus of City Council from the April 19, 2016 Work Session.
3. Reference to "licensing" standards (Knoxville §5-107(a)) has been changed to "permitting" standards (City Code §10-401).
4. The initial term for the permit is listed as through December 31, 2016 (see City Code §10-402(b) (Knoxville §5-107(b)(2))).
5. References to zoning regulations (Knoxville §5-107(f)(8)) have been changed to reference the City's Zoning Ordinance.
6. References to the animal control board (Knoxville §5-107(k) and (l)) have been changed to reference the City's Animal Control Division of the Police Department, with the appeal of any permit denial, suspension, or revocation going to the City Manager.
7. References to "chicken," "domesticated chicken," "female chicken," or "bird" have been changed to "hen" for consistency within the ordinance unless the term was clearly used to not mean "hen."

### Clarification

1. Language added in City Code §10-401 (Knoxville §5-107(a)) to clarify that the ordinance applies only to residential property (but not RG-1).
2. Language added in City Code §10-401 (Knoxville §5-107(a)) to recognize the potential adverse impacts are not only on the surrounding neighborhood but to the surrounding property owners as well.
3. Language added in City Code §10-402(a) (Knoxville §5-107(b)(1)) to state it is only one permit per property. While this is inferred and there is reference later on to the number of hens per dwelling unit, adding specific language here makes it clear that only one permit is allowed per property.
4. Language added in City Code §10-404(a) to state roosters are not allowed. While this should be clear in the ordinance since it only pertains to keeping of hens, adding this language addressing any question concerning roosters.

5. Language added in City Code §10-406(h) to clarify that henhouses are still accessory buildings/structures that must comply with zoning requirements.
6. Language added in City Code §10-406(i) to clarify that the 10-foot property line distance requirement is not appealable to the Board of Zoning Appeals (BZA) for a variance.

#### New Provisions

1. Language has been added in City Code §10-402(a) (Knoxville §5-107(b)(1)) to require the property owner's permission to be written when the applicant is a tenant.
2. Language has been added in City Code §10-402(a) to require the homeowner's association's written permission when the applicant's property is governed by a homeowner's association.
3. Language has been added in City Code §10-411(b) to clarify that this ordinance does not supersede any deed restrictions.

**ITEMS FOR CONSIDERATION  
(PROVISIONS THAT ARE NOT CONTAINED IN KNOXVILLE'S ORDINANCE BUT DO APPEAR IN  
OTHER CITIES' ORDINANCES)**

Below are some provisions from other cities that are in place to address potential adverse impacts on the surrounding property owners and the neighborhood. They are offered for consideration:

1. Odor. Nashville has a provision that states no perceptible odor from the hens or the hen enclosure shall be present at any property line. Adding this provision may place some adjacent property owners at ease by giving a simple way to determine if a permittee is in violation of the cleanliness requirements. It would also give Animal Control Officers a simple way of determining a violation.
2. Breeding. Since only hens are permitted (and not roosters), it should be clear that breeding is not permitted. However, with the elimination of the non-commercial uses for keeping of hens that may open the door to breeding chickens to sell chicks. Rather than having to argue whether a visiting rooster is being kept on the property, it may be simpler to specify breeding is not permitted. Nashville has a "no breeding" provision.
3. Height or Size Limit on Henhouse. As written, there is no height or size limit on the construction of the henhouse in the proposed ordinance. Not having a limit could mean henhouses would fall under accessory structure provisions in the Zoning Ordinance. Accessory structures allow size limits that may exceed what is intended by Council for a henhouse. This issue could be addressed, if desired, in the City Code or the Zoning Ordinance. As an example, Clarksville has a ten foot height limit on the henhouse.
4. Restrict Re-Application for Permit if Revoked. To address concerns of neighbors when a permittee has violated the rules of possessing a permit to the point of revocation, it may be beneficial to restrict that permittee from reapplying for a permit. Nashville has a provision that if a permit has been revoked, a new permit cannot be issued at that address unless the property changes ownership or there is a new tenant.
5. Screening. To address any concerns by neighbors about the visibility of hens and henhouses, or to address any concerns with visibility from the public right-of-way, some cities require screening. For example, Nashville requires hens/henhouses placed in the side yard to not be visible from the public right-of-way and requires hens and henhouses to be entirely screened from view of the public right-of-way using opaque fencing and/or landscaping. Clarksville requires all permittees to install a permanent a screening buffer located no closer than the minimum front yard setback of the applicant's property using fence, shrubbery, or other similar structure or plant.
6. Multi-Family Properties; Odd Lot Designs; Minimum Lot Size. Oak Ridge has a variety of housing options, which include multi-family dwellings (such as duplexes and quads) and some oddly designed lot lines where adjacent (side-by-side) neighbors have a backyard of one house that shares a property line with the front yard of their neighbor. These situations may lead to disputes among residents when all parties "sharing" yard space do not agree on keeping hens. For example, as proposed the ordinance limits hens to six (6) regardless of the number of dwelling units. This could mean that Tenant A in a duplex obtains a permit for hens and would be allowed to place the hens, henhouse, and fenced enclosure in the yard behind Tenant B's side of the duplex. There is nothing in the proposed ordinance to address that issue, which is an issue if Tenant B is not in favor of keeping hens. Some cities limit their ordinance to only single family residences. Another option may be for all tenants in the multi-family dwelling units to give their consent on the permit application both for the keeping of hens and the location of the henhouse and fenced enclosure. Other cities place a minimum lot size (example: Clarksville requires a minimum lot size of 12,000 square feet). Placing a minimum lot size may address the issue of the oddly designed lot lines that can be found in the center of the city.

7. Dogs. Title 10, Chapter 3, of the City Code regulates the keeping of vicious dogs as well as the process for declaring a dog vicious. When this ordinance was drafted, only customary pets (dogs and cats) were allowed in residential areas (except RG-1). When the term "vicious dog" was defined in City Code §10-301(2), it was drafted to include dogs that attack or bite a domesticated animal without provocation. Allowing the keeping of hens will now place hens under the phrase "domesticated animal." If a permittee does not properly keep the hens and a hen were to roam the property outside of the fenced enclosure or even leave the permittee's property, a dog may very likely bite or attack it. That act alone—when the hen was not properly confined by the terms of the proposed ordinance—should not label a dog as vicious. It was not this type of situation that was envisioned when the definition was drafted. For consideration, Title 10 Chapter 3 may need modification to address that issue and state that a dog which attacks or bites a hen that is not properly confined (as outlined in the proposed ordinance) will not, based upon that fact alone, be declared a vicious dog.

TITLE

AN ORDINANCE TO AMEND TITLE 10, TITLED "ANIMAL CONTROL," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, BY ADDING A NEW CHAPTER 4, TITLED "KEEPING OF HENS," FOR THE PURPOSE OF SETTING FORTH REGULATIONS FOR THE KEEPING AND POSSESSING OF FEMALE DOMESTICATED CHICKENS (HENS) IN RESIDENTIAL AREAS EXCEPT FOR RG-1.

WHEREAS, City Code §10-114 currently prohibits the keeping and possession of livestock within the city limits unless the property is zoned for livestock and the property owner complies with the conditions set forth in the City's Zoning Ordinance; and

WHEREAS, "livestock" is defined in City Code §10-101(13) to include fowl, and "fowl" is defined in City Code §10-101(10) as any wild or domesticated bird; and

WHEREAS, currently livestock is only permitted in residential areas if the property is zoned RG-1, Residential, Open Space, and Reserved Districts; and

WHEREAS, the City desires to amend the City Code to adopt a new chapter to set forth regulations for the keeping and possessing of female domesticated chickens (hens) in residential areas where livestock is currently prohibited; however, the City does not intend for these regulations to alter the requirements imposed by the Zoning Ordinance on properties zoned RG-1 and, therefore, RG-1 zones will be specifically excluded from this new chapter.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Title 10, titled "Animal Control," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended by adding a new Chapter 4, titled "Keeping of Hens," which new chapter shall read as follows:

CHAPTER 4  
KEEPING OF HENS

Section 10-401. Domesticated Female Chickens (Hens); Generally.

Notwithstanding the provisions of City Code §10-114, Keeping or Possessing of Livestock, the keeping or possessing of female domesticated chickens (hereinafter referred to as "hens") in residential areas (except for RG-1) is governed by this chapter.

The purpose of this chapter is to provide standards for the keeping of hens on residentially zoned property. It is intended to enable residents to keep or possess a small number of hens while limiting the potential adverse impacts on the surrounding property owners and neighborhood. The City recognizes that adverse neighborhood impacts may result from the keeping of hens as a result of noise; odor; unsanitary animal living conditions; unsanitary waste storage and removal; the attraction of predators, rodents, or parasites; and non-confined animals leaving the owner's property. This chapter is intended to create permitting standards and requirements that ensure that hens do not adversely impact the neighborhood surrounding the property on which the hens are kept. The provisions of this chapter are not applicable to property zoned as RG-1, Residential, Open Space and Reserved Districts, under the City's Zoning Ordinance.

Section 10-402. Permit Required.

An annual permit is required for the keeping of hens. Additionally, a building permit is required for the construction of a henhouse and pen.

- (a) The annual permit fee to keep hens is personal to the permittee and may not be assigned. In addition, the permit authorizes the keeping of hens only upon the property described in the permit. The permittee must occupy the residence on the property where the hens are to be kept as the permittee's personal, primary residence. An applicant for a permit must either own the property or have written permission from the property owner to be eligible for a permit. If the property is governed by a homeowner's association, the applicant must also provide written permission of the homeowner's association to be eligible for a permit. Only one (1) permit is allowed per permittee and only one (1) permit is allowed per property. In the event the permittee is absent from the property for longer than thirty (30) days, the permit automatically shall terminate and become void. The issuance of a permit does not create a vested right to renewal of the permit beyond the stated term thereof.
- (b) The first permit year shall extend from the date of issuance through December 31, 2017. Thereafter the permit year shall be January 1 through December 31.

#### Section 10-403. Fees.

The fee for an annual permit to keep hens is twenty-five dollars (\$25.00). In addition, a fifty dollar (\$50.00) fee shall be required for the building permit for the construction of a henhouse and fenced enclosure.

#### Section 10-404. Number and Type Allowed.

- (a) Up to six (6) hens may be allowed. No roosters shall be allowed. The provisions of this chapter apply regardless of how many dwelling units are located on the property. In the case of multifamily residential complexes without individually owned backyards, the maximum number of hens allowed is six (6) per complex.
- (b) Only hens are allowed. There is no restriction on domestic chicken breeds; however, fowl and poultry other than hens are not allowed.

#### Section 10-405. Slaughter prohibited.

The slaughtering of hens is prohibited.

#### Section 10-406. Fenced Enclosures and Henhouses.

- (a) Hens must be kept in a fenced enclosure at all times. The fenced enclosure must be either (1) covered, or (2) at least forty-two inches (42") high. In the event the fenced enclosure is not covered, all hens must be wing-clipped to prevent escape. Hens shall be secured within the henhouse during non-daylight hours.
- (b) In addition to the fenced enclosure, hens shall be provided with a covered, predator-resistant henhouse.
- (c) A minimum of two (2) square feet per hen shall be provided for henhouses and a minimum of six (6) square feet per hen for fenced enclosures.
- (d) Fenced enclosures and henhouses must be properly ventilated, clean, dry, and odor-free, and kept in a neat and sanitary condition at all times in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
- (e) The henhouse and fenced enclosure must provide adequate ventilation and adequate sun and shade, and must be constructed in a manner to resist access by rodents, wild birds, and predators, including dogs and cats.

- (f) Henhouses shall be enclosed on all sides and shall have a roof and doors. Access doors must be able to be shut and locked at night. Opening windows and vents must be covered with predator-resistant and bird-resistant wire of less than one inch (1") openings.
- (g) The materials used in making the henhouse and fence shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles or other covering, and any windows or openings are constructed using the same materials. The henhouse shall be well-maintained.
- (h) Henhouses shall be located and constructed in compliance with the City's Zoning Ordinance pertaining to accessory buildings or structures.
- (i) Neither the henhouse nor the fenced enclosure may be located less than ten (10) feet from any abutting property line. This distance requirement is not appealable to the Board of Zoning Appeals (BZA) for a variance.
- (j) Henhouses and the fenced enclosures shall not be permitted in front yards.

Section 10-407. Food Storage and Removal.

All stored food for the hens must be kept either indoors or in a weather-resistant container designed to prevent access by animals. Un-eaten food shall be removed daily.

Section 10-408. Application for Permit.

Every applicant for a permit to keep hens shall:

- (a) Complete and file an application on a form prescribed by the Animal Control Division of the Police Department.
- (b) Deposit the prescribed permit fee with the Animal Control Division of the Police Department at the time the application is filed. Any material misstatement or omission shall be grounds for denial, suspension, or revocation of the permit.

Section 10-409. Approval of Permit.

The Animal Control Division of the Police Department shall issue a permit if the applicant has demonstrated compliance with the criteria and standards of this chapter.

Section 10-410. Denial, Suspension, or Revocation of Permit.

The Animal Control Division of the Police Department shall deny a permit if the applicant has not demonstrated compliance with all provisions of this chapter. A permit to keep hens may be suspended or revoked by the Animal Control Division of the Police Department where there is a risk to public health or safety or for any violation of or failure to comply with any of the provisions of this chapter or with the provisions of any other applicable ordinance or law. Any denial, suspension, or revocation of a permit shall be in writing and shall include notification of the right and procedure for appeal to the City Manager.

Section 10-411. Other Provisions.

- (a) In addition to the standards set forth in this chapter, the permittee must follow all other applicable rules for the keeping of animals included in the City Code.
- (b) The provisions of this chapter do not supersede any deed restrictions.

Section 10-412. Penalty.

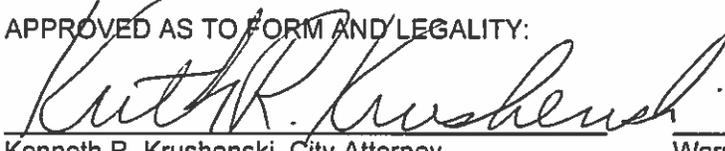
In addition to any other enforcement action which the City may take, violation of any provision of this chapter shall be a civil violation and a fine not to exceed fifty dollars (\$50.00) may be imposed. Each day that a violation continues will be treated as a separate offense.

Section 10-413. Severability.

In the event that any portion of this chapter shall be declared by any competent court to be invalid for any reason, such decision shall not be deemed to affect the validity of any other portion of this section.

Section 2. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

First Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# **ELECTIONS/ APPOINTMENTS**

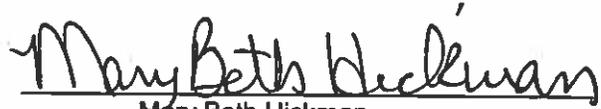
**CITY CLERK MEMORANDUM**  
**16-13**

DATE: April 25, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: APPOINTMENT TO YOUTH ADVISORY BOARD SCREENING PANEL

City staff has begun accepting applications to elect new members to the Youth Advisory Board (YAB) for the 2016-2017 school year.

Resolution No. 6-54-08, Section 2 states that the "members of the Youth Advisory Board (YAB) shall be appointed by the Oak Ridge City Council upon recommendation by a YAB Screening Panel which shall be composed of one member of City Council, one member of the faculty of the Oak Ridge Schools, and the City staff member assigned to work with the Board."

For the past three (3) consecutive years, Councilmember Chuck Hope has served as Council's representative on the Screening Panel and has expressed an interest in serving again. In accordance with the abovementioned resolution, City Council will need to appoint a Council representative to this panel.

  
Mary Beth Hickman  
Mary Beth Hickman

**COUNCIL REQUESTS  
FOR  
NEW BUSINESS ITEMS  
OR  
FUTURE BRIEFINGS**

CITY COUNCIL MEMORANDUM  
16-13

DATE: May 2, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CENTENNIAL GOLF COURSE

Introduction

At the request of Councilmember Baughn, an item for City Council discussion involves a recent contact via email from Mr. Richard Spraker. The subject is his proposed review of Centennial Golf Course operations and how his company could reduce costs.

Background

Attached are his communications with the City Council. The Centennial Golf Course was developed by the City in 1995 and has operated under a Management Agreement with Billy Casper Golf Management, Inc., since May 6, 1996.

The City Council Budget and Finance Committee reviewed this City asset in March 2016 after major management and operational changes were made. The City Council should discuss any further processes or staff direction they would like to provide as we develop a budget for the upcoming FY 2017 year.

  
Mark S. Watson

Attachments

Richard Spraker  
207 Whippoorwill Dr.  
Oak Ridge, Tn. 37830

Dear City Council

I would like to introduce myself; my name is Richard Spraker PGA Professional and a long time resident of Oak Ridge. I have been in the golf course management business for over twenty five years in this area with most of my time with Oak Ridge Country Club and over the past several years I have been working at several other clubs in the area working to turn them around.

The reason for this letter is the management of the Centennial Golf Course. As Council you are aware of the huge losses of 232,000 in year 2013-14 and 377,000 in 2014-15 and a projected loss of 128,000 this year. With these losses there is no money in the budget for capital improvements and the course continues to deteriorate. As a tax paying citizen of this city I find this unacceptable that you continue to pay the Billy Casper Group a fee to manage the operation at huge losses and let the facility to go down hill.

I'm proposing that you let my group take over the management of the course and with our team in place we feel that we can have the course close to breaking even in the first year and in year two and three start to make a profit and start putting money back into the capital improvements. Over the next four years which you are under contract with the Billy Casper Group we can save the city over 400,000 in that time period.

In closing, as a citizen of this city I hate to see us continue to have these huge deficits and continue to see a valuable asset to the city to deteriorate over time. I look forward to hearing from you in the near future because the sooner we move on this the more money we can save the city and start improving our course.

Sincerely,

Richard Spraker

Business Plan  
For  
Centennial Golf Course

Richard Spraker PGA Inc.  
207 Whippoorwill Drive, Oak Ridge  
Tennessee, 378300

## **Business Plan - Richard PGA Inc.**

### **The Company**

#### *Business Sector*

The Company currently operates in the following industry:  
Recreation and the Golf Business

#### *Company History*

Richard Spraker PGA Inc. has been in the Golf Business, in the East Tennessee market, for the past twenty five years. President Richard Spraker has been a resident of Oak Ridge since 1985 and understands this market and has contacts all over the local area and State, to drive business to Centennial. Mr. Spraker has been President of the Tennessee Section PGA and was Golf Professional of the Year in 1998 and 1999. He has also won several awards for his work with Junior Golf on both the local and State level.

#### *Company Goals and Objectives*

Our Company goals for Centennial are to:

Establish a break even budget the first year and to increase usage of 5% annually;  
Develop a long term fee structure to insure profitability over the next five to ten years;  
Develop alternative sources of revenue to help maintain profitability; and  
Improve golfers overall experience at the course, so they give us favorable feedback and will want to return to our facilities.

#### *Company Ownership Structure*

The Company is structured as a Sole Proprietorship.

#### *Ownership Background*

Richard Spraker (Owner):

Richard Spraker has over thirty years of experience in this market and has the contacts to bring more Events and develop Programs that will grow the business to profitability. He also has a Finance Degree from Virginia Tech and has been a Member of the PGA since 1981.

### *Company Management Structure*

Richard Spraker will oversee the operations and report to the City Council and City Manager on a monthly basis. We will have a PGA Professional on Staff along with a Certified Greens Superintendent. We will also have an Assistant Golf Professional and an Assistant Greens Superintendent on staff.

### *Organizational Timeline*

The timeline is for us to return to Centennial, to break even and drive revenues by increasing rounds and looking at other revenue sources all in the first year. Years 2-5 we look to make a profit and put that money into improvements and paying down some of the debt.

### **The Product**

#### *The Product*

We will offer the best Product we can to our Customers, along with the best Service so we can have return business, which is key in this market.

### **Marketing Plan**

#### *The Target Market*

Our target market is any golfer that lives in the City of Oak Ridge and the surrounding Counties. We will also look at ways to bring Customers from across the State and out of State by marketing to the Southeast. In addition we will look at having our Clubhouse host non golf events such as business meetings and luncheons.

#### *Location Analysis*

We feel that with our location we have a competitive advantage, because we are the only the only Public Course in Oak Ridge and Anderson County.

#### *Pricing*

Our Company will look at many different pricing options in order to maximize our Memberships and fill up our tee sheet during prime times and slow times to grow our revenues.

#### *Advertising*

We will be very aggressive in our advertising with the use of our website, social media, word of mouth and some traditional methods.

## **Competitor Analysis**

### *The Competitors*

Our competition is the other Golf Courses in the area, both public and private, our Course at this time is below average because the lack of money put back into the Course. It is our job to improve our product and improve our image among the local golfers. Another problem we face in the Golf Industry is time in which people have to play golf. Thus we have to look at ways to enhance our driving range and make sure that we get people around our Course in a timely fashion.

## **Operations**

### *Staffing*

We will staff the Facility to enhance our Product and we will look at the current Employees and interview the ones that might be interested in staying. With that being said, one of the main things we will do, when we come in, is provide great Products and Services to our Customers.

**Richard PGA Inc.**  
**Projected Income Statement**  
For the year ending the 1st day of July 2016:

<u>Revenues:</u>	2016-2017	2017-2018	2018-2019	2019-2020
Green Fees:	425,000.00	470,000.00	490,000.00	505,000.00
Cart Fees:	275,000.00	288,000.00	303,000.00	312,000.00
Pro Shop Sales:	110,000.00	115,000.00	120,000.00	124,000.00
Food & Beverage	135,000.00	142,000.00	149,000.00	153,000.00
Driving Range	75,000.00	78,000.00	81,000.00	83,000.00
Misc / Other	15,000.00	16,000.00	17,000.00	18,000.00
<b>Total Revenue:</b>	<b>1,060,000.00</b>	<b>1,109,000.00</b>	<b>1,160,000.00</b>	<b>1,195,000.00</b>
<u>Expenditures:</u>				
Cost of Goods Sold	120,000.00	122,000.00	125,000.00	128,000.00
Golf Operations	130,000.00	132,000.00	135,000.00	138,000.00
Utility Cost	5,000.00	5,000.00	5,000.00	6,000.00
Maintenance	400,000.00	408,000.00	416,000.00	425,000.00
Food & Beverage	45,000.00	46,000.00	47,000.00	48,000.00
Marketing	15,000.00	15,000.00	20,000.00	20,000.00
General Admin	250,000.00	255,000.00	260,000.00	265,000.00
Equipment Leases	55,000.00	56,000.00	60,000.00	65,000.00
Course Improvements	15,000.00	16,000.00	25,000.00	25,000.00
Building Improvements	10,000.00	11,000.00	12,000.00	15,000.00
Misc Expenses	10,000.00	11,000.00	12,000.00	15,000.00
<b>Total Exp:</b>	<b>1,055,000.00</b>	<b>1,077,000.00</b>	<b>1,117,000.00</b>	<b>1,150,000.00</b>
<u>Net Profit:</u>	5,000.00	32,000.00	43,000.00	45,000.00

## **Why Hire RSPGA INC.?**

- **Return Centennial to profitability**
- **Management fee \$2000 per month vs. \$10,000**
- **Put more money into capital projects**
- **Save city 400k over next four years**
- **Even with buyout savings of 150 to 200k**
- **Improve our product and service**
- **Be more involved with community**
- **Involved in schools on all levels**
- **Growth of the game programs**
- **Make Centennial an asset to the city not a drain on the city**
- **We are local and care about our city and course**
- **Bottom line this is a win-win for the city**