

## OAK RIDGE CITY COUNCIL MEETING

Municipal Building Courtroom

July 10, 2017 - 7:00 p.m.

### AGENDA

- I. INVOCATION  
Pastor Chris Bunn, Faith Bible Fellowship
- II. PLEDGE OF ALLEGIANCE  
Hayven Laurendine, student at Woodland Elementary School
- III. ROLL CALL
- IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS  
Public Recognitions  
Proclamations
  - a. A proclamation recognizing the painters of the mural at the Oak Ridge Outdoor Swimming Pool
- V. SPECIAL REPORTS
  - a. 2016-2017 State of the Youth Address presented by Ms. Candace Pang, Secretary of the Youth Advisory Board, and Youth Advisory Board Member Jas Jakowski
- VI. CONSENT AGENDA
  - a. Approval of the June 5, 2017 City Council meeting minutes
  - b. Approval of the June 15, 2017 City Council regular meeting minutes
  - c. Confirmation of sixteen (16) members to the Youth Advisory Board, as selected by the YAB Screening Panel, for one year terms of office commencing on August 1, 2017
  - d. A RESOLUTION MAKING AWARDS TO ALTERNATE STAFFING, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$100,000.00.
  - e. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$300,000.00.
  - f. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AWARDS TO STOWERS, BOBCAT, CONTRACTORS MACHINERY, UNITED RENTALS, NORTRAX, AND OTHER SUITABLE COMPANIES FOR AS NEEDED HEAVY EQUIPMENT RENTAL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$95,000.00.

- g. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO WASTE MANAGEMENT FOR DISPOSAL OF BIOSOLIDS AT THE CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$165,000.00.
- h. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR EMERGENCY STREET RESURFACING FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$200,000.00.
- i. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO SPILLMAN TECHNOLOGIES, INC., SALT LAKE CITY, UTAH, FOR MAINTENANCE SERVICES FOR THE PUBLIC SAFETY COMPUTER SYSTEM FOR MAY 1, 2017 – APRIL 30, 2018 IN THE AMOUNT OF \$44,996.52.
- j. A RESOLUTION ADOPTING AN OPEN RECORDS REQUEST POLICY FOR THE CITY OF OAK RIDGE, TENNESSEE AS REQUIRED BY TENNESSEE CODE ANNOTATED §10-7-503(G).
- k. A RESOLUTION AWARDED BIDS IN THE GRAND TOTAL ESTIMATED AMOUNT OF \$1,556,870.00 FOR THE FURNISHING OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2018.
- l. A RESOLUTION AUTHORIZING THE CITY TO CONTINUE PARTICIPATION IN THE EAST TENNESSEE ECONOMIC DEVELOPMENT AGENCY, WITH ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$26,116.00 FOR THE 2017 CALENDAR YEAR.
- m. A RESOLUTION RECOGNIZING THE NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA) Y-12 FIRE DEPARTMENT AS A FIRE DEPARTMENT.
- n. A RESOLUTION RECOGNIZING THE OAK RIDGE NATIONAL LABORATORY (ORNL) FIRE DEPARTMENT AS A FIRE DEPARTMENT.

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

First Reading

- a. AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNICIPAL FINANCE AND TAXATION," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE," BY CREATING A NEW SECTION 5-105, TITLED "ADMINISTRATIVE FEE," TO ASSESS A FIVE PERCENT (5%) ADMINISTRATIVE FEE FOR COMPILING AND PROCESSING DELINQUENT TAXES.

VIII. FINAL ADOPTION OF ORDINANCES

- a. AN ORDINANCE TO AMEND ORDINANCE NO. 19-82, AS AMENDED, BY DELETING THE PROVISION OF SECTION 2 PERTAINING TO THE SCHEDULE OF WATER RATES FOR COMMODITY CHARGES AND MINIMUM MONTHLY BILLING IN ITS ENTIRETY, AND SUBSTITUTING THEREFOR A NEW SCHEDULE OF WATER RATES.

IX. RESOLUTIONS

- a. A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2018 IN THE AMOUNT OF \$54,000.00.

- b. A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2018 IN THE AMOUNT OF \$54,000.00.
- c. A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 (FISCAL YEAR 2018) IN AN AMOUNT NOT TO EXCEED \$365,000.00.
- d. A RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) REPLACEMENT DUMP TRUCKS FROM FREELAND CDJR, INC., RUSSELLVILLE, KENTUCKY, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$103,716.00.
- e. A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) REPLACEMENT TANDEM AXLE DUMP TRUCK FROM MHC KENWORTH, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$147,000.00.
- f. A RESOLUTION MAKING AN AWARD TO TRANSAFE, INC., LAWRENCEVILLE, GEORGIA, FOR FURNISHING OF TRAFFIC MARKING EQUIPMENT FOR THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$47,898.00.
- g. A RESOLUTION EXERCISING THE FINAL TWO-YEAR RENEWAL OPTION TO THE TREE PRUNING, TREE REMOVAL, AND BRUSH CONTROL ALONG POWER LINES SERVICES CONTRACT WITH SEELBACH & COMPANY, INC., (COR 13-12) AND APPROVING A CHANGE ORDER TO ADD ADDITIONAL FUNDING TO ADDRESS THE EMERALD ASH BORER'S EFFECT ON EXISTING TREES WITHIN THE CITY; SAID RENEWAL AND CHANGE ORDER IN THE TOTAL ESTIMATED AMOUNT OF \$2,080,322.99.
- h. A RESOLUTION APPROVING AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR A RAILS-TO-TRAILS PROJECT ALONG AN APPROXIMATE 4.85 MILE SECTION OF DISCONTINUED CSX RAIL LINE IN THE ESTIMATED AMOUNT OF \$1,530,000.00 WITH TDOT REIMBURSING THE CITY FOR EIGHTY PERCENT (80%) ESTIMATED AT \$1,224,000.00 AND THE CITY RESPONSIBLE FOR A TWENTY PERCENT (20%) LOCAL MATCH ESTIMATED AT \$306,000.00.
- i. A RESOLUTION TO SUPPORT THE ESTABLISHMENT OF A CITY OF OAK RIDGE 75<sup>TH</sup> ANNIVERSARY STEERING COMMITTEE IN CONJUNCTION WITH THE OAK RIDGE CONVENTION AND VISITORS BUREAU AKA EXPLORE OAK RIDGE TO ENSURE COORDINATION OF ALL SANCTIONED EVENTS FOR THIS CELEBRATION.
- j. PLACEHOLDER: Approval of a contract with Studio Four Design for design of the preschool facility
- k. PLACEHOLDER: Approval of a contract with Studio Four Design for design of the senior center

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

- i. Elect one high school representative to the Environmental Quality Advisory Board for a two-year term ending on May 31, 2019

- ii. Elect one high school representative to the Traffic Safety Advisory Board for a one-year term ending on May 31, 2018
  - iii. Appointment of City Manager and City Attorney Evaluation Committees
  - b. Announcements
  - c. Scheduling
- XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS
- XIII. SUMMARY OF CURRENT EVENTS
  - a. CITY MANAGER'S REPORT
    - i. Request from the Oak Ridge Housing Authority Board of Commissioners for appointment of a staff liaison
  - b. CITY ATTORNEY'S REPORT
- XIV. ADJOURNMENT

PROCLAMATIONS  
AND  
PUBLIC RECOGNITIONS

**CITY CLERK MEMORANDUM**  
**17-17**

DATE: June 30, 2017

TO: Honorable Mayor and Members of City Council

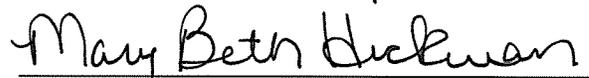
FROM: Mary Beth Hickman, City Clerk

SUBJECT: PROCLAMATION FOR THE JULY 10, 2017 CITY COUNCIL MEETING AGENDA

The following proclamation is presented for the July 10, 2017 City Council meeting for the City Council's consideration:

A proclamation recognizing the painters of the mural at the Oak Ridge Outdoor Swimming Pool

This request was submitted by Councilmember Jim Dodson to recognize the art students from Roane State Community College who painted the outdoor mural at the Oak Ridge Outdoor Swimming Pool. The students who assisted with painting the mural were Martha Bennett, Asher Chance, Lilly Childs, Clarissa Feldt, Elise Gobert, Jack Gobert, Robert Gobert, Melena Haynes, Mary Klages, Michelle Leal, Haley McCulloch, Awren Mullins, Waiverly Mullins, Kaitlin Paine, Lucy Roussa, Lucy Scarbrough, Marsha Scarbrough, Gracie Scott, Madison Seiber, Megan Strunk, Victoria Waterman, Brody Wilkerson, Seth Wilson, Evan Wolfe, Joey Wood, Katie Wood, and Steven Young. Bryan Wilkerson, Associate Professor in the Department of Art and Design at Roane State Community College, coordinated the project. The students and Professor Wilkerson have been invited to attend the City Council meeting to accept the proclamation.

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

Attachments:

Proclamation recognizing the painters of the mural at the Oak Ridge Outdoor Swimming Pool

# PROCLAMATION

**WHEREAS**, in the Spring of this year, students from the Department of Art and Design at Roane State Community College volunteered to paint a mural on the wall at the Oak Ridge Outdoor Swimming Pool; and

**WHEREAS**, Associate Professor Bryan Wilkerson personally oversaw all aspects of the mural, including design renderings, revisions, purchasing of paint and materials, promoting and organizing all volunteers as well as the entire execution and completion of the painted design; and

**WHEREAS**, the work of these talented artists will serve as a source of visual pleasure for the hundreds of visitors to the Outdoor Swimming Pool for many years to come; and

**WHEREAS**, the visual arts contribute greatly to our cultural heritage and the City of Oak Ridge is pleased to have a role in continuing this legacy through perpetual display of the work of some of our community's brightest artists at the Oak Ridge Outdoor Swimming Pool; and

**WHEREAS**, this mural project hopes to serve as the first of many opportunities for collaboration on future public art projects.

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

That on behalf of the citizens of Oak Ridge, this Council commends the following artists for lending their special creative touch to the mural at the Oak Ridge Outdoor Swimming Pool: Martha Bennett, Asher Chance, Lilly Childs, Clarissa Feldt, Elise Gobert, Jack Gobert, Robert Gobert, Melena Haynes, Mary Klages, Michelle Leal, Haley McCulloch, Awren Mullins, Waiverly Mullins, Kaitlin Paine, Lucy Roussa, Lucy Scarbrough, Marsha Scarbrough, Gracie Scott, Madison Seiber, Megan Strunk, Victoria Waterman, Brody Wilkerson, Seth Wilson, Evan Wolfe, Joey Wood, Katie Wood, and Steven Young

**BE IT FURTHER RESOLVED** that this Council recognizes Associate Professor Bryan Wilkerson for his leadership of this project— and extends to him its gratitude for guiding the course that led to this great work of art.

**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 10<sup>th</sup> day of July in the year 2017.

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**WARREN L. GOOCH, MAYOR**

# SPECIAL REPORTS

## City of Oak Ridge Youth Advisory Board: 2016-2017 State of the Youth Address

Written by YAB Chairman Brent Robinson

Presented by YAB Secretary Candace Pang and YAB Member Jas Jakowski

Honorable Mayor & Council:

The 2016-2017 year began with many shy and new faces on the City YAB because we graduated many seniors last year. The board began by electing officers and all spots went to seasoned veterans who planned to lead the rookies to success. We then began to brainstorm ideas and goals for the year ahead of us. We decided to do away with some outdated events like battle of the bands and replaced it by partnering with coffeehouse for a more acoustic event. We kept staple events like water awareness, YAB dodgeball, and the Halloween party. With many members also serving on the ORHS Senior Steering Committee we began the year by partnering with them on a homecoming outdoor dance. The idea was to bring back some old school vibes and have a casual and fun dance. In spite of some lighting and power problems the event was well attended and enjoyable. This was soon followed by the glow room at the City Halloween party. Once again the glow room was a hit among the kids featuring the twisted tornado and glow items. Next came the coffeehouse night featuring all kinds of musical talent from vocals to instruments, even better the profits went towards the free medical clinic. As Christmas time came along we did another staple event with an added twist. On top of our Christmas shopping spree for underprivileged kids we decided to collect gently used toys at school to increase our impact. We then hand delivered them to the Holiday Bureau (the volunteers were thrilled). Coming back to school after the break we once again joined forces with the Senior Steering Committee at ORHS to make an impact on the school. We created a small info card with information regarding "Chunches" (cheap church lunches) and other free meal opportunities for students who may not receive proper home meals on a nightly basis. These cards were handed out during compassion week with small goodies as we greeted students upon their arrival to school. Around this time of year newly elected City Council member Jim Dodson began attending YAB meetings to get more involved

with the youth and form a bridge between us and City Council. Closing in on spring we began the Water Awareness Program for elementary and middle school kids. With a new aquatics director we changed the teaching format to a rotating station system. We could now maximize our short time with these kids to improve their safety in the upcoming summer months. After four exhausting pool days we saw huge improvement in all of our student's knowledge of pool safety. Around this time we also voiced our concerns and suggestions for the future of the city at the future of Oak Ridge discussion at High Places Church. Soon we were on the road to Nashville joined by the Youth Leadership board. Well dressed and well-spoken we began by touring the Tennessee Supreme Court and LP field (titans stadium). Then we joined Representative Ragan and Lt. Governor Randy McNally over on Capitol Hill for a heated debate on the legal drinking age and wrapped up the day with a picture with Governor Haslam. As the weather heated up, many high school students joined us in the annual dodgeball tournament with heated games going on all Saturday. Finally to close out the year we decided to incorporate color-powder relays into our field day event. Let's just say we have plenty of color-powder and expect a fun day where students can blow off finals week stress with some ultimate Frisbee as well. To end with a bang and make Graduation Celebration bigger and better than ever, we donated some very bujee (amazing) prizes. Two YAB members also created a wearable and unique design for the shirts given to all students in attendance. As I pass the torch on to the next chairman I realize the true importance of fun, drug and alcohol free events and giving youth a voice to make the community a better place.

Sincerely,



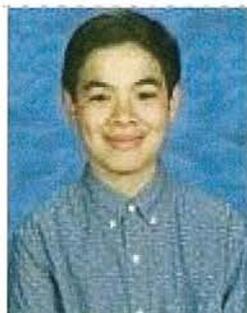
Brent Robinson

Chairman of the City Youth Advisory Board

# 2016-2017 City of Oak Ridge Youth Advisory Board



**Audrey Bufton**  
ORHS Sophomore



**Ethan Collier**  
ORHS Junior



**Alison Craig**  
ORHS Junior



**Lucas Dunning**  
ORHS Senior



**Alexis Hammond**  
ORHS Sophomore



**Ruth Hammond**  
ORHS Junior



**Jas Jakowski**  
ORHS Junior



**Olivia Kelly**  
ORHS Senior



**Jasleen Narula**  
ORHS Sophomore



**Olivia Pabst**  
ORHS Junior



**Alexis Palau**  
ORHS Sophomore



**Candace Pang**  
ORHS Junior



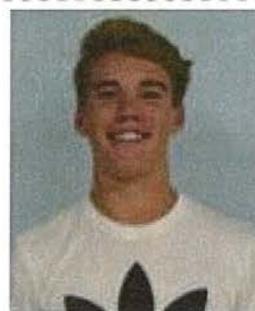
**Shreyank Patel**  
ORHS Senior



**Amanda Pitz**  
ORHS Senior



**Stella Powell**  
ORHS Senior



**Brent Robinson**  
ORHS Senior



# State Government Trip



# **Holiday Bureau and ORHS Toy Drive**



# YAB Field Day

# CONSENT AGENDA

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

June 5, 2017

Minutes

The June 5, 2017 meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. in the Courtroom of the Municipal Building with Mayor Pro Tem Rick Chinn, Jr. presiding.

**INVOCATION**

The invocation was given by Councilmember Chuck Hope.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was members of the Willow Brook Elementary School Student Senate.

**ROLL CALL**

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

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

**PUBLIC HEARINGS AND FIRST READING OF ORDINANCES**

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

Councilmember Hope moved for approval of the ordinance, and Councilmember Smith seconded.

Councilmember Dodson moved to open the public hearing on the ordinance, and Councilmember Vogel seconded.

Marc DeRose, President of Explore Oak Ridge, 109 Clemson Drive, Oak Ridge, addressed Council in support of a request for additional funding for Explore Oak Ridge.

Keys Fillauer, Chair of the Oak Ridge Board of Education, 17 Palisades Parkway, Oak Ridge, spoke on behalf of the Board of Education and asked Council not to put the burden of the tax increase on the Oak Ridge Schools. He also stated that he believed that the Council and the Board of Education can work together to adopt a budget that will benefit the entire community.

Dr. James Horton, 106 Carson Lane, Oak Ridge, requested that Council provide the Public Works Department with the funds that it needs to address the public infrastructure issues facing the City.

David Kitzmiller, 144 Wellington Circle, Oak Ridge, addressed Council regarding the fees charged by the City to non-city residents to play sports in the city. He requested that consideration be given to eliminating these from budget.

Seeing no other citizen wishing to address Council, Mayor Pro Tem Chinn declared the public hearing

closed.

City Manager Mark Watson provided an overview of the budget ordinance. He stated that the budget was in transition due to the increase in the gas tax but loss of revenue through the decrease in the sales tax and the elimination of the Hall Income Tax. He also pointed to funding for ongoing projects such as the Friendship Bell, Blankenship Field, pedestrian and paving improvements on the Oak Ridge Turnpike and the CSX Rails to Trails initiative.

Councilman Vogel inquired as to the status of the compensation study for city employees and what this means for a salary increase for city staff. City Manager Mark Watson responded that recommendations from the consultant will be forthcoming and brought to Council for action around October. He also said that there is a contingency amount rolled into the salary line item to address salary increases that will result from implementation of the McGrath recommendations.

Councilmember Callison stated that he did not see an item in the budget for an additional codes enforcement officer. He said that enforcing our city codes diligently helps to better sell our city. City Manager Mark Watson stated that an additional codes enforcement officer was not added to the budget but that it is possible that a position in the Public Works Department could be substituted if necessary.

Councilmember Smith inquired about the amount of out-of-town fees that the city collects. She also expressed concern about a \$25,000 expenditure for the fireworks show, indicating that that money could be better utilized somewhere else in the budget. Finance Director Janice McGinnis stated that approximately \$10,000 in user fees is recovered from teams playing in Oak Ridge.

Councilmember Hope stated he would like to have information on exactly how much in non-resident fees are being collected by the Recreation and Parks Department. He also expressed his concern that not giving city employees a raise could cause many valuable employees to seek employment elsewhere if they are not getting adequately compensated.

Councilmember Dodson stated that consideration needs to be given for the funding request for Explore Oak Ridge. He stated that the City is relying on their efforts a great deal for marketing and recruitment and this funding request would represent a positive investment.

Councilmember Smith asked that school staff explain why the cost of education has gone up. Board of Education Vice-Chair Robert Eby responded that free transportation of students and an increase in free and reduced lunches, which amounts to over fifty percent of Oak Ridge students, has contributed to the increase.

Councilmember Smith moved to amend the ordinance to maintain the tax rate at \$2.52 and to make the \$538,048 recurring that is currently budgeted as non-recurring, and Councilmember Hope seconded.

Councilmember Dodson read a statement in which he declared that he is an employee of the Oak Ridge Schools but that his vote will reflect his conscience on this issue.

The amendment failed by board vote with Councilmember Smith and Mayor Pro Tem Chinn voting "Aye," and Councilmembers Callison, Dodson, Hope and Vogel voting "No." Mayor Gooch was absent.

Councilmember Vogel moved to amend the ordinance to set the tax rate at \$2.52, and Councilmember Smith seconded.

The amendment passed by board vote with Councilmembers Hope, Smith, Vogel, and Mayor Pro Tem Chinn voting "Aye," and Councilmembers Callison and Dodson voting "No." Mayor Gooch was absent.

Councilmember Smith moved to amend the ordinance to make the \$538,048 that was budgeted for the schools as recurring rather than non-recurring, and Councilmember Callison seconded.

The amendment passed by board vote with Councilmembers Callison, Dodson, Hope, and Smith voting “Aye,” and Councilmember Vogel and Mayor Pro Tem Chinn voting “No.” Mayor Gooch was absent.

Councilmember Smith moved to amend the ordinance to set the transfer amount to the Oak Ridge Schools in the budget at \$15,493,963, and Councilmember Vogel seconded.

The amendment passed by board vote with Councilmembers Dodson, Hope, Smith, Vogel and Mayor Pro Tem Chinn voting “Aye,” and Councilmember Callison voting “No.” Mayor Gooch was absent.

The ordinance was approved as amended by board vote with Councilmembers Callison, Dodson, Hope, Smith, Vogel, and Mayor Pro Tem Chinn voting “Aye.” Mayor Gooch was absent.

## **RESOLUTIONS**

A RESOLUTION SUPPORTING THE UNITED STATES NUCLEAR REGULATORY COMMISSION'S PREPARATION OF AN ENVIRONMENTAL IMPACT STATEMENT AS PART OF THE REVIEW OF THE TENNESSEE VALLEY AUTHORITY'S EARLY SITE PERMIT FOR THE CLINCH RIVER NUCLEAR SITE.

Councilmember Smith moved for approval of the resolution and Councilmember Vogel seconded. City Manager Mark Watson provided an overview of the resolution, and Dr. Amy Fitzgerald, Director of Public Affairs and Information Services, answered questions from Council.

Councilmember Hope asked how the City of Oak Ridge would be compensated for being the host city of this nuclear facility. Councilmember Smith responded that the Tennessee Valley Authority compensates cities and counties that house the facility and that cities can get additional compensation during construction.

The resolution was approved by board vote with Councilmembers Callison, Dodson, Smith, Vogel and Mayor Pro Tem Chinn voting “Aye,” and Councilmember Hope voting “No.” Mayor Gooch was absent.

## **APPEARANCE OF CITIZENS**

Martin McBride, 954 W. Outer Drive, Oak Ridge, addressed Council regarding the need for City Council to request that the Department of Energy (DOE) address the issue of relocation services and the perception that relocating employees are being steered away from Oak Ridge in favor of nearby communities.

## **ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING**

### **Elections/Appointments**

### **Announcements**

Councilmember Vogel announced that the next community meetings as part of the city Blueprint will be Emory Valley/Briarcliff and Country Club/Southwood.

### **Scheduling**

Councilmember Dodson asked if the City Council meeting scheduled for June 12<sup>th</sup> could be moved to a different day due to multiple members of Council being out of town. City Manager Mark Watson stated that he would ask the City Clerk to poll the Council members to determine a date when the most members could attend.

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

## **SUMMARY OF CURRENT EVENTS**

**CITY MANAGER'S REPORT**

City Manager Mark Watson reported on feedback that had been received regarding the Secret City Festival and indicated there would be more discussion about the Festival forthcoming.

**CITY ATTORNEY'S REPORT**

**ADJOURNMENT: 10:12 p.m.**

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

June 15, 2017

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on June 15, 2017 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**INVOCATION**

The invocation was given by Minister Larry Tate, The House of Worship.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Glenwood Elementary School students Seth Blair and Jordan Meneffee.

**ROLL CALL**

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

Also present were Mark S. Watson, City Manager; Janice E. McGinnis, Finance Director; Tammy Dunn, Senior Staff Attorney and Mary Beth Hickman, City Clerk.

**PROCLAMATIONS AND PUBLIC RECOGNITIONS**

Proclamations

*A proclamation designating June 12-18, 2017 as Men's Health Week*

Mayor Pro Tem Chinn moved for approval, and Councilmember Vogel seconded. The proclamation was approved by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

*A proclamation paying tribute to Dr. Thomas E. Mason for his distinguished service and contributions to the Oak Ridge community.*

Mayor Pro Tem Chinn moved for approval, and Councilmember Hope seconded. The proclamation was approved by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

**SPECIAL REPORTS**

**CONSENT AGENDA**

Mayor Pro Tem Chinn moved for adoption of the Consent Agenda, and Councilmember Hope seconded.

At the request of Councilmember Vogel, the following item was removed from the Consent Agenda for discussion:

A RESOLUTION EXERCISING THE OPTION TO RENEW THE METER READING SERVICES CONTRACT WITH OLAMETER CORPORATION (FY2014-128) FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$246,057.00.

The Consent Agenda was adopted unanimously by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

Approval of the May 8, 2017 City Council regular meeting minutes and the May 30, 2017 special City Council meeting minutes.

A RESOLUTION TO APPROVE AND ADOPT THE 2017 ANDERSON COUNTY HAZARD MITIGATION PLAN TO MAINTAIN THE CITY'S ELIGIBILITY FOR RECEIPT OF DISASTER FUNDING AND ASSISTANCE BY FEMA AND TEMA, AND TO AUTHORIZE THE CITY'S CONTINUED PARTICIPATION IN HAZARD MITIGATION PLANNING EFFORTS.

A RESOLUTION RESCINDING RESOLUTION 06-43-2014 AS REQUIRED BY THE AGREED ORDER OF COMPROMISE AND DISMISSAL IN RESOLUTION 5-39-2017 DATED MAY 8, 2017 IN THE CASE OF *JACKSON SQUARE LLC V. CITY OF OAK RIDGE, OAK RIDGE CITY COUNCIL, RICK DOVER AND DOVER DEVELOPMENT CORPORATION FORMERLY KNOWN AS FAMILY PRIDE CORPORATION*.

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY FOR FISCAL YEAR 2018 IN THE AMOUNT OF \$27,248.58.

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MERCER, INSURANCE BROKER, FOR EMPLOYEE BASIC LIFE INSURANCE, DEPENDENT LIFE INSURANCE, SUPPLEMENTAL LIFE INSURANCE, AND LONG TERM DISABILITY INSURANCE WITH HARTFORD FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$82,030.00.

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$525,000.00.

A RESOLUTION APPROVING A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR MAINTENANCE OF STATE HIGHWAYS WITHIN THE CORPORATE CITY LIMITS WHEREBY THE CITY IS REIMBURSED BY TDOT FOR SAID SERVICES IN THE AMOUNT OF \$141,175.05.

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR AN OPERATING ASSISTANCE GRANT TO REIMBURSE THE CITY FOR UP TO EIGHTY PERCENT (80%) OF THE NET OPERATING EXPENSES OF THE CITY'S PUBLIC TRANSPORTATION PROGRAM IN THE ESTIMATED AMOUNT OF \$170,500.00.

A RESOLUTION TO ENCUMBER ALL REMAINING UNSPENT BUDGETED FUNDS AT THE END OF FISCAL YEAR 2017 IN THE FOLLOWING GENERAL FUND ACTIVITIES: 845 INFORMATION SERVICES, 862 FINANCE, 946 CENTRAL SERVICE CENTER, 948 MUNICIPAL BUILDING, 951 STORMWATER, AND 976 PARKS.

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

#### Public Hearing

The Community Development Block Grant (CDBG) Consolidated Plan 2017-2020, including a Citizen Participation Plan and the PY2017/FY2018 Annual Action Plan (Note: A resolution was considered as Item (c) under "Resolutions.")

Mayor Pro Tem Chinn moved to open the public hearing, and Councilmember Vogel seconded. The motion passed unanimously by voice vote. Seeing that no citizens wished to speak, Mayor Gooch declared the public hearing closed.

### **FINAL ADOPTION OF ORDINANCES**

AN ORDINANCE ABANDONING A PORTION OF WEST MADISON LANE RIGHT-OF-WAY UPON CERTAIN CONDITIONS BEING MET BY THE ADJACENT PROPERTY OWNER.

Mayor Pro Tem Chinn moved for adoption of the ordinance, and Councilmember Vogel seconded. A substitute ordinance was offered on this item reflecting an increase in the amount of right-of-way. Councilmember Smith moved to bring the substitute ordinance to the floor, and Mayor Pro Tem Chinn seconded.

The ordinance was adopted unanimously by board vote with Councilmember Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

#### Public Hearing

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 002.00, ANDERSON COUNTY TAX MAP 100F, GROUP A, (APPROXIMATELY 1.99 ACRES) FROM UB-2, UNIFIED GENERAL BUSINESS DISTRICT, TO B-2, GENERAL BUSINESS DISTRICT, SAID PARCEL BEING LOCATED AT 699 EMORY VALLEY ROAD.

Mayor Pro Tem Chinn moved for adoption of the ordinance, and Councilmember Vogel seconded. Community Development Director Kathryn Baldwin answered questions from Council. Councilmember Vogel stated that this item had passed the Planning Commission with a unanimous vote.

Mayor Pro Tem Chinn moved to open the public hearing, and Councilmember Smith seconded. The motion passed unanimously by voice vote. Seeing that no citizen wished to speak, Mayor Pro Tem Chinn moved to close the public hearing, and Councilmember Vogel seconded. The motion passed unanimously.

The ordinance was adopted unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

Mayor Pro Tem Chinn moved for adoption of the ordinance, and Councilmember Hope seconded.

Mayor Gooch opened the second public hearing on the ordinance. Tasha Pitsenbarger with the Public Works Employee Relations Committee addressed Council regarding city employee salaries and the need for an employee pay raise.

Seeing no other citizens wishing to address Council, Councilmember Smith moved that the public hearing be closed, and Mayor Pro Tem Chinn seconded. The motion passed unanimously by voice vote. Councilmember Dodson was absent.

Finance Director Janice McGinnis answered questions from Council regarding the budget ordinance.

Mayor Gooch inquired if the projects that are being proposed under the energy savings project with the

City and the schools would be agreed on in advance. City Manager Mark Watson replied that the City Council and the Board of Education would have final authorization over the projects.

Mayor Gooch also stated that a 2% growth estimate was a very conservative estimate and takes into account the reduction in the Hall Income Tax.

Mayor Pro Tem Chinn thanked the City Manager and staff for their hard work on presenting a flat budget. He also stated that the energy savings project is making the items a priority that would yield the largest return on investment and that he appreciated the maintaining of the economic development funding in the budget as well as the funding for Explore Oak Ridge.

Councilmember Smith inquired about the cost amount for the senior center and about the status of the compensation study. City Manager Mark Watson stated that the senior center cost includes both new space and the remodeling of existing space. He also stated that the amount of a cost of living adjustment for city employees is yet to be determined due to awaiting recommendations from the compensation study.

Councilmember Hope stated that there should be a capital maintenance plan for both the city budget and the schools budget.

Councilmember Callison reminded Council about the conversion of part of the sales tax to a gas tax as passed by the General Assembly and how the City's budget must make an adjustment based on this.

Councilmember Smith moved to amend the budget ordinance to increase the appropriation of the Capital Projects Fund by \$5,800,000 to \$27,167, 110 in order to accommodate the flowing of the EESI loan for the schools' energy savings improvements through the City. Councilmember Callison seconded, and the amendment was approved unanimously by voice vote. Councilmember Dodson was absent.

The ordinance was adopted unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

## **RESOLUTIONS**

A RESOLUTION EXERCISING THE OPTION TO RENEW THE METER READING SERVICES CONTRACT WITH OLAMETER CORPORATION (FY2014-128) FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$246,057.00.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Callison seconded. Councilman Vogel pointed out that the backup memorandum regarding this resolution references a built-in adjustment of the contract based on an increase in the Consumer Price Index, and he stated that he thought this would be a good practice to follow when determining raises for city staff.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION GRANTING A PERMIT TO RASHMIKANT R. PATEL AND BHAVESH M. PATEL TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES IN THE CITY OF OAK RIDGE AT JB'S WINE AND SPIRITS, 202 S. ILLINOIS AVENUE.

Councilmember Smith moved for approval of the resolution, and Mayor Pro Tem Chinn seconded.

The resolution was approved unanimously by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND ISSUE ON BEHALF OF THE CITY OF OAK RIDGE CERTIFICATES OF COMPLIANCE FOR RASHMIKANT R. PATEL AND BHAVESH M.

PATEL TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES AT JB'S WINE AND SPIRITS, 202 S. ILLINOIS AVENUE.

Councilmember Smith moved for approval of the resolution, and Councilmember Callison seconded.

The resolution was approved unanimously by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION APPROVING THE CDBG CONSOLIDATED PLAN 2017-2020, INCLUDING A CITIZEN PARTICIPATION PLAN; THE PY2017/FY2018 ANNUAL ACTION PLAN; AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS FOR PY2017/FY2018 ESTIMATED AT \$170,000.00.

Councilmember Callison moved for approval of the resolution, and Mayor Pro Tem Chinn seconded.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO SPILLMAN TECHNOLOGIES, INC., SALT LAKE CITY, UTAH, FOR THE PURCHASE OF THE SPILLMAN COMPSTAT SOFTWARE MANAGEMENT SUITE IN THE ESTIMATED AMOUNT OF \$61,530.00.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Callison seconded.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., NASHVILLE, TENNESSEE, FOR ENGINEERING SERVICES IN THE ESTIMATED AMOUNT OF \$298,800.00 RELATED TO THE MULTIMODAL ACCESS PROJECT AT OAK RIDGE TURNPIKE AND SOUTH ILLINOIS AVENUE.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Smith seconded.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION APPROVING A NEW WATER SERVICES CONTRACT BETWEEN THE CITY AND THE UNITED STATES DEPARTMENT OF ENERGY (DOE) THROUGH JUNE 30, 2027.

Mayor Gooch moved for approval of the resolution, and Councilmember Callison seconded. Finance Director Janice McGinnis provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION AUTHORIZING A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH CTI ENGINEERS, INC., KNOXVILLE, TENNESSEE, FOR ENGINEERING SERVICES IN CONNECTION WITH THE REHABILITATION AND MAINTENANCE OF THE CITY'S ELEVATED WATER STORAGE TANKS AND IN-GROUND WATER STORAGE RESERVOIRS IN AN AMOUNT NOT TO EXCEED \$312,800.00.

Councilmember Smith moved for approval of the resolution, and Councilmember Vogel seconded.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION AWARDING A CONTRACT (FY18-005) TO DIVERSIFIED LANDSCAPE SERVICES, INC, OAK RIDGE, TENNESSEE FOR LITTER PICK-UP SERVICES FOR THE RECREATION AND PARKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$88,210.00.

Councilmember Smith moved for approval of the resolution, and Mayor Pro Tem Chinn seconded.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

A RESOLUTION AUTHORIZING AN EXPENDITURE NOT TO EXCEED \$75,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, D/B/A CELEBRATE OAK RIDGE FOR EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL EVENTS.

Mayor Gooch moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution and answered questions from Council.

Several Councilmembers commented on their hesitation to approve this resolution due to negative feedback they have received from residents.

Councilmember Hope stated that there should be an accounting of the total cost of the Festival and that he did receive some positive feedback regarding the type of music that was booked for the Festival.

Councilmember Callison thanked the members of the Celebrate Oak Ridge committee for their hard work and asked that the feedback not be so negative about the Festival.

Jeff Mosier, 115 W. Newkirk Lane, Oak Ridge, expressed his disappointment with the marketing efforts of the organizers of the Festival.

David Kitzmiller, 144 Wellington, Oak Ridge, that a large expenditure from the City to fund the Festival was not what the original board that recommended the establishment of a 501 (c)(3) envisioned.

Ryan Braby, 154 N. Seneca Road, Oak Ridge, addressed Council regarding the lack of communication between the Celebrate Oak Ridge committee and the City and the late timing of the funding request.

Nicole Ferrara, 154 N. Seneca Road, addressed Council as a vendor at the Festival and shared some of her concerns about how the Festival was organized, as well as her opposition to the resolution.

Theresa Scott, 102 Victoria, Oak Ridge, stated that she was disgusted with what happened with the Secret City Festival, and she has received many negative comments regarding the Festival. As a Beer Board member, she wanted to make it clear that the Beer Board did not require the construction of a fence around the entire Festival.

Angi Agle, 101 W. Melbourne Road, Oak Ridge, stated that she had attended the Festival and had a great time, but that there are some changes that could be made going forward, including the fence around the entire Festival.

The resolution was approved unanimously by board vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

**APPEARANCE OF CITIZENS**

Jeff Mosier, 115 W. Newkirk, Oak Ridge, addressed Council about the drug issues facing Oak Ridge.

Dr. James Horton, 106 Carson Lane, Oak Ridge, addressed Council regarding the appearance of the City.

Fire Chief Darryl Kerley, 245 Briarcliff Avenue, Oak Ridge, stated that firefighters respond to drug scenes on a regular basis, and the Police Department has done a great job fighting drug dealers in our community. He stated that this is a prevalent problem across the nation, not just Oak Ridge.

### **ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING**

#### **Elections/Appointments**

*Confirmation of nomination of Nancy Stanley Riser to the Oak Ridge Utility District (ORUD) Board of Commissioners.*

Councilmember Smith moved to confirm Ms. Stanley Riser's nomination, and Councilmember Callison seconded.

The motion was approved unanimously by voice vote with Councilmembers Callison, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson was absent.

#### **Announcements**

City Manager Mark Watson informed Council there would be a community meeting regarding the preschool Facility on Tuesday, July 11 and that more information would be forthcoming.

Councilmember Vogel announced that efforts have begun to put up a fence and clean out the creek using CDBG funds as a response to feedback from the Blueprint meeting in the Woodland community.

Councilmember Hope inquired if it was possible to have a highway entry sign put up near our fire stations to alert the public of emergency vehicles entering the highway. City Manager Mark Watson stated he would talk to Chief Kerley and see if something could be added to the budget.

#### **Scheduling**

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

#### **SUMMARY OF CURRENT EVENTS**

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

City Manager Mark Watson complimented the Oak Ridge Police Department for their work on several incidents during the day.

##### **CITY ATTORNEY'S REPORT**

**ADJOURNMENT: 9:05 p.m.**



YOUTH ADVISORY BOARD MEMORANDUM

DATE: June 8, 2017  
TO: Beth Hickman, City Clerk  
FROM: Matt Reedy, Advisor to the YAB  
SUBJECT: Youth Advisory Board Screening Panel

The City Youth Advisory Board Screening Panel for the 2017-2018 term of office consisted of City Council member Jim Dodson, ORHS staff member Connie Wilson, and Recreation and Parks Department staff member Matt Reedy. The YAB Screening Panel has selected the following sixteen students to recommend to City Council for appointment to the 2017-2018 Youth Advisory Board. The applications are attached to be included in the agenda for the July 10, 2017 meeting of the Oak Ridge City Council.

The YAB Screening Panel recommends these students to serve a one-year term on the 2017-2018 City of Oak Ridge Youth Advisory Board:

Chloe Bales	Stephen Fuller	Hannah Oran
Audrey Bufton	Alexis Hammond	Alexis Palau
Maddie Childress	Jan Jakowski	Candace Pang
Ethan Collier	Mikolaj Jakowski.	Brigitte Turner
Alison Craig	Madelyn Kittrell	
Maggie Froning	Jasleen Narula	

If there are any questions about this statement from the Youth Advisory Board, contact City-Staff Liaison Matt Reedy at 425-3442.

Thank you,

A handwritten signature in black ink, appearing to read "Matt Reedy".

Matt Reedy  
Recreation Manager of Centers, Camps, Programs, and YAB



## YAB Screening Panel

DATE: 6-8-17

- |                         |                            |
|-------------------------|----------------------------|
| 1 <u>Audrey Bufton</u>  | 9 <u>Maggie Froning</u>    |
| 2 <u>Ethan Collier</u>  | 10 <u>Stephen Fuller</u>   |
| 3 <u>Alison Craig</u>   | 11 <u>Hannah Oran</u>      |
| 4 <u>Alexis Hammond</u> | 12 <u>Brigitte Turner</u>  |
| 5 <u>Jan Jakowski</u>   | 13 <u>Chloe Bales</u>      |
| 6 <u>Alexis Palau</u>   | 14 <u>Maddie Childress</u> |
| 7 <u>Cardace Pang</u>   | 15 <u>Madelyn Kittrell</u> |
| 8 <u>Jasleen Narula</u> | 16 <u>Mikolaj Jakowski</u> |

We, the YAB Screening Panel, recommend the 16 students  
above to serve on the City Youth Advisory Board  
for the 2017-2018 term of office.

Councilman Jim Dodson

ORHS Staff Connie Wilson

City Staff Matt Reedy

Jim Dodson  
Connie Wilson  
Matt Reedy

# Youth Advisory Board

Election Date: 7/10/2017

Number of Vacancies: 16

Term Valid Through: One-year term  
commencing 8/1/17

Number of Members: 16

## Qualifications:

Applicants are required to be residents of the City of Oak Ridge with the goal to have two (2) members from each grade level (8th-12th).

## Applicants

First Name	Last Name	Submission Date
Chloe	Bales	5/1/2017
Audrey	Buften	5/4/2017
Madison (Maddie)	Childress	5/5/2017
Ethan	Collier	5/18/2017
Alison	Craig	5/19/2017
Maggie	Froning	5/18/2017
Stephen	Fuller	5/5/2017
Alexis	Hammond	4/24/2017
Jan	Jakowski	5/17/2017
Mikolaj	Jakowski	5/19/2017
Madelyn	Kittrell	5/17/2017
Jasleen	Narula	5/4/2017
Hannah	Oran	5/18/2017
Alexis	Palau	5/2/2017
Candace	Pang	5/15/2017
Brigitte	Turner	5/3/2017

Total Applicants: 16

## Current Members

First Name	Last Name	Term Expires
Audrey	Buften	7/31/2017
Ethan	Collier	7/31/2017
Alison	Craig	7/31/2017
Lucas	Dunning	7/31/2017
Ruth	Hammond	7/31/2017
Alexis	Hammond	7/31/2017

Jan	Jakowski	7/31/2017
Olivia	Kelly	7/31/2017
Jasleen	Narula	7/31/2017
Olivia	Pabst	7/31/2017
Alexis	Palau	7/31/2017
Candace	Pang	7/31/2017
Shreyank	Patel	7/31/2017
Amanda	Pitz	7/31/2017
Stella	Powell	7/31/2017
Brent	Robinson	7/31/2017

# Youth Advisory Board Applicants

Application Submission Date: 5/1/2017

Prefix	FirstName	LastName	Race (Optional):
Ms.	Chloe	Bales	Caucasian
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
5/1/2017	No		0

School Name

Oak Ridge High School

School Grade GPA

12th

Favorite Class

3.8 AP Biology

Extra Curricular Activities

Spanish Honors Society; National Honor Society; Glenwood Elementary School tutor; Teen Board of Knoxville  
Volunteer Work Experience (1)

Children's Museum of Oak Ridge

Dates

6/2015-7/2015

Description

As a camp counselor, I would help organize the kids' activities for the week. It was really rewarding to work with the kids for the summer and help the leaders organize the events for the summer.

Volunteer Work Experience (2)

Razzleberry's

Dates

6/2016-7/2016

Description

My first job was working for Razzleberry's at the Oak Ridge city pool in the summer of 2016. While working there, I learned many valuable skills such as how to work directly with the public, organizational techniques and how to accurately represent an organization. Working at Razzleberry's helped me to understand the importance of being flexible and being capable of working under pressure.

Why do you want to serve on the YAB?

I would like to serve on the YAB because I want the chance to represent my fellow youth in the community. Additionally, I want to be able to serve the community while gaining valuable knowledge on how to serve as a leader. I believe serving on YAB would help me to accomplish these goals.

Please see additional attachments.

May 18, 2017

Beth Hickman, City Clerk  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, TN 37831

Re: Youth Advisory Board

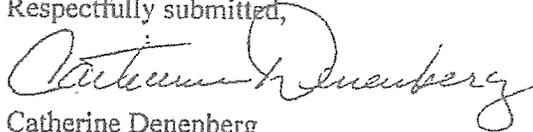
To Whom It May Concern:

This letter is being written in support of the application submitted by Chloe Bales who is seeking a seat on the Youth Advisory Board for the City of Oak Ridge. Chloe is an exemplary and conscientious student who is worthy of serious consideration.

If chosen Miss Bales will be a strong representative on the Board who will serve faithfully. I feel the experience she will receive will only serve to enhance her leadership qualities.

Thank you for your time.

Respectfully submitted,



Catherine Denenberg  
122 Salem Road  
Oak Ridge, TN 37831

# Youth Advisory Board Applicants

Application Submission Date: 5/4/2017

Prefix	FirstName	LastName	Race (Optional):
Ms.	Audrey	Buften	Caucasian
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
5/4/2017	Yes		22

School Name

Oak Ridge High School

School Grade GPA

11th

Favorite Class

AP Government and Politics

Extra Curricular Activities

Masquers; ASAP; Scholar's Bowl; Tennis

Volunteer Work Experience (1)

Methodist Medical Center

Dates

November 2016-Present

Description

I volunteer at the hospital in Oak Ridge weekly and during the summer. It feels good to be helping people who are going through a rough time because of their family member's illness. I show them where to go and try to be helpful and compassionate. Volunteering at Methodist also gives me insight into the career in medicine I want to pursue.

Volunteer Work Experience (2)

EXCEL

Dates

Summers of 2013-2016

Description

I volunteered at my old elementary school, Glenwood, by helping teach the kids and get everything organized so they could learn and have a fun experience. I really enjoy working with children and got very close with several. I think this experience made me a more patient person and also helped me develop my leadership qualities.

Why do you want to serve on the YAB?

I want to serve on YAB again because it makes me feel like I have a voice and impact on the community. YAB's programs like graduation celebration help people my age be more safe and have fund. I also think my association with ASAP will bring more unison with YAB because of the similar goals of both groups. I hope I can continue with YAB next year and become an even better leader and member of the community.

End of Application for Audrey Buften

# Youth Advisory Board Applicants

Application Submission Date: 5/5/2017

Prefix: Ms.      FirstName: Madison (Maddie)      LastName: Childress      Race (Optional): White  
Submission Date: 5/5/2017      Currently serving YAB?: No      Number of previous applications: 0      Number of Years Served on YAB: 0

School Name: Oak Ridge High School

School Grade: 12th      GPA: 3.36      Favorite Class: Student Council

Extra Curricular Activities

Student Council (President); Youth Leadership Oak Ridge; Young Life; Football Trainer (Spring, 2015-Spring, 2016)

Volunteer Work Experience (1)

5th Avenue Nail Spa

Dates

August-Current

Description

I am the "receptionist" but I do a little bit of everything. I watch the owners daughter, housekeeping around the shop, yard work, errands, and actual receptionist work

Volunteer Work Experience (2)

Dates

Description

Why do you want to serve on the YAB?

I want to serve on the YAB because I think that I possess adequate leadership skills that could be a great addition. I also am student council president so it could help us work together on things like Compassion Week.

End of Application for Madison (Maddie) Childress

# Youth Advisory Board Applicants

Application Submission Date: 5/18/2017

Prefix: Mr.      FirstName: Ethan      LastName: Collier      Race (Optional):  
Submission Date: 5/18/2017      Currently serving YAB?: Yes      Number of previous applications:      Number of Years Served on YAB: 31

School Name:  
Oak Ridge High School

School Grade: 12th      GPA:      Favorite Class: 4.57 US History

Extra Curricular Activities

Cross Country; Piano; Scholar's Bowl; Class of 2018 Committee; History Bowl; National Honors Society; French Honors Society

Volunteer Work Experience (1)

Children's Museum of Oak Ridge

Dates

June 6-24, 2016

Description

This was a great opportunity to teach young children in various classes such as science and arts and crafts as well as learning how to work with and lead younger volunteers. I also learned the importance of maintaining a schedule and remaining flexible when asked to do a variety of jobs around the museum, including cleaning.

Volunteer Work Experience (2)

Redwood City Public Library

Dates

July 5-18

Description

I taught and guided children from the first to fourth grade levels in reading, science, and math. I got to establish relationships with a small group of kids, and being a small part in enriching their education was very fulfilling.

Why do you want to serve on the YAB?

I want to serve on YAB because I feel that I could begin to lead the younger members with my experience on last year's board and be more proactive. I see potential with many of the events put on our goals list and can re-introduce some of these ideas and suggest changes to make them successful this year. Also, creating alcohol-free youth events is extremely rewarding for the community and members on the board, who can apply the skills of leadership and responsibility to their everyday lives.

End of Application for Ethan Collier



# Youth Advisory Board Applicants

Application Submission Date: 5/18/2017

Prefix: Ms.      FirstName: Maggie      LastName: Froning      Race (Optional):  
Submission Date: 5/18/2017      Currently serving YAB?: No      Number of previous applications:      Number of Years Served on YAB: 0

School Name: Jefferson Middle School

School Grade: 9th      GPA:      Favorite Class: 4 Honors English

## Extra Curricular Activities

I run track and cross country, participate in the school interact club and chess club and am part of a club swim team outside of school. I also play the viola with the school orchestra and participate in orchestra competitions.

## Volunteer Work Experience (1)

Food Drive for the Homeless with Interact Club

### Dates

October-November 2017

### Description

With other members of the Interact Club, I made posters to advertise our food drive. We asked for canned and dry food and held a competition between home rooms. I also gave a speech to my homeroom and one other homeroom about the importance of donating to the food drive and how helpful it would be to the homeless families to whom we gave the food. In the end, we collected the cans and boxes from the homeroom and shipped them to local homeless shelters.

## Volunteer Work Experience (2)

School Clean-Up with Interact Club

### Dates

Monday, May 9, 2017

### Description

After suggesting the idea to JMS Interact Club and having it approved by our Interact Club sponsors, one of my fellow Interact Club members and I proposed our idea of powerwashing and weeding the JMS courtyard to our school principal. We had several meetings with him about our idea throughout the month of March, and as Spring weather moved in, all of us realized that the front of our school needed more care. We set a date to clean the JMS welcoming sign at the front of the

## Why do you want to serve on the YAB?

I feel as if joining the Youth Advisory Board would help me to build my leadership skills and give me a chance to solve problems outside of my home and school. I am also very organized and enjoy brainstorming ideas and believe those skills would be helpful on the YAB. I enjoy working with other people and feel like I am very compliant as well as hard working. I am very creative and enjoy using my creativity to solve problems.

Please see additional attachments.

Maggie B. Froning  
Oak Ridge High School  
Graduating Class of 2021

### Education

- 1<sup>st</sup>-6<sup>th</sup> grade homeschooled
- 7<sup>th</sup>-8<sup>th</sup> grade Jefferson Middle School

### Awards and Distinctions

- Cumulative G.P.A 4.0
- Most Improved Sprinter (Track and Field) 2016
- 3 year Middle School Musical Showcase 1<sup>st</sup> place Orchestral Award, Superb rating
- 2 year Middle School Musical Showcase 1<sup>st</sup> place Instrumental Award, Superb Rating
- 3<sup>rd</sup> Place Medal of Honor 7<sup>th</sup> grade Art Piece (Tennessee Valley Fair)

### Hobbies and Interests

- Member of National Award Winning 2015-2016 Jefferson Middle School 7<sup>th</sup>-8<sup>th</sup> grade Orchestra
- Member of State Qualifying JMS 2017 Track and Field team.
- Participant in multiple local Art Exhibitions
- 3 Year member of JMS Track and Field and Cross Country team
- 6 Year member of ORCA swim team
- Past member of Oak Ridge Sound Company Show Choir
- Project CS Girls Participant 2015-2016

## Clubs

- JMS Interact Club
- JMS Math Club
- JMS Chess Club
- JMS Youth for Christ
- JMS Eagle Labs Makerspace 2015-2016

# Youth Advisory Board Applicants

Application Submission Date: 5/5/2017

Prefix	FirstName	LastName	Race (Optional):
Mr.	Stephen	Fuller	White
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
5/5/2017	No		0

School Name

Oak Ridge High School

School Grade GPA

9th

Favorite Class

4 History

Extra Curricular Activities

Basketball; Track; Math Club, Church Youth Group

Volunteer Work Experience (1)

Buckeye Youth Council

Dates

11/19/16; 1/29/17; 2/4/17; 2/11/17

Description

During all these events I have had the opportunity to provide my volunteer experience through the Buckeye Youth Council. My first event, 11/19/16, I was a ticket collector for the city Demolition Derby. The next event on 1/28/17 and 1/29/17 I was a ticket collector for the City "Wild West Show." The 2/4/17 event I was a mascot handler for the city Air Show. And the 2/11/17 event I was a door greeter at a Veterans breakfast. Throughout all my experience I have to say my most memorable experience was being able to help at the Veterans breakfast. I was a door greeter as they entered the the breakfast area. I was glad to help serve the men who served for us.

Volunteer Work Experience (2)

Feed My Starving Children

Dates

4/9/17

Description

During this experience, I was able to help my church package food to send to children in different countries who are dealing with starvation.

Why do you want to serve on the YAB?

I would like to serve on the youth advisory board because I want to be a part of a team that helps minimize the community issues among the youth in the city of Oak Ridge. With my past experience of serving on a youth council in my city I have gained extensive knowledge and experience in being a part of a team that provides solutions for our youth community issues. I feel each community should have a council of young adults that are a voice for all the youth. I want to be a part of this advisory board to help empower the youth of our city to participate in health social and recreational activities.

End of Application for Stephen Fuller

# Youth Advisory Board Applicants

Application Submission Date: 4/24/2017

Prefix	FirstName	LastName	Race (Optional):
Ms.	Alexis	Hammond	African-American
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
4/24/2017	Yes		11

School Name

Oak Ridge High School

School Grade GPA

11th

Favorite Class

4.16 Chemistry

Extra Curricular Activities

YAB, French Club, Orchestra (Cello), Allies for Substance Abuse Prevention (ASAP), Tennis, Jack & Jill of America; Men of Tomorrow Foundation, SECME, Oak Ridge Police Department - Junior Police Academy

Volunteer Work Experience (1)

Oak Valley Bpatist Church Youth Group

Dates

8/1/2014 - Present

Description

As part of the youth group at Oak Valley Baptist Churc, we participate in volunteer activities each month. Some of the activities include volunteering at the nursing home, KARM, neighborhood clean-ups in the Scarboro community, and food basket give-a-ways during Thanksgiving and Christmas. I also serve in the greeter ministry where we provide a welcoming, first-impression to visitors during church events. My other church service activities include: the youth choir, youth usher board and praise dance team.

Volunteer Work Experience (2)

YAB

Dates

8/1/2016 - Present

Description

YAB has provided multiple avenue for me to volunteer in the Oak Ridge community. Some of the events I have volunteered at are the Oak Ridge Easter Egg Hunt, the Dodgeball tournament, the Oak Ridge Halloween Pary, and the Water Awareness series.

Why do you want to serve on the YAB?

My hope is to continue serving on the Youth Advisory Board because I see how the Board helps to support the youth who live in the City of Oak Ridge through fun and educational events. I enjoy being able to be a part of the leadership team that plans and organizes these events. Some of the events are similar to those sponsored by previous boards but each new Board gets to add an element or make a change that results in an improvement in the community service or impact of the event. I have learned from the other members of the Board and from Mr. Reedy on how to plan and execute successful events and programs. One of the most important elements is teamwork. Every team needs different perspectives and skills to be

Please see additional attachments.

# Alexis Hammond

112 Tiffany Place, Oak Ridge, Tennessee; 865-399-2760

## EDUCATION

2014 – Present **Oak Ridge High School, Oak Ridge, Tennessee (current 10<sup>th</sup> Grade student); GPA: 4.167**  
Advanced Classes: Math: Honors Pre-Calculus (10<sup>th</sup> Grade)  
Science: Honors Chemistry (10<sup>th</sup> Grade)

## EXPERIENCE

- Summer 2016 **University of Tennessee e-VOL10 Camp**  
One-week residential camp to prepare rising 10<sup>th</sup> grade students for engineering careers.
- Oak Ridge Police Department – Junior Police Academy (Lead Cadet)**  
Three-week program to introduce high school students to local law enforcement activities (K9 and SWAT operations, forensics, drug awareness, etc.) and leadership skill development.
- Summer 2015 **POWER (Preparing Outstanding Women for Engineering Roles) Camp**  
Host Site: Indiana Univ. – Purdue Univ. Indianapolis (IUPUI)  
- One-week residential camp for high school females to explore engineering through hands-on, learn-by-doing experiences with female faculty and graduate students.
- GO (GIRLS ONLY) STEM! Camp**  
Host Site: University of Southern Indiana  
- Five-day residential camp for high school females to engage in STEM activities in chemistry and nutrition, technology, earth sciences, biology, and engineering/applied physics.
- 2013 – 2014 **Model United Nations (Middle School Division) - Delegate representative of Spain**  
Host Site: University of William and Mary, Williamsburg, Virginia  
- Prepared three position papers for the Peacebuilding Commission: Demilitarized Zones of Peace, Interfaith Cooperation, and Increasing the Role of Women in Peacebuilding

## ACHIEVEMENTS AND AWARDS

- 2017 Tennessee All-East Orchestra (Cello Alternate)
- 2016 SECME (Science, Math, Engineering) Scholar; above 3.5 GPA
- Best All-Around – Xcel Silver, Louisville Ozone Gymnastics Meet, 2015
- Member of 1<sup>st</sup> Place Team in 2014 NSBE Jr. Cybersecurity Competition

## VOLUNTEER EXPERIENCE

- Sep. 2014 – Present **Oak Valley Baptist Church, Oak Ridge, Tennessee**  
- Serve as a youth usher and as a youth choir member in the worship services.  
- Participated in “Feed the Hungry” and “Relay for Life” youth group events.  
- Serve as a member of the Greeter ministry
- Jan 2014 – Aug. 2014 **Fredericksburg Area Food Bank, Fredericksburg, Virginia**  
- Sort food and non-food items from corporate donors  
- Prepare donation bags for Food4Kidz Program which provides weekend meals for local, disadvantaged children

## EXTRACURRICULAR ACTIVITIES

- ORHS Orchestra, Cello
- ORHS Tennis Team
- ORHS French Club
- STEM Scouts
- Allies for Substance Abuse Prevention (ASAP)
- SECME (Southeastern Consortium for Minorities in Engineering) Club

# Youth Advisory Board Applicants

Application Submission Date: 5/17/2017

Prefix: Mr.      FirstName: Jan      LastName: Jakowski      Race (Optional): Polish  
Submission Date: 5/17/2017      Currently serving YAB?: Yes      Number of previous applications:      Number of Years Served on YAB: 11  
School Name: Oak Ridge High School

School Grade: 12th      GPA:      Favorite Class: 4.6 Math

Extra Curricular Activities

YAB; International Relations Club; Challenge/Conquest Youth Ministry; Track and Field

Volunteer Work Experience (1)

International Relations Club

Dates

August, 2014 - present

Description

The International Relations Club models United Nations and practices parliamentary procedure. We take the role of different nations and debate their viewpoint in an open diplomatic setting. Although it is a fun experience, I take it seriously.

Volunteer Work Experience (2)

Conquest Youth Ministry

Dates

August 2014 - present

Description

With a program through my church, I mentor middle-school aged boys. I help them with their school or home problems and offer advice. I have volunteered previously with the organization during Christmastime by caroling at elderly veterans' homes.

Why do you want to serve on the YAB?

I had plenty of great experiences this year that helped me connect with the youth and city on a personal level. For example I attended the city blueprint and gave suggestions I thought were important, such as having a park within walking distance of the cities neighborhoods so that families can find free recreation for their children. Volunteering at the Egg Hunt showed me how important logistics and planning are to making a successful event for many people. I hope to continue my experiences next year.

End of Application for Jan Jakowski



# Youth Advisory Board Applicants

Application Submission Date: 5/17/2017

Prefix: Ms.      FirstName: Madelyn      LastName: Kittrell      Race (Optional): Caucasian  
Submission Date: 5/17/2017      Currently serving YAB?: No      Number of previous applications: 0      Number of Years Served on YAB: 0

School Name: Jefferson Middle School

School Grade: 8th      GPA:      Favorite Class: 4 English and Math

Extra Curricular Activities: Jefferson Cheer, 2013-2017; First United Methodist Church Choir 2015-Present

Volunteer Work Experience (1): First United Methodist Church Vacation Bible School

Dates: Summers of 2014-2015

Description: Every year I have volunteered. I have instructed groups of elementary schoolers of different ages for five days. We do many fun activities, and it was a great experience. It was very rewarding to be a part of something so positive and to brighten children's day.

Volunteer Work Experience (2):

Dates:

Description:

Why do you want to serve on the YAB?

It is important to me to be able to have input on issues in the Oak Ridge community. Oak Ridge has wonderful youth programs, and I would love contributing to making them even better. I want to serve on the Youth Advisory Board to take part in an amazing experience, meet new people and improve my leadership skills.

End of Application for Madelyn Kittrell

# Youth Advisory Board Applicants

Application Submission Date: 5/4/2017

Prefix: Ms.      FirstName: Jasleen      LastName: Narula      Race (Optional):  
Submission Date: 5/4/2017      Currently serving YAB?: Yes      Number of previous applications:      Number of Years Served on YAB: 11

School Name:  
Oak Ridge High School

School Grade: 11th      GPA:      Favorite Class: 4.39 English

Extra Curricular Activities:  
Tennis; Clarinet; Scholars Bowl; Volunteering  
Volunteer Work Experience (1):  
Tennova Health and Rehab Center

Dates:  
06/02/15 - Present

Description:  
When I first started volunteering at Tennova Health and Rehab Center, I had no idea of the impact it would have on me. My job is to keep the patients company and assist them with any needs they may have. Reading to them and having conversations are just some of the ways I connect with the patients. It overjoys me to see how much just one conversation makes a difference to them. I hear so many life stories and learn so many lessons from them. I volunteer frequently and enjoy spending my time with the patients.

Volunteer Work Experience (2):

ELF Program

Dates:  
August 2016-Present

Description:  
The ELF program offered to Spanish speaking students at Oak Ridge High School allows students to tutor Spanish-speaking elementary school students. I was paired with one student who I have for the whole year. While helping her with her homework and spelling words, we also formed a bond. I enriched me by helping me become a better role model and teacher.

Why do you want to serve on the YAB?

The Youth Advisory Board offers many activities and solutions for the youth of Oak Ridge. Serving on the board this year has been an amazing experience and I'm so happy to have made a change in our community. As a member of the advisory board, I can make a difference in the city of Oak Ridge by planning safe and fun events for students and children and creating solutions to the problems I our community by communicating with the Oak Ridge City Council.

End of Application for Jasleen Narula

# Youth Advisory Board Applicants

Application Submission Date: 5/18/2017

Prefix: Ms.      FirstName: Hannah      LastName: Oran      Race (Optional): Caucasian  
Submission Date: 5/18/2017      Currently serving YAB? No      Number of previous applications:      Number of Years Served on YAB:

School Name:  
Oak Ridge High School

School Grade: 12th      GPA:      Favorite Class: 2.7 Broadcasting

Extra Curricular Activities

Traffic Safety Advisory Board (Term ending May 31, 2017); Allies for Substance Abuse Prevention; International Relations Club; Stroke Support Group; Off the Wall Youth Group; Sunday School Teaching

Volunteer Work Experience (1)

Glenwood Elementary School

Dates

June of 2013, 2014, and 2015

Description

My duties as Glenwood primarily consisted of minor volunteer coordination, child care, minor janitorial duties, as well as a variety of tasks as the need arose.

Volunteer Work Experience (2)

High Places Community Church

Dates

Sunday from January 2014-2017, Wednesdays 2017

Description

Every Sunday, I either teach or assistant teach a preschool age Sunday school class at High Places Church. I arrive at 9:30 am for class set up and curriculum preparation and leave around 12 pm. My duties often include preparing my own curriculum, child care, janitorial duties, regular attendance at leadership meetings, assisting in the planning of Children's Ministry events that range in attendance from 15-50 children, and teaching. On Wednesdays at Off the Wall Youth Group, I have been

Why do you want to serve on the YAB?

I love the City of Oak Ridge with all my heart. It is where I grew up and found my place as a leader in the world. But I feel as if I need to be on the board to properly represent those kids that typically don't see much representation. Oak Ridge as an alarmingly high amount of low income families and youth. The people chose for the Board are meant to represent the youth in the community. Seeing how the majority of youth in the community are low income, we need more advocates for low income youth on the Board and as representation toward City Council. I myself am a low income youth who is very concerned with the present state of my peers at Oak Ridge High School in a similar financial situation. I would like to provide

End of Application for Hannah Oran

# Youth Advisory Board Applicants

Application Submission Date: 5/2/2017

Prefix Ms.      FirstName Alexis      LastName Palau      Race (Optional): Caucasian

Submission Date 5/2/2017      Currently serving YAB? Yes      Number of previous applications      Number of Years Served on YAB 2 2

School Name  
Oak Ridge High School

School Grade 11th      GPA      Favorite Class 4 Chemistry

Extra Curricular Activities  
ORHS Band (2015-2017); Interact Club (2016-2017); German Club (2016-2017); Ski Club (2015-2017)

Volunteer Work Experience (1)  
Rainbow Camp - ORUUC

Dates  
June 2015 and June 2016

Description  
I worked as a counselor at Rainbow Camp during the summers of 2015 and 2016. The camp exposed me to a variety of people, helping me improve my leadership and people skills. As a lead counselor I worked with other kids and camp leaders to plan events and keep the atmosphere fun and safe.

Volunteer Work Experience (2)  
Graduation Celebration Setup

Dates  
May 29, 2014; June 1 and 2, 2016

Description  
I helped with the setup for Graduation Celebration twice and intend to help again in June of this year. I decorated and helped set up multiple rooms. I enjoyed the work because I was able to be creative while knowing I was aiding a good cause. I was able to meet new people both years and had fun working with them to put the party together.

Why do you want to serve on the YAB?

I would like to serve on YAB because I want to help make the community a safer and more enjoyable place for the people who live here. I've enjoyed serving on the board and helping plan events the past two years and hope to participate again.

Please see additional attachments.

## ALEXIS K PALAU

104 Whippoorwill Drive  
Oak Ridge, TN 37830

865-323-3357 (cell)  
alexiskpalau@gmail.com

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<b>Objective</b>	To serve on the 2017-2018 City of Oak Ridge Youth Advisory Board.	
<b>Education</b>	Oak Ridge High School, graduating class of 2019	
<b>Honors/Awards</b>		
	Honor Roll (straight A's, GPA = 4.0+)	2011 – present
	<i>Honors: Biology, Chemistry, Geometry, Algebra2/Trig, PreCalc, English AP: US Government and Politics</i>	
	Oak Ridge Schools Program for Intellectually Gifted	2010 – present
	Robertsville MS Band 1 <sup>st</sup> Clarinet	2013 – 2015
	ORHS Symphonic (advanced) Band	2015 – present
<b>Extracurricular</b>		
	City of Oak Ridge Youth Advisory Board	2015 – present
	Technology Student Association	2012 – 2015
	<i>Chapter representative 2014, Voting Delegate 2015</i>	
	Ski Club	2012 – present
	Band (including marching band 2015 to present)	2012 – present
	RMS Cross Country/Track	2012 – 2014
	Interact Service Club, vice-President	2016 – present
	German Club, President	2016 – 2017
<b>Volunteer/Work Experience</b>		
	Rainbow Diversity Camp Counselor, ORUUC	Summer 2015
	Rainbow Camp Lead Counselor, ORUUC	Summer 2016
	Camp Invention (STEM) Counselor in Training	Summer 2014
	AYSO Youth Referee	Spring/Summer 2014
	School Superintendent's Advisory Board	2013 – 2014
	Tabitha's Table, Robertsville Baptist Church	2017
	Various volunteer work at ORUUC	2014-present
<b>Other Skills</b>	Proficiency using Word, PowerPoint, Prezi, and GIMP Experience with Autodesk Inventor, Revit, and Illustrator Public Speaking Experience, Detail Oriented	
<b>Interests</b>	Playing guitar and ukulele, hiking, skiing, camping, reading, graphic design	

# Youth Advisory Board Applicants

Application Submission Date: 5/15/2017

Prefix	FirstName	LastName	Race (Optional):
Ms.	Candace	Pang	Asian
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
5/15/2017	Yes		44
School Name			
Oak Ridge High School			
School Grade	GPA	Favorite Class	
12th		4.6 Calculus	

## Extra Curricular Activities

I am involved in many academic clubs after school, like Scholars Bowl, Science Bowl, History Bowl, and Science Olympiad. Each week I also tutor Spanish speaking students at Willowbrook Elementary School. I think the Spanish language is fascinating, so I am proud to serve as Treasurer of the National Spanish Honor Society chapter of ORHS. Another of my interests includes servicing the community. I am the President of National Honor Society 2017-2018, and am excited to begin my duties for the upcoming year. This year, I was heavily involved in Youth Advisory Board of 2016-2017, serving as Secretary. Over the summer I enjoy volunteering at Camp Imagination at the Children's Museum of Oak Ridge and at Methodist Medical Center. On the weekends I am a part time hostess at Wasabi Japanese Steakhouse.

## Volunteer Work Experience (1)

Wasabi Japanese Steakhouse

### Dates

June 2016-Current

### Description

This experience was my first interaction with the real-world. It was nothing like volunteering for various school/city events or being a research intern with fellow high-schoolers. It was a wake up call. Through this great opportunity, I learned the beautiful and the nasty natures in people, especially when they are hungry. I am still surprised by both rude impatience and kind thoughtfulness. I believe that learning to deal with people of all kinds is a valuable lesson and applicable to any task. YAB constantly works with other people, and I believe that knowing and understanding the range people can act upon would be an important asset.

## Volunteer Work Experience (2)

English Learning for Friends

### Dates

September 2016-May 2017

### Description

Working with children has to be one of my favorite tasks. I always look forward to be able to teach these students each week, but they inadvertently teach me as well. No matter how bad or stressful the day is, tutoring these students reminds me of the strength of knowledge and optimism. They inspire me to be more patient and work harder. I believe I am making a big impact in these students' lives; I still remember my Kindergarten tutor and the support and care she gave. All these

## Why do you want to serve on the YAB?

I know that a group of motivated and hard-working students can create positive change in our community. Having served on YAB for four years, I have witnessed this in many different forms. I am excited to see where this next year takes YAB, and where YAB will take the community. I think that having been a member for many years before, I can provide helpful insight and leadership for events and other plans. I believe in the power of the Youth Advisory Board to be remembered as something great in our community and synonymous with dedicated change. I have been proud to serve on the Youth Advisory Board in years past, and I hope to serve for one more year as a Senior. Nevertheless, YAB will be an important

End of Application for Candace Pang

# Youth Advisory Board Applicants

Application Submission Date: 5/3/2017

Prefix	FirstName	LastName	Race (Optional):
Ms.	Brigitte	Turner	White
Submission Date	Currently serving YAB?	Number of previous applications	Number of Years Served on YAB
5/3/2017	No		0

School Name

Oak Ridge High School

School Grade GPA

9th

Favorite Class

4 Spanish

Extra Curricular Activities

Orchestra; Track; Church Youth Group; Karate; JMS Interact Club

Volunteer Work Experience (1)

Karns Church of Christ

Dates

March 2017

Description

Helped with a special needs children's day camp

Volunteer Work Experience (2)

Dates

Description

Why do you want to serve on the YAB?

I would like to serve on the YAB because I would like to help plan youth activities in the city of Oak Ridge. My brother, Joel Turner, served on the YAB as well, and he enjoyed his time there.

End of Application for Brigitte Turner

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-21**

**DATE:** June 9, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: ANNUAL ORDER – TEMPORARY WORKERS**

Introduction

An item for City Council consideration is a recommendation for the annual renewal option for the authority to expend funds for the provision of temporary workers to be utilized by the Public Works Department, during the period of July 1, 2017 through June 30, 2018, in the estimated amount of \$100,000.

Funding

Funding for the temporary maintenance workers for the Public Works Department is available in multiple activities in the FY2018 budget, including but not limited to facilities, State Street Aid, and in the case of office workers, Supervision and Engineering. The temporary maintenance workers are listed on the daily labor distribution form with their time allocated to the job they performed along with the City employees, both using the City's work order system and charged to the appropriate budgets.

History

The Public Works Department employs semi-skilled laborers in the classification of Maintenance Worker. This classification currently has a starting pay of \$12.05 per hour. These workers are required to perform their work duties outside in all types of weather while performing labor intensive work.

During the mid-1990s, the Public Works Department had difficulty in retaining employees in the Maintenance Worker classification. Staff learned that the best candidate in the interview may not be the best candidate for the work. To mitigate this problem, the Public Works Department began employing temp workers for this entry level position, which provided an onsite and long-term interview. During the last twenty plus years, two of the early temp workers have advanced and are now Crew Chiefs for the Public Works Department with another being an Electric Line Technician for the Electric Department.

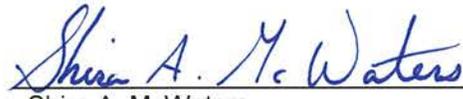
Historically, the temp worker program has been utilized for vacant positions, long-term injuries, special projects (such as moving all the furniture, equipment and warehouse items to the Central Services Complex in 1996) and to supplement the work crews. Temp workers were utilized extensively to complete the inspection work required by the EPA Administrative Order. During the past three years, the use of temp workers has been primarily to supplement the asphalt and concrete crews, as well as a general helper shared by the three building specialists.

The Public Works Department currently has four (4) temp workers, three (3) filling vacancies and one (1) due to medical leave. The weekly cost for the four (4) temp workers is approximately \$2,000 or \$80,000 annually. To permanently hire the three vacant positions would cost approximately \$50,000 per position. If staff is required to eliminate the temp worker program, residents would be impacted with delays in repairing streets and sidewalks; employees would be impacted with delays in building maintenance projects.

Proposals for temporary services were received in FY2017 by the Finance Department and allows up to four (4) additional one-year options to renew. During the FY2017 solicitation process, Alternate Staffing, Inc. submitted the best proposal based on cost for the provision of general labor temp workers. This company has been the provider of these services for the Public Works Department for several years affording us continuity and excellent service.

Conclusion

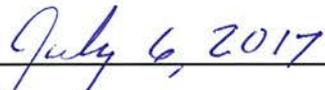
The temporary maintenance workers have proven to be an efficient method of finding potential employees for the entry level positions in the Public Works Department as well as provide the needed manpower for labor intensive projects. Staff recommends approval of the resolution as submitted.

  
\_\_\_\_\_  
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

**RESOLUTION**

A RESOLUTION MAKING AWARDS TO ALTERNATE STAFFING, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$100,000.00.

WHEREAS, the City issued a Request for Proposals (RFP) for as needed temporary employment services for clerical/office and general labor positions for Fiscal Year 2017; and

WHEREAS, by Resolution 7-44-2016, City Council authorized an award to Alternate Staffing, Inc, Knoxville, Tennessee, who submitted the best proposal for as needed temporary general labor employment services for the Public Works Department; and

WHEREAS, this resolution also authorized awards to other qualified companies when more technical skill sets are needed for temporary workers; and

WHEREAS, Alternate Staffing, Inc., has provided temporary workers for several years affording the Public Works Department with continuity and excellent service; and

WHEREAS, the City Manager recommends award be made to Alternate Staffing, Inc., for as needed temporary general labor employment services for FY2018, and to allow awards to other qualified companies when more technical skill sets are needed for temporary workers for the Public Works Department.

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

That the recommendations of the City Manager are approved and award is hereby made to Alternate Staffing, Inc., Knoxville, for furnishing as needed general labor temporary workers and to other qualified companies that participated in the City's Request for Proposals process for furnishing as needed temporary workers when more technical skill sets are needed; said services for the Public Works Department for Fiscal Year 2018 (July 1, 2017 through June 30, 2018) in the estimated amount of \$100,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-22**

**DATE:** June 9, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director

**SUBJECT: ANNUAL ORDER – WATER TREATMENT PLANT CHEMICALS**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of chemicals to be utilized at the Water Treatment during the period of July 1, 2017 through June 30, 2018, in the estimated amount of \$300,000.

Funding

Funding is available in the waterworks fund FY2018 budget. The recommended amount is the same as approved by City Council for FY2017.

Background

Most water treatment chemicals are process and plant specific. Prior to purchasing, the chemicals have been pretested in our plants and found to perform satisfactorily. Any change of chemicals used requires staff to bench, lab and field test, as well as provide notification to DOE to allow for the proper performance and compatibility verification prior to making any full scale changes in chemical or vendor.

A variety of chemicals are utilized and are dependent upon specific circumstances, such as raw water conditions, i.e. clarity and quality. Prompt delivery after order is critical and the current vendors continue to meet that criterion. The chemicals are ordered on an as needed basis, since some start to degrade and lose their strength overtime. The price of the chemicals can fluctuate depending on cost and availability of the products used to make the chemicals. The City staff works with a variety of vendors to purchase the needed chemicals for potable drinking water production.

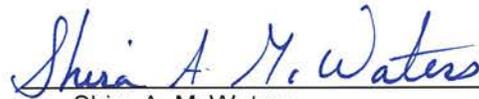
The recommended resolution is limited to the chemicals that annually exceed the City Manager's purchasing authority. These chemicals include Polymer, Chlorine, Hydrofluosilicic Acid and Phosphate and are purchased from suppliers such as The Dycho Co., USALCO and Nalco Company.

Chemical	FY2015	FY2016	FY2017 (estimated)	3 Year Average
Polymer	\$131,678	\$107,932	\$116,875	\$118,828
Chlorine	\$ 32,450	\$ 37,860	\$ 40,925	\$ 37,078
Hydrofluosilicic Acid	\$ 30,701	\$ 21,509	\$ 22,000	\$ 24,737
Phosphate	\$ 42,240	\$ 63,300	\$ 63,300	\$ 56,280
3 Year Total	\$237,069	\$230,601	\$243,100	\$236,923

The public and DOE facilities depend on the City of Oak Ridge for the production of safe potable drinking water. An allowance is included in the recommended amount to provide the authority to purchase the chemicals required so that staff can produce potable drinking water at all times and under widely varying conditions. The recommended purchase amount is an estimate. Any unspent funds will remain in the waterworks budget.

Recommendation

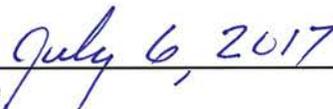
Staff recommends approval of the attached resolution as submitted. As the recommendation is a waiver of soliciting sealed bids due to the chemicals being plant specific and the requirement of testing prior to purchase, Council is reminded that a unanimous vote is required for approval.

  
\_\_\_\_\_  
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 

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$300,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2018 (July 1, 2017 through June 30, 2018) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, the City has long-term relationships with various vendors for supplying chemicals for the Water Treatment Plant including polymer, chlorine, hydrofluosilic acid, and phosphate; and

WHEREAS, prior to utilizing chemicals in the plants, the chemicals must be pretested to perform satisfactorily in the plants and any major change in chemicals would require bench, lab, and field testing to ensure proper performance; and

WHEREAS, the City Manager recommends that competitive bids be waived and awards be made to the best providers for chemicals for the Water Treatment Plant.

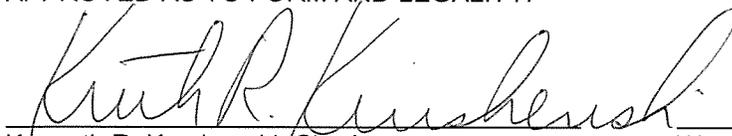
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to The Dycho Co., USALCO, Nalco Company, and other qualified providers for the furnishing of chemicals for the Water Treatment Plant for FY2018 (July 1, 2017 through June 30, 2018) in the estimated amount of \$300,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-23**

**DATE:** June 9, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director

**SUBJECT: ANNUAL ORDER – RENTAL OF HEAVY EQUIPMENT**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the rental of heavy equipment by the Public Works Department, during the period of July 1, 2017 through June 30, 2018, in the estimated amount of \$95,000.

Funding

Heavy equipment is rented for a variety of projects throughout the fiscal year on an as needed basis. When equipment is rented, the appropriate fund will be charged with the expense, such as the waterworks, general maintenance or state street aid. The amount of funding is estimated, if work tasks do not require the rental of heavy equipment, funds are not expended.

Background

The City owns standard heavy equipment such as backhoes and front loaders. Some work tasks occasionally require different equipment such as a dozer, excavator and emergency pumps. It is more cost effective to rent certain pieces of equipment rather than own since they are often times used infrequently.

When special heavy equipment is required for a work task, rental prices are negotiated with vendors such as Stowers, Bobcat, Contractors Machinery, United Rentals and Nortrax, all located in Knoxville. The rental period for this equipment can range from a few hours to a few weeks, depending on the project(s). The vendors offer hourly, daily, weekly and monthly rental terms, with the award of the rental agreement based on type of equipment required, price and availability on a case by case basis. Below is a table of the amounts paid for rental of heavy equipment for the previous three fiscal years.

FY2015	FY2016	FY2017 (projected)
\$71,983	\$90,673	\$50,800

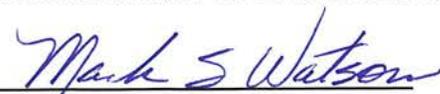
Recommendation

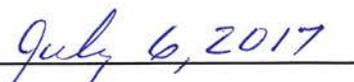
Staff recommends approval of the attached resolution as submitted. As the recommendation is a waiver of soliciting sealed bids due to the unknown need for heavy equipment and duration required, Council is reminded that a unanimous vote is required for approval.

  
\_\_\_\_\_  
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

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AWARDS TO STOWERS, BOBCAT, CONTRACTORS MACHINERY, UNITED RENTALS, NORTRAX, AND OTHER SUITABLE COMPANIES FOR AS NEEDED HEAVY EQUIPMENT RENTAL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$95,000.00.

WHEREAS, the City of Oak Ridge has need for the rental of heavy equipment for various projects which sometimes requires a quick response that may not allow time for competitive bidding and could exceed the City's sealed bid limit over the fiscal year; and

WHEREAS, in the past, the City has utilized Stowers, Bobcat, Contractors Machinery, United Rentals, and Nortrax for as needed heavy equipment rentals; and

WHEREAS, the City Manager recommends that competitive bids be waived and awards be made to Stowers, Bobcat, Contractors Machinery, United Rentals, Nortrax, and other suitable companies for as needed heavy equipment rental for the Public Works Department.

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Stowers, Bobcat, Contractors Machinery, United Rentals, Nortrax, and other suitable companies for as needed heavy equipment rental for the Public Works Department for FY2018 (July 1, 2017 through June 30, 2018) in the estimated amount of \$95,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
17-24**

**DATE:** June 9, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director

**SUBJECT: ANNUAL ORDER – RECYCLED BIOSOLIDS DISPOSAL**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the disposal of recycled biosolids generated at the Wastewater Treatment Plant to Waste Management, Chestnut Ridge Landfill, during the period of July 1, 2017 through June 30, 2018, in the estimated amount of \$165,000.

Funding

Funding for this expense is budgeted and available in the waterworks fund.

Background

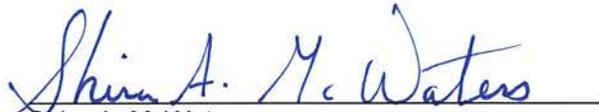
Chestnut Ridge Landfill, owned and operated by Waste Management, is an approved solid waste landfill. It is the closest landfill to the Wastewater Treatment Plant and is in Anderson County. The estimated unit rate for FY2018 is \$32.70 per ton (\$.95 per ton increase from FY2017) for biosolids disposed at Chestnut Ridge. Below is a table of the biosolids disposal cost and approximate tons for FY2014 through May 31, 2017.

	FY2014	FY2015	FY2016	FY2017 as of 5/31/2017
Annual Cost	\$73,096	\$95,652	\$109,345	\$137,456
Cost per Ton	\$30.23	\$30.83	\$31.75	\$32.70
Approximate Tons	2,418	3,103	3,444	4,204
Monthly Average Tons	202	259	287	382
Percent Increase from Prior FY	-	28%	11%	33%

Based on a monthly average of 382 tons, the estimated final tonnage for FY2017 is anticipated to be 4,586 tons. The estimated final cost for FY2017 is approximately \$150,000. As stated in Public Works Department Memorandum 17-08, several factors have contributed to the annual increases in sludge removal over the past several years.

Recommendation

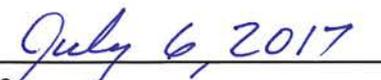
Staff recommends approval of the attached resolution as submitted. As this recommendation is a waiver of soliciting competitive bids due to Waste Management, Chestnut Ridge Landfill being the best provider based on qualifications and location, Council is reminded that a unanimous vote is required for approval.

  
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

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO WASTE MANAGEMENT FOR DISPOSAL OF BIOSOLIDS AT THE CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$165,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2018 (July 1, 2017 through June 30, 2018) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, since 2015, the City has been exclusively disposing of all biosolids at the Chestnut Ridge Landfill owned and operated by Waste Management, which site is the closest approved solid waste landfill site; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Waste Management for the disposal of biosolids.

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

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Waste Management for disposal of the City's biosolids at the Chestnut Ridge Landfill for the Public Works Department for FY2018 (July 1, 2017 through June 30, 2018) based on an estimated unit rate of \$32.70 per ton and in the estimated amount of \$165,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
17-25**

**DATE:** June 9, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: ANNUAL ORDER – STREET RESURFACING EMERGENCY SERVICE**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of street resurfacing emergency service for the Public Works Department, during the period of July 1, 2017 through June 30, 2018, in the estimated amount of \$200,000.

Funding

At times, such as a water break on the Turnpike or other major street, it is required for the street to be resurfaced quickly to allow for daily traffic flow. When these services are required, the appropriate fund will be charged, such as waterworks, state street aid or state highway maintenance.

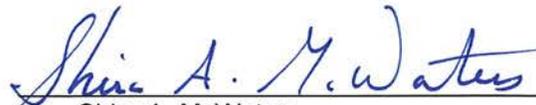
Background

A majority of the emergency street resurfacing services are required because the area is too large or difficult for the City crews and equipment to complete. When the need for these services arises, staff reviews the work with contractors such as Rogers Group, Inc., J.G. Mullins Construction Company and APAC Tennessee on site and negotiates a price and time schedule for the work. Below is a table of the amounts for emergency street resurfacing services for the previous three fiscal years.

FY2015	FY2016	FY2017 (projected)
\$96,356	\$101,900	\$200,000

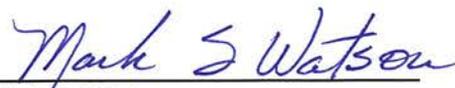
Recommendation

Staff recommends approval of the attached resolution as submitted. As this recommendation is a waiver of soliciting competitive bids due to the urgency of completing the work, Council is reminded that a unanimous vote is required for approval.

  
\_\_\_\_\_  
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 July 6, 2017

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR EMERGENCY STREET RESURFACING FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2018 IN THE ESTIMATED AMOUNT OF \$200,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2018 (July 1, 2017 through June 30, 2018) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, there are times—such as a water break on a major street—when emergency street resurfacing must take place in order to allow for daily traffic flow; and

WHEREAS, when the need for services arise, city staff reviews the work with contractors such as Rogers Group, Inc.; J.G. Mullins Construction Company; and APAC Tennessee for an on-site visit and price negotiation and time schedule; and

WHEREAS, the City Manager recommends that competitive bids be waived and awards be made to the best providers for emergency street resurfacing.

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Rogers Group, Inc.; J.G. Mullins Construction Company; APAC Tennessee; and other qualified providers for emergency street resurfacing for the Public Works Department for FY2018 (July 1, 2017 through June 30, 2018) in the estimated amount of \$200,000.00.

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

This the 10th day of July 2017.

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

17-03

**DATE:** June 20, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** James T. Akagi, Chief of Police  
**SUBJECT:** ANNUAL MAINTENANCE SPILLMAN TECHNOLOGIES SOFTWARE SYSTEMS

Introduction

An item for City Council's consideration is a resolution for an annual maintenance agreement with Spillman Technologies in the amount of \$44,496.52. Spillman Technologies is a software systems corporation and the sole source provider of their product and services.

Funding

As approved in previous City Council Resolution 2-13-2014, the City of Oak Ridge contracted with Spillman Technologies for implementation and annual maintenance of an enterprise-wide records management system (**RMS**); which includes, but is not limited to recurring training, software upgrades and enhancements for workstations and mobile servers, and 24/7 critical technical support for remote support connectivity and mobile records management.

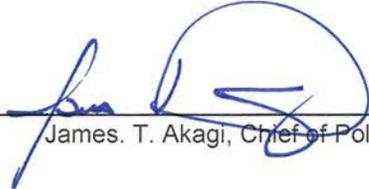
Consideration

The City has held an agreement with Spillman Technologies since February 2014 to implement and maintain a RMS which includes records management, computer-aided dispatch, mobile reporting and other features. Annual maintenance provides support to ensure system operation and training to ensure users understand the latest features and applications. Based on the essential functions of the RMS, it is necessary that the maintenance contract does not lapse as costs would be significant if a failure were to occur with no contract in place.

Based on the consideration provided, staff recommends that the competitive bid process be waived and an award made to Spillman Technologies based on the services provided and the critical nature of the RMS.

Recommendation

Staff recommends approval of the accompanying resolution. As the recommendation is that competitive bids be waived, Council is reminded that a unanimous vote is required for approval.

  
James. T. Akagi, Chief of Police

**City Manager's Comments:**

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

  
Mark S. Watson      7/16/17  
Date

# Invoice



4625 Lake Park Blvd.  
 Salt Lake City, Utah 84120  
 801.902.1200

Page 1/1  
 Invoice 35121  
 Date 4/5/2017

**Bill To:** Oak Ridge Police Department  
 Jeremy Huddleston  
 City of Oak Ridge  
 200 S Tulane Ave  
 Oak Ridge TN 37830

**Ship To:** Oak Ridge Police Department  
 Jeremy Huddleston  
 City of Oak Ridge  
 200 S Tulane Ave  
 Oak Ridge TN 37830  
 Oak Ridge TN 37830

Project #		Customer ID		Salesperson ID		PO Number		Payment Terms		Req Ship Date		Master No.	
Maintenance		TNOAKPD						Net 30		4/5/2017		30,861	
Ordered	Shipped	B/O	Item Number	Description				Discount	Unit Price	Ext. Price			
1	1	0	MAINTENANCE	Annual Maintenance 05/01/2017 - 04/30/2018				\$0.00	\$44,496.52	\$44,496.52			

**Subtotal** \$44,496.52  
**Misc** \$0.00  
**Tax** \$0.00

A service charge of 1 ½% per month will be charged on all past due amounts. Any issues disputing the timing or amount of any items on this invoice must be brought to the attention of Spillman Technologies within 20 days of the date of this invoice to avoid related service charge.

**Total** \$44,496.52

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO SPILLMAN TECHNOLOGIES, INC., SALT LAKE CITY, UTAH, FOR MAINTENANCE SERVICES FOR THE PUBLIC SAFETY COMPUTER SYSTEM FOR MAY 1, 2017 – APRIL 30, 2018 IN THE AMOUNT OF \$44,996.52.

WHEREAS, by Resolution 2-13-2014, City Council awarded a contract with Spillman Technologies, Inc., for implementation and annual maintenance of an enterprise-wide records management system (RMS) for the Police Department, which includes but is not limited to recurring training, software upgrades and enhancements for workstations and mobile servers, and 24/7 critical technical support for remote support connectivity and mobile records management; and

WHEREAS, Spillman Technologies, Inc., is the sole source provider of their product and services, and annual maintenance will provide support to ensure system operation and training to ensure users understand the latest features and applications; and

WHEREAS, it is necessary for the maintenance contract to not lapse as costs would be significant if a failure of the records management system were to occur with no contract in place; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Spillman Technologies, Inc.

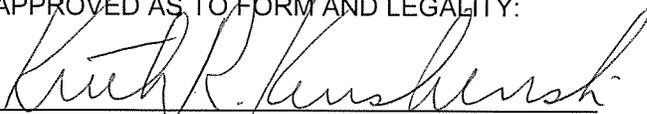
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager to waive competitive bids is approved and award is hereby made to Spillman Technologies, Inc., 4625 Lake Park Blvd, Salt Lake City, Utah 84120, for maintenance to the public safety computer system for May 1, 2017 through April 30, 2018 in the amount of \$44,996.52.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to enter into the appropriate legal instruments to accomplish the same.

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**CITY CLERK MEMORANDUM**  
**17-19**

**DATE:** July 3, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Mary Beth Hickman, City Clerk  
**SUBJECT:** ADOPTION OF AN OPEN RECORDS POLICY FOR THE CITY OF OAK RIDGE

Introduction

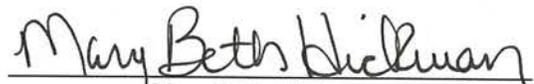
An item for City Council's consideration is a resolution adopting an open records policy for the City of Oak Ridge.

Background

The City of Oak Ridge previously had in place an open records policy as part of the City's administrative policies and procedures. However, Public Chapter 722, which was adopted during the 109<sup>th</sup> General Assembly, requires every governmental entity subject to the Tennessee Public Records Act to establish a written public records policy that must be adopted by the appropriate governing authority. The attached policy includes sample forms provided by the Comptroller's Office of Open Records Counsel (OORC) as part of a model public records policy. The attached resolution will provide for formal adoption of the City's open records policy in conforming with Tennessee law.

Recommendation

Staff recommends approval of the accompanying resolution as submitted.

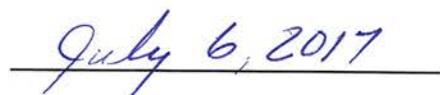
  
\_\_\_\_\_  
Mary Beth Hickman

Attachment:  
City of Oak Ridge Open Records Policy  
Resolution

**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 OPEN RECORDS REQUEST POLICY

- 1.0 **POLICY STATEMENT:** The Open Records Request Policy establishes a procedure for City staff to effectively respond to an open records request, as well as assess fees and charges for copies of public records in accordance with the recommended guidelines set forth in the Schedule of Reasonable Charges (see Appendix D). The City of Oak Ridge will comply with the rules and requirements outlined in the Tennessee Public Records Act (TPRA) (T.C.A. § 10-7-504, et seq.). This policy is available for inspection and duplication in the Office of the City Clerk. This policy is posted online at <http://www.oakridgetn.gov/online/publicrecordspolicy>. This policy shall be reviewed every two years.
- 2.0 **DEFINITIONS:**
- 2.1 "Public Record" is defined in the Tennessee Code Annotated (T.C.A.), §10-7-503(a)(1)(A), as "all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency."
- 2.1.1 T.C.A. § 10-7-503(a)(1)(B) explains that, "public record or records' ... does not include the device or equipment, including, but not limited to, a cell phone, computer or other electronic or mechanical device or equipment, that may have been used to create or store a public record or state record."
- 2.2 "Public Records Custodian/Coordinator" is defined, for the purposes of the City, as the City Clerk who will be responsible for ensuring that requests are being fulfilled and that the City maintains compliance under TPRA.
- 2.3 "Redacted Record" is defined as a public record otherwise open for public inspection from which protected information has been removed or made obscured prior to release or inspection.
- 2.4 "Requester" is defined as a *Tennessee* citizen, including active Tennessee businesses requesting access to or a copy of a public record (see 2.1), and thereby subject to the processes outlined in this policy.
- 2.4.1 "Requestors" who are exempt from the Open Records Request Policy include City Council, members of City Boards and Commissions requesting records to fulfill

their role, active City employees performing duties outlined in their job description/task or employment, and governmental entities.

- 3.0 **PROCEDURES:** To effectively ensure compliance under the Tennessee Public Records Act, staff should adhere to the following procedures:
- 3.1 City employees shall provide full assistance in a timely and efficient manner to Requestors who make a public records request.
  - 3.2 Public records requests shall be made to the City Clerk or his/her designee in person, in writing or via email. Requests for inspection only cannot be required to be made in writing. The City Clerk will request a mailing or email address from the requestor for providing any written communication required under the Tennessee Public Records Act. Requests for inspection may be made orally or in writing on the Public Records Request Form (see Appendix A) at The City of Oak Ridge, 200 S. Tulane Avenue, P.O. Box 1, Oak Ridge, Tennessee 37831, by phone at (865)425-3411, or by email at [bhickman@oakridgetn.gov](mailto:bhickman@oakridgetn.gov). Requests for copies, or requests for inspection and copies, shall be made in writing on the Public Records Request Form in person or by mail at the City of Oak Ridge, 200 S. Tulane Avenue, P.O. Box 1, Oak Ridge, Tennessee 37831, or by email at [bhickman@oakridgetn.gov](mailto:bhickman@oakridgetn.gov). Requestors will need to provide a government-issued photo ID to verify Tennessee residency. If the requestor does not have a government-issued photo ID, the City Clerk may request another form of identification.
    - 3.2.1 Persons requesting access to open public records shall describe the records with specificity so that the records may be located and made available for public inspection or duplication, as provided in 3.2 above. All requests for public records shall be immediately directed to the City Clerk who will begin to review and process the request.
  - 3.3 Request for Inspection/Duplication: City employees shall protect the integrity and organization of public records with respect to the manner in which the records are inspected and copied. All inspections of records must be performed under the supervision of the City Clerk. All copying of public records must be performed by employees of the City, and said copies must be provided in their entirety to the City Clerk for redaction purposes (see 3.3.2) and to finalize the records request.
    - 3.3.1 The employee(s) who gathers/assembles the documents for the records request will need to provide a timesheet of his/her time to complete said task if the work required to gather the public record took more than one (1) hour (include time for all employees involved). (See Appendix B, "Time Card for Open Records Request").
    - 3.3.2 A department, with redaction experience, can assist with the process so long as there is coordination with the City Clerk's Office to ensure that that information is being properly redacted.
  - 3.4 Department Records: If the requested record is not filed or maintained in the City Clerk's Office, then the City Clerk will forward the "Inspection/Duplication of Records

Request" form to the appropriate Department to retrieve the requested records. It is the Department's responsibility to begin retrieving the records in a timely manner, as open records requests must be responded to promptly but no later than in seven (7) business days.

3.4.1. If there are circumstances either in the Department or in the request that hinder a prompt retrieval of the record then it is the Department's responsibility to notify the City Clerk with details of the situation and an estimated time for completion.

3.4.2. Only in circumstances when the record does not exist or is denied does the retrieval process cease.

3.5 Response to Request: Tennessee law requires records custodians to promptly provide access to public records for inspection upon request, and if it is not practicable for the record to be promptly available for inspection, the records custodian has seven (7) business days to respond to the request. Allowable responses to a public records request are as follows:

3.5.1 Make the requested information available (redact non-public portions of record).

3.5.2 Deny the request for records, in writing, stating the basis for denial; T.C.A. §10-7-503(a)(2)(B)(ii)(Appendix C, "Public Records Request Response Form")

3.5.3 Provide a completed records request response form stating the time reasonably necessary to produce the record or information requested; T.C.A. §10-7-503(a)(2)(8)(iii) (The letters referenced above are provided by the Office of Open Records Counsel and may deviate in content when responding to an open records request based on individual situations.)

3.6 Frail Records: If the public records requested are frail due to age or other conditions and copying of the records will cause damage to the original records, the requesting party is required to make an appointment for inspection.

4.0 SCHEDULE OF REASONABLE CHARGES: The City will require a fee schedule for any and all copies requested in connection with a public records request. The City will adopt a fee schedule established by the Office of Open Records Counsel (OORC) to charge requestors asking for copies of public records under the TPRA and other fees as they apply. Requesters cannot be charged a fee for inspection of a public record under T.C.A. §10-7-503(a)(7)(A). The City will require that payment be made in full before the copies of public record(s) are released to the requester.

4.1 See Appendix D, "Schedule of Reasonable Charges for Copies of Public Records." (This fee schedule for copies of public records supersedes any previous schedule of fees established by the City.)

4.1.1 Form of payment shall be either cash money or check as these are the only methods of payments that the City can accept. Checks shall be made payable to the City of Oak Ridge and presented to the City Clerk's office.

- 4.1.2 Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records, and the City Clerk may require prepayment of such charges before producing the requested records. Payment in advance will be required when costs are estimated to exceed \$100.
- 4.1.3 Maps, plats, electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the City (a determination of costs for the aforementioned materials can be decided once encountered by the City Clerk).
- 4.2 In an effort to not disrupt the City Clerk's schedule of work, an appointment for inspection of records is preferred, although not required; however, the allotted time for inspection is to occur during normal business hours of the City Clerk. Failure to schedule an appointment may require a significant wait time or the need to come back.
- 4.3 Records may be picked up in the City Clerk's office, mailed, or delivered via email once payment has been received.
- 5.0 EXEMPTIONS FROM DISCLOSURE: The Public Records Act contains numerous exceptions to the disclosure requirement of public records. Many of the specific exemptions are described in T.C.A. §10-7-504. A sample list of exemptions has been included (see Appendix E, "Exemptions from Disclosure"). Although this is a comprehensive list, there may be some additional examples of exemptions that would need to be determined through the City Clerk or Legal Department.
- 6.0 OTHER CONSIDERATIONS: When responding to a public records request, there are several considerations that staff should take into account:
  - 6.1 Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.
  - 6.2 A governmental entity or public official is not required to create a record that does not exist under T.C.A. §10-7-503(a)(5). Occasionally, a person will ask to inspect or copy records that the City does not possess. The City would be required to make records available for a Tennessee citizen to personally review to find the information he or she is looking for, but the statute does not require an employee to hunt the information from multiple files and create the requested record. Neither is staff responsible for obtaining information that is filed with other entities.
  - 6.3 A governmental entity or public official is not required to sort through files to compile information under T.C.A. §10-7-503(a)(4).
  - 6.4 The Public Records Act does not require an employee to comment on the content of public records or answer questions.
  - 6.5 Employees are required to promptly provide public records and a response must be made within seven (7) business days to a request; however, records requests cannot create a serious disruption to governmental operations.

6.6 The TPRA does not distinguish requests for inspection of records based on intended use, be it for research, personal, or commercial purposes; intent does not factor into request.

7.0 RESPONSIBILITY: It is the responsibility of the City Clerk to administer the Open Records Policy, the Department's responsibility to ensure that the information is being gathered and forwarded to the City Clerk's Office when requested, and the Department Directors' responsibility to ensure that employees are aware of this policy and the procedures outlined in it.

Appendices:

- Appendix A: Public Records Request Form
- Appendix B: Time Card for Open Records Request
- Appendix C: Public Records Request Response Form
- Appendix D: Schedule of Reasonable Charges for Copies of Public Records
- Appendix E: Exemptions from Disclosure

APPENDIX A  
**PUBLIC RECORDS REQUEST FORM**

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.*

**To:** [Insert Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator]

**From:** [Insert Requestor's Name and Contact Information (include an address for any TPRA required written response)]

Is the requestor a Tennessee citizen?  Yes  No

**Request:**  Inspection (The TPRA does not permit fees or require a written request for inspection only<sup>1</sup>.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_? If so, initial here: \_\_\_\_\_

**Delivery preference:**  On-Site Pick-Up  
 Electronic

USPS First-Class Mail  
 Other: \_\_\_\_\_

**Records Requested:**

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

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\_\_\_\_\_  
Signature of Requestor and Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator and Date Received

<sup>1</sup> Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

**APPENDIX B**

Times Card for Open Records Request

Department: \_\_\_\_\_

Employee \_\_\_\_\_

Employee phone: \_\_\_\_\_

Employee e-mail: \_\_\_\_\_

Date(s) of Retrieval \_\_\_\_\_

Day	Date	Hours
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Total hours</b>		
<b>Rate per hour</b>		
<b>Total Cost</b>		<b>\$ -</b>

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX C

**PUBLIC RECORD REQUEST RESPONSE FORM**

[Insert Governmental Entity Name and Address]

[Date]

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)<sup>1</sup> indicated below:

- The public record(s) responsive to your request will be made available for inspection:

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

- Copies of public record(s) responsive to your request are:

Attached;

Available for pickup at the following location:

\_\_\_\_\_ ; or  
 Being delivered via:  USPS First-Class Mail  Electronically  Other: \_\_\_\_\_

- Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested record(s).  
You need to provide additional information to identify the requested record(s).

No such record(s) exists or this office does not maintain record(s) responsive to your request.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

You are not a Tennessee citizen.

You have not paid the estimated copying/production fees.

The following state, federal, or other applicable law prohibits disclosure of the requested records:  
\_\_\_\_\_

- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or

The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: \_\_\_\_\_

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]

[Name, Title, and Contact Information]

<sup>1</sup> If all requested records do not have the same response, so indicate.

APPENDIX D  
SCHEDULE OF REASONABLE CHARGES FOR COPIES  
OF PUBLIC RECORDS

Copy Charges

- A records custodian may assess a charge of 15 cents per page for each standard 8½ x 11 or 8½ x 14 black and white copy produced. A records custodian may assess a requestor a charge for a duplex copy that is the equivalent of the charge for two (2) separate copies.
- If a public record is maintained in color, the records custodian shall advise the requestor that the record can be produced in color if the requestor is willing to pay a charge higher than that of a black and white copy. If the requestor then requests a color copy, a records custodian may assess a charge of 50 cents per page for each 8½ x 11 or 8½ x 14 color copy produced.
- If a records custodian's actual costs are higher than those reflected above or if the requested records are being produced on a medium other than 8½ x 11 or 8½ x 14 paper, the records custodian may develop its own charges. The records custodian must establish a schedule of charges documenting "actual cost" and state the calculation and reasoning for its charges in a properly adopted policy. A records custodian may charge less than those charges reflected above. Charges greater than 15 cents for black and white, and 50 cents for color, can be assessed or collected only with documented analysis of the fact that the higher charges actually represent such governmental entity's cost of producing such material; unless there exists another basis in law for such charges.
- The TPRA does not distinguish requests for inspection of records based on intended use, be it for research, personal, or commercial purposes. Likewise, this Schedule of Reasonable Charges does not make a distinction in the charges assessed an individual requesting records under the TPRA for various purposes. Other statutory provisions, such as T.C.A. Section 10-7-506(c), enumerates fees that may be assessed when specific documents are requested for a specific use. Any distinctions made, or waiver of charges permitted, must be expressly permitted in the adopted policy.

Additional Production Charges

- A records custodian shall utilize the most cost efficient method of producing the requested records.
- Delivery of copies of records to a requestor is anticipated to be by hand delivery when the requestor returns to the custodian's office to retrieve the requested records. If the requestor chooses not to return to the records custodian's office to retrieve the copies, the records custodian may deliver the copies through means of the United States Postal Service and the cost incurred in delivering the copies may be assessed in addition to any other permitted charge. It is within the discretion of a records custodian to deliver copies of records through other means, including electronically, and to assess the costs related to such delivery.
- If a records custodian utilizes an outside vendor to produce copies of requested records because the custodian is legitimately unable to produce the copies in his/her office, the cost assessed by the vendor to the governmental entity may be recovered from the requestor.

- If the records custodian is assessed a charge to retrieve requested records from archives or any other entity having possession of requested records, the records custodian may assess the requestor the cost assessed the governmental entity for retrieval of the records.

#### Labor Charges

- "Labor" is defined as the time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records.
- "Labor threshold" is defined as the labor of the employee(s) reasonably necessary to produce requested material for the first hour incurred by the records custodian in producing the material. A records custodian is not required to charge for labor or may adopt a labor threshold higher than the one reflected above.
- A records custodian is permitted to charge the hourly wage of the employee(s) reasonably necessary to produce the requested records above the "labor threshold." The hourly wage is based upon the base salary of the employee(s) and does not include benefits. If an employee is not paid on an hourly basis, the hourly wage shall be determined by dividing the employee's annual salary by the required hours to be worked per year. For example, an employee who is expected to work a 37.5 hour work week and receives \$39,000 in salary on an annual basis will be deemed to be paid \$20 per hour. Again, a records custodian shall utilize the most cost efficient method of producing the requested records.
- In calculating the charge for labor, a records custodian shall determine the number of hours each employee spent producing a request. The records custodian shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The records custodian will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the records custodian will add together the totals for all the employees involved in the request and that will be the total amount of labor that can be charged.

#### Example:

The hourly wage of Employee #1 is \$15.00. The hourly wage of Employee #2 is \$20.00. Employee #1 spends 2 hours on a request. Employee #2 spends 2 hours on the same request. Because employee #2 is the highest paid employee, subtract the one hour threshold from the hours employee #2 spent producing the request. Multiply the number of hours each employee is able to charge for producing the request by that employee's hourly wage and then add the amounts together for the total amount of labor that can be charged, i.e.  $(2 \times 15) + (1 \times 20) = \$50.00$ . For this request, \$50.00 could be assessed for labor.

APPENDIX E  
EXEMPTIONS FROM DISCLOSURE

Accident Reports (Certain Information, Certain Circumstances)

- Traffic accident reports are public records under Tennessee Code Annotated §10-7-503 generally, and Tennessee Code Annotated §55-10-108(f) specifically. However, certain aspects of an accident report are required to be redacted prior to disclosure depending on the circumstances of the request and how the information on the report was obtained.
- Tennessee Code Annotated §55-25-104 prohibits the disclosure of "personal information" about any person obtained by the Department of Safety in connection with a motor vehicle record absent specific circumstances.
- Tennessee Code Annotated §§55-25-101-112 is cited as the Uniform Motor Vehicle Records Disclosure Act (UMVRDA). The purpose of the UMVRDA is to implement the federal Drivers' Privacy Protection Act (DPPA) which can be found in 18 USCS §§2721-2725. The UMVRDA is designed to protect personal privacy by prohibiting the disclosure and use of personal information contained in motor vehicle records, except as authorized by the individual or by law.
- Tennessee Code Annotated §55-25-103(8) defines "personal information" under the UMVRDA as "information that identifies a person, including an individual's photograph, or computerized image, social security number, driver identification number, name, address excluding the five-digit zip code, telephone number, and medical or disability information, but does not include information on vehicular accidents, driving or equipment-related violations, and driver license or registration status." A person's photograph or image, social security number, medical information and disability information is classified as "highly restricted personal information" under the UMVRDA. Tennessee Code Annotated §55-25-103(4).
- When personal information is obtained by law enforcement from the Department of Safety, such information is prohibited from disclosure unless the UMVRDA specifically permits disclosure. Circumstances that permit/require disclosure are as follows:
  - Safety, environmental and federal compliance purposes (Tennessee Code Annotated §55-25-105(a)) – mandatory disclosure;
  - When written consent is provided by the person about whom the information is sought (Tennessee Code Annotated §55-25-106) – permissive disclosure;
  - Matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of Titles I and IV of the federal Anti-Car Theft Act of 1992, compiled in 15 U.S.C. §2021 et seq.; the federal Automobile Information Disclosure Act, compiled in 15 U.S.C. §1231 et seq.; the federal Clean Air Act of 1992, compiled in 42 U.S.C. § 7401 et seq. and 49 U.S.C. §30101 et seq., 49 U.S.C. §30501 et seq., 49 U.S.C. §32101 et seq., 49 U.S.C. §33101, et seq. (Tennessee Code Annotated §55-25-107(b)) – mandatory disclosure;
  - For use by a government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state or local agency carrying out its functions (Tennessee Code Annotated §55-25-107(b)(1)) – permissive disclosure
  - In connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls or advisories, performance monitoring of motor vehicles, motor vehicle parts and dealers, motor vehicle market research activities, including survey research, and removal of non-owner records from the original owner records of motor vehicle manufacturers. (Tennessee Code Annotated

§55-25-107(b)(2)) – permissive disclosure, but not for highly restrictive personal information

- In the normal course of business by a legitimate business or its agents, employees or contractors, but only to verify accuracy of personal information submitted by the individual to the business, and to correct any incorrect information but only for purposes of preventing fraud by, pursuing legal remedies against, or recovering a debt or security interest against the individual. (Tennessee Code Annotated §55-25-107(b)(3)) – permissive disclosure, but not for highly restrictive personal information
- In connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court. (Tennessee Code Annotated §55-25-107(b)(4)) – permissive disclosure
- In researching activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals. (Tennessee Code Annotated §55-25-107(b)(5)) – permissive disclosure, but not for highly restrictive personal information
- By any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting. (Tennessee Code Annotated §55-25-107(b)(6)) – permissive disclosure
- In providing notice to the owners of towed or impounded vehicles. (Tennessee Code Annotated §55-25-107(b)(7)) – permissive disclosure, but not for highly restrictive personal information
- By any licensed private investigative agency or licensed security service for any purpose permitted in Tennessee Code Annotated §55-25-107(b). (Tennessee Code Annotated §55-25-107(b)(8)) – permissive disclosure, but not for highly restrictive personal information
- By an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. §31301 et seq. (Tennessee Code Annotated §55-25-107(b)(9)) – permissive disclosure
- In connection with the operation of private toll transportation facilities. (Tennessee Code Annotated §55-25-107(b)(10)) – permissive disclosure, but not for highly restrictive personal information
- For any other use in response to requests for individual motor vehicle records if the state has obtained the express consent of the person to whom the personal information pertains. (Tennessee Code Annotated §55-25-107(b)(11)) – permissive disclosure, but not for highly restrictive personal information
- In bulk distribution for surveys, marketing or solicitations if the state has obtained the express consent of the person to whom the personal information pertains. (Tennessee Code Annotated §55-25-107(b)(12)) – permissive disclosure, but not for highly restrictive personal information
- By any requestor if the requestor demonstrates it has obtained the written consent of the individual to whom the information pertains. (Tennessee Code Annotated §55-25-107(b)(13)) – permissive disclosure, but not for highly restrictive personal information
- For any other use specifically authorized under the laws of Tennessee if that use is related to the operation of a motor vehicle or public safety. (Tennessee Code Annotated §55-25-107(b)(13)) – permissive disclosure, but not for highly restrictive personal information.

Attorney Work Product

Work product is exempt from disclosure under the Public Records Act by Rule 26.02(3) of the Rules of Civil Procedure. To be considered work product, the material sought must be tangible, must be prepared in anticipation of litigation or trial, and must be prepared by or for legal counsel.

#### Criminal Investigations

Discovery in criminal cases is governed by Rule 16 of the Tennessee Rules of Criminal Procedure. Case law has determined that ongoing criminal investigations and closed investigations that are the subject of ongoing criminal prosecutions are controlled by the rules of discovery and not by the Public Records Act. Closed criminal investigation files, either where the prosecution and all appeals have ended or where the case was not prosecuted, are open and subject to inspection by the public. Post-conviction proceedings are essentially civil suits brought after all appeals have been exhausted, and these are not considered ongoing prosecutions; therefore, the underlying criminal files would be open and subject to inspection by the public.

While there is no clear ruling on internal investigative files, since internal investigations are handled by law enforcement personnel they should be treated like criminal files and, therefore, not subject to inspect until the investigation is complete.

It is important to note that these files are not confidential under the statute, but are simply not subject to inspection by the public. Confidential information cannot be released, whereas information not subject to inspection can be released, without penalty, if appropriate.

#### Governmental Confidential Information

Information that would allow a person to obtain unauthorized access to confidential information or to government property is confidential. Tennessee Code Annotated §10-7-504(i)(1). For the purpose of this provision, "government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity. Such records include: plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property; information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

#### Government Building Security

Tennessee Code Annotated §10-7-504(m)(1) requires all information and records that are directly related to the security of any government building shall be maintained as confidential and shall not be open to public inspection. Such information and records include, but are not limited to, information and records about alarm and security systems used at the government building, including codes, passwords, wiring diagrams, plans and security procedures and protocols related to the security systems; security plans, including security-related contingency planning and emergency response plans; assessments of security vulnerability; information and records that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and surveillance recordings, whether recorded to audio or visual format, or both, except segments of the recordings may be made public when they include an act or incident involving public safety or security or possible criminal activity. In addition, if the recordings are relevant to a civil action or criminal prosecution, then the recordings may be released in compliance with a subpoena or an order of a court of record in accordance with the Tennessee Rules of Civil or Criminal Procedure. The court or administrative judge having jurisdiction over the proceedings shall issue appropriate protective orders, when necessary, to ensure that the information is disclosed only to appropriate persons. Release of any segment or segments of the recordings shall not be construed as waiving the confidentiality of the remaining segments of the audio or visual tape.

### Juvenile-Related Records

#### *Child Abuse, Neglect, and Child Sexual Abuse.*

Tennessee Code Annotated §37-1-409(a)(1) and §37-1-612(a) make reports of and information regarding investigations of child abuse, neglect or child sexual abuse confidential. Generally speaking, the files, reports, records, communications, working papers relating to investigations, and video tapes pertaining to an investigation into child abuse and child sexual abuse are confidential and only the Department of Children's Services and the District Attorney General may release information concerning these investigations as authorized by state law. Not every offense against a minor is defined as child abuse or child sexually abuse under the statute and it is important to note that this protection is afforded only to the circumstances falling under the definitions.

#### *Fingerprints, Photographs and Audio/Video Recordings.*

Tennessee Code Annotated §37-1-155(a)(1) makes a juvenile's fingerprints and photographs taken when brought into custody confidential. Tennessee Code Annotated §37-1-155(e)(3) makes a juvenile's audio/video recordings conducted as part of an investigation confidential as well.

#### *Juvenile Offenses.*

In most circumstances, records concerning juvenile offenses are confidential under Tennessee Code Annotated §37-1-154(a) and are only permitted to be accessed by a juvenile court having the child before it in any proceeding, counsel for a party to the proceeding, public institutions to whom the child is committed, law enforcement officers when necessary to discharge official duties, a court in which such child is convicted of a criminal offense for the purpose of presentment or other dispositional proceedings, officials of a penal institution to which the child is committed, or by a parole board when considering such child's parole, discharge, or in exercising supervision of the child. If a child is in a delinquency proceeding, petitions and court orders are open to inspection if the juvenile is fourteen (14) or older at the time of the alleged act and the conduct constituting the delinquent act would be constitute first degree murder, second degree murder, rape, aggravate rape, rape of a child, aggravated robbery, especially aggravated robbery, kidnapping, aggravated kidnapping, or especially aggravated kidnapping if committed by an adult. Tennessee Code Annotated §37-1-154(b).

#### *Juvenile Traffic Offenses.*

Tennessee Code Annotated §37-1-146 governs juvenile traffic offenses. This provision does not grant confidentiality to juvenile traffic offenses and, therefore, such records are open for inspection.

### Personnel Records – General

As of 2009, the records of former employees receive the same protections as those of current employees, Hence any information in the personnel file of a current employee that is confidential remains confidential upon and following his or her separation from the City of Oak Ridge.

Since the City of Oak Ridge participates in the Drug-Free Workplace Program, employee drug test results are, generally, protected from disclosure. T.C.A. § 50-9-109 specifically addresses drug test results. The statute states: (a) All information, interviews, reports, statements, memoranda and drug or alcohol test results, written or otherwise, received by the covered employer through a drug or alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceedings, except in accordance with this section or in determining compensability under this chapter. The section goes on to say that this information remains protected until the tested person signs a voluntary consent form or a judicial ruling orders disclosure.

A military discharge record that comes into possession of a governmental entity, including a municipality, is confidential and not subject to public inspection for seventy-five (75) years. However, inspection is authorized pursuant to a valid court order or to the following persons upon presentation of proper identification: the veteran; spouse or child of veteran, or if none, closest living relative; person named veteran's power of attorney; another governmental body; authorized representative of a funeral home

assisting in veteran's burial.

Tennessee Code Annotated §10-7-503(c) and §10-7-504(g)(1)(A)(i) permit public inspection of law enforcement officers' personnel files; however, there are certain parameters under which inspection can take place. By statute, the officer whose personnel file is being inspected is entitled to notice within three (3) days of inspection. Such notice shall include the following information: that the inspection has taken place; the name, address and telephone number of the person who inspected their file; for whom the inspection was made; and the date of inspection. (Tennessee Code Annotated §10-7-503(c)(1))

Since the statute provides the officer will be informed of certain information about the inspection of his or her personnel file, any person seeking to inspect an officer's personnel file must provide the following information by statute: person's name, address, home telephone number, business telephone number, and driver license number; the name of the business for whom the inspection is made, if applicable; and a government-issued photo identification to show proof of Tennessee citizenship. (Tennessee Code Annotated §10-7-503(a)(7)(a),(c)(1), and (c)(3).)

When a request is made to inspect an officer's personnel file (including the inspection of personal information defined in Tennessee Code Annotated §10-7-504(g)(1)(D)) and the request is made for "professional, business or official purposes," additional considerations are necessary. Tennessee Code Annotated §10-7-504(g)(1)(B). In those circumstances, the requestor must provide the following information in addition to the requirements already set forth above: his or her business address, business telephone number, and email address. The request may be made on official or business letterhead and the requestor must provide a name and contact number or email address for a supervisor for verification purposes. Tennessee Code Annotated §10-7-504(g)(1)(B). The Police Chief may decide to redact certain personal information. (See Personnel Records – Personal Information may be Redacted, below). In order to comply with the provisions of Tennessee Code Annotated §10-7-504(g)(1)(A)(ii), it is best to institute a practice of giving the required notice in advance of the inspection to give the officer a reasonable opportunity to be heard if the officer opposes the release of personal information. (See Personnel Records - Personal Information may be Redacted, below).

#### Personnel Records – Confidential Information to be Redacted

Confidential information contained in a personnel file must be redacted prior to inspection. The cost of redaction is not passed on to the person inspecting the file.

Pursuant to Tennessee Code Annotated §10-7-504(f)(1), the following information is confidential regarding all municipal employees, including law enforcement personnel, and must be redacted prior to inspection by the public:

- Home telephone numbers and personal cell phone numbers;
- Bank account and individual health savings account, retirement account and pension account information;
- Social security number;
- Residential street address;
- Driver license information, except when driving is part of the employee's job duties; and
- The same information listed above for the immediate family members and household members of municipal employees.

The employee may expressly authorize the release of the information listed above. Tennessee Code Annotated §10-7-504(f)(5).

#### Personnel Records – Personal Information may be Redacted

Tennessee Code Annotated §10-7-504(g)(1)(A)(i) permits the Police Chief, or the Police Chief's designee, to redact "personal information" of the officer prior to inspection when there is reason to not disclose such personal information. "Personal information" is defined as the officer's residential address; home telephone number; personal cell phone number; place of employment; immediate family members'

names, work addresses, and telephone numbers; and the name, location and telephone number of any educational institution or daycare provider where the officer's spouse or child is enrolled. Tennessee Code Annotated §10-7-504(g)(1)(D).

While some of the information listed as "personal information" is already confidential under another provision of the statute (see Personnel Records – Confidential Information to be Redacted, above), there are some additions. Specifically, this provision of the statute will allow the officer's city, state and zip code to be redacted and not just the residential street address. Further, place of employment is added for both the officer and his or her immediate family members, as well as the addition of educational and daycare facilities for spouses and children. To redact this additional information, the Police Chief or designee must determine there is a reason to limit disclosure. The statute is silent on what reasons would be sufficient; however, it is the Legal Department's opinion that the determination should be made based upon whether the release of such information would threaten the officer's safety or the safety of the officer's immediate family members.

If the additional personal information is redacted, the Police Chief is required to give the specific reason to the requestor in writing within two (2) business days and release the redacted personnel file. Tennessee Code Annotated §10-7-504 (g)(1)(C). This provision of the statute is not to be used to limit access to law enforcement personnel records by law enforcement agencies, courts, or other governmental agencies performing official functions, neither shall it be used to limit access to information when the employee expressly authorizes the release of such information. Tennessee Code Annotated §10-7-504(g)(3) and §10-7-504 (g)(5).

Regardless of whether the additional personal information is disclosed, the confidential personal information set forth in Tennessee Code Annotated §10-7-504(f) would be redacted.

#### Polygraph Information

Records obtained by law enforcement officers or employees during official polygraph examinations are not subject to disclosure. Tennessee Code Annotated §62-27-124.

#### Rape Crisis Center

The telephone number, address and any other information which could be used to locate the whereabouts of a domestic violence shelter or rape crisis center may be treated as confidential by a governmental entity. Tennessee Code Annotated §10-7-504(a)(17). While the statute is permissive, this information should be treated as confidential always.

#### Security Plans

All contingency and security plans of law enforcement agencies prepared to respond to or prevent any violent incident, bomb threat, ongoing act of violence at a school or business, ongoing act of violence at a place of public gathering, threat involving a weapon of mass destruction, or terrorist incident are confidential and not open for inspection/copying. Tennessee Code Annotated §10-7-503(e) and §10-7-504(a)(21)(A)(ii).

Similarly, records that would allow a person to identify areas of structural or operational vulnerability of a utility service provider or that would permit unlawful disruption to or interference with the services provided by a utility service provider are confidential and not open for inspection/copying. Tennessee Code Annotated §10-7-504(a)(21)(A)(i).

Documents pertaining to the cost of such plans or the identity of vendors providing such services are not confidential. Tennessee Code Annotated §10-7-504(a)(21)(B).

#### Treatment/Referral to EAP of Employees

Records of any employee's identity, diagnosis, treatment, or referral for treatment are confidential. This includes counseling, problem identification, intervention, assessment, or referral for appropriate diagnosis and treatment, and follow-up services to assist employees who are impaired by personal concerns including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which may adversely affect employee job performance. Tennessee Code Annotated §10-7-504(d).

#### Undercover Officers

Tennessee Code Annotated §10-7-504(g)(1)(A)(iii) authorizes the Police Chief to segregate information that could be used to identify or to locate an officer designated as working undercover.

#### Unpublished Phone Numbers in Possession of Emergency Communications District

Unpublished telephone numbers in the possession of emergency communications districts are confidential and shall not be open for inspection by members of the public. Addresses held with such unpublished telephone numbers, or addresses otherwise collected or compiled, and in the possession of emergency communications districts shall be made available upon written request to any county election commission for the purpose of compiling a voter mailing list for a respective county. Tennessee Code Annotated §10-7-504(e).

#### Valid Protection Document – Identifying Information

Tennessee Code Annotated §10-7-504(a)(16) makes identifying information compiled and maintained by a governmental entity concerning a person who has obtained a valid protection document confidential. Identifying information includes home and work addresses and telephone numbers, social security number, and any other information that could reasonably be used to locate the whereabouts of an individual. Confidentiality is afforded to this information if a person files a copy of a valid protection document with the entity and the entity accepts the document.

#### Other Exceptions Listed in Tennessee Code Annotated §10-7-504

Tennessee Code Annotated §10-7-504 lists numerous other exceptions to the Public Records Act. The following items are confidential by statute and cannot be disclosed:

- Investigative records of the TBI, criminal investigative files of the Motor Vehicle Enforcement Division of the Department of Safety relating to stolen vehicles or parts, files of the Driver's License Issue Division and Handgun Carry Permit Division of the Department of Safety pertaining to bogus driver's licenses and handgun carry permits issued to undercover law enforcement agents;
- Records of students in public educational institutions;
- Investigative records and reports of the Internal Affairs Division of the Department of Correction or the Department of Children's Services;
- Records that are of historical research value which are given or sold to public archival institutions, public libraries, or libraries of a unit of the Tennessee board of regents or the University of Tennessee, when the owner or donor of such records wishes to place restrictions on access to the records;
- All memoranda, work notes or products, case files and communications related to mental health intervention techniques conducted by mental health professionals in a group setting to provide job-related critical incident counseling and therapy to law enforcement officers, county and municipal correctional officers, dispatchers, emergency medical technicians, emergency medical technician-paramedics, and firefighters, both volunteer and professional;

- All riot, escape and emergency transport plans which are incorporated in a policy and procedures manual of county jails and workhouses or prisons operated by the department of correction or under private contract;
- Identifying information compiled and maintained by a utility service provider concerning a person who has obtained a valid protection document;
- The telephone number, address and any other information which could be used to locate the whereabouts of a domestic violence shelter or rape crisis center shall be treated as confidential by a utility service provider upon the director of the shelter or crisis center giving written notice to the utility that such shelter or crisis center desires that such identifying information be maintained as confidential;
- The credit card numbers of persons doing business with the state or political subdivision thereof and any related personal identification numbers (PIN) or authorization codes;
- Private records (credit card number, social security number, tax identification number, financial institution account number, burglar alarm codes, security codes, and access codes) of a utility;
- Records that would allow a person to identify areas of structural or operational vulnerability of a utility service provider or that would permit unlawful disruption to, or interference with, the services provided by a utility service provider;
- Identifying information compiled and maintained by the department of correction and the department of probation and parole concerning any person shall be confidential when the person has been notified or requested that notification be provided to the person regarding the status of criminal proceedings or of a convicted felon incarcerated in a department of correction institution, county jail or workhouse or under state supervised probation or parole;
- All applications, certificates, records, reports, legal documents and petitions made or information received that directly or indirectly identifies a child or family receiving services from the department of children's services or that identifies the person who made a report of harm; and

Other Exceptions Listed Elsewhere

- All memoranda, work products or notes and case files of victim-offender mediation centers (Tennessee Code Annotated §16-20-103)
- Adoption and related records (Tennessee Code Annotated §36-1-102, *et seq.*)
- Tax returns, audits, letter rulings and other taxpayer identifying information. (Tennessee Code Annotated §37-1-1702)
- Business tax statements, reports, audits and returns. (Tennessee Code Annotated §67-4-722)
- Patient medical records of hospitals and health departments. (Tennessee Code Annotated §38-11-305)
- All records, reports, permanency plans, reviews and reports of the foster care review boards or any material prepared in connection with the planning, placement or care of a child in the care or custody of the department of children's services or in foster care with any agency or person shall be confidential and shall not be a public record. (Tennessee Code Annotated §37-2-408)
- Library records showing that a patron has requested or obtained specific materials, information or services. This information can be released by court order. (Tennessee Code Annotated §10-8-102(a))

**RESOLUTION**

A RESOLUTION ADOPTING AN OPEN RECORDS REQUEST POLICY FOR THE CITY OF OAK RIDGE, TENNESSEE AS REQUIRED BY TENNESSEE CODE ANNOTATED §10-7-503(G).

WHEREAS, pursuant to Tennessee Code Annotated §10-7-503(g), every governmental entity subject to the Tennessee Public Records Act must establish a written public records policy properly adopted by the appropriate governing body by July 1, 2017; and

WHEREAS, the City has had a written open records policy as part of the City's Administrative Policy and Procedures Manual; however, it was never formally adopted by City Council; and

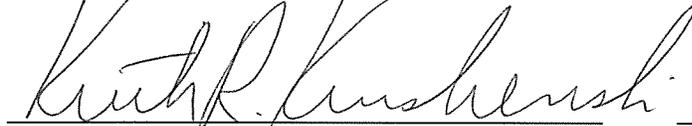
WHEREAS, the City Manager recommends adoption of the City's open records request policy in accordance with state statute.

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 attached City of Oak Ridge Open Records Request Policy is hereby adopted.

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



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

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

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

**FINANCE DEPARTMENT MEMORANDUM**  
**17-13**

**DATE:** June 21, 2017

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

**THROUGH:** Janice E. McGinnis, Finance Director *JEM*  
Andrew Mize, Accounting Manager *AM*

**FROM:** Lyn Majeski, Accounting Division Manager

**SUBJECT:** COMPETITIVELY BID COMMODITY REQUIREMENTS FOR FISCAL YEAR 2018

Introduction

An item for City Council's consideration is a resolution authorizing the approval of the City's routine commodity requirements in the total estimated amount of **\$1,556,870**.

Funding

Funds are budgeted in Fiscal Year 2018.

Background/Analysis/Review/Consideration

The following three items are annual contract orders that effectively commit the City's full requirements for a specific commodity with the supplier for a specified period. The supplier agrees to meet the City's service requirements at the agreed upon price, generally fixed for the contract term. The supplier is ensured of a certain level of business activity at an estimated quantity and can adjust their inventory and service level accordingly. Delivery lead times are reduced and additional savings are achieved through paperwork and inventory reduction. The accompanying bid abstracts provide the bid quotation detail and explain the award recommendation.

WAREHOUSE STOCK STONE – REQUEST #152940

The recommended supplier for base stone is Rogers Group, Inc. which provided the lowest bid. This product is delivered to the stockpile located at the Central Service Complex. The estimated amount for these products total **\$190,800**.

STONE PRODUCTS – REQUEST #152941

The recommended supplier for these items is Rogers Group, Inc. which provided the lowest bid. The estimated amount for these products total **\$139,380**.

HOT MIX ASPHALT – REQUEST #152942

The recommended supplier for this product is Rogers Group, Inc., which provided the lowest bid. When Rogers Group, Inc. cannot meet the City's requirement on any given day, staff will utilize secondary suppliers to fill those immediate needs. The estimated amount for these products total **\$279,490**.

The following seven items are warehouse stock. These items will be competitively bid and purchased on an as needed basis during the fiscal year. The following information is provided to further explain the evaluation and recommendation process.

FIRE HYDRANTS

Hydrants are included in warehouse stock. The value of hydrants has increased due to manufacturing costs. The Public Works Department purchases each year approximately 27 four foot bury hydrants for the City's hydrant replacement program and emergency use. The delivery for this item can be 4-6 weeks. The City staff has standardized hydrants used throughout the City, which are purchased directly from the manufacturer through G & C Supply Company, Piping Supply, Consolidated Pipe & Supply Co., and HD Water Supply. These items will be competitively bid as needed. The estimated amount is **\$40,000**.

WATER METERS

Water meters are warehouse stock and are purchased for the Public Works Department on an as needed basis for the meter replacement program and for residential and commercial growth. City staff has standardized water meters throughout the city. Water meters will be procured through competitive bids from suppliers such as United Utilities, Southern Pipe & Supply Company, and HD Water Supply. The estimated amount is **\$70,000**.

POLES

Poles are warehouse stock and include all sizes of wood and metal poles for use by the Electric Department. This item varies by the size and quantity required for certain jobs. Staff will attempt to order by the full truckload so that freight charges will be less than with partial loads. The poles will be procured through competitive bids from companies such as Thomasson Company, Baldwin Pole Company, Cox Industries, Inc., Power Supply Company, Wesco, Anixter, Stuart C. Irby. The estimated amount is **\$150,000**.

CABLES

This item includes OH (overhead) and URD (underground) cables in warehouse stock for use by the Electric Department. The increasing cost of metals has directly influenced the price of these items. These items will be procured through competitive bids from suppliers such as Stuart C. Irby Company, Wesco Distribution, Inc. and Power Supply Company. The estimated amount is **\$200,000**.

LED LIGHTS

LED Lights are included in warehouse stock for the Electric Department. These items will be procured through competitive bids from suppliers such as Wesco Distribution, Inc., Stuart C. Irby Company, Power Supply Company and Anixter. The estimated amount is **\$300,000**.

SWITCH GEARS

Switch gears are included in warehouse stock for use by the Electric Department. These items will be procured through competitive bids from suppliers such as Wesco Distribution, Inc., Graybar, Stokes Lighting Center, Customer Service Electric Supply and Kendall Electric, Inc. The estimated amount is **\$100,000**.

JUNCTIONS

Junctions are included in warehouse stock for use by the Electric Department. These items will be procured through competitive bids from suppliers such as Stuart C. Irby Company, Wesco Distribution, Inc. and Anixter. The estimated amount is **\$35,000**.

The following item is warehouse stock and will be procured with the State Contract. The partnership contract with the State of Tennessee is the result of a competitive bid process by the State in which it has developed specifications, solicited bids, reviewed the bids and made an award. In general, the State has increased bargaining power with suppliers and receives a larger discount on their contracts than local governments.

SALT

Salt is a warehouse stock item. The storage area located at the Central Services Complex can hold approximately 2,400 tons of highway salt in two separate bins. During FY17 the City used approximately 283 tons of highway salt and plans to replace and replenish 600 tons in FY18. This commodity will be purchased using the State of Tennessee Contract from the awarded vendor(s), Compass Minerals America, Inc. or Cargill, Inc. as needed. The total estimated amount is **\$52,200**.

Recommendation

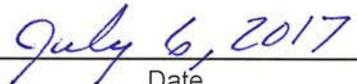
Staff recommends approval of the attached resolution as submitted.

  
Lyn Majeski

**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**

REQUEST NUMBER: 152940

OPENING DATE: JUNE 6, 2017 2:00 P.M.

FOR --- WAREHOUSE STOCK STONE			BIDDER: Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830		BIDDER: Claiborne Hauling Contractors, LLC 6210 Rutledge Pike Knoxville, TN 37924		BIDDER: Aggregates USA LLC P.O. 15005 Knoxville, TN 37901		BIDDER: Vulcan Materials Company P.O. Box 7 Knoxville, TN 37901		
DESCRIPTION	ITEM	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 FOR WAREHOUSE STOCK STONE FOR USE BY VARIOUS CITY OF OAK RIDGE DEPARTMENTS.	1	6,000 TONS	\$ 15.00	\$ 90,000.00	\$ 15.85	\$ 95,100.00	\$ 21.75	\$ 130,500.00	\$ 21.75	\$ 130,500.00	
	2	6,000 TONS	\$ 16.80	\$ 100,800.00	\$ 17.35	\$ 104,100.00	\$ 24.00	\$ 144,000.00	\$ 24.50	\$ 147,000.00	
<b>TOTAL PRICE</b>			\$ 190,800.00		\$ 199,200.00		\$ 274,500.00		\$ 277,500.00		
<b>TERMS</b>			NET 30 DAYS		NET 30 DAYS		15th OF THE FOLLOWING MONTH		NET 15 PROX		
<b>DELIVERY</b>			UPON REQUESTED		AS NEEDED, 24 HOUR NOTICE		AS SCHEDULED		AS SCHEDULED/1 DAY FROM ORDER		
<b>F.O.B.</b>			OAK RIDGE QUARRY		CLAIBORNE		CITY OF OAK RIDGE		DIXIE LEE QUARRY		
<b>VIA</b>			TRUCK		CLAIBORNE HAULING TRUCK		TANDEM TRUCK - 20 TON MIN.		TRUCK		
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY--- <i>Lyn Majeski</i> Lyn Majeski Accounting Division Manager				
REASON FOR AWARD: ONLY AVAILABLE SOURCE <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"/>			RECOMMEND AWARD BE MADE TO:  Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830				BIDS REVIEWED BY--- <i>Janice McGinnis</i> Janice McGinnis Finance Director				

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

REQUEST NUMBER: 152941  
OPENING DATE: JUNE 6, 2017 2:00 P.M.

FOR ---			BIDDER:		BIDDER:		BIDDER:		BIDDER:	
STONE PRODUCTS			Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830		Claiborne Hauling Contractors, LLC 6210 Rutledge Pike Knoxville, TN 37924		Vulcan Materials Company 3001 Alcoa Hwy Knoxville, TN 37920		Aggregates USA LLC PO Box 15005 Knoxville, TN 37921	
DESCRIPTION	ITEM	TONS	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 FOR CRUSHED AND GRADED STONE FOR THE CITY OF OAK RIDGE.										
BASE STONE - REQUIRED TO MEET TDOT BASE STONE REQUIREMENTS	1	7,000	\$ 12.00	\$ 84,000.00	\$ 12.50	\$ 87,500.00	\$ 16.25	\$ 113,750.00	\$ 17.00	\$ 119,000.00
#4 STONE - REQUIRED TO MEET TDOT FOR #2 GRADATION	2	300	\$ 14.80	\$ 4,440.00	\$ 13.85	\$ 4,155.00	\$ 19.00	\$ 5,700.00	\$ 19.25	\$ 5,775.00
#57 OR 1" STONE REQUIRED TO MEET TDOT #57 GRADATION	3	3,000	\$ 13.80	\$ 41,400.00	\$ 13.85	\$ 41,550.00	\$ 19.00	\$ 57,000.00	\$ 19.25	\$ 57,750.00
GRADED RIP RAP	4	400	\$ 15.90	\$ 6,360.00	\$ 16.50	\$ 6,600.00	\$ 22.00	\$ 8,800.00	\$ 20.25	\$ 8,100.00
SURGE RIP RAP	5	200	\$ 15.90	\$ 3,180.00	\$ 14.85	\$ 2,970.00	\$ 21.00	\$ 4,200.00	\$ 18.25	\$ 3,650.00
DELIVERY CHARGE PER TON OF ITEMS 1,2,3 & 4			\$ 3.00		\$ 3.65		\$ 5.50		\$ 6.25	
DELIVERY CHARGE PER TON OF ITEM 5			\$ 5.00		\$ 5.65		\$ 7.50		\$ 8.25	
<b>TOTAL PRICE</b>			\$ 139,380.00		\$ 142,775.00		\$ 189,450.00		\$ 194,275.00	
<b>TERMS</b>			NET 30 DAYS		NET 30 DAYS		NET 15 PROX		15th OF THE FOLLOWING MONTH	
<b>DELIVERY</b>			UPON REQUEST		AS NEEDED - 24 HR NOTICE		AS SCHEDULED/1 DAY FROM ORDER		AS SCHEDULED	
<b>F.O.B.</b>			OAK RIDGE QUARRY		CLAIBORNE		DIXIE LEE QUARRY		CITY OF OAK RIDGE	
<b>VIA</b>			TRUCK		CLAIBORNE HAULING TRUCK		TRUCK		TANDEM TRUCK - 20 TON MIN.	
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---			
							<i>Lyn Majeski</i>			
							Lyn Majeski Accounting Division Manager			
<b>REASON FOR AWARD:</b>			<b>RECOMMEND AWARD BE MADE TO:</b>				BIDS REVIEWED BY---			
ONLY AVAILABLE SOURCE <input type="checkbox"/>			Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830				<i>Janice McGinnis</i>			
LOW PRICE <input type="checkbox"/>							Janice McGinnis Finance Director			
BETTER OR REQUIRED DESIGN <input type="checkbox"/>										
EARLY DELIVERY <input type="checkbox"/>										
LOWEST TOTAL COST <input checked="" type="checkbox"/>										

**CITY OF OAK RIDGE, TENNESSEE**

**Abstract of Bids**

REQUEST NUMBER: 152942

OPENING DATE: JUNE 6, 2017 2:00 P.M.

FOR --- HOT MIX ASPHALT			BIDDER: Roger's Group, Inc. 250 Union Valley Road Oak Ridge, TN 37830		BIDDER: Duracap Asphalt P.O. Box 53426 Knoxville, TN 37950-3426		BIDDER:		BIDDER:		
DESCRIPTION	ITEM	TONS		TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 FOR HOT MIX ASPHALT FOR THE CITY OF OAK RIDGE											
HOT MIX ASPHALTIC CONCRETE TDOT SECTION 411, GRADE E, PICKED UP BY CITY TRUCKS	1	2,200	\$ 71.35	\$ 156,970.00	\$ 79.00	\$ 173,800.00					
HOT MIX BITUMINOUS CONCRETE BASE MATERIAL TDOT SECTION 307, GRADE B, PICKED UP BY CITY TRUCKS	2	1,200	\$ 65.10	\$ 78,120.00	\$ 68.00	\$ 81,600.00					
GRADE C HOT MIX, TDOT SECTION 411 AND 307, PICKED UP BY CITY TRUCKS	3	300	\$ 67.00	\$ 20,100.00	\$ 79.00	\$ 23,700.00					
GRADE D HOT MIX, TDOT SECTION 411 AND 307, PICKED UP BY CITY TRUCKS	4	300	\$ 81.00	\$ 24,300.00	\$ 96.00	\$ 28,800.00					
DELIVERY CHARGE PER TON OF ITEM 1, 2, AND 3. MINIMUM 22 TON LOAD NOTE: ALL QUANTITIES ARE ESTIMATED	5		\$ 3.75		N/A						
TOTAL PRICE				\$ 279,490.00		\$ 307,900.00					
TERMS				NET 30 DAYS		NET 10					
DELIVERY				AS REQUESTED		N/A					
F.O.B.				ASPHALT PLANT		9509 DIGGS GAP ROAD HEISKELL, TN					
VIA				COR TRUCK							
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY--- <i>Lyn Majeski</i> Lyn Majeski Accounting Division Manager				
REASON FOR AWARD:				RECOMMEND AWARD BE MADE TO:				BIDS REVIEWED BY---			
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"/>				Roger's Group, Inc. 250 Union Valley Road Oak Ridge, TN 37830				<i>Janice McGinnis</i> Janice McGinnis Finance Director			

# BID PROCESS FORM

**BID NAME** RFQ's 152940, 152941 and 152942 **DESCRIPTION** Stone Products and Hot Mix Asphalt

**CITY COUNCIL MEETING** July 10, 2017

## 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>
Rogers Group, Inc.	Gary Seepe Bill Chesney	250 Union Valley Road	Oak Ridge, TN 37830	865-483-6306	bill.chesney@rogersgroupinc.com gary.seepe@rogersgroupinc.com	[e-mail] [e-mail]
Aggregates USA LLC	Gordon Cox	PO Box 15005	Knoxville, TN 37901	865-573-7625	gordoncox@aggregatessusa.com	[e-mail]
Vulcan Materials Company	Jordan King	P.O. Box 7	Knoxville, TN 37901	865-693-7075	kingjor@vmcmail.com	[e-mail]
Duracap Asphalt Paving Co., Inc.	Brian Smith	2535 Asbury Road	Knoxville, TN 37914	865-524-3365	briansmith@duracapasphalt.com	[e-mail]
Claiborne Hauling Contractors, LLC	Jay Proulx	6210 Rutledge Pike	Knoxville, TN 37924	865-540-4409	jay@claibornehauling.com	[e-mail]

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

### BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE CITY

Rogers Group, Inc., Claiborne Hauling Contractors, LLC, Aggregates USA LLC, Vulcan Materials Company

### 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 BIDS IN THE GRAND TOTAL ESTIMATED AMOUNT OF \$1,556,870.00 FOR THE FURNISHING OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2018.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of various materials as required during Fiscal Year 2018 (July 1, 2017 through June 30, 2018) and has received competitive bids which were publicly opened; and

WHEREAS, other required materials, with an aggregate cost exceeding \$25,000.00 during Fiscal Year 2018, will be competitively bid during the year on an as-needed basis; and

WHEREAS, the City Manager recommends that awards be made based upon the competitive bids that have or will be received with the respective suppliers of materials hereinafter set forth.

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 awards are hereby made as follows:

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of warehouse stock stone products, in accordance with its bid as submitted and publicly opened on June 6, 2017, as shown on Request No. 152940, in an estimated amount of \$190,800.00.

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of non-stock stone products, in accordance with its bid as submitted and publicly opened on June 6, 2017, as shown on Request No. 152941, in an estimated amount of \$139,380.00.

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of hot mix asphalt, in accordance with its bid as submitted and publicly opened on June 6, 2017, as shown on Request No. 152942, in an estimated amount of \$279,490.00.

To G & C Supply Company, Piping Supply, Consolidated Pipe & Supply Co., HD Water Supply, and other suitable companies after utilization of the City's competitive bid process as the suppliers of required warehouse stock fire hydrants, in an estimated amount of \$40,000.00.

To United Utilities, Southern Pipe & Supply Co., HD Water Supply, and other suitable companies after utilization of the City's competitive bid process as the suppliers of required warehouse stock water meters, in an estimated amount of \$70,000.00.

To Thomasson Company, Baldwin Pole Company, Cox Industries Inc., Power Supply Company, Wesco, Anixter, Stuart C. Irby, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock wooden and metal poles, in an estimated amount of \$150,000.00.

To Stuart C. Irby Company, Wesco Distribution Inc., Power Supply Company, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock overhead and underground cables for the Electric Department, in an estimated amount of \$200,000.00.

To Wesco Distribution Inc., Stuart C. Irby Company, Power Supply Company, Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock LED lights for the Electric Department, in an estimated amount of \$300,000.00.

To Wesco Distribution Inc., Graybar, Stokes Lighting Center, Customer Service Electric Supply, Kendall Electric Inc., and other suitable companies after utilization of the City's competitive bid process for the furnishing of switchgears for the Electric Department, in an estimated amount of \$100,000.00.

To Stuart C. Irby Company, Wesco Distribution Inc., Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of junctions for the Electric Department, in an estimated amount of \$35,000.00.

To the State of Tennessee Contract awarded vendor(s) for the furnishing of warehouse stock salt in an estimated amount of \$52,200.00.

Said awards in the grand total estimated amount of \$1,556,870.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

## ELECTRIC DEPARTMENT MEMORANDUM

17-05

**DATE:** June 20, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** MEMBERSHIP AND DUES FOR ETEDA

### Introduction

An item for City Council's consideration is a resolution approving membership in the East Tennessee Economic Development Agency (ETEDA) and authorizing payment of membership dues in the amount of \$26,116.00.

### Funding

The City joined ETEDA through its functioning as a TVA Regional Industrial Development Agency (RIDA). Thus, the funding for the membership is through the Electric Fund and the Electric Director sits on the ETEDA Board. TVA encourages membership on the Board by reimbursing the City for approximately one half of the membership dues. Therefore, the actual cost of membership will be \$13,058.00.

### Review

ETEDA is a regional marketing and business recruitment organization that promotes our 16 county region through a variety of efforts and provides site location information and assistance to companies interested in locating here.

ETEDA is co-located with the Tennessee Valley Authority Economic Development Specialist for our area. This provides a nearly seamless experience for industrial prospects and is frequently sighted as a positive model of cooperation and efficiency.

The full range of services offered to industrial clients can be found on the ETEDA website, but these include providing information such as labor and training statistics, utility service availability and cost of transportation information. ETEDA also provides regional real estate location information, including a complex, well-maintained database of available properties and buildings.

Specific ETEDA programs and accomplishments are detailed in the organization's quarterly newsletter. This newsletter is mailed to the City Manager's Office and members of the Council.

Membership in the organization also provides that, as a member of the Board, the Electric Director can designate that the local match be used to support specific projects or initiatives by our development partners.

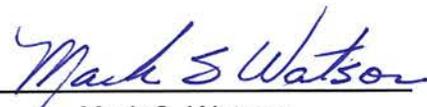
Recommendation

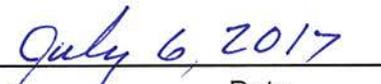
It is the opinion of staff that ETEDA has been a real and valuable asset to the City and to our region as a whole. As such we recommend approval of the attached resolution.

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

**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 THE CITY TO CONTINUE PARTICIPATION IN THE EAST TENNESSEE ECONOMIC DEVELOPMENT AGENCY, WITH ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$26,116.00 FOR THE 2017 CALENDAR YEAR.

WHEREAS, the City of Oak Ridge recognizes the value of the East Tennessee Economic Development Agency (ETEDA), a regional organization promoting and marketing the business location advantages of the region to national/international corporate decision-makers involved in relocation and expansion for over twenty years; and

WHEREAS, the City of Oak Ridge is a member of ETEDA and wishes to continue that membership in an effort to promote economic development in the region in general and Oak Ridge in particular; and

WHEREAS, the membership dues for ETEDA for calendar year 2017 are \$26,116.00; and

WHEREAS, \$13,058.00 of the membership dues will be reimbursed to the City by the Tennessee Valley Authority (TVA) under a separate contract termed the Industrial Development Contract (Contract 01BKY-268931), approved by City Council through Resolution 3-46-01; and

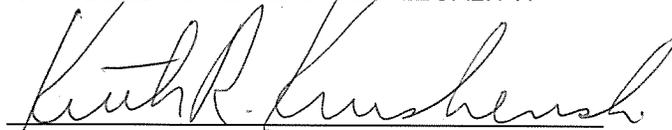
WHEREAS, the City Manager recommends the City's continued participation in ETEDA and payment of the above stated dues.

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 continue participation in the East Tennessee Economic Development Agency, with annual membership dues in the amount of \$26,116.00 for the 2017 calendar year.

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**FIRE DEPARTMENT MEMORANDUM**  
HQ-17-18

**DATE:** June 15, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Darryl Kerley, Fire Chief  
**SUBJECT:** **RECOGNITION OF NATIONAL NUCLEAR SECURITY ADMINISTRATION Y-12 FIRE DEPARTMENT 911 RESPONSE AREA**

Introduction

An item for City Council's consideration is a resolution recognizing the National Nuclear Security Administration (NNSA) Y-12 Fire Department's 911 Emergency Response Area (ERA) as described by the United States Department of Energy (DOE), in order for the fire department to apply for Fire Department recognition by the State of Tennessee.

Funding

There is no cost associated with this request.

Review

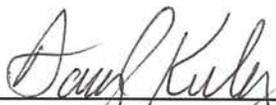
In order to become a part of the State of Tennessee Fire Mutual Aid Network, a fire department must be recognized by the State of Tennessee, Department of Commerce and Insurance, Office of the Fire Marshal.

To apply for recognition the requesting agency, in this case the National Nuclear Security Administration Y-12 Fire Department must have approval from the local government agency (City or County) to operate a fire department within their jurisdiction. The Y-12 Fire Department has made an official request for City Council to officially recognize the Department of Energy properties served by the Y12 Fire Department within the city limits of Oak Ridge as the official ORNL FD 911 boundary.

Recognition by the State of Tennessee and establishment of the official 911 boundary does not in any way preclude the DOE, Y-12 Fire Department, and the City of Oak Ridge from continuing their mutual agreement to work and serve together when needed for the benefit of all parties. The 911 boundary simply describes the area in which 911 calls made from a landline telephone will be routed to the Y-12 shift superintendent's office and will be the primary responsibility of the Y-12 Fire Department to respond to calls for assistance.

Recommendation

Staff recommends approval of the attached resolution.

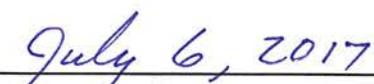
  
\_\_\_\_\_  
Darryl Kerley, Fire Chief

Attachment:  
Resolution

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION RECOGNIZING THE NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA) Y-12 FIRE DEPARTMENT AS A FIRE DEPARTMENT.

WHEREAS, all fire departments in Tennessee are required to be recognized by the Tennessee Department of Commerce and Insurance, State Fire Marshal's Office; and

WHEREAS, the National Nuclear Security Administration (NNSA) Y-12 Fire Department is seeking recognition from the Tennessee Department of Commerce and Insurance, State Fire Marshal's Office, as a fire department; and

WHEREAS, part of the application progress requires approval from the local governing body to operate a fire department within their jurisdiction; and

WHEREAS, NNSA has requested approval from the City for operation of the Y-12 Fire Department as a fire department within the City Limits of Oak Ridge.

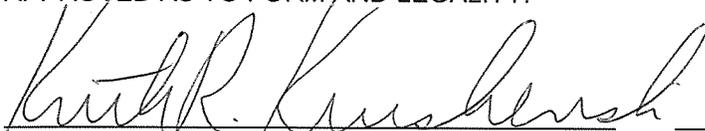
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the National Nuclear Security Administration (NNSA) Y-12 Fire Department is hereby recognized by the Oak Ridge City Council as a fire department operating within the City Limits of Oak Ridge.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**FIRE DEPARTMENT MEMORANDUM**  
HQ-17-03

**DATE:** June 26, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Darryl Kerley, Fire Chief  
**SUBJECT:** RECOGNITION OF OAK RIDGE NATIONAL LABORATORY FIRE DEPARTMENT  
911 RESPONSE AREA

Introduction

An item for City Council's consideration is a resolution recognizing the Oak Ridge National Laboratory (ORNL) Fire Department's 911 Emergency Response Area (ERA) as described by the United States Department of Energy (DOE), in order for the fire department to apply for Fire Department recognition by the State of Tennessee.

Funding

There is no cost associated with this request.

Review

In order to become a part of the State of Tennessee Fire Mutual Aid Network, a fire department must be recognized by the State of Tennessee, Department of Commerce and Insurance, Office of the Fire Marshal.

To apply for recognition, the requesting agency, in this case the Oak Ridge National Laboratory Fire Department, must have approval from the local government agency (City or County) to operate a fire department within their jurisdiction. The ORNL Fire Department has made an official request for City Council to officially recognize the Department of Energy properties served by the ORNL Fire Department within the city limits of Oak Ridge as the official ORNL FD 911 boundary.

Recognition by the State of Tennessee and establishment of the official 911 boundary does not in any way preclude the DOE, ORNL Fire Department, and the City of Oak Ridge from continuing their mutual agreement to work and serve together when needed for the benefit of all parties. The 911 boundary simply describes the area in which 911 calls made from a landline telephone will be routed to the ORNL shift superintendent's office and will be the primary responsibility of the ORNL fire department to respond to calls for assistance.

Recommendation

Staff recommends approval of the attached resolution.



\_\_\_\_\_  
Darryl Kerley, Fire Chief

Attachment:  
Resolution

**City Manager's Comments:**

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

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

**RESOLUTION**

A RESOLUTION RECOGNIZING THE OAK RIDGE NATIONAL LABORATORY (ORNL) FIRE DEPARTMENT AS A FIRE DEPARTMENT.

WHEREAS, all fire departments in Tennessee are required to be recognized by the Tennessee Department of Commerce and Insurance, State Fire Marshal's Office; and

WHEREAS, the Oak Ridge National Laboratory (ORNL) Fire Department is seeking recognition from the Tennessee Department of Commerce and Insurance, State Fire Marshal's Office, as a fire department; and

WHEREAS, part of the application progress requires approval from the local governing body to operate a fire department within their jurisdiction; and

WHEREAS, ORNL has requested approval from the City for operation of the Fire Department as a fire department within the City Limits of Oak Ridge.

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

That the Oak Ridge National Laboratory (ORNL) Fire Department is hereby recognized by the Oak Ridge City Council as a fire department operating within the City Limits of Oak Ridge.

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

This the 10th day of July 2017.

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

**LEGAL DEPARTMENT MEMORANDUM**  
**17-22**

DATE: June 1, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Kenneth R. Krushenski, City Attorney  
SUBJECT: NEW ORDINANCE – FIVE PERCENT (5%) ADMINISTRATIVE FEE FOR COMPILING AND PROCESSING DELINQUENT TAXES (CITY CODE TITLE 5, CHAPTER 1)

Introduction

An item for the agenda is an ordinance to amend the City Code to create a new code section (City Code §5-105) to establish a five percent (5%) administrative fee for delinquent taxes.

Background

By City Code §5-102, taxes are due on July 1 each year and become delinquent after August 31 of each year. Delinquent taxes accrue a penalty of one and one half percent (1½%) per month until paid. The City's Utility Business Office is involved in collection of property taxes and devotes a significant amount of time in compiling and processing delinquent taxes for collection. To offset this cost, the attached ordinance establishes a five percent (5%) administrative fee to be added to the base tax amount for delinquent taxes on the date the delinquent taxes are eligible for collection in a delinquent tax sale pursuant to Tennessee Code Annotated §67-5-2401 et seq.

Recommendation

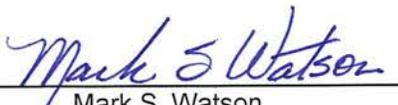
Approval of the attached ordinance is recommended.

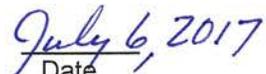
  
\_\_\_\_\_  
Kenneth R. Krushenski

Attachment: Proposed Ordinance

**City Manager's Comments:**

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

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

  
Date

TITLE

AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNICIPAL FINANCE AND TAXATION," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE," BY CREATING A NEW SECTION 5-105, TITLED "ADMINISTRATIVE FEE," TO ASSESS A FIVE PERCENT (5%) ADMINISTRATIVE FEE FOR COMPILING AND PROCESSING DELINQUENT TAXES.

WHEREAS, by City Code §5-102, taxes are due on July 1 each year and become delinquent after August 31 of each year; and

WHEREAS, delinquent taxes accrue a penalty of one and one-half percent (1½ %) per month until paid; and

WHEREAS, City Staff spends a significant amount of time compiling and processing delinquent taxes for collection; and

WHEREAS, the City desires to add a five percent (5%) administrative fee on the base tax amount for delinquent taxes to offset the cost of compiling and processing delinquent taxes.

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

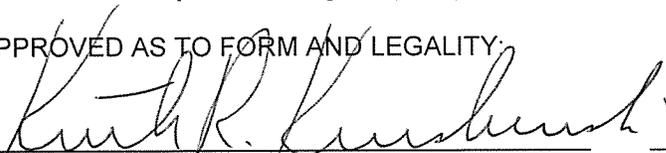
Section 1. Title 5, titled "Municipal Finance and Taxation," Chapter 1, titled "Miscellaneous," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended creating a new Section 5-105, titled "Administrative Fee," which new section shall read as follows:

Sec. 5-105. Administrative Fee.

When delinquent taxes are eligible for collection in a delinquent tax sale pursuant to Tennessee Code Annotated §67-5-2401 et seq., a five percent (5%) administrative fee will be added to the base tax amount to offset the cost of compiling and processing the delinquent tax.

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: \_\_\_\_\_

FINAL ADOPTION  
OF  
ORDINANCES

**FINANCE DEPARTMENT MEMORANDUM**

**17-14**

**DATE:** June 30, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Janice E. McGinnis, Finance Director  
**SUBJECT:** ORDINANCE AMENDMENT TO WATER RATES

Introduction

An item for City Council's consideration is second reading of the ordinance to amend water rates. Second reading of the ordinance amendment was delayed until completion of the contract with the US Department of Energy (DOE) for delivery of potable water to the Y-12 and ORNL federal facilities. First reading of the ordinance occurred on September 12, 2016. Attached is the water rate ordinance as it stands after first reading. Also attached is a Substitute Ordinance that updates the effective date of the rate changes to October 1, 2017 and January 1, 2019 and also removes rate tiers that would have only applied to the DOE facilities that are now covered under the water contract with DOE approved by City Council on June 12, 2017. The applicable water rate increase percentages are the same across all customers covered under this ordinance.

At the August 26, 2013 City Council work session, Chris Mitchell, Management Consultant, presented a water rate study based on a long-term view of the system through 2019. The study anticipated rate increases on January 1 of each calendar year through fiscal 2019 based on the funding parameters contained in the study (e.g. capital and debt service requirements, operating expenses, inflation, etc.). The projected rate increases were spread across the years of the study with a goal of building much needed cash reserve levels and funding the anticipated capital and ongoing operations of water system. At that time it was anticipated that annual rate increases, beginning in January 2014, would be necessary for water services through the study time frame of 2019. Mr. Mitchell conducted an updated review of the study in mid-2015 which indicated the continuing need for annual rate increases for water services at the same levels as originally projected. It was however determined that due to delays in major capital expenditures, in particular related to the water plant, rate increases planned for January 2016 could be delayed. The overall plan outlined in the rate study remains the same with anticipated rate increases being extended to more closely match capital expenditures.

Water Rate Analysis

The water rates incorporated in the ordinance amendment include a 6% increase effective October 1, 2017 and a 4% increase effective January 1, 2019. The substitute water rate ordinance amendment retains the per gallon tier structure that is incorporated in the current rate structure. Listed below is the summary of the rate changes for the minimum rate bill for the 5/8" meter size and the per thousand gallon rate structure. 94% of all water billings are for the 5/8" meter size. The minimum bill rate for meter sizes larger than 5/8" all increase at the same percentage as the 5/8" meter.

	Current Rates	Proposed Rates October 1, 2017	Proposed Rates January 1, 2019
Minimum Bill 2,000 Gallons 5/8" Meter	\$16.04	\$17.00	\$17.68
3,000 - 10,000 Per Thousand Gallon	\$6.65	\$7.05	\$7.33
11,000 - 50,000 Per Thousand Gallon	\$6.06	\$6.42	\$6.68
Over 50,000 Per Thousand Gallon	\$4.94	\$5.24	\$5.45

As shown above, the monthly bill increase for the residential minimum bill user is \$.96 effective October 1, 2017 and an additional \$.68 per month effective January 1, 2019. A residential customer using 5,000 gallons per month would see a \$2.16 per month increase in October 1, 2017 and a \$1.52 per month increase in January 1, 2019.

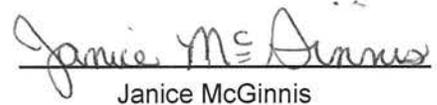
Recommendation

Staff recommends adoption of the attached substitute water rate ordinance amendment. The last water rate increase was effective January 1, 2015. The water rate increase is necessary to fund the operation, maintenance and capital costs required for the system to function and meet our contractual and debt service obligations. Water rates provide funding to operate and maintain over 251 miles of water lines along with related pumping systems and operation of the water treatment plant. An annual water line replacement plan is currently being developed by the Public Works Department.

An updated rate review status will be conducted in the summer of 2018 and if any adjustments are necessary for the January 2019 rate, they will be brought forward for amendment at that time. The two-year rate adoption schedule provides customers with the adopted rate for a two-year period for planning purposes. As with any study, actual results will vary from estimates and longer range estimates are less accurate than those in the near-term time frames. Low volume customer usage and declining consumption levels due to conservation and technology efficiencies continue to impact rates. Approximately 40% of our customer base is billed at only the minimum bill rate, 70% is billed for only 4,000 gallons usage or less per month, and 93% of water bills are for only 10,000 gallons or less usage per month.

Attachment(s)

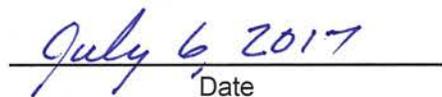
Water Rate Ordinance  
Substitute Water Rate Ordinance

  
Janice McGinnis

**City Manager's Comments:**

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

  
Mark S. Watson

  
Date

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 19-82, AS AMENDED, BY DELETING THE PROVISION OF SECTION 2 PERTAINING TO THE SCHEDULE OF WATER RATES FOR COMMODITY CHARGES AND MINIMUM MONTHLY BILLING IN ITS ENTIRETY, AND SUBSTITUTING THEREFOR A NEW SCHEDULE OF WATER RATES.

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

Section 1. Ordinance No. 19-82, as amended, is hereby amended by deleting the provisions of Section 2 pertaining to the schedule of water rates for commodity charges and minimum monthly billing in their entirety, as of midnight December 31, 2016, and substituting therefor a new Section 2 which shall read as follows:

Section 2 – Water Rate Schedule – Effective January 1, 2017

The following schedule of rates for metered billing of water furnished to consumers by the water system of the City of Oak Ridge is hereby established and adopted, effective with January 1, 2017 water billings.

1. Commodity Charge

First 2,000 gallons or any part thereof, minimum billing as outlined in subsection 2 below.			
Next	8,000 gallons	@	\$7.05 per thousand
Next	40,000 gallons	@	\$6.42 per thousand
Next	19,950,000 gallons	@	\$5.24 per thousand
Over	20,000,000 gallons	@	\$3.00 per thousand

2. Minimum Monthly Billing includes first 2,000 gallons or any part thereof

For customers using 5/8" meter	\$ 17.00 per month
For customers using 3/4" meter	21.41 per month
For customers using 1" meter	37.78 per month
For customers using 1-1/2" meter	81.85 per month
For customers using 2" meter	157.41 per month
For customers using 3" meter	277.04 per month
For customers using 4" meter	365.19 per month
For customers using 6" meter	525.46 per month
For customers using 8" meter	685.74 per month
For customers using 10" meter	846.01 per month

For customers using meters sizes not specifically listed above, the minimum billing monthly amount will be determined by the City at the time the service is established.

The above rates are net, the gross rates being five percent higher.

Section 2 – Water Rate Schedule – Effective January 1, 2018

The following schedule of rates for metered billing of water furnished to consumers by the water system of the City of Oak Ridge is hereby established and adopted, effective with January 1, 2018 water billings

1. Commodity Charge

First 2,000 gallons or any part thereof, minimum billing as outlined in subsection 2 below.			
Next	8,000 gallons	@	\$7.33 per thousand
Next	40,000 gallons	@	\$6.68 per thousand
Next	19,950,000 gallons	@	\$5.45 per thousand
Over	20,000,000 gallons	@	\$1.35 per thousand

2. Minimum Monthly Billing includes first 2,000 gallons or any part thereof

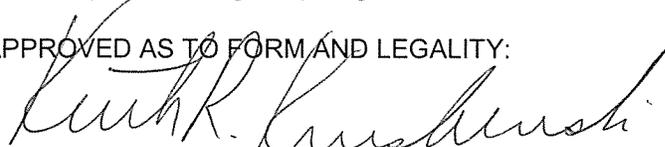
For customers using 5/8" meter	\$ 17.68 per month
For customers using 3/4" meter	22.27 per month
For customers using 1" meter	39.29 per month
For customers using 1-1/2" meter	85.12 per month
For customers using 2" meter	163.71 per month
For customers using 3" meter	288.12 per month
For customers using 4" meter	379.80 per month
For customers using 6" meter	546.48 per month
For customers using 8" meter	713.17 per month
For customers using 10" meter	879.85 per month

For customers using meters sizes not specifically listed above, the minimum billing monthly amount will be determined by the City at the time the service is established.

The above rates are net, the gross rates being five percent higher.

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: 9/12/2016  
Publication Date: 9/15/2016  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

SUBSTITUTE ORDINANCE

ORDINANCE NO. \_\_\_\_\_

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 19-82, AS AMENDED, BY DELETING THE PROVISION OF SECTION 2 PERTAINING TO THE SCHEDULE OF WATER RATES FOR COMMODITY CHARGES AND MINIMUM MONTHLY BILLING IN ITS ENTIRETY, AND SUBSTITUTING THEREFOR A NEW SCHEDULE OF WATER RATES.

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

Section 1. Ordinance No. 19-82, as amended, is hereby amended by deleting the provisions of Section 2 pertaining to the schedule of water rates for commodity charges and minimum monthly billing in their entirety, as of midnight September 30, 2017, and substituting therefor a new Section 2 which shall read as follows:

Section 2 – Water Rate Schedule – Effective October 1, 2017

The following schedule of rates for metered billing of water furnished to consumers by the water system of the City of Oak Ridge is hereby established and adopted, effective with the October 2017 water billings.

1. Commodity Charge

First 2,000 gallons or any part thereof, minimum billing as outlined in subsection 2 below.			
Next	8,000 gallons	@	\$7.05 per thousand
Next	40,000 gallons	@	\$6.42 per thousand
Over	50,000 gallons	@	\$5.24 per thousand

2. Minimum Monthly Billing includes first 2,000 gallons or any part thereof

For customers using 5/8" meter	\$ 17.00 per month
For customers using 3/4" meter	21.41 per month
For customers using 1" meter	37.78 per month
For customers using 1-1/2" meter	81.85 per month
For customers using 2" meter	157.41 per month
For customers using 3" meter	277.04 per month
For customers using 4" meter	365.19 per month
For customers using 6" meter	525.46 per month
For customers using 8" meter	685.74 per month
For customers using 10" meter	846.01 per month

For customers using meters sizes not specifically listed above, the minimum billing monthly amount will be determined by the City at the time the service is established.

The above rates are net, the gross rates being five percent higher.

Section 2 – Water Rate Schedule – Effective January 1, 2019

The following schedule of rates for metered billing of water furnished to consumers by the water system of the City of Oak Ridge is hereby established and adopted, effective with January 2019 water billings

1. Commodity Charge

First 2,000 gallons or any part thereof, minimum billing as outlined in subsection 2 below.

Next	8,000 gallons	@	\$7.33 per thousand
Next	40,000 gallons	@	\$6.68 per thousand
Over	50,000 gallons	@	\$5.45 per thousand

2. Minimum Monthly Billing includes first 2,000 gallons or any part thereof

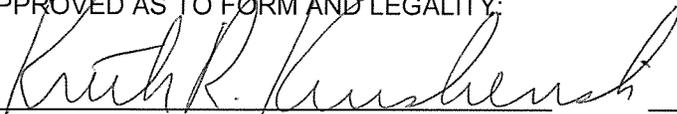
For customers using 5/8" meter	\$ 17.68 per month
For customers using 3/4" meter	22.27 per month
For customers using 1" meter	39.29 per month
For customers using 1-1/2" meter	85.12 per month
For customers using 2" meter	163.71 per month
For customers using 3" meter	288.12 per month
For customers using 4" meter	379.80 per month
For customers using 6" meter	546.48 per month
For customers using 8" meter	713.17 per month
For customers using 10" meter	879.85 per month

For customers using meters sizes not specifically listed above, the minimum billing monthly amount will be determined by the City at the time the service is established.

The above rates are net, the gross rates being five percent higher.

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: 9/12/2016  
Publication Date: 9/15/2016  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# RESOLUTIONS

**CITY COUNCIL MEMORANDUM  
17-25**

DATE: July 5, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: ECONOMIC DEVELOPMENT SUPPORT SERVICES AGREEMENT  
WITH RAY EVANS

Introduction:

An item for the agenda is a resolution authorizing an Economic Development Support Services Agreement between the City of Oak Ridge and Ray Evans, Oak Ridge, Tennessee for FY 2018.

Funding:

The City Council has approved funding in the FY 2018 Budget (963 Economic Development, 5210 Contractual Services) for said consulting services in the amount of \$54,000.

Background:

Ray Evans has served as an economic development advisor in the implementation of new and redevelopment-oriented projects for the City. For the past year, Mr. Evans has been integrally involved in coordinating the implementation of the Oak Ridge Main Street project. Given the daily challenges of this project, Mr. Evans has been engaged in matters of utility locations, easements, signage location, and the Department of Energy Public Education and Outreach Center.

The City Manager recommends retaining Mr. Evans for the ensuing fiscal year and utilizing his services as a technical economic development consultant for the benefit of the City of Oak Ridge.

Recommendation:

Approval of the attached resolution is recommended.

  
Mark S. Watson

Attachment

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2018 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 8-50-2106, City Council authorized an agreement with Ray Evans for economic development services in the amount of \$54,000.00 for Fiscal Year 2017; and

WHEREAS, this agreement expired on June 30, 2017; and

WHEREAS, economic activity continues to occur, with several large projects anticipated for the near future; and

WHEREAS, the City Manager recommends entering into an agreement with Mr. Evans for Fiscal Year 2017 for various economic development services, with particular focus on Main Street Oak Ridge and technical coordination of matters associated with the National Park Visitors Center.

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 enter into the attached agreement for Fiscal Year 2018 with Ray Evans for economic development services in the amount of \$54,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**AGREEMENT**  
**(Economic Development Support Services)**

This Agreement entered into this 10th day of July 2017, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and Ray Evans, 107 Amanda Place, Oak Ridge, Tennessee 37830, hereinafter referred to as "Mr. Evans."

WITNESSETH:

WHEREAS, the City is in need of professional-level staff assistance in economic development support; and

WHEREAS, Mr. Evans is willing to, and is capable of, providing these services and has provided such services in the past to the City's satisfaction.

In consideration of the mutual promises of the parties hereto, the City and Mr. Evans do hereby agree as follows:

1. SCOPE OF SERVICES

Mr. Evans shall provide economic development support services to the City for projects assigned to Mr. Evans by Mark Watson, City Manager. Mr. Evans shall report to Mr. Watson. The scope of services includes, but is not limited to, the following:

- A. To assist and advise the City Manager on City-related details of proposed economic development projects in Oak Ridge, particularly retail and public projects.
- B. Coordinate construction issues to implement the 8<sup>th</sup> Lane Melton Lake Rowing Venue Project State of Tennessee grant allocation as needed by the Recreation and Parks Director.
- C. Assist in the completion and development of the Main Street-Oak Ridge project as required.
- D. Coordinate and respond to out of town developers with necessary community information and with assistance to City contractor Steve Jones and the Oak Ridge Chamber of Commerce.
- E. Serve and assist the City Manager as City point person for Phase II and III project implementation issues with Main Street Oak Ridge properties and progressive analysis of TIF Program.
- F. Advise the City Manager on strategic approaches for developing further retail activity in Oak Ridge, encouraging sustainability of small businesses, and coordination with City departments.
- G. Implement necessary site preparation improvements to Horizon Center Industrial Park Developments in support of the Industrial Development Board (IDB) as requested.
- H. Assist the City Manager on riverfront development projects.
- I. Conduct meetings with the City Manager at least monthly and participate in Diamond team meetings.

All services, including but not limited to, work product and documents prepared or produced under this Agreement shall become the property of the City upon payment of compensation for the services.

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2017 and shall terminate on June 30, 2018, unless terminated earlier by the City under Section 13.

3. COMPENSATION

The total compensation to be paid to Mr. Evans by the City is estimated to not exceed \$54,000.00, which is based upon the City compensating Mr. Evans at a rate of \$4,500.00 per month for services rendered. Mr. Evans shall provide monthly summaries to the City Manager by email for services completed, which services must be completed to the City's satisfaction. Mr. Evans shall also meet in person with the City Manager no less than once every two weeks to discuss projects and services.

The City will not withhold any taxes from this payment as this is not an employment relationship. Mr. Evans will receive a 1099 from the City for these services.

4. ASSISTANCE FROM CITY

To assist Mr. Evans, the City shall furnish, without charge, copies of all available agreements, reports, regulations, technical data and other information reasonably requested by Mr. Evans relevant to the services to be provided by Mr. Evans. The City will be responsible for printing and postage costs associated with mailings conducted pursuant to the scope of services. The necessary City Department will coordinate with Mr. Evans for any assistance he may need to perform the services under this Agreement.

5. NO DISCRIMINATION

In performing the services under this Agreement, Mr. Evans shall not discriminate against any person because of race, color, religion, creed, sex, sexual orientation, national origin, age, disability or other legally protected status.

6. INSURANCE

Mr. Evans is responsible for obtaining his own liability and automobile insurance during the term of this Agreement.

7. INDEMNIFICATION

To the fullest extent permitted by all applicable laws and regulations, Mr. Evans hereby agrees to protect, indemnify and hold harmless the City and its employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of Mr. Evans.

8. AMENDMENTS

This Agreement may only be amended by a writing signed by both parties. No proposed amendment which is not in writing and executed by both parties shall effect the terms of this Agreement.

9. ASSIGNMENT

The service provided for hereunder may not be assigned in whole or in part without the prior written consent of the City.

10. COMPLIANCE WITH APPLICABLE LAWS

Mr. Evans shall comply with all applicable federal, state, county and local laws, ordinances, statutes, rules and regulations related to the performance of the services under this Agreement, and would be subject to all the same laws, ordinances, codes, and policies related to ethics and conflicts of interests as applies to regular city employees.

11. INDEPENDENT CONTRACTORS

The parties acknowledge that the relationship created under this Agreement is that of independent contracting parties and this Agreement does not create a general agency, joint venture, partnership, employment relationship or franchise between the parties. Neither party shall represent itself to be an agent of the other, nor shall it execute any documents or make any commitments to any contractual or other obligations with third parties

12. NOTICE

Any notice or other communication required or permitted under this Agreement shall be in writing and will be deemed given at the time it is deposited in the United States mail, postage paid, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given as follows:

To Mr. Evans:  
Ray Evans  
107 Amanda Place  
Oak Ridge, Tennessee 37830

To the City:  
Mark Watson, City Manager  
P. O. Box 1  
Oak Ridge, Tennessee 37831

Either party may change its address to which notices will be sent by a notice similarly sent.

13. TERMINATION

The City may terminate this Agreement at any time for any reason or no reason by giving written notice to Mr. Evans. In such event, the termination will be effective immediately. In the event of termination, the City shall compensate Mr. Evans as provided in Section 3 through the termination date.

14. GOVERNING LAW

This Agreement is governed by the laws of the State of Tennessee.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
City Attorney

CITY OF OAK RIDGE, TENNESSEE

\_\_\_\_\_  
Mayor

RAY EVANS

\_\_\_\_\_  
Signature

Approved by Resolution \_\_\_\_\_

**CITY COUNCIL MEMORANDUM**  
**17-24**

DATE: July 5, 2017

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: ECONOMIC DEVELOPMENT SERVICES AGREEMENT WITH  
JAMES S. (STEVE) JONES

Introduction:

An item for the agenda is a resolution authorizing an Economic Development Support Services Agreement between the City of Oak Ridge and James S. (Steve) Jones, Clinton, Tennessee for FY 2018.

Funding:

The City Council has approved funding in the FY 2018 Budget (963 Economic Development, 5210 Contractual Services) for said consulting services in the amount of \$54,000.

Background:

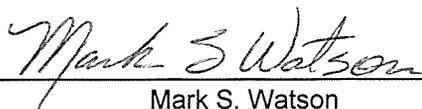
For the past several years, the City of Oak Ridge has continued to engage economic development services with consultant Steve Jones, providing direct contact with state agencies and economic development clients on behalf of the City. Mr. Jones reports directly to the City Manager and coordinates activities with the Industrial Development Board, particularly sites in the Horizon Center and the Heritage Center.

During this past fiscal year, Mr. Jones has continuously pursued and responded to requests for proposals, some that were particularly large, game-changing responses. We continue to monitor and assist new industries, such as LeMond Composites, and help in the retention of existing industries. Mr. Jones has been instrumental in helping push decisions with Project Opal and pursuit of CVMR to move to a development stage.

This investment has ensured the presence of an identifiable representative of Oak Ridge on all state and regional inquiries as a place to do business and pursue the diversification of our economy. The City Manager recommends continuing this agreement for FY 2018.

Recommendation:

Approval of the attached resolution is recommended.

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

Attachments

MEMO FROM STEVE JONES & ASSOCIATES, LLC

To: Oak Ridge City Manager Mark Watson

From: Steve Jones, Oak Ridge Economic Development Consultant

Date: June 15, 2017

Subject: Quarterly Update on Oak Ridge Industrial Development activities

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The purpose of this memorandum is to briefly update you on the Industrial Development activity in Oak Ridge during the second quarter of 2017.

Prospect activity from TVA and TNECD picked up in the last quarter and we responded to several RFI's and RFP's from both entities. We're currently working with a couple of those prospects. Again, most companies looking in East Tennessee are looking for preexisting buildings and there is not much of an inventory locally. As in past reports, most of our prospect activity is locally generated due to our interaction with ORNL, Y-12, Roane and Anderson Counties, but again, we do have increased activity from State sources.

Companies looking for office space has also picked up slightly and we have a couple of promising prospects working with local developers. Both of these prospects have come through ETEDA, which is typical for companies looking for large commercial type office space.

I've spent a lot of time with LeMond Composites recently and - as reflected in recent news stories - their organization is on track and is growing. I anticipate, based on recent meetings, additional interaction related to co-locators and job creation.

We continue to work with CVMR and their partners, although I have nothing concrete to discuss at this time.

There have been delays in our work with another large "anchor" project but I continue to be optimistic and anticipate an announcement later this year. (Project Opal).

We continue to work/negotiate with a local company to expand and collaborate with an out of state partner. The result could be an increase in high tech jobs for Oak Ridge.

We continue to be in the running for Project Retread. There are a lot of moving parts but everything looks good for this prospect with good job counts and salaries. They are looking at sites in the 25/30 acre range.

Interest in Sites 5 & 6 has picked up in the second quarter of 2017, as did interest in available sites located at ETTP. I expect this is a result of other large regional sites moving off the market. There are still "pad ready" sites with utilities already available that will make the top of the list, but on at least three occasions in the last quarter, Oak Ridge was in the final three in Tennessee. Two of these three recently eliminated Tennessee as a location; however, we still have a couple of large prospects that are interested in these larger sites.

The Uranium Processing Facility (UPF) seems to be gaining momentum again and this is generating some interest in local collaborations for new entities as well as interest from

companies outside the State of Tennessee. I've met with some of these entities in the last 30 days.

Despite our local activity, I continue to advocate for a State project manager that would assist the Tennessee Department of Economic and Development (TNECD) understand and vet new and emerging technologies being developed in our area so that we can capture the opportunities associated with emerging markets.

I'll continue to keep you informed of new activity as it develops. Please let me know if you have any questions or need additional information.

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2018 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 8-51-2016, City Council authorized an agreement with Steve Jones for economic development services in the amount of \$54,000.00 for Fiscal Year 2017; and

WHEREAS, this agreement expired on June 30, 2017; and

WHEREAS, economic activity continues to occur, with several large projects anticipated for the near future; and

WHEREAS, the City Manager recommends entering into an agreement with Mr. Jones for Fiscal Year 2018 for various economic development services, including serving as the City's point-of-contact for industrial projects.

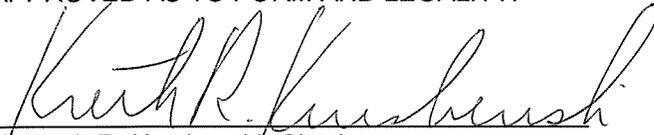
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the attached agreement for Fiscal Year 2018 with Steve Jones for economic development services in the amount of \$54,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**AGREEMENT**  
**(Economic Development Support Services)**

This Agreement entered into this 10<sup>th</sup> day of July 2017, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and James S. (Steve) Jones, 320 Maple Street, Clinton, Tennessee 37716, hereinafter referred to as "Mr. Jones."

WITNESSETH:

WHEREAS, the City is in need of professional-level staff assistance in economic development support; and

WHEREAS, Mr. Jones is willing to, and is capable of, providing these services and has provided such services in the past to the City's satisfaction.

In consideration of the mutual promises of the parties hereto, the City and Mr. Jones do hereby agree as follows:

1. **SCOPE OF SERVICES**

Mr. Jones shall provide economic development support services to the City for projects assigned to Mr. Jones by Mark Watson, City Manager. Mr. Jones shall report to Mr. Watson. The scope of services includes, but is not limited to, the following:

- A. To assist and advise the City Manager on recruitment and solicitation of proposed economic development projects and those related to UPF, SMRs and industrial related logistics and support entities.
- B. Engage in implementation of new industry to Oak Ridge.
- C. Serve as a City point-of-contact for industrial and commercial projects in Oak Ridge.
- D. Recruit and visit potential clients when necessary and coordinated with the City Manager.
- E. Serve as a City liaison and contact point to State agencies and regional economic development officials engaged in East Tennessee/Oak Ridge economic recruitment.
- F. Support continued buildout development of Horizon and Heritage Centers through assessments of infrastructure needs, financial impact modeling, and identifying eligible grant programs.
- G. Coordinate with the City's Government Affairs Information Services Director about any necessary programs or regulatory assistance and.
- H. Coordinate any successful recruitments with Ray Evans, a consultant for the City, on future details required by the recruited company to construct and locate on particular sites in Oak Ridge.
- I. Strategize with the City Manager on future ways to enhance City industrial capacities, stimulate job creation, and diversify industrial/commercial capacities.
- J. Submit RFPs to State economic inquiries.

All services, including but not limited to, work product and documents prepared or produced under this Agreement shall become the property of the City upon payment of compensation for the services. Further, Mr. Jones, consultant, shall be allowed during this period to work in a consulting capacity with other entities that have no conflict of interest with the City of Oak Ridge.

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2017 and shall terminate on June 30, 2018, unless terminated earlier by the City under Section 13.

3. COMPENSATION

The total compensation to be paid to Mr. Jones by the City is estimated to not exceed \$54,000.00, which is based upon the City compensating Mr. Jones at a rate of \$4,500.00 per month for services rendered. Mr. Jones shall provide monthly summaries to the City Manager by email for services completed, which services must be completed to the City's satisfaction. Mr. Jones shall also meet in person with the City Manager no less than once every two weeks to discuss projects and services.

The City will not withhold any taxes from this payment as this is not an employment relationship. Mr. Jones will receive a 1099 from the City for these services.

4. ASSISTANCE FROM CITY

To assist Mr. Jones, the City shall furnish, without charge, copies of all available agreements, reports, regulations, technical data and other information reasonably requested by Mr. Jones relevant to the services to be provided by Mr. Jones. The City will be responsible for printing and postage costs associated with mailings conducted pursuant to the scope of services. The necessary City Department will coordinate with Mr. Jones for any assistance he may need to perform the services under this Agreement.

5. NO DISCRIMINATION

In performing the services under this Agreement, Mr. Jones shall not discriminate against any person because of race, color, religion, creed, sex, sexual orientation, national origin, age, disability or other legally protected status.

6. INSURANCE

Mr. Jones is responsible for obtaining his own liability and automobile insurance during the term of this Agreement.

7. INDEMNIFICATION

To the fullest extent permitted by all applicable laws and regulations, Mr. Jones hereby agrees to protect, indemnify and hold harmless the City and its employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of Mr. Jones.

8. AMENDMENTS

This Agreement may only be amended by a writing signed by both parties. No proposed amendment which is not in writing and executed by both parties shall effect the terms of this Agreement.

9. ASSIGNMENT

The service provided for hereunder may not be assigned in whole or in part without the prior written consent of the City.

10. COMPLIANCE WITH APPLICABLE LAWS

Mr. Jones shall comply with all applicable federal, state, county and local laws, ordinances, statutes, rules and regulations related to the performance of the services under this Agreement, and would be subject to all the same laws, ordinances, codes, and policies related to ethics and conflicts of interests as applies to regular city employees.

11. INDEPENDENT CONTRACTORS

The parties acknowledge that the relationship created under this Agreement is that of independent contracting parties and this Agreement does not create a general agency, joint venture, partnership, employment relationship or franchise between the parties. Neither party shall represent itself to be an agent of the other, nor shall it execute any documents or make any commitments to any contractual or other obligations with third parties.

12. NOTICE

Any notice or other communication required or permitted under this Agreement shall be in writing and will be deemed given at the time it is deposited in the United States mail, postage paid, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given as follows:

To Mr. Jones:  
Steve Jones  
320 Maple Street  
Clinton, Tennessee 37716

To the City:  
Mark Watson, City Manager  
P. O. Box 1  
Oak Ridge, Tennessee 37831

Either party may change its address to which notices will be sent by a notice similarly sent.

13. TERMINATION

The City may terminate this Agreement at any time for any reason or no reason by giving written notice to Mr. Jones. In such event, the termination will be effective immediately. In the event of termination, the City shall compensate Mr. Jones as provided in Section 3 through the termination date.

14. GOVERNING LAW

This Agreement is governed by the laws of the State of Tennessee.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

  
\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

JAMES S. (STEVE) JONES

\_\_\_\_\_  
Signature

Approved by Resolution \_\_\_\_\_

CITY COUNCIL MEMORANDUM  
17-27

DATE: July 6, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: OAK RIDGE CONVENTION AND VISITORS BUREAU CONTRACT FOR FY 2018

Introduction:

An item for City Council's consideration is a resolution approving a contract between the City and the Oak Ridge Convention and Visitors Bureau (CVB) for the provision of services and materials to promote tourism in Oak Ridge for the period July 1, 2017 through June 30, 2018 (Fiscal Year 2018) in an amount not to exceed \$365,000.

Funding:

The City Manager has recommended an amount of \$365,000 for the upcoming budget year, which was approved by the City Council in June 2017.

Background:

The City Council annually approves a contract with the CVB for promotional services about the City for purposes of special events and general tourism. The CVB provides assistance in drawing events to the city and supporting the events through regional and statewide tourism. The source payment for these services comes through hotel/motel occupancy tax revenues. The CVB has provided cooperating services for marketing with Anderson and Roane counties. It has additionally assisted with the development of a number of annual regattas to be conducted on Melton Hill Lake.

The contract for the upcoming year is the same as last year, excepting an increase of \$40,000. We have also recognized that potential services in the coming year that will include leadership for the 75<sup>th</sup> Anniversary celebrations of Oak Ridge. The CVB has also concentrated on increasing local awareness for things Oak Ridge has to offer that regional populations may not be aware of.

The City Manager has spoken with Marc DeRose, Executive Director, and he is in concurrence with the proposed contract and contract increase. The City Manager recommends approval of the proposed contract.

Recommendation:

Approval of the attached resolution is recommended.

  
Mark S. Watson

Attachments

**RESOLUTION**

A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 (FISCAL YEAR 2018) IN AN AMOUNT NOT TO EXCEED \$365,000.00.

WHEREAS, the City of Oak Ridge has appropriated funds for Fiscal Year 2018 for a contract with the Oak Ridge Convention and Visitors Bureau to promote tourism in Oak Ridge; and

WHEREAS, the City and the Oak Ridge Convention and Visitors Bureau desire to enter into a contract to set forth the responsibilities and obligations of the parties and to provide measures of performance and accountability for the funds so appropriated.

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

That the attached contract between the City of Oak Ridge and the Oak Ridge Convention and Visitors Bureau for the provision of services and materials to promote tourism in Oak Ridge for the period July 1, 2017 through June 30, 2018, is hereby approved; said contract in an amount not to exceed \$365,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



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

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

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

## CONTRACT

This Contract entered into this 10th day of July, 2017 by and between the City of Oak Ridge, Tennessee, hereinafter referred to as the "City," and the Oak Ridge Convention and Visitors Bureau, hereinafter referred to as the "CVB."

### WITNESSETH:

WHEREAS, the City and the CVB have had a longstanding relationship in matters associated with tourism; and

WHEREAS, the parties desire to enter into a contract to continue this relationship.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the City and the CVB hereby agree as follows:

1. Term

This Contract shall be for a term commencing July 1, 2017 through June 30, 2018.

2. CVB Objectives

A. The CVB shall meet the objectives listed below:

1. Show at least a one percent (1%) increase in collected city hotel tax revenue by the end of the contract term compared to that collected for the previous fiscal year.
2. Determine separate occupancy rates for tourism, government and business visitors, respectively. Additionally, the CVB shall determine occupancy rates during weekdays compared to weekends.
3. Generate revenue in addition to and exclusive of any funds provided by the City as described herein by the end of the contract term. These funds shall be equal to or greater than three percent (3%) of the total amount of funds allocated by the City.
4. Develop tactics as part of the CVB's strategic plan that will be used to achieve CVB goals as needed. To achieve objective 2.4, the CVB Executive Director will plan and execute at least two (2) working meetings with the City Manager by September 1, 2017 and February 1, 2018.
5. Implement one (1) other measure of economic activity related to tourism in Oak Ridge.

B. The CVB shall emphasize and prioritize the following actions to achieve the above objectives:

1. Develop a unique brand and marketing position for Oak Ridge that will aim to unite Oak Ridge's various messages and news into one common format. The CVB will create a "voice" for Oak Ridge to promote its positive attributes to visitors.

2. Prioritize promotion of local events that increases the number of overnight visitors to Oak Ridge's hotels/motels.
3. Provide advice and assistance with coordination of events conducted by businesses, non-profit organizations and governmental agencies within Oak Ridge and Anderson-Roane Counties.
4. Identify, develop and use multimedia and social networking facilities to maximize and promote Oak Ridge as a venue for premier events and activities including but not limited to those identified in the UT-MBA study prepared for the City in 2013.
5. Identify and budget (less than \$10,000.00) for minor but impactful improvements that will enhance business and hotel/motel industry and their associated promotions.
6. Shall develop projects within its strategic plan to exploit the SMERF (Social, Military, Educational, Religious, and Fraternal) market both locally and regionally.
7. Shall coordinate with local sports programs to promote events that draw in out-of-town visitors.
8. Shall support and assist in staffing the new American Museum of Science and Energy (AMSE) and/or Public Education and Outreach facility located at Main Street Oak Ridge upon the request of the U.S. Department of Energy (DOE).
9. Develop outreach plans to representative audiences and particular focal groups.
10. Shall serve as leadership for the 75<sup>th</sup> Anniversary celebrations of Oak Ridge.

3. Monitoring and Reporting Requirements

- A. For the purposes of monitoring and reporting, the CVB shall provide to the City periodic reports addressing progress toward strategic goals on September 15, 2017; December 15, 2017; March 15, 2018 and June 15, 2018.
- B. The CVB shall submit an annual financial report, which will be audited by the City, to summarize expenditure of City funds and a statement of cash position, by July 31, 2018.

4. Availability of Documents for Inspection

- A. All CVB documents and reports pertaining to this Contract shall be available for inspection by the City Manager or the City Manager's duly authorized designee and shall be made available for inspection following written request. The CVB shall allow the inspection within a reasonable timeframe, but no later than seven (7) business days from receipt of the request.
- B. The CVB shall maintain records in such a manner as to enable the City and/or the City's auditors to audit the expenditures for compliance with this Contract during regular City business hours.

5. Compensation to CVB for Services Rendered

- A. The City shall pay the CVB \$365,000.00 in exchange the services specifically defined in Section 2 of this Contract. The City will pay the CVB in installments as follows provided the periodic reports required by Section 3 above have been submitted: \$91,250.00 on or

about September 30, 2017; \$91,250.00 on or about December 31, 2017; \$91,250.00 on or about March 31, 2018; and \$91,250.00 on or about June 30, 2018. For purposes of cash flow and business management, the CVB shall have a goal of a thirty-day reserve for payroll and expenses.

B. Conditions:

1. The City may provide cash advances, not to exceed the total amount indicated in Section 5.A. to the CVB through a written request procedure and approval from the City Manager, at the City Manager's discretion, with concurrence by the City Council.
2. The CVB may request budget revisions in writing. Any City approval of budget revisions shall be made in writing.
3. CVB Staff: The CVB shall pay its employees under this Contract, not including volunteers, at least the federal minimum wage. The CVB shall not increase its employees' salaries to an extent greater than the salary increases allowed by the City for its employees during the same fiscal year.
4. Anti-Discrimination: In carrying out the work of this Contract, the CVB shall not discriminate against any employee or applicant for employment because race, color, religion, creed, sex, sexual orientation, national origin, age, disability or any other legally protected status.
5. If, through any cause, the CVB shall fail to fulfill in a timely and proper manner the obligations under this Contract, or if the CVB shall violate any of the covenants, agreements, or stipulations of this Contract, the CVB shall provide satisfactory explanation to the City Manager before the next partial payment is made.
6. Any expenditure desired to be made that is outside of the scope of this Contract shall receive prior concurrence of the City Manager in writing.

6. Termination

- A. If, through any cause, the CVB shall fail to fulfill the obligations under this Contract, or if the CVB shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the CVB of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
- B. In that event, all finished and unfinished documents and other materials prepared by the CVB under this Contract shall, at the option of the City, become its property and the CVB shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials, any such amount not to exceed the City's budgeted amount under this Contract.
- C. Notwithstanding the above, the CVB shall not be relieved of liability by the City by virtue of any breach of the Contract by the CVB, and the City may withhold any payments to the CVB for the purpose of off-set until such time as the exact amount of damages due the City from the CVB is determined.

7. Contract Representatives

- A. The CVB's contact person for this Contract shall be the CVB's Executive Director and/or the Executive Director's duly authorized designee.
- B. The City's contact person for this Contract shall be the City Manager and/or the City Manager's duly authorized designee.

8. Communications

- A. Any suggested changes in the CVB's scope of work shall be presented to the CVB's Board of Directors, in writing, for consideration and approval.
- B. The CVB Executive Director and the City Manager shall schedule a joint meeting with the CVB Board of Directors and City Council before January 30, 2018 to provide a mid-year performance report and discussion.
- C. If the CVB has any requested changes in scope of services and/or compensation for the subsequent fiscal year's contract, the CVB shall inform the City Manager of such requests no later than March 30, 2018. Nothing herein shall be construed to imply or promise a contract for any subsequent fiscal year.

9. Assignment

The CVB may utilize the services of specialty subcontractors for those services which, under normal contracting practices, are performed by specialty subcontractors. Except as set forth for specialty subcontractors, the CVB's obligations under this Contract may not be assigned in whole or in part without the prior written consent of the City Manager, which consent shall not be unreasonably withheld. Nothing contained in this Contract shall create any contractual relation between any subcontractor and the City.

10. Governing Law

This Contract is governed by the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written, the City of Oak Ridge, by its Mayor, by authority duly given.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

  
 \_\_\_\_\_  
 City Attorney

\_\_\_\_\_  
Mayor

OAK RIDGE CONVENTION AND VISITORS  
BUREAU (AKA EXPLORE OAK RIDGE)

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Board of Directors Chairperson

Attachments: None  
Approved by Resolution \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-31**

**DATE:** June 26, 2017  
**TO:** Mark S. Watson, City Manager  
**THROUGH:** Shira A. McWaters, P.E., Public Works Director  
**FROM:** Pat Fallon, Division Manager  
**SUBJECT: PURCHASE OF EQUIPMENT – DUMP TRUCK**

Introduction

An item for City Council consideration is a resolution for the purchase of one (1) dump truck for the Public Works Department asphalt crew, from Freeland CDJR, Inc., Russellville, Kentucky, in the estimated amount of \$51,858.

Funding

Funding is budgeted and available in the Equipment Replacement Fund.

Analysis

After bids were opened and Public Works Department Memorandum 17-27 was signed and submitted for inclusion in the July City Council agenda, vehicle number 317, utilized by the asphalt crew, was removed from service due to multiple mechanical and safety issues, including engine stopping while in motion, worn fuel injectors, steering issues, passenger door inoperable and dashboard falling apart.

The recommended truck is considered a small dump truck and is equipped with four-wheel drive. This truck will be utilized by the asphalt crew to haul various items such as the asphalt rollers to and from job sites. It will be used for hauling small loads of asphalt, topsoil to restore landscaping, cold patch for temporary road repairs, as well as parts and material needed in utility repairs, etc. Four-wheel drive will allow this vehicle to be used for snow removal and to pull the brine trailers to pre-treat roadways prior to winter weather events when the road conditions are poor.

This truck replaces equipment number 317, purchased in 1998 (19 years old), with over 111,000 miles. It has been removed from service due to its poor condition and will be sold as surplus.

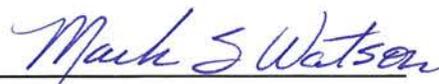
Recommendation

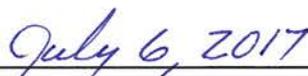
Sealed bids were solicited with only one (1) bid received and the supplier has agreed to provide a second truck in accordance with the bid specifications and price. Staff recommends approval of the resolution as submitted.

  
\_\_\_\_\_  
Pat Fallon

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-27**

**DATE:** June 19, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: PURCHASE OF EQUIPMENT – DUMP TRUCK**

Introduction

An item for City Council consideration is a resolution for the purchase of one (1) dump truck for the Public Works Department water crew, from Freeland CDJR, Inc., Russellville, Kentucky, in the estimated amount of \$51,858.

Funding

Funding is budgeted and available in the FY2018 Waterworks Fund.

Analysis

The recommended truck is considered a small dump truck and is equipped with four-wheel drive. This truck will be utilized by the water crew to haul various items to and from job sites. It will be used for hauling topsoil to restore landscaping, cold patch for temporary road repairs, as well as parts and material needed in utility repairs, etc. Four-wheel drive will allow transport to water breaks when the road conditions are poor and it allows access to off roadway utilities.

This truck replaces equipment number 314, purchased in 1998 (19 years old), with over 127,000 miles. It was removed from service due to its poor condition and has been sold as surplus.

Recommendation

Sealed bids were solicited with only one bid received. Staff recommends approval of the resolution as submitted.

  
\_\_\_\_\_  
Shira A. McWaters, 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**

RFQ #153018

OPENING DATE: June 15, 2017 2:30 P.M.

FOR --- New 4WD Dump Truck			BIDDER: Freeland CDJR, Inc. 1451 Bowling Green Road Russellville, KY 42276		BIDDER:		BIDDER:		BIDDER:		
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF A NEW 4 WHEEL DRIVE DUMP TRUCK THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, AND INCLUDES ALL STANDARD EQUIPMENT PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE PUBLIC WORKS DEPARTMENT	1	1		\$ 51,858.00		\$ -		\$ -		\$ -	
TOTAL PRICE				\$ 51,858.00		\$ -		\$ -		\$ -	
TERMS				Net 20 Days							
DELIVERY				120 A.R.O.							
F.O.B.				Oak Ridge							
VIA				Best Way							
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---				
							<i>Lyn Majeski</i>				
							Lyn Majeski Accounting Division Manager				
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:				BIDS REVIEWED BY---				
ONLY BID RECEIVED <input checked="" type="checkbox"/>			Freeland CDJR, Inc.				<i>Janice McGinnis</i>				
LOW PRICE <input type="checkbox"/>			1451 Bowling Green Road				Janice McGinnis				
BETTER OR REQUIRED DESIGN <input type="checkbox"/>			Russellville, KY 42276				Finance Director				
EARLY DELIVERY <input type="checkbox"/>											
LOWEST TOTAL COST <input type="checkbox"/>											

# BID PROCESS FORM

## BID NAME

RFQ 153018 - New 4WD Dump Truck

## DESCRIPTION

The furnishing of a new 4 wheel drive dump truck that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Public Works Department.

## CITY COUNCIL MEETING

July 10, 2017

## BIDDERS CONTACTED ( CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Sam Swope Auto Group, LLC	1603 Melody Lane	Chattanooga, TN 37412		mackgilliland1@yahoo.com	[e-mail]
Sam Swope Auto Group, LLC	2740 Whitten Rd	Memphis, TN 38133	901-413-5086	mpoolefleet@hotmail.com	[e-mail]
Cherokee Truck Equipment, LLC	3501 Cummings Road	Chattanooga, TN 37412	800-365-7189	pat.graham@cherokeetruck.com	[e-mail]
Ford of Murfreesboro	1550 N.W. Broad St.	Murfreesboro, TN 37129	615-713-1436	jmccullough@fordofmurfreesboro.com	[e-mail]
Columbia CDJR	106 S. James Campbell Blvd.	Columbia, TN 38401	877-349-9378	russell.moles@yahoo.com	[e-mail]
Allan Virgil Ford of Fayetteville	275 N. Glynn Street	Fayetteville, BA 30214	678-364-3983	hop@allanvigilford.com	[e-mail]
				bob @allanvigilford.com	[e-mail]
Golden Circle Ford	1432 US Highway 45 Bypass	Jackson, TN 38305	731-664-0873	sblackstock@goldencircle.com	[e-mail]
McNelly-Whaley Motor Company	750 Dolly Parton Pkwy	Sevierville, TN 37862	865-453-2833	tonywatkins@mcnellywhaley.us	[e-mail]
Oak Ridge Nissan	1549 Oak Ridge Turnpike	Oak Ridge, TN 37830	865-687-7710	pattyseals777@yahoo.com	[e-mail]
Sexton Automotive Group	269 S Roane St	Harriman, TN 37748	865-882-0833	sextonautomotivegroup@yahoo.com	[e-mail]
Sexton Oak Ridge	799 Oak Ridge Turnpike	Oak Ridge, TN 37830	865-272-3223	saor799@comcast.net	[e-mail]
Sexton Morgan County	1226 Knoxville Highway	Wartburg, TN 37887	423-346-6227	sextonfordofmorgancounty@gmail.com	[e-mail]
Town and Country Ford	101 Anderson LN	Madison, TN 37115	615-865-1280	bthorne@fordnashville.com	[e-mail]
Rice CDJR	3033 Alcoa Hwy	Alcoa, TN 37701	865-622-2412	jlong@riceautomotive.com	[e-mail]
Secret City CDJR	1005 Oak Ridge Turnpike	Oak Ridge, TN 37830	865-482-6227	i_oak@bellsouth.net	[e-mail]
Lenoir City CDJR	1206 E Broadway St	Lenoir City, TN 37772	888-569-9619	emartorell@drivelenoircity.com	[e-mail]
Freeland CDJR	1451 Bowling Green Road	Russellville, KY 42276	270-725-4100	hodom07@gmail.com	[e-mail]

## BIDS RECEIVED

Freeland CDJR, Inc.

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 23 days.

NUMBER \_\_\_\_\_

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) REPLACEMENT DUMP TRUCKS FROM FREELAND CDJR, INC., RUSSELLVILLE, KENTUCKY, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$103,716.00.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of one (1) replacement dump truck with 4wd for the Public Works Department for use by the water crew to haul various items to and from job sites; and

WHEREAS, the vehicle is scheduled to replace a vehicle previously used for this service which was nineteen years old with over 127,000 miles and has been sold as surplus; and

WHEREAS, after bids were opened, a vehicle used by the Public Works Department by the asphalt crew had to be removed from service due to mechanical and safety issues and will be sold as surplus; and

WHEREAS, the Public Works Department desires to purchase an additional dump truck under this bidding process to replace the asphalt crew's vehicle; and

WHEREAS, bids were received and publicly opened on June 15, 2017, with Freeland CDJR, Inc., Russellville, Kentucky, submitting the sole 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 Freeland CDJR, Inc., 1451 Bowling Green Road, Russellville, Kentucky 42276, for furnishing two (2) dump trucks for the Public Works Department; said award in strict accordance with Request No. 153018, the required specifications, and the bid as publicly opened on June 15, 2017, and in the estimated amount of \$51,858.00 per vehicle for a total estimated amount of \$103,716.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-28**

**DATE:** June 19, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT:** PURCHASE OF EQUIPMENT – TANDEM AXLE DUMP TRUCK

Introduction

An item for City Council consideration is a resolution for the purchase of one (1) tandem dump truck for the Public Works Department, Wastewater Treatment Plant, from MHC Kenworth, Knoxville, Tennessee, in the estimated amount of \$147,000.

Funding

Funding is budgeted and available in the FY2018 Waterworks Fund.

Analysis

The recommended truck is a tandem axle dump truck equipped with an aluminum cab and dump body. The aluminum cab and dump body were specified for this truck due to the use of the truck for hauling biosolids sludge from the Wastewater Treatment Plant to the landfill. Biosolids sludge is corrosive and can damage the hauling equipment. Public Works staff have been required to repair the existing truck cab and body numerous times over the years. Specifying aluminum was slightly more expensive, but will prove to be cost effective in the life of the truck.

This truck replaces equipment number 391, purchased in 1996 (21 years old), with over 130,000 miles. This will be removed from service and sold as surplus.

Recommendation

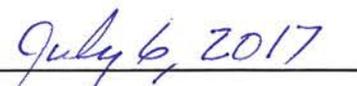
Sealed bids were solicited with numerous bids received. Staff is recommending the lowest responsive bid. Staff recommends approval of the resolution as submitted.

  
\_\_\_\_\_  
Shira A. McWaters, P.E.

**City Manager's Comments:**

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

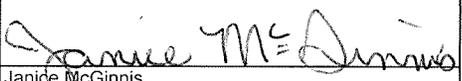
  
\_\_\_\_\_  
Mark S. Watson

  
\_\_\_\_\_  
Date

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

RFQ #153019

OPENING DATE: June 15, 2017 2:40 P.M.

FOR --- New Tandem Axle Dump Truck			BIDDER: MHC Kenworth - Knoxville 1400 Ault Road Knoxville, TN 37914		BIDDER: Worldwide Equipment Enterprises, Inc. 6614 Wilbanks Road Knoxville, TN 37912		BIDDER: The Peterbilt Store - Knoxville 5218 Rutledge Pike Knoxville, TN 37924		BIDDER:		
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF A NEW TANDEM AXLE DUMP TRUCK THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, AND INCLUDES ALL STANDARD EQUIPMENT PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE PUBLIC WORKS DEPARTMENT	1	1		\$ 147,000.00		\$ 151,373.00		\$ 155,300.00		\$ -	
<b>TOTAL PRICE</b>				\$ 147,000.00		\$ 151,373.00		\$ 155,300.00		\$ -	
<b>TERMS</b>			Due on Date of Delivery		Net 45		Net 30				
<b>DELIVERY</b>			Estimated 9/30/2017		145 -160 days A.R.O.		Estimated 10/1/2017				
<b>F.O.B.</b>			Knoxville, TN		Worldwide Equipment, Inc.		Oak Ridge				
<b>VIA</b>			MHC- Knoxville		Selling Dealer/Active Transport		Salesman - Jamie				
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---				
											
							Lyn Majeski Accounting Division Manager				
<b>REASON FOR AWARD:</b>			<b>RECOMMEND AWARD BE MADE TO:</b>				BIDS REVIEWED BY---				
ONLY BID RECEIVED <input type="checkbox"/>			MHC Kenworth - Knoxville								
LOW PRICE <input type="checkbox"/>			1400 Ault Road								
BETTER OR REQUIRED DESIGN <input type="checkbox"/>			Knoxville, TN 37914								
EARLY DELIVERY <input type="checkbox"/>											
LOWEST TOTAL COST <input checked="" type="checkbox"/>							Janice McGinnis Finance Director				

# BID PROCESS FORM

**BID NAME** RFQ 153019 - New Tandem Axle Dump Truck **DESCRIPTION** The furnishing of a new 4 tandem axle dump truck that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Public Works Department.

**CITY COUNCIL MEETING** July 10, 2017

## BIDDERS CONTACTED ( CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Freightliner of Knoxville	1413 Everett Road	Knoxville, TN 37932	865-824-2400	mlakin@premiertruck.com	[e-mail]
Premier Truck Group of Knoxville	1413 Everett Road	Knoxville, TN 37932	865-824-2400	mlakin@premiertruck.com	[e-mail]
The Peterbilt Store - Knoxville	5218 Rutledge Pike	Knoxville, TN 37924	865-546-9553	mlakin@thetruckguys.com	[e-mail]
MHC Kenworth - Knoxville	1400 Ault Road	Knoxville, TN 37914	865-638-0880	kevin.herman@mhc.com	[e-mail]
Worldwide Equipment Enterprises, Inc.	6614 Wilbanks Road	Knoxville, TN 37912	865-688-4300	jim.thompson@thetruckpeople.com jim.toussaint@thetruckpeople.com	[e-mail] [e-mail]
Landmark Truck, LLC	4550 Rutledge Pike	Knoxville, TN 37914	865-637-4881	kerr@landmarktrucks.com	[e-mail]

## BIDS RECEIVED

MHC Kenworth - Knoxville, Worldwide Equipment Enterprises, Inc., The Peterbilt Store - Knoxville, Premier Truck Group of Knoxville (Non-responsive bids), Landmark Truck, LLC (Non-responsive bids).

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 23 days.

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) REPLACEMENT TANDEM AXLE DUMP TRUCK FROM MHC KENWORTH, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$147,000.00.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of one (1) replacement tandem axle dump truck with aluminum cab and dump body for the Public Works Department for use in hauling biosolids sludge from the Wastewater Treatment Plant to the landfill; and

WHEREAS, this vehicle will replace the vehicle currently in use for this service which is twenty-one years old with over 130,000 miles and will be sold as surplus; and

WHEREAS, bids were received and publicly opened on June 15, 2017, with MHC Kenworth, 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 MHC Kenworth, 1400 Ault Road, Knoxville, Tennessee 37914 for furnishing one (1) tandem axel dump truck with aluminum cab and dump body for the Public Works Department; said award in strict accordance with Request No. 153019 the required specifications, and the bid as publicly opened on June 15, 2017, and in the estimated amount of \$147,000.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



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

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

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

**PUBIC WORKS DEPARTMENT MEMORANDUM**  
**17-30**

**DATE:** June 19, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: PURCHASE OF EQUIPMENT – TRAFFIC MARKING EQUIPMENT**

Introduction

An item for City Council consideration is a resolution for the purchase of traffic marking equipment for the Public Works Department, from Transafe, Inc., Lawrenceville, Georgia, in the estimated amount of \$47,989.

Funding

Funding is available in the Equipment Replacement Fund.

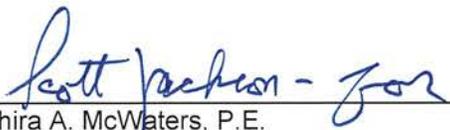
Analysis

The recommended equipment will be truck mounted and allow City employees to apply street striping that has typically been contracted out. With several area striping contractors going out of business or merging with other companies, it is getting more difficult to contract these smaller sections of City streets. This equipment will be used on all streets, except for State highways which require a different type of striping per State standards.

This equipment is an addition to the fleet. The pickup truck that the traffic marking equipment will be mounted on is an underutilized pickup truck that was purchased several years ago for the Fleet Maintenance Shop, but has not proven particularly useful as a repair truck due to the lack of storage compartments for mechanic tools. Staff is reviewing the type of vehicle best suited for the Fleet Maintenance Shop and a recommendation will be made in the future for the replacement of the pickup truck.

Recommendation

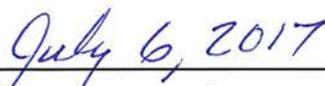
Sealed bids were solicited with numerous bids received. Staff recommends the lowest responsive bid. Staff recommends approval of the resolution as submitted.

  
\_\_\_\_\_  
Shira A. McWaters, 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**

RFQ #153022

OPENING DATE: June 15, 2017 3:00 P.M.

FOR ---			BIDDER:		BIDDER:		BIDDER:		BIDDER:	
Roadlazer Roadpak 2-Pump Traffic Marking Equipment			Transafe Inc. 1625 Spectrum Drive, Suite 100 Lawrenceville, GA 30043		Sherwin-Williams Co. 6201 Baum Drive Knoxville, TN 37919					
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
THE FURNISHING OF A NEW ROADLAZER ROADPAK 2-PUMP TRAFFIC MARKING EQUIPMENT THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, INCLUDES ALL STANDARD EQUIPMENT INSTALLATION AND TRAINING PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE PUBLIC WORKS DEPARTMENT	1	1		\$ 47,989.00		\$ 49,882.22		\$ -		\$ -
<b>TOTAL PRICE</b>				\$ 47,989.00		\$ 49,882.22		\$ -		\$ -
<b>TERMS</b>				Net 30		Net 30				
<b>DELIVERY</b>				10 days A.R.O.		Per Customers Request				
<b>F.O.B.</b>				Oak Ridge		Oak Ridge				
<b>VIA</b>				LTL Truck Line		Sherwin-Williams Delivery Hub				
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---			
							<i>Lyn Majeski</i>			
							Lyn Majeski Accounting Division Manager			
<b>REASON FOR AWARD:</b>			<b>RECOMMEND AWARD BE MADE TO:</b>				BIDS REVIEWED BY---			
ONLY BID RECEIVED <input type="checkbox"/>			Transafe Inc.				<i>Janice McGinnis</i>			
LOW PRICE <input type="checkbox"/>			1625 Spectrum Drive, Suite 100				Janice McGinnis			
BETTER OR REQUIRED DESIGN <input type="checkbox"/>			Lawrenceville, GA 30043				Finance Director			
EARLY DELIVERY <input type="checkbox"/>										
LOWEST TOTAL COST <input checked="" type="checkbox"/>										

# BID PROCESS FORM

**BID NAME** RFQ 153022 - Roadlazer RoadPak **DESCRIPTION** The furnishing of a new Roadlazer RoadPak 2-Pump Traffic Marking Equipment that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Public Works Department.

**CITY COUNCIL MEETING** July 10, 2017

## BIDDERS CONTACTED ( CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Sherwin-Williams Co. Pro Store	122 S Illinois Avenue 1418 Antioch Pike, Suite 212	Oak Ridge, TN 37830 Nashville, TN 37013	865-483-7442 615-254-7556	sw2933@sherwin.com sales@raeproducts.net	[e-mail] [e-mail]

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

Transafe Inc.	1625 Spectrum Drive, Suite 100	Lawrenceville, TN 30043	770-962-2222	branson@transafeproducts.com
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## BIDS RECEIVED

Transafe Inc., Sherwin-Williams Co. and G & C Supply Co., Inc. (Non-responsive bid)

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 23 days.

**RESOLUTION**

A RESOLUTION MAKING AN AWARD TO TRANSAFE, INC., LAWRENCEVILLE, GEORGIA, FOR FURNISHING OF TRAFFIC MARKING EQUIPMENT FOR THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$47,898.00.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of traffic marking equipment for the Public Works Department; and

WHEREAS, this equipment will be mounted to an existing pickup truck and will be used to apply street striping on all streets except state highways which require a different type of striping per state standards; and

WHEREAS, acquisition of this equipment will allow city staff to perform street striping services that have previously been contracted out; and

WHEREAS, bids were received and publicly opened on June 15, 2017, with Transafe, Inc., Lawrenceville, Georgia, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

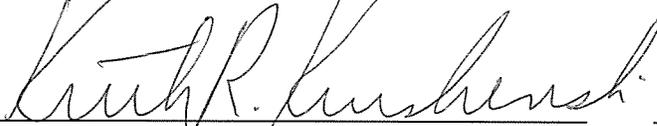
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Transafe, Inc., 1625 Spectrum Drive, Suite 100, Lawrenceville, Georgia 30043, for the furnishing of traffic marking equipment for the Public Works Department; said award in strict accordance with Request No. 153022 the required specifications, and the bid as publicly opened on June 15, 2017, and in the estimated amount of \$47,989.00.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



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

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

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

**ELECTRIC DEPARTMENT MEMORANDUM**  
**17-06**

**DATE:** June 27, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** RENEWAL OF AND CHANGE ORDER TO R.O.W. VEGETATION CONTRACT

Introduction

An item for City Council's consideration is the renewal of a contract with Seelbach & Company, Inc., Lawrenceville, Georgia, for a two-year period and authorizing a change order to increase available resources in the estimated total amount of \$2,080,322.99.

Funding

Funding is provided by the Electric Fund.

Review

On June 10, 2013, Council awarded a contract for Right of Way maintenance services to Seelbach & Company, Inc., Lawrenceville, Georgia. The initial contract period was for two years, followed by provisions for two two-year renewals after the initial term. The contract also provided for a cost adjustment based on CPI.

The attached resolution approves the second of the provided two-year renewals. It covers the time period from July 2017 until June 30, 2019. The CPI adjustment contractually provided for in the renewal has been calculated at 2.4%.

The work performed under this contract is broken into two parts. The first is "zone work" which is our normal pruning operations. The City has been divided into two zones, each zone trimmed every other year. The contractor is responsible for obtaining specified clearances using approved pruning methods for each zone during that year. The total cost for a two year cycle as bid was \$629,227.09. The contract allowed for a CPI adjustment which has been calculated at 2.4%. The cost to renew the zone portion of the contract is \$644,328.54.

The second portion of the work is for "hourly work." Hourly work includes application of herbicides, removal of trees and other work as directed. Please note that the removal of any tree, whether in the current zone or not, is paid under "hourly work."

The original contract provided \$755,853.96 to be used over a two year period for hourly work. After adjustment for CPI, this becomes \$773,994.45. The provided funding was sufficient for routine or emergency tree work such as removing hazard trees. It also provides funds for expected emergency expenditures such as when the tree crews come during and after storms to assist with removing, cutting and cleaning up trees that have been in power line emergencies and other work of that nature.

As you are aware, the City is facing an extreme situation with regard to dead and diseased trees. As discussed with the Environmental Quality Advisory Board, acting as the Tree Board; The Emerald Ash Borer (EAB) is now in our area. The impact of this pest is extreme. We expect virtually 100% death of all ash trees in the City, with only trees receiving ongoing chemical treatment surviving. Many of these trees will impact our power lines, in addition to other public facilities such as parks and streets.

To help assess the potential damage, we contracted with the UT Forestry Program to provide interns to survey electric power lines this summer. Interns are evaluating each tree with respect to health and the probability of impact on the electric system. Although the work is only approximately a third complete, we estimate that 1,000 to 1,200 trees will need to be either treated or removed because of possible impact with the electric power system. Based on observations so far, 60% of the observed trees are showing signs of infection, with 13% being in poor or dead condition.

Depending on the condition of the individual tree, staff plans to treat or remove trees that pose a hazard to our system. Treatment, if not maintained, will not prevent the eventual removal of the tree, but may provide a buffer to help spread the work out over time. Treatment of healthy trees that pose an extreme threat to our infrastructure on private property may be undertaken with the property owner's permission.

For trees that are on private property, staff plans to only remove limbs that endanger the public infrastructure unless removing them would result in an unstable tree that would potentially fall onto structures, in which case we will remove up to the entire tree if required for safety reasons.

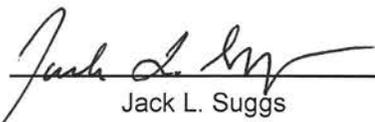
Based on these initial findings, staff has prepared a rough estimate that approximately three crew years will be required to treat or remove the ash trees that will otherwise impact the system. This represents an estimated cost of \$662,000. Combined with the normal work done on the system by hourly crews, this results in a total cost of \$1,435,994.45 for hourly work over the two year renewal period.

The total cost of the renewal for the two year period is then \$644,328.54 for zone work, \$773,994.45 for routine ongoing hourly work plus a requested increase of \$662,000 to accommodate the ash tree crises summing to \$2,080,322.99.

Should all of the hourly resources not be required, they will not be used. Should estimates fall short of the magnitude of the problem, staff will apprise you of the situation and our recommendations.

Recommendation

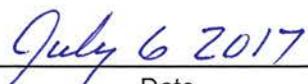
Staff recommends approval of the attached resolution.

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

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

Typical Ash Tree Locations- plus color enhancement  
Substation 400 Main Circuit Corridor





Woodland Area



Providence Road

Behind Big Lots





West Outer Drive

**RESOLUTION**

A RESOLUTION EXERCISING THE FINAL TWO-YEAR RENEWAL OPTION TO THE TREE PRUNING, TREE REMOVAL, AND BRUSH CONTROL ALONG POWER LINES SERVICES CONTRACT WITH SEELBACH & COMPANY, INC., (COR 13-12) AND APPROVING A CHANGE ORDER TO ADD ADDITIONAL FUNDING TO ADDRESS THE EMERALD ASH BORER'S EFFECT ON EXISTING TREES WITHIN THE CITY; SAID RENEWAL AND CHANGE ORDER IN THE TOTAL ESTIMATED AMOUNT OF \$2,080,322.99.

WHEREAS, by Resolution 6-40-2013, City Council awarded a contract to Seelbach & Company, Inc., Lawrenceville, Georgia, to provide tree pruning, tree removal, and brush control services along power lines for the Electric Department in the estimated amount of \$1,385,082.00 for an initial two-year term with two (2) two-year renewal options at the City's sole option with compensation adjusted upon renewals based upon the March Consumer Price Index (CPI); and

WHEREAS, the contract's initial term expired on June 30, 2015 and the first renewal term (July 1, 2015 – June 30, 2017) was exercised with no compensation increase due to a negative March 2015 CPI; and

WHEREAS, Seelbach & Company's services have continued to be satisfactory and the City desires to exercise the second and final renewal option (July 1, 2017 – June 30, 2019) with a 2.4% increase in compensation due to the March 2017 CPI; and

WHEREAS, at this time the City is facing an extreme threat to the power lines and other public facilities and streets due to the presence of the Emerald Ash Borer, which pest is expected to kill all ash trees within the City with only trees receiving ongoing chemical treatment surviving; and

WHEREAS, the City desires to amend the contract with Seelbach & Company to add additional compensation in the amount of \$662,000.00 to treat or remove ash trees on public and private property that would impact the electrical system; and

WHEREAS, it is the intent of the City to make a determination on the condition of individual trees that pose a hazard to the electrical system on whether to treat or remove trees, and if the tree is on private property effort will be made to only remove limbs that endanger the public infrastructure unless such action results in an unstable tree in which case safety will determine whether more removal is necessary including removal of the entire tree; and

WHEREAS, the City Manager recommends renewal of the contract and the requested additional funding to address the effects of the Emerald Ash Borer.

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

That the recommendations of the City Manager are approved and the following actions are hereby approved:

The contract (COR 13-12) between the City and Seelbach & Company, Inc., Lawrenceville, Georgia, to provide tree pruning, tree removal, and brush control services along power lines for the Electric Department is hereby renewed for the second and final two-year renewal term (July 1, 2017 – June 30, 2019) with a 2.4% increase in compensation due to the March 2017 Consumer Price Index.

Said contract is hereby amended by change order to increase the compensation by an additional \$662,000.00 to address the effects of the Emerald Ash Borer on existing ash trees within the City.

Said renewal and amendment in the total estimated amount of \$2,080,332.99.

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

This the 10th day of July 2017

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

## COMMUNITY DEVELOPMENT MEMORANDUM

17-30

**DATE:** July 5, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Kathryn G. Baldwin, Community Development Director  
**SUBJECT:** Contract with TDOT for CSX Rails to Trails Project



### Introduction

An item for City Council consideration is a resolution approving a contract with the Tennessee Department of Transportation (TDOT) to accept funding for the conversion of the CSX Rail right of way as an addition to our greenway network. The funds will be used for "Construction of a greenway along an old rail line adjacent Belgrade Road, Warehouse Road, Fairbanks Road and Lafayette Drive beginning at the intersection of Oak Ridge Turnpike and Elza Gate and terminating at the Department of Energy Y-12 National Security Complex". The proposed CSX Rail/Trail serves numerous purposes, the most obvious being the expansion of our greenway network. This trail is significant in that it provides an alternative mode of transportation which may supplant vehicular trips. The location of the trail through the heart of the eastern side of Oak Ridge will afford easy access from adjacent neighborhoods including Emory Heights, Hendrix Creek and the Woodland neighborhoods in addition to Bristol Park, British Woods and Tara Hills Apartment complexes. This facility will allow residents to bike, run or walk to commercial areas, employment centers and schools including Jefferson Middle and Woodland Elementary in a protected off-road path. In addition, valuable missing pedestrian links adjacent to Lafayette will be connected.

### Funding

Monies for the project were approved in October 2016 by the Knoxville Regional Transportation Planning Organization (TPO) and is funded through the Transportation Alternative Program (TAP). A total of \$1,224,000 was awarded at that time with a local match of \$306,000, for a total of \$1,530,000. The project will be phased in over a multi-year time frame. This TAP award allows the city to initiate Master Plan and engineering/design efforts. The Master Plan will examine connectivity to residential, commercial and workforce centers. Engineering and design will provide firm construction costs in addition to a phasing schedule. Requests for property acquisition and construction monies will follow. Because the current programmed amount will not cover the entire project cost, the Master Plan will be used to leverage purchase and construction monies from various sources including Federal Highway, Healthy Design opportunities and private funding.

Actual construction of the rail/trail will also occur in phases. It is anticipated that there will be at least three construction phases: Elza Gate to Jefferson Middle School; Jefferson to Hendrix Creek; and Hendrix Creek to Y-12 at Union Valley. Funds will need to be obtained in future years to cover construction costs and may be done for individual phases. Lengthening the timeframe for project construction will allow implementation over several years which may lessen the impact of budgetary constraints. The Rail/Trail is funded with 80% federal funds and 20% local match.

### **Background**

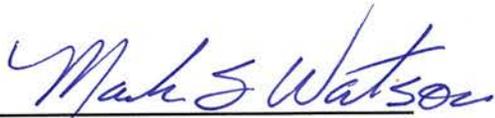
The rail line was originally constructed by the Atomic Energy Commission (AEC) during the 1940's. The Department of Energy (DOE) transferred ownership of the line to the Louisville and Nashville Railroad (now CSX) in June 1962. The rail line was used by public and private companies within the Oak Ridge community. Due to declining activity in 2012, CSX petitioned the Surface Transportation Board to discontinue service over the 4.85 mile line between mileposts OAE 251.15 to OAE 256.0 at the end of track which was approved. Note: this does not constitute "abandonment" of the rail line which will require a separate action.

### **Recommendation**

Staff recommends approval of the resolution to enter into a contract with TDOT for conversion of the CSX Rail Line to a Trail as expansion in our greenway system. The Oak Ridge Greenways serve as a recreational asset for the entire Knoxville region. These monies will provide funding for the initial Master Plan, environmental assessment and engineering of the improvements. These efforts will determine the exact funding amounts for both the actual construction and for various trail improvements such as trail heads, benches, water fountains and bathroom facilities. The TPO anticipates and supports that additional funds will be necessary to move the project along to full completion.

#### **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 APPROVING AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR A RAILS-TO-TRAILS PROJECT ALONG AN APPROXIMATE 4.85 MILE SECTION OF DISCONTINUED CSX RAIL LINE IN THE ESTIMATED AMOUNT OF \$1,530,000.00 WITH TDOT REIMBURSING THE CITY FOR EIGHTY PERCENT (80%) ESTIMATED AT \$1,224,000.00 AND THE CITY RESPONSIBLE FOR A TWENTY PERCENT (20%) LOCAL MATCH ESTIMATED AT \$306,000.00.

WHEREAS, in 2012, CSX discontinued service to approximately 4.85 miles of rail line within the City Limits between mileposts OAE 251.15 and OAE 256.0, which is from Elza Gate to Y-12; and

WHEREAS, this property is suitable for use as a pedestrian and bicycle trail and would provide an expansion of the City's greenway network and would connect valuable missing pedestrian links adjacent to Lafayette Drive; and

WHEREAS, the City is eligible for reimbursement funding from the State of Tennessee Department of Transportation (TDOT) under the Transportation Alternatives Program (TAP) for eighty percent (80%) of the estimated costs of part of this project, with the City responsible for a twenty percent (20%) local match; and

WHEREAS, the TAP funding will allow the City to initiate Master Plan and engineering/design efforts and negotiation property acquisition from CSX, but will not cover the entire cost of the project; and

WHEREAS, this project is a multi-year effort that is estimated to be constructed in phases, however, a phasing schedule and firm construction costs will be known once engineering and design is complete; and

WHEREAS, the City Manager recommends approval of the agreement with TDOT and moving forward with the Rails-to-Trails project as an enhancement to the City's greenway system to promote the public health, safety, and welfare.

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

That the recommendations of the City Manager are approved and the City is hereby authorized to enter into an agreement with the State of Tennessee Department of Transportation (TDOT) for reimbursement funding under the Transportation Alternatives Program (TAP) for a Rails-to-Trails project on approximately 4.85 miles of discontinued CSX rail line from Elza Gate to Y-12; said funding in the estimated amount of \$1,530,000.00 with the City providing the required twenty percent (20%) local match.

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

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**CITY COUNCIL MEMORANDUM**  
**17-26**

DATE: July 6, 2017

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: ESTABLISHMENT OF A STEERING COMMITTEE TO SUPPORT THE  
OAK RIDGE 75<sup>TH</sup> ANNIVERSARY CELEBRATION

Introduction:

An item for City Council's consideration is a resolution authorizing the support by the City in establishing a City of Oak Ridge 75<sup>th</sup> Anniversary Steering Committee for the upcoming 16 to 18 months as the community recognizes its original roots establishing the community. The committee will be formed in conjunction with the Oak Ridge Convention and Visitors Bureau, aka Explore Oak Ridge, to ensure coordination of all sanctioned events for this celebration

Funding:

The steering committee shall initially not require finances for any sponsoring event, but will be established as an approving committee for officially sanctioned events within Oak Ridge. Any financial requirements, currently unidentified, would be requested on an ad hoc basis.

Background:

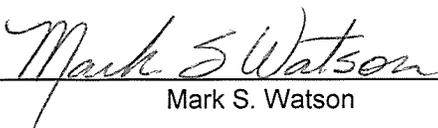
The City has been reminded on several occasions of the upcoming 75<sup>th</sup> Anniversary of the establishment of Oak Ridge. The Mayor, City Council and City Manager have frequently been asked about the City government's level of engagement in this yearlong celebration. The Explore Oak Ridge organization has agreed to coordinate and assist in these community events. Recognizing that many community groups and corporations intend to participate or sponsor events recognizing the establishment of Oak Ridge and also recognizing that many major community developments shall occur during the upcoming year (i.e., Friendship Bell), an Oak Ridge 75<sup>th</sup> Anniversary Steering Committee will have many events and activities to review.

Mayor Warren Gooch has been requested to Chair this group and work with Explore Oak Ridge and their committee to review and sanction proposed events and coordinate the planning of the celebration year. Said activities may include events by local clubs, the Children's Museum, ORHPA, and Celebrate Oak Ridge among others. Said events will be able to be coordinated with the State of Tennessee Calendar of Events and ensure that publication of these important dates to the greater regional community.

The City Manager and staff will be available to support Explore Oak Ridge in these efforts through our Government Affairs department and will engage with them as required. The City Manager recommends supporting this action of Explore Oak Ridge.

Recommendation:

Approval of the attached resolution is recommended.

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

Attachment

**RESOLUTION**

A RESOLUTION TO SUPPORT THE ESTABLISHMENT OF A CITY OF OAK RIDGE 75<sup>TH</sup> ANNIVERSARY STEERING COMMITTEE IN CONJUNCTION WITH THE OAK RIDGE CONVENTION AND VISITORS BUREAU AKA EXPLORE OAK RIDGE TO ENSURE COORDINATION OF ALL SANCTIONED EVENTS FOR THIS CELEBRATION.

WHEREAS, the City's 75<sup>th</sup> anniversary is approaching and it is anticipated that many events will take place over the next sixteen to eighteen months to commemorate the event; and

WHEREAS, the City, in conjunction with the Oak Ridge Convention and Visitors Bureau aka Explore Oak Ridge, desires to create a steering committee to review and approve officially sanctioned events for this celebration; and

WHEREAS, the committee does not require financing for sponsoring any events as it is established as an approving committee; and

WHEREAS, the City Manager recommends the City's support in the establishment of a steering committee and that the Mayor serve as Chairman of the committee.

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 hereby supports the establishment of a City of Oak Ridge 75<sup>th</sup> Anniversary Steering Committee in conjunction with the Oak Ridge Convention and Visitors Bureau aka Explore Oak Ridge to review and approve all officially sanctioned events for the City's upcoming 75<sup>th</sup> anniversary celebration and to ensure coordination of all events for this celebration.

BE IT FURTHER RESOLVED that Explore Oak Ridge may determine the number and composition of the committee; however, the Mayor shall serve of the Chairman.

This the 10th day of July 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

Placeholder :

Approval of a contract  
with Studio Four Designs for  
design of the preschool facility

Placeholder:

Approval of a contract  
with Studio Four Design  
for the design of Senior Center

**ELECTIONS  
AND  
APPOINTMENTS**

**CITY CLERK MEMORANDUM**  
**17-20**

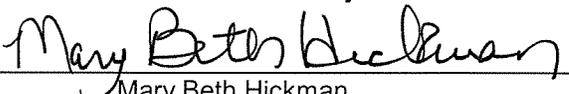
DATE: July 3, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: 2017 MID-YEAR BOARDS AND COMMISSIONS ELECTIONS – HIGH SCHOOL REPRESENTATIVES

High School Representatives

Attached are two applications that the City Clerk's Office received for the high school representatives on the Environmental Quality Advisory Board (EQAB) and the Traffic Safety Advisory Board (TSAB) as part of the recruitment process organized by the City Clerk's Office. One applicant, Mr. Tripp Chinn, currently serves on the Environmental Quality Advisory Board. He has listed that board as his first preference and the Traffic Safety Advisory Board as his second preference. In addition, one applicant, Ms. Hannah Oran, has reapplied to serve another term on the Traffic Safety Advisory Board. Ms. Oran was also included in the Youth Advisory Board Screening Panel's recommendations for appointment to the Youth Advisory Board.

One applicant is also being submitted to City Council as part of a recommendation from the Youth Advisory Board Screening Panel (please see attached letter from Matt Reedy, Manager of Athletics and Youth Advisory Board) for either the EQAB or TSAB vacancies.

Official ballots will be distributed at the July 10, 2017 meeting.

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

Attachments

**Hickman, Beth**

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**From:** JotForm <noreply@jotform.com>  
**Sent:** Friday, June 23, 2017 11:04 AM  
**To:** Hickman, Beth  
**Subject:** Re: 2017 Boards and Commissions High School Student Representatives Application

 **Boards and Commissions**  
**Application\_StudentRepresentatives\_EQAB&TSAB**

Prefix (please check one) Mr.  
First Name Richard  
Last Name Chinn  
Mailing Address 101 stonebridge way  
Home Phone 8653888897  
Cell Phone 8657406765  
E-mail Address tchinn45@gmail.com  
Birthday 06-03-1999  
Gender Male  
Race (Optional):  
Requested for Title VI of the Civil Rights Act of 1964 reporting purposes. White  
Please choose a board below (you may select both boards):  
Environmental Quality Advisory Board  
Traffic Safety Advisory Board  
Please rank your preference for the Environmental Quality Advisory Board 1  
How many times have you applied to the Environmental Quality Advisory Board? 1  
Please rank your preference for the Traffic Safety Advisory Board 2

How many times have you applied to the Traffic Safety Advisory Board?	1
School Name	Oak ridge high school
GPA	3.41
Grade (As of Term Start Date, August 1)	12th
Favorite Class	US History and government
Extra Curricular Activities	Youth leadership board Student council Boys state Delagate STEM coaching
Organization/Business	Red lobster
Dates Worked	August to December 2016
Describe this experience	I did not like my time at red lobster. The employees were not the best of people
Organization/Business	The riverside grille
Dates Worked	June 2015-February 2016
Describe this experience	I liked working at the riverside it was a challenging and fun experience
Why do you want to serve on these board(s)?	I am very interested in city government and try to stay as involved as I can. From serving on eqab I have learned a lot about the workings of our city government and gained a greater appreciation for its impact on each and every one of us.

If interested, you may submit a resume as an attachment to your application.

[IMG\\_0192.PNG](#)

If interested, you may submit a cover letter as an attachment to your application as well.

[IMG\\_0193.PNG](#)

## Hello

# I'm Tripp Chinn

101 Stonebridge way  
Oak Ridge TN, 37830  
(865)-740-6765  
Tchinn45@gmail.com

## Skills

I am an active member in my community and, am a great negotiator and speaker. I am also great with one on one conversations. I am a hard worker, hate to loose and love to win. I like to stay busy when i'm on the job and not waste time.

## Experience

I worked at the Riverside grille from may 2015- february 2015 as a host and a food runner

I worked at Red Lobster from september 2016- december 2016 as a host and a busser

### **Youth Leadership Oak Ridge** - *Board Member*

- I serve on this board and was selected for this board through a rigorous application and interview process
- I gain valuable connections and government understanding through this board
- I also learn helpful public speaking tips and learn how to work with groups to accomplish a goal.

June 2013 - December 2015

June 2013 - December 2015

### **ORHS Football** – *Linebacker*

- I played football for my freshman and sophomore years.
- I learned teamwork skills as well as valuable fitness skills

August 2014 - June 2016

### **Student Government** – *Class Representative*

- I was involved in student government and gained Robert's Rules experience.
- I did not continue pursuing student government further due to its lack of influence on the workings of the school.

## **Other Activities**

- Masquers
- Ultimate frisbee team
- STEM coaching
- Young Life

## Hickman, Beth

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**From:** JotForm <noreply@jotform.com>  
**Sent:** Thursday, May 18, 2017 10:00 PM  
**To:** Hickman, Beth  
**Subject:** Re: 2017 Boards and Commissions High School Student Representatives Application

 **Boards and Commissions**  
**Application\_StudentRepresentatives\_EQAB&TSAB**

Prefix (please check one)	Ms.
First Name	Hannah
Last Name	Oran
Mailing Address	102 Verbena
Cell Phone	865-210-3041
E-mail Address	oran.hannah@gmail.com
Birthday	11-21-1999
Gender	Female
Race (Optional): Requested for Title VI of the Civil Rights Act of 1964 reporting purposes.	caucasian
Please choose a board below (you may select both boards):	Traffic Safety Advisory Board
Please rank your preference for the Traffic Safety Advisory Board	1
How many times have you applied to the Traffic Safety Advisory Board?	1
School Name	Oak Ridge High School
GPA	2.7
Grade (As of Term Start Date, August 1)	12th

Favorite Class	Broadcasting
Extra Curricular Activities	Traffic Safety Advisory Board (Term Ending May 31 2017) International Relations Club Allies For Substance Abuse Prevention Stroke Support Group Off The Wall Youth Group Sunday School Teaching
Organization/Business	Glenwood Elementry School
Dates Worked	June 2013-2015
Describe this experience	My duties primarily included childcare, minor volunteer coordination, and minor janitorial work.
Organization/Business	High Places Community Church
Dates Worked	Sunday 2014-2017 Wednesdays 2017
Describe this experience	Every Sunday I either teach or assistant teach preschool age children in a Sunday School Class at church. My duties include attendance at regular leadership meetings, child care, curriculum preparation, teaching, and minor janitorial duties. On Wednesday, I often teach or assistant teach High School age girls. My duties primarily include teaching, leading, working sound for the music team, minor janitorial work, and setting up for events.
Why do you want to serve on these board(s)?	I served of Traffic Safety Advisory Board during the 2016-2017 season. I had a great experience on the Board, and would love to have the opportunity to further serve and improve our ever developing community.

# CITY OF OAK RIDGE



POST OFFICE BOX 1 • OAK RIDGE, TENNESSEE 37831-0001

June 22, 2017

Honorable Mayor and Members of City Council  
P.O. Box 1  
Oak Ridge, TN 37831

Dear Council Members:

The City Youth Advisory Board Screening Panel for the 2017-2018 term of office consisted of City Council member Jim Dodson, ORHS staff member Connie Wilson, and Recreation and Parks Department staff member Matt Reedy. Mr. Reedy was also asked to recommend a student from the applicant pool for the TSAB/EQAB vacancies in case no other student applications were received for the openings:

- Manshi Patel, Junior at ORHS

Manshi Patel is a well-rounded student with lots of energy and ideas to make Oak Ridge a better place for everyone. If selected for either vacancy, I believe that she will do a fine job. As a junior at ORHS, she would be able to serve a two-year term if required.

If there are questions or concerns, I can be reached at 865-425-3442.

Sincerely,

A handwritten signature in cursive script, appearing to read "Matt Reedy".

Matt Reedy  
Recreation Manager of Centers, Camps, Programs, and YAB



City of  
**Oak Ridge**  
Tennessee

## Youth Advisory Board (YAB) Application for Appointment

Interested applicants are required to be residents of the City of Oak Ridge. All members are appointed and confirmed by City Council to serve a one-year term of office commencing on August 1. YAB meetings are held on Wednesdays at 2 p.m. and attendance is required twice per month.

Deadline for applications is **May 19, 2017**. Late applications will **not** be considered.

### GENERAL INFORMATION

First Name

Manshi

Last Name

Patel

Mailing Address

216 S. Rutgers Ave Oak Ridge, TN 37830

Home Phone

N/A

Cell Phone

615-724-8243

E-mail Address

patelmanu321@gmail.com

Date of Birth

12/06/2001

Gender

Female  Male

Race (Optional)

Asian / Indian

Do you currently serve on the YAB?

Yes  No

If yes, how many years of service?

N/A

Have you previously applied for this board?

No

Why do you want to serve on the YAB?

I enjoy being involved in the community and the events that contribute to the community. After attending the dodgeball tournament, I realized that YAB plays an integral part in coordinating events involving the youth. The events that YAB engages in are loved and valued by many, and I would really like the opportunity to be a part of those experiences.

If interested, you may submit a resume as an attachment to your application.

**All information provided is considered public pursuant to the Tennessee Public Records Act.**

Applicant Statement: I understand that I am applying for appointment to a Board, Commission or Committee of the City of Oak Ridge; that I will be required to provide proof of my Oak Ridge residency; that I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and the laws of the same if appointed. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

By signing below, you are agreeing to the terms listed above in "Applicant Statement" and are validating that you are the applicant as indicated on the form.

Manshi Patel  
Signature

04-10-17  
Date



**MP**

**MANSHI PATEL**

## OBJECTIVE

---

From this occupation, I would like to obtain more leadership skills and gain more knowledge about the decision-making process concerning a wide range of people.

## SKILLS

---

- Fluent in 3 languages (Hindi, Gujrati, English), currently working on French
- Can use a computer well

## AWARDS, ACHIEVEMENTS

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- AMC-10 top five finalist in Geometry
- National Society for High School Scholars member

Name: Manshi Patel

Address: 216 S. Rutgers Ave 37830

Phone Number: 615-724-8243

Email Address: [patelmanu321@gmail.com](mailto:patelmanu321@gmail.com)

## EXPERIENCE

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### BABYSITTER • SELF-EMPLOYED • ONGOING

Depending on job opportunities, I usually take babysitting offers.

### TUTOR • SELF-EMPLOYED • ONGOING

During the normal school season, I tutor kids on weekends.

## EDUCATION

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### IN PROGRESS • OAK RIDGE HIGH SCHOOL

1. Mcnabb Elementary School
2. Lindale Junior High School
3. Oak Ridge High School

## VOLUNTEER/CLUBS/INTERESTS

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- 110 hours of volunteer at the Children's Museum
- Clubs: Scholars Club, Robotics, ASAP (Allies for Substance Abuse Prevention), Key Club, French Club
- French Club President
- Interesting in pursuing a career as a psychologist

MAYOR'S MEMORANDUM  
17-01

DATE: July 3, 2017  
TO: Members of City Council  
FROM: Warren L. Gooch, Mayor  
SUBJECT: APPOINTMENTS TO CITY COUNCIL COMMITTEES

At the July 10, 2017 City Council meeting, City Council will need to confirm appointments for the City Attorney and City Manager Evaluation Committees. Given that these committees are appointed on an annual basis, City Council will be utilizing the appointment methods provided in Resolution No. 11-106-07.

As outlined in the employment agreements, City Council shall complete performance evaluations for both the City Attorney and the City Manager on an annual basis.

Resolution No. 11-106-07 established a policy of rotating councilmembers from committees, and that policy has been in practice for the selection of councilmembers for the Evaluation Committees for the City Attorney and City Manager with the listing of committee members maintained by the City Clerk. In FY2016, the City Attorney's Evaluation Committee consisted of Rick Chinn, Chair; Warren L. Gooch, and L. Charles Hensley, and the City Manager's Evaluation Committee consisted of Kelly Callison, Chair; Ellen D. Smith; and Trina Baughn.

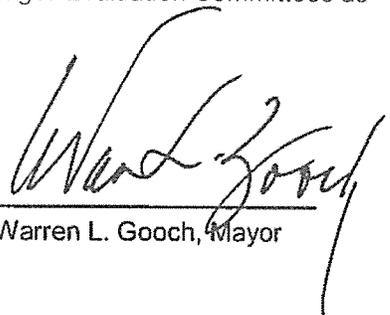
The below committee composition is recommended:

City Attorney's Evaluation  
Warren L. Gooch, Chair  
Chuck Hope  
Jim Dodson

City Manager's Evaluation  
Ellen D. Smith, Chair  
Rick Chinn, Jr.  
Hans Vogel

Following the established membership of the Committees, it is recommended that all members of City Council receive the evaluation forms utilized for the FY2017 evaluations and upon receipt by staff of all completed forms, the committee members will meet with the City Manager and City Attorney to review the evaluations and discuss recommendations to provide to City Council.

It is the Mayor's recommendation to appoint the City Attorney and City Manager Evaluation Committees as presented above.

  
Warren L. Gooch, Mayor

# CITY MANAGER'S REPORT

**CITY COUNCIL MEMORANDUM**  
**17-23**

DATE: July 3, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CITY MANAGER'S REPORT

Request from the Oak Ridge Housing Authority, Board of Commissioners

Council Action Recommended: None, for information only.

The Oak Ridge Housing Authority, Board of Commissioners has requested that I consider appointing a staff liaison to work with the Housing Authority on the City's housing efforts and goals. It is my intent to fulfill their request and to personally serve in this capacity. Bruce Applegate, Director of Administration, will serve as an alternate in my absence.

At any appropriate time required, I would solicit City Council assistance and liaison assistance to the Housing Authority as required.

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

Attachment

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2017 JUN 16 AM 9:11

CITY MANAGER'S OFFICE

125 Brentwood Drive

Oak Ridge, TN 37830

June 13, 2017

Mark Watson, City Manager

Oak Ridge, TN 37830

Dear Mr. Watson,

On behalf of the Board of Commissioners of the Oak Ridge Housing Authority, I would like to ask that you consider appointing a staff or city council liaison to work with the Authority going forward. It is my understanding that all other city council appointed boards work with a liaison from the City. I believe that it would benefit both groups and the citizens we work for to coordinate the efforts of the Housing Authority with the City's housing goals via a liaison representative.

I await your response.

Sincerely,



(Mrs.) Jean Lantrip

Board Chair, Oak Ridge Housing Authority



(Mrs.) Judith Osucha

Vice-chair, Oak Ridge Housing Authority

Cc: Mayor Warren Gooch