

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

August 14, 2017 - 7:00 p.m.

AGENDA

- I. INVOCATION  
Pastor Rory Naeve, First Baptist Church
- II. PLEDGE OF ALLEGIANCE  
Aurora Emery, student at Linden Elementary School
- III. ROLL CALL
- IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS  
Public Recognitions
  - a. Introduction of Community Development Director Wayne Blasius
  - b. Recognition of Matt Reedy and ICMA Community Hero Video
  - c. Letter of thanks from the City of Gatlinburg for the City's support during the 2016 wildfiresProclamations
  - a. A proclamation recognizing Aid to Distressed Families of the Appalachian Counties (ADFAC) for thirty years of service to the community
- V. SPECIAL REPORTS
  - a. Transmittal of Report on Debt Obligation – State Form CT-0253 - \$3,100,000 in State Revolving Loan Fund Program funds – Janice McGinnis, Finance Director
  - b. Acceptance of Oak Ridge Chamber of Commerce Housing Study
- VI. CONSENT AGENDA
  - a. Approval of the July 10, 2017 City Council regular meeting minutes
  - b. Approval of the July 18, 2017 City Council special meeting minutes
  - c. A RESOLUTION TO APPROVE AND TRANSMIT A LETTER TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO PROVIDE AN UPDATE ON THE CITY'S EFFORTS TOWARD OUTLINING THE DEVELOPMENT OF AN ADA TRANSITION PLAN.
  - d. A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) SEWER WASH AND VACUUM VEHICLE FROM LANDMARK TRUCKS, LLC, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$314,825.00.

- e. A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) REPLACEMENT ASPHALT ROLLER IN THE ESTIMATED AMOUNT OF \$42,374.12 FROM STOWERS MACHINERY CORPORATION, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT UTILIZING STATE CONTRACT PRICING.
- f. A RESOLUTION AWARDDING A CONTRACT (FY2018-004) IN THE ESTIMATED AMOUNT OF \$295,548.00 TO PORTLAND UTILITIES CONSTRUCTION COMPANY, LLC, PORTLAND, TENNESSEE, FOR THE CONSTRUCTION OF A PERMANENT BY-PASS PUMPING SYSTEM FOR THE TURTLE PARK PUMP STATION.
- g. A RESOLUTION TO EXTEND THE EMPLOYEE MEDICAL INSURANCE CONTRACT BETWEEN THE CITY OF OAK RIDGE AND THE STATE OF TENNESSEE LOCAL GOVERNMENT HEALTH INSURANCE PROGRAM FOR CALENDAR YEAR 2018 AT AN ESTIMATED COST OF \$4,520,000.00, AND TO SET FORTH THE CITY'S MEDICAL INSURANCE PREMIUM PAYMENT POLICY.
- h. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT IN THE ESTIMATED AMOUNT OF \$42,000.00 WITH SMEE + BUSBY ARCHITECTS, KNOXVILLE, TENNESSEE, FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE RENOVATION OF FIRE STATION #4 IN ORDER FOR THE FIRST FLOOR OF THE STATION TO BECOME PERMANENT OPERATIONAL QUARTERS.
- i. A RESOLUTION TO REQUEST REPLACEMENT OF A BRIDGE LOCATED IN THE BRIARCLIFF SUBDIVISION UNDER THE STATE'S HIGH PRIORITY BRIDGE REPLACEMENT PROGRAM.
- j. A RESOLUTION APPROVING A FY2018 GRANT AGREEMENT WITH PREVENT CHILD ABUSE TENNESSEE FOR USE IN THE HEALTHY START OF ANDERSON COUNTY PROGRAM AND AUTHORIZING THE DISBURSEMENT OF BUDGETED FUNDS IN THE AMOUNT OF \$31,850.00 FOR THIS PURPOSE.
- k. A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$66,476.00 TO TEREX SERVICES, WHITE HOUSE, TENNESSEE, FOR A REBUILD OF AN ELECTRIC DEPARTMENT VEHICLE WITH AERIAL LIFT.
- l. A RESOLUTION AUTHORIZING THE PURCHASE OF VOLTAGE REGULATORS AND REGULATOR CONTROLS FROM WESCO DISTRIBUTION, KNOXVILLE, TENNESSEE, IN THE ESTIMATED AMOUNT OF \$186,300.00 FOR USE BY THE ELECTRIC DEPARTMENT.

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

First Reading

- a. AN ORDINANCE TO AMEND TITLE 8, TITLED "ALCOHOLIC BEVERAGES," CHAPTER 3, TITLED "BEVERAGES EXCEEDING FIVE PER CENT ALCOHOL – RETAILERS GENERALLY," SECTION 8-324, TITLED "CONSUMPTION OF BEVERAGES ON PREMISES PROHIBITED," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, TO GIVE RETAIL LIQUOR STORES THE ABILITY TO OFFER SAMPLES AND TASTINGS IF CONDUCTED IN ACCORDANCE WITH STATE LAW.

VIII. FINAL ADOPTION OF ORDINANCES

- a. AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNCIPAL 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.

IX. RESOLUTIONS

- a. A RESOLUTION APPROVING CONTRACTS WITH CAYENTA COMPANY, A DIVISION OF HARRIS CORPORATION, AND ASSOCIATED THIRD PARTY VENDORS IN THE ESTIMATED AMOUNT OF \$4,026,530.00 FOR FINANCIAL MANAGEMENT, UTILITY BILLING, AND ENTERPRISE MANAGEMENT SOFTWARE PURCHASE, INSTALLATION, IMPLEMENTATION, TRAINING, CONVERSION, PROJECT MANAGEMENT, AND MAINTENANCE SERVICES.
- b. A RESOLUTION AUTHORIZING THE CITY MANAGER TO MOVE FORWARD WITH AN ESTIMATED \$8,788,149 ENERGY SAVINGS PROJECT FOR THE CITY AND SCHOOLS WITH ENERGY SYSTEMS GROUP, LLC, SUBJECT TO CERTAIN CONDITIONS BEING MET, AND APPROVING AN ANTICIPATED \$3,000,000 LOAN FROM THE STATE AS PARTICAL FINANCING FOR THE PROJECT.
- c. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., KNOXVILLE, TENNESSEE, FOR A PRELIMINARY ENGINEERING REPORT FOR THE PROPOSED NEW WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$215,000.00.
- d. A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LDA ENGINEERING, ALCOA, TENNESSEE, IN CONNECTION WITH THE DEVELOPMENT OF A WATER DISTRIBUTION SYSTEM HYDRAULIC MODEL (PHASE I) AND WATER DISTRIBUTION SYSTEM PLANNING DOCUMENT (PHASE II) IN THE ESTIMATED AMOUNT OF \$170,000.00.
- e. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH TRESTLES, LLC, NASHVILLE, TENNESSEE, FOR ENGINEERING SERVICES RELATED TO THE TURTLE PARK WASTEWATER PUMP STATION CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$166,000.00.
- f. A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO NEGOTIATIONS WITH THE IDB AND CROET TO COMPLETE AND EXECUTE A FINAL AGREEMENT FOR THE TRANSFER OF LAND AT ETTP (HERITAGE CENTER) IN ACCORDANCE WITH THE REQUIREMENTS OF RECENT LEGISLATION PASSED BY THE TENNESSEE GENERAL ASSEMBLY (PUBLIC CHAPTER 219).

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

- i. Confirmation of Mayor's Budget and Finance Committee appointments

b. Announcements

VIII. FINAL ADOPTION OF ORDINANCES

- a. AN ORDINANCE TO AMEND TITLE 5, TITLED “MUNCIPAL 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.

IX. RESOLUTIONS

- a. A RESOLUTION APPROVING CONTRACTS WITH CAYENTA COMPANY, A DIVISION OF HARRIS CORPORATION, AND ASSOCIATED THIRD PARTY VENDORS IN THE ESTIMATED AMOUNT OF \$4,026,530.00 FOR FINANCIAL MANAGEMENT, UTILITY BILLING, AND ENTERPRISE MANAGEMENT SOFTWARE PURCHASE, INSTALLATION, IMPLEMENTATION, TRAINING, CONVERSION, PROJECT MANAGEMENT, AND MAINTENANCE SERVICES.
- b. A RESOLUTION AUTHORIZING THE CITY MANAGER TO MOVE FORWARD WITH AN ESTIMATED \$8,788,149 ENERGY SAVINGS PROJECT FOR THE CITY AND SCHOOLS WITH ENERGY SYSTEMS GROUP, LLC, SUBJECT TO CERTAIN CONDITIONS BEING MET, AND APPROVING AN ANTICIPATED \$3,000,000 LOAN FROM THE STATE AS PARTICAL FINANCING FOR THE PROJECT.
- c. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., KNOXVILLE, TENNESSEE, FOR A PRELIMINARY ENGINEERING REPORT FOR THE PROPOSED NEW WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$215,000.00.
- d. A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LDA ENGINEERING, ALCOA, TENNESSEE, IN CONNECTION WITH THE DEVELOPMENT OF A WATER DISTRIBUTION SYSTEM HYDRAULIC MODEL (PHASE I) AND WATER DISTRIBUTION SYSTEM PLANNING DOCUMENT (PHASE II) IN THE ESTIMATED AMOUNT OF \$170,000.00.
- e. A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH TRESTLES, LLC, NASHVILLE, TENNESSEE, FOR ENGINEERING SERVICES RELATED TO THE TURTLE PARK WASTEWATER PUMP STATION CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$166,000.00.
- f. A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO NEGOTIATIONS WITH THE IDB AND CROET TO COMPLETE AND EXECUTE A FINAL AGREEMENT FOR THE TRANSFER OF LAND AT ETTP (HERITAGE CENTER) IN ACCORDANCE WITH THE REQUIREMENTS OF RECENT LEGISLATION PASSED BY THE TENNESSEE GENERAL ASSEMBLY (PUBLIC CHAPTER 219).

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

- i. Confirmation of Mayor’s Budget and Finance Committee appointments

b. Announcements

c. Scheduling

- i. Cancellation of August 22, 2017 work session

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

a. CITY MANAGER'S REPORT

b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

**PUBLIC  
RECOGNITIONS**



RECEIVED  
2017 AUG -3 AM 9:15  
CITY MANAGER'S OFFICE

OFFICE OF CITY MANAGER

July 31, 2017

Mr. Mark Watson, City Manager  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, Tennessee 37831-0001

Dear Mark:

Please accept this letter as an expression of great appreciation for the City of Oak Ridge's support during and after the November 28, 2016 Wildfires.

Specifically, the City has been advised that the Oak Ridge City Council passed a Resolution that waived direct reimbursement for the costs incurred by the various Departments and offered the amount to be used as an in-kind donation to be used toward the local match requirement. The support and generosity of you and the Mayor and City Council has been overwhelming and will be forever remembered.

Thank you for your time and attention to this matter.

Sincerely,

Cindy Cameron Ogle  
City Manager

cc: Mayor and City Commission  
Greg Miller, Fire Chief  
Robert Holt, Finance Director

# PROCLAMATIONS

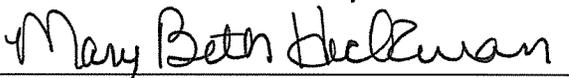
**CITY CLERK MEMORANDUM**  
**17-22**

DATE: August 1, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: PROCLAMATION FOR THE AUGUST 14, 2017 CITY COUNCIL MEETING AGENDA

The following proclamation is presented for the August 14, 2017 City Council meeting for the City Council's consideration:

A proclamation recognizing Aid to Distressed Families of the Appalachian Counties (ADFAC) for thirty years of service to the community

This proclamation was requested by Councilmember Hans Vogel to honor ADFAC for thirty years of service to Oak Ridge and surrounding communities. ADFAC is an independent nonprofit agency that was established in 1987 and exists to serve the basic needs of residents in Anderson and surrounding Appalachian counties. ADFAC's goal is to assist families to become stable and self-sufficient through a variety of direct assistance services.

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

Attachments:

Proclamation recognizing Aid to Distressed Families of the Appalachian Counties (ADFAC) for thirty years of service to the community

# PROCLAMATION

**WHEREAS**, Aid to Distressed Families of Appalachian Counties (ADFAC) was founded in 1987 through a collaboration of local citizens; and

**WHEREAS**, ADFAC is an independent, non-profit agency existing to serve the needs of residents in Anderson and surrounding Appalachian counties; and

**WHEREAS**, ADFAC's goal is to help families become stable and more self-sufficient through a variety of direct assistance services provided by the Social Services and Affordable Housing programs; and

**WHEREAS**, ADFAC has grown from serving a few hundred families a year to assisting over 6,000 individuals annually; and

**WHEREAS**, the assistance provided by ADFAC has helped thousands of local families gain stability, hope, and skills to build self-sufficiency; and

**WHEREAS**, ADFAC's accomplishments in the community are made possible through the support of hundreds of local individuals, businesses, churches, clubs, foundations, and government agencies who provide monetary contributions, grants, volunteer time, and in-kind donations; and

**WHEREAS**, ADFAC is marking its 30<sup>th</sup> anniversary year of working tirelessly to improve the quality of life for residents in our community; and

**WHEREAS**, ADFAC wishes to share this year of celebration with the community-at-large.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that the year of 2017 be designated as

## **ADFAC'S 30<sup>TH</sup> ANNIVERSARY YEAR**

in the City of Oak Ridge, Tennessee, and that all citizens are encouraged to join us in celebrating its 30<sup>th</sup> year by reflecting on ADFAC's accomplishments, and working to support ADFAC as it looks toward the future of helping those in need in our community.

**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 14<sup>th</sup> day of August in the year 2017.

---

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

# **SPECIAL REPORTS**

**FINANCE DEPARTMENT MEMORANDUM**  
**17-16**

DATE: August 2, 2017  
TO: Mark S. Watson, City Manager  
FROM: Janice E. McGinnis, Finance Director  
SUBJECT: Transmittal of Report on Debt Obligation – State Form CT-0253 on \$3,100,000 State Revolving Fund Loan

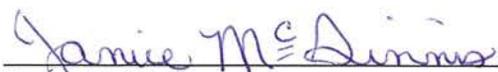
Attached is State Form CT-0253 Report on Debt Obligation for transmittal to City Council for the City's \$3,100,000 State Revolving Fund Loan CWSRF 2017-396 issued for improvements to the Turtle Park Wastewater Pumping Station. The project includes replacement and reconfiguration of pumps, larger emergency generation to power station at full capacity and new electrical and controls equipment.

The resolution authorizing this loan was approved at the May 30, 2017 City Council special meeting. For all city debt issuances, the State requires Form CT-0253 to be completed and presented to the governing body at a public meeting and filed with the Office of State and Local Finance.

The loan was approved by the Tennessee Local Development Authority on June 22, 2017. The face amount of the loan is \$3,100,000. The interest rate on the loan is 1.69% and there is a .08% state administrative fee, for a total rate of 1.77% on the 20 year loan. This is a draw loan, whereby, loan proceeds are drawn as work progresses to reimburse the City for applicable expenditures. Interest and fee payments on the amount drawn begin when the first drawdown of loan proceeds are received by the City. Principal payments begin once the project becomes substantially complete. The principal amortization schedule, item 10 of the report, is based on the amortization and anticipated payment schedule of the full \$3,100,000. It is anticipated that principal payments will begin during fiscal 2019.

City staff will be available to answer questions regarding the information contained on the CT-0253 forms at the August 14, 2017 City Council meeting. The presentation is for transparency regarding debt transactions; no action is required by City Council.

Attachment

  
Janice McGinnis

cc: Honorable Mayor and Members of City Council

**REPORT ON DEBT OBLIGATION**  
(Pursuant to Tennessee Code Annotated Section 9-21-151)

**1. Public Entity:**  
 Name: City of Oak Ridge  
 Address: P.O. Box 1  
Oak Ridge, TN 37831-0001  
 Debt Issue Name: State Revolving Loan Oak Ridge CWSRF 2017-396  
 If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

**2. Face Amount:** \$ 3,100,000.00  
 Premium/Discount: \$ \_\_\_\_\_

**3. Interest Cost:** 1.6900 %  Tax-exempt  Taxable  
 TIC  NIC  
 Variable: Index \_\_\_\_\_ plus \_\_\_\_\_ basis points; or  
 Variable: Remarketing Agent \_\_\_\_\_  
 Other: \_\_\_\_\_

**4. Debt Obligation:**  
 TRAN  RAN  CON  
 BAN  CRAN  GAN  
 Bond  Loan Agreement  Capital Lease  
 If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").

**5. Ratings:**  
 Unrated  
 Moody's \_\_\_\_\_ Standard & Poor's \_\_\_\_\_ Fitch \_\_\_\_\_

**6. Purpose:**

|   |                 | BRIEF DESCRIPTION   |
|---|-----------------|---|
| <input type="checkbox"/> General Government   | _____ %         | _____   |
| <input type="checkbox"/> Education            | _____ %         | _____   |
| <input checked="" type="checkbox"/> Utilities | <u>100.00</u> % | <u>Sewer Projects - Turtle Park Pump Station Improvements</u> |
| <input type="checkbox"/> Other                | _____ %         | _____   |
| <input type="checkbox"/> Refunding/Renewal    | _____ %         | _____   |

**7. Security:**  
 General Obligation  General Obligation + Revenue/Tax  
 Revenue  Tax Increment Financing (TIF)  
 Annual Appropriation (Capital Lease Only)  Other (Describe): \_\_\_\_\_

**8. Type of Sale:**  
 Competitive Public Sale  Interfund Loan  
 Negotiated Sale  Loan Program State Revolving Fund Loan  
 Informal Bid

**9. Date:**  
 Dated Date: 06/22/2017 Issue/Closing Date: 06/23/2017

**REPORT ON DEBT OBLIGATION**  
(Pursuant to Tennessee Code Annotated Section 9-21-151)

**10. Maturity Dates, Amounts and Interest Rates \*:**

| Year | Amount        | Interest Rate | Year | Amount        | Interest Rate |
|------|---------------|---------------|------|---------------|---------------|
| 2019 | \$ 131,400.00 | 1.6900 %      | 2030 | \$ 158,220.00 | 1.6900 %      |
| 2020 | \$ 133,632.00 | 1.6900 %      | 2031 | \$ 160,920.00 | 1.6900 %      |
| 2021 | \$ 135,912.00 | 1.6900 %      | 2032 | \$ 163,656.00 | 1.6900 %      |
| 2022 | \$ 138,228.00 | 1.6900 %      | 2033 | \$ 166,440.00 | 1.6900 %      |
| 2023 | \$ 140,580.00 | 1.6900 %      | 2034 | \$ 169,272.00 | 1.6900 %      |
| 2024 | \$ 142,968.00 | 1.6900 %      | 2035 | \$ 172,164.00 | 1.6900 %      |
| 2025 | \$ 145,404.00 | 1.6900 %      | 2036 | \$ 175,092.00 | 1.6900 %      |
| 2026 | \$ 147,888.00 | 1.6900 %      | 2037 | \$ 178,080.00 | 1.6900 %      |
| 2027 | \$ 150,408.00 | 1.6900 %      | 2038 | \$ 181,204.00 | 1.6900 %      |
| 2028 | \$ 152,964.00 | 1.6900 %      |      | \$            | %             |
| 2029 | \$ 155,568.00 | 1.6900 %      |      | \$            | %             |

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

\* This section is not applicable to the Initial Report for a Borrowing Program.

**11. Cost of Issuance and Professionals:**

No costs or professionals

|                                   | AMOUNT<br>(Round to nearest \$) | FIRM NAME                                     |
|-----------------------------------|---------------------------------|---|
| Financial Advisor Fees            | \$ 0                            |   |
| Legal Fees                        | \$ 0                            |   |
| Bond Counsel                      | \$ 0                            |   |
| Issuer's Counsel                  | \$ 0                            |   |
| Trustee's Counsel                 | \$ 0                            |   |
| Bank Counsel                      | \$ 0                            |   |
| Disclosure Counsel                | \$ 0                            |   |
| _____                             | \$ 0                            |   |
| Paying Agent Fees                 | \$ 0                            |   |
| Registrar Fees                    | \$ 0                            |   |
| Trustee Fees                      | \$ 0                            |   |
| Remarketing Agent Fees            | \$ 0                            |   |
| Liquidity Fees                    | \$ 0                            |   |
| Rating Agency Fees                | \$ 0                            |   |
| Credit Enhancement Fees           | \$ 0                            |   |
| Bank Closing Costs                | \$ 0                            |   |
| Underwriter's Discount _____%     |                                 |   |
| Take Down                         | \$ 0                            |   |
| Management Fee                    | \$ 0                            |   |
| Risk Premium                      | \$ 0                            |   |
| Underwriter's Counsel             | \$ 0                            |   |
| Other expenses                    | \$ 0                            |   |
| Printing and Advertising Fees     | \$ 0                            |   |
| Issuer/Administrator Program Fees | \$ 0                            |   |
| Real Estate Fees                  | \$ 0                            |   |
| Sponsorship/Referral Fee          | \$ 0                            |   |
| Other Costs _____                 | \$ 7,938                        | Trestles, LLC - Engineering Planning Document |
| <b>TOTAL COSTS</b>                | <b>\$ 7,938</b>                 |   |

**REPORT ON DEBT OBLIGATION**  
(Pursuant to Tennessee Code Annotated Section 9-21-151)

**12. Recurring Costs:**

No Recurring Costs

|                                | AMOUNT<br>(Basis points/\$) | FIRM NAME<br>(If different from #11)            |
|--------------------------------|-----------------------------|---|
| Remarketing Agent              | _____                       | _____   |
| Paying Agent / Registrar       | _____                       | _____   |
| Trustee                        | _____                       | _____   |
| Liquidity / Credit Enhancement | _____                       | _____   |
| Escrow Agent                   | _____                       | _____   |
| Sponsorship / Program / Admin  | .08%                        | Office of State and Local Finance - State of TN |
| Other _____                    | _____                       | _____   |

**13. Disclosure Document / Official Statement:**

None Prepared

EMMA link \_\_\_\_\_ or

Copy attached

**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?  Yes  No

Is there a continuing disclosure obligation agreement related to this debt?  Yes  No

If yes to either question, date that disclosure is due \_\_\_\_\_

Name and title of person responsible for compliance \_\_\_\_\_

**15. Written Debt Management Policy:**

Governing Body's approval date of the current version of the written debt management policy 11/14/2011

Is the debt obligation in compliance with and clearly authorized under the policy?  Yes  No

**16. Written Derivative Management Policy:**

No derivative

Governing Body's approval date of the current version of the written derivative management policy \_\_\_\_\_

Date of Letter of Compliance for derivative \_\_\_\_\_

Is the derivative in compliance with and clearly authorized under the policy?  Yes  No

**17. Submission of Report:**

To the Governing Body: on 08/04/2017 and presented at public meeting held on 08/14/2017

Copy to Director to OSLF: on 08/04/2017 either by:

Mail to: \_\_\_\_\_ OR  Email to: [StateAndLocalFinance.PublicDebtForm@cot.tn.gov](mailto:StateAndLocalFinance.PublicDebtForm@cot.tn.gov)

505 Deaderick Street, Suite 1600  
James K. Polk State Office Building  
Nashville, TN 37243-1402

**18. Signatures:**

|       | AUTHORIZED REPRESENTATIVE     | PREPARER                        |
|-------|-------------------------------|---------------------------------|
| Name  | <u>Warren L. Gooch</u>        | <u>Janice McGinnis</u>          |
| Title | <u>Mayor</u>                  | <u>Finance Director</u>         |
| Firm  | <u><i>Warren L. Gooch</i></u> | <u>City of Oak Ridge</u>        |
| Email | <u>wgooch@oakridgetn.gov</u>  | <u>jmcginnis@oakridgetn.gov</u> |
| Date  | <u>08/04/2017</u>             | <u>08/01/2017</u>               |

**CITY COUNCIL MEMORANDUM**  
**17-29**

DATE: August 7, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: ACCEPTANCE OF 2017 OAK RIDGE CHAMBER OF COMMERCE HOUSING REPORT

Introduction:

The Oak Ridge City Council has previously received the findings of the *Housing Report* as submitted by the Oak Ridge Chamber of Commerce, dated April 18, 2017. The City Council should accept the report into the records of the City of Oak Ridge, acknowledging the public effort involved with this two-year project.

Funding:

There were no direct financial costs to the City associated with this project as it was developed as part of the Oak Ridge Chamber of Commerce's plan of work.

Background:

Presented at the March 2017 meeting of the City Council, the Chamber's Housing Report identified important aspects to a ten-year strategic plan identifying key areas to address. Started in early 2014, the report was chaired by Melinda Hillman, formerly of Roane State Community College. City Councilman Kelly Callison served as a City liaison during the entire process. The purpose of the report was to help develop key public, non-profit and private sector approaches to long-term housing issues.

Due to current developments within the community, initial factors identified in the study are beginning to happen. New developments of residential housing and infill development are now addressing a middle price range for housing. Organizations such as the Oak Ridge Housing Authority are examining new projects for existing neighborhoods. City staff has continued the efforts toward more aggressive code enforcement and landlord registration.

The Housing Report of the Chamber of Commerce may continue to be an important asset in documentation for current and future actions to be taken by the City of Oak Ridge and others in addressing this important issue.



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

Attachment:  
Housing Report



# HOUSING REPORT

Presented by the Oak Ridge Chamber of Commerce  
To Oak Ridge City Council

April 18, 2017

Prepared by the Housing Task Force  
Melinda Hillman, chair

**Housing Task Force**  
**Oak Ridge Chamber of Commerce Housing Report**  
**April 18, 2017**

**Background**

In 2013, the Oak Ridge Chamber of Commerce developed a three-year strategic plan to identify key areas of program focus to further its mission. One of the 5 key strategic areas identified through that process was residential development. The Chamber formed a strategic task force in early 2014 led by Austin Lance to create a situational analysis regarding housing and residential development in Oak Ridge vs surrounding competitive communities. The Chamber presented a Statement of Work to the City of Oak Ridge in February 2015 proposing that it sanction the Chamber of Commerce to develop a report to propose a 10-year vision, mission and strategies that would be presented to City Council and the City Manager for their consideration. The project was approved by City Council in March 2016.

The task force includes Chamber representatives:

- Chair Melinda Hillman, Roane State Community College
- Parker Hardy, Oak Ridge Chamber of Commerce
- Phil Andrews, Oak Ridge Associated Universities
- David Bradshaw, Pinnacle Financial Partners
- Jeremy Biggs, Methodist Medical Center
- Ray Evans, Consultant to the City of Oak Ridge
- Len Hart, Len Hart Construction
- Leigha Humphries, Oak Ridge National Laboratory
- Charlie Jernigan, Oak Ridge Housing Authority & Oak Ridge Land Bank
- Chris Johnson, Advanced Management
- Austin Lance, Lance & Associates, Inc.
- Jana Martin, Citizens First Bank

City appointed members are:

- Betsy Coleman, Betsy Coleman Realty
- Sherith Colverson, City of Oak Ridge
- City Councilman Kelly Callison

Facilitator, Tom Smith, CNS

Administrative support, Elisabeth Johnson, Oak Ridge Chamber of Commerce

## Proposed Vision

The City of Oak Ridge leads efforts to grow and improve housing stock so that home values increase, owner occupancy increases and average household income rises.

## Proposed Mission

The City of Oak Ridge will develop and implement a housing plan that will:

- Attract, encourage and support private developers to build new subdivisions with housing in the \$180,000 – \$280,000 range; build homes buyers want and that can be sold at competitive and profitable prices
- Attract, encourage and support private developers to build new apartments that rent for \$900-\$1,200 per month
- Attract, encourage and support private developers to create attractive, convenient mixed use gathering spaces
- Improve the appearance of existing neighborhoods through aggressive codes enforcement
- Complete beautification projects in public spaces to make Oak Ridge more appealing
- Develop and implement a consistent “brand” for Oak Ridge that encompasses livability, economic development and tourism
- Identify and implement ways to incentivize home improvements in the Manhattan District Overlay (MDO)
- Develop public/private partnerships working in concert to enhance all of the efforts above

### **Immediate Action Strategies For Consideration**

- Catalog and prioritize property with development potential
- Couple housing strategies with “enablers” (amenities, schools, city appearance, crime rates, city comprehensive plan, etc.)
- Determine investor options (has to be money to create housing) and seek grants from State and Federal sources
- Bring in high volume East Tennessee builders to assess current/future paths
- Compare Oak Ridge and West Knox County building codes to identify, evaluate and implement changes that would make Oak Ridge a more competitive option for new subdivisions
- Develop Oak Ridge “brand” that will promote livability, economic development and tourism
- Influence “marketing” of Oak Ridge properties
- Assess optional approaches for new development and stalled development via the land bank and the Housing Authority
- Develop/implement beautification projects for public spaces and neighborhood entrances

### **Immediate Policy Strategies For Consideration**

- Couple housing strategies with city comprehensive plan update (City Blueprint)
- Refine and condense the scope of “housing”; what can actually be done
- Incentivize building new homes and remodeling existing homes in the MDO for individuals as well as developers
- Fund aggressive codes enforcement

### **Ongoing Activities To Continue**

- Collaboration between the City and the Land Bank to buy and demolish blighted homes
- THDA blight elimination program, through the Land Bank, to demolish buildings and create economic opportunities
- City Blueprint (comprehensive planning) initiative
- MORE2 grant to improve energy efficiency in older homes
- Explore Oak Ridge and Adventure Anderson County partnership
- Partnership between the Explore Oak Ridge and the Oak Ridge Chamber as a result of colocation

## About This Report

**This report only reviews Oak Ridge as it compares to the most popular communities where people who work in Oak Ridge choose to live.**

The competition for residents is fierce and Oak Ridge competes with some of the most desirable communities in East Tennessee. The study identifies Oak Ridge's strengths and opportunities for improvement when compared to its five biggest competitors. Through this process, a blueprint for improving the housing stock and opportunities to market the city's strengths emerges. By performing honest and objective assessment, the community can move forward and become THE premiere community where everyone wants to live.

To assess current attitudes and perceptions about Oak Ridge, 11 major Oak Ridge employers provided their employees an opportunity to complete a voluntary anonymous survey. Almost 1,000 employees responded to the survey, that focused on residency and what factors were important in choosing the communities where they live. While not a scientific study, the survey provided a snapshot of perceptions held by employees who work in Oak Ridge.

The Chamber also received an employee head-count sorted by zip code from 8 major employers. In all, there were 7,372 employee addresses. Besides Oak Ridge, the zip code data provided by Oak Ridge employers showed that the top zip codes for employee residency included:

- Farragut
- Hardin Valley
- Northshore
- Karns
- Cedar Bluff

These communities are used throughout the report for comparison purposes.

Real estate sales information was compiled from data in the Knoxville area Multiple Listing Service for the year 2015. School performance data came from the TN State Report Card 2015.

The "Site To Do Business," or STBD, is a veteran market leader in commercial real estate demographics. STDB, a web-based subscription application, provides economic development professionals the reliable and singular source for analytical tools such as demographic data, business information, thematic mapping, lifestyle data and high quality aerial imagery. ESRI, a GIS information provider, supplies data to STDB. The information presented in this report is based on ESRI information from US Census estimates for 2016. One of the services included in the STDB package is Tapestry, a geo-demographic segmentation system that classifies US residential neighborhoods into 67 unique segments based on demographic and socioeconomic characteristics. It identifies consumer markets within zip codes and provides a picture of each group's socio-economic traits as well as the types of neighborhoods they prefer. Tapestry also identifies housing, purchasing and recreational preferences.

## Opportunity Statement

The City of Oak Ridge must effect economic changes to become a vibrant, thriving community that successfully competes with West Knoxville communities for residents. These changes include:

- Increasing average income
- Increasing average home value
- Increasing owner occupancy

## Barriers To Change:

- Just over 50 percent of the Oak Ridge housing stock was built before 1959 and remodeling these homes presents non-cost effective challenges
- 46.7 percent of the housing stock is valued below \$150,000.00
- Only a little over 50 percent of the City's stock is owner occupied; whereas other competitive communities enjoy 70 – 80 percent owner occupancy
- Oak Ridge has a high rental occupancy rate of 33 percent - almost double the rate of other competitive communities and the majority of these rentals are in the older housing stock
- Oak Ridge vacancy rates are 12.3 percent, significantly higher than the competing communities
- Average annual income is slightly over \$50,000/year – significantly lower than the Knoxville suburb communities that are Oak Ridge's primary competitors

## Strengths:

- Excellent City amenities
  - School system
  - Police & Fire protection
  - Parks and recreation
  - Library
- Healthcare facilities
- Cultural Organizations
- Visibility generated by National Park status
- Close proximity to major employers
- Resurgent retail/restaurant availability
- Momentum from “Not In Our City” initiatives
- Small, close-knit community that welcomes newcomers and diversity

## Weaknesses

- Unmet need for new housing stock, especially in the \$180,000 – \$280,000 range
- Lack of available financing for new construction
- Unmet need for rental properties in the \$900-\$1,200 per month range
- Too many older neighborhoods with very small homes valued at less than \$100,000
- Perception that the city neighborhoods are run down and old with no curb appeal
- Perception that Oak Ridge housing is more expensive than West Knoxville competitors
- Very limited retail shopping and restaurants (although this is quickly changing)
- Limited places for friends and families to gather

## Opportunities

- Create new housing stock in the City with a price point between \$180,000.00 - \$280,000.00
- Increase rental properties for the City’s median income (+) population
- Focus on intense neighborhood revitalization
  - Areas where there are “Good Bones” provide opportunities for some fixes
  - Areas where there are “Bad Bones” provide opportunities for total makeovers
  - Look at additional independent living options for people looking for locations where their needs can be met in close proximity to their homes (aged, disabled, ill, etc.) – Perhaps close to the Guest House/Alexander Inn
- Provide additional gathering spaces for all ages (Jackson Square, Grove Center, etc.)
- Partner with the Oak Ridge Housing Authority to improve low income housing and eliminate blight via the Housing Authority’s statutory powers

## Threats

- Not enough tax revenues to maintain current City services
- Complete blight of MDO area
- Continued growth of West Knoxville communities to supply housing desired by today’s families

## Data Highlights

When comparing general demographic data against the five most notable competing communities, Oak Ridge has the lowest percentage of population under 24 years of age and the largest percentage of population over 64 years of age. Oak Ridge has the lowest estimated growth rate through 2021 and the lowest median household income. The City also has the lowest percentage of population who have attained a bachelor's degree.

Oak Ridge has the oldest housing stock and the lowest housing values of the six communities that are compared. New subdivisions and homes are scarce in Oak Ridge. Only 12 percent of the homes have been constructed since 2000. That compares to over 50 percent in several of the West Knoxville communities. About half of Oak Ridge housing is in the Manhattan District Overlay (MDO) that is mainly comprised of homes built during WWII. Approximately half of the houses in the MDO are rental properties. Oak Ridge has a high vacancy rate and a significant number of homes are simply abandoned within the MDO.

In the survey results, note that the three most important factors in choosing a home included: available housing that fit the buyer's budget, quality of homes, and crime rates. The majority of survey participants rated Oak Ridge fair to poor in the area of available housing and quality of homes.

Tax rates in Oak Ridge are significantly higher than the other communities compared in this study because Oak Ridge has both City and County taxes. The other communities are located in Knox County, outside the Knoxville city limits. However, when the cost of purchasing services not provided by Knox County is factored into the overall cost of ownership, the difference is significantly less.

In the Tapestry data, Oak Ridge had a much more diverse population than the other communities compared. The largest group (27%) includes empty nesters who own homes that have a median value of \$346,000. Oak Ridge has a significant population (17%) of young families and retired residents that are bound by community ties. Just over half of these residents own their homes valued at less than \$88,000 and the remainder rent at an average of \$600 per month. Their median household income is \$27,000 per year. Two more segments (20%) include households with higher incomes, just under \$50,000 per year, who are mostly homeowners, with properties valued at \$118,000 to \$141,000.

## General Demographic Information *(data from ESRI based on 2016 US Census estimates)*

| <b>High</b>   | <b>Low</b>      | <b>Oak Ridge<br/>37830</b> | <b>Farragut<br/>37934</b> | <b>Hardin<br/>Valley<br/>37932</b> | <b>Northshore<br/>37922</b> | <b>Karns<br/>37931</b> | <b>Cedar Bluff<br/>37923</b> |
|---|-----------------|----------------------------|---------------------------|------------------------------------|-----------------------------|------------------------|------------------------------|
| <b>2010 Population</b>  | <b>29,492</b>   | 24,107                     | 14,973                    | 33,235                             | 24,264                      | 28,763                 |                              |
| <b>2016 Population</b>  | <b>30,307</b>   | 25,594                     | 17,353                    | 35,673                             | 26,422                      | 29,955                 |                              |
| <b>Est. 2021 Population</b>   | <b>30,860</b>   | 26,961                     | 19,103                    | 37,800                             | 28,214                      | 31,179                 |                              |
| <b>Est.% Growth Rate<br/>2016-2021</b>  | <b>0.36%</b>    | 1.05%                      | 1.94%                     | 1.17%                              | 1.32%                       | 0.80%                  |                              |
| 2016% of Population<br><b>Age 0-24</b>  | <b>28.3%</b>    | 29.7%                      | 29.6%                     | 33.1%                              | 30.9%                       | 28.7%                  |                              |
| 2016% of Population<br><b>Age 25-44</b>   | <b>22.4%</b>    | 19.2%                      | 26.4%                     | 22.6%                              | 27.9%                       | 32.3%                  |                              |
| 2016% of Population<br><b>Age 45-64</b>   | <b>28.5%</b>    | 32.3%                      | 29.8%                     | 30.8%                              | 27.6%                       | 24.3%                  |                              |
| 2016% of Population<br><b>Age 65 up</b>   | <b>30.7%</b>    | 18.7%                      | 14.2%                     | 13.5%                              | 13.7%                       | 14.8%                  |                              |
| 2016 Population 25+ by<br>Educational Attainment<br><b>Bachelor's Degree</b>                | <b>21.30%</b>   | 33.70%                     | 27.70%                    | 34.80%                             | 26.2%                       | 28.40%                 |                              |
| 2016 Population 25+ by<br>Educational Attainment<br><b>Graduate/Professional<br/>Degree</b> | <b>19.90%</b>   | 26.10%                     | 19.00%                    | 25.50%                             | 13.6%                       | 16.90%                 |                              |
| <b>2016 Median<br/>Household Income</b>   | <b>\$50,764</b> | \$95,912                   | \$78,834                  | \$104,774                          | \$63,187                    | \$51,764               |                              |

## Zip Code Analysis of Where Employees Live

Based upon the zip codes of 7,372 employees from 8 major employers in Oak Ridge, we learned that the employees' current places of residence were:

- 22% Oak Ridge
- 44% Knox County (most in Farragut, Hardin Valley, Northshore, Karns and Cedar Bluff)
- 10% Roane County
- 6% Clinton
- 4% Loudon County
- 3% Blount County
- 2% Morgan County
- 2% other counties

## Results of Survey of Employees of Oak Ridge Businesses

While not a scientific study, this survey provides insight into what employees who work in Oak Ridge think. Participants completed the survey voluntarily. The results reflect a greater percentage of current Oak Ridge resident participation than was expected based upon the zip code analysis presented in the previous section. However, the results are valuable because they provide a “snapshot in time” of general attitudes and perceptions relative to the livability of Oak Ridge. Many participants took the time to write free form comments at the end of the survey. These can be viewed in the complete survey results available in the reference section related to this report.

### Total respondents: 979

- 75% were married
- 58% had minor children in the home
- 41% currently live in Oak Ridge
- 33% have a bachelor’s degree; 30% a master’s degree and 11% a doctorate or professional degree
- 37% anticipate moving in the near future (5yrs or less)
- 76% owned their home
  - Home values:
    - 29% - less than \$150k
    - 42% - \$150-250k
    - 20% - \$251-350K
    - 9% - \$350k & up
  - 25% of the homes were built between 2000-2015

### Factors in determining where to live that were rated very important:

- 86% - Available housing in price range that fits budget
- 85% - Quality of neighborhood homes
- 82% - Crime Rates
- 61% - Curb appeal of neighborhood
- 60% - Public services – police, fire, water, sewer
- 60% - Quality of public schools
- 60% - Commute time

### Of the most important factors in determining where to live, the respondents rated Oak Ridge as fair to poor:

- 68% - Quality of neighborhood homes
- 65% - Curb appeal of neighborhood
- 55% - Available housing in price range that fits budget
- 40% - Crime rates

### The most common reasons (or perceptions) why respondents chose to live places other than Oak Ridge based upon comments in survey:

- No new housing stock, very few houses in their price range, no new subdivisions
- City is run down and looks dirty
- Houses are more expensive in Oak Ridge
- No retail shopping or restaurants (except fast food chains)
- No places to gather in community
- Small, old home neighborhoods detract from city

## Housing Information *(data from ESRI Housing Profile based on 2016 US Census estimates)*

| <b>High</b>  | <b>Low</b> | <b>Oak Ridge</b><br>37830 | Farragut<br>37934 | Hardin Valley<br>37932 | Northshore<br>37922 | Karns<br>37931 | Cedar Bluff<br>37923 |
|--|------------|---------------------------|-------------------|------------------------|---------------------|----------------|----------------------|
| # total housing units 2016                           | 14,887     | 9,855                     | 7,347             | 13,435                 | 10,884              | 14,839         |                      |
| Owner Occupied                                       | 54.4%      | 80.9%                     | 68.30%            | 80.2%                  | 69.3%               | 47.1%          |                      |
| Renter Occupied                                      | 33.3%      | 15.5%                     | 23.10%            | 15.5%                  | 24.0%               | 44.3%          |                      |
| Vacant   | 12.3%      | 3.6%                      | 8.60%             | 4.2%                   | 6.7%                | 8.7%           |                      |
| % owner occupied homes by value <b>Below \$50K</b>   | 4.7%       | 1.2%                      | 3.7%              | .8%                    | 6.2%                | 2.0%           |                      |
| % owner occupied homes by value <b>\$50k-\$99K</b>   | 23.1%      | 1.4%                      | 3.20%             | 1.2%                   | 6.7%                | 7.4%           |                      |
| % owner occupied homes by value <b>\$100k-\$149K</b> | 18.9%      | 5.7%                      | 10.90%            | 5.6%                   | 13.6%               | 15.7%          |                      |
| % owner occupied homes by value <b>\$150k-\$199K</b> | 16.1%      | 15.4%                     | 15.30%            | 11.1%                  | 24.0%               | 29.3%          |                      |
| % owner occupied homes by value <b>\$200k-\$249K</b> | 12.1%      | 11.0%                     | 20.60%            | 13.4%                  | 19.8%               | 25.1%          |                      |
| % owner occupied homes by value <b>\$250k-\$299K</b> | 10.1%      | 10.6%                     | 15.00%            | 13.2%                  | 10.2%               | 9.7%           |                      |
| % owner occupied homes by value <b>\$300k-\$399K</b> | 7.2%       | 27.6%                     | 17.50%            | 20.6%                  | 10.3%               | 6.3%           |                      |
| % owner occupied homes by value <b>\$400k and up</b> | 8.0%       | 27.0%                     | 13.9%             | 34.1%                  | 9.1%                | 4.4%           |                      |
| 2016 Avg Home Value                                  | \$160,473  | \$316,644                 | \$241,127         | \$322,697              | \$198,772           | \$192,554      |                      |

## Housing by Year Built *(data from ESRI Housing Summary based on US Census, 2010 – 2014 American Community Survey)*

| <b>High</b>            | <b>Low</b> | <b>Oak Ridge</b><br>37830 | Farragut<br>37934 | Hardin Valley<br>37932 | Northshore<br>37922 | Karns<br>37931 | Cedar Bluff<br>37923 |
|------------------------|------------|---------------------------|-------------------|------------------------|---------------------|----------------|----------------------|
| Built in 2010 or later | 2.1%       | 1.0%                      | 6.3%              | 2.2%                   | 3.3%                | .6%            |                      |
| Built 2000-2009        | 6.5%       | 19.5%                     | 33.8%             | 29.8%                  | 30.2%               | 9.8%           |                      |
| Built 1990-1999        | 7.1%       | 26.7%                     | 21.0%             | 24.8%                  | 22.2%               | 22.5%          |                      |
| Built 1980-1989        | 9.2%       | 26.3%                     | 14.8%             | 19.6%                  | 14.6%               | 29.2%          |                      |
| Built 1970-1979        | 12.6%      | 18.4%                     | 13.1%             | 13.5%                  | 14.1%               | 25.2%          |                      |
| Built 1960-1969        | 11.9%      | 4.8%                      | 2.4%              | 6.1%                   | 6.8%                | 10.5%          |                      |
| Built 1950-1959        | 15.0%      | 1.8%                      | 2.7%              | 2.8%                   | 5.2%                | 1.4%           |                      |
| Built 1940-1949        | 34.3%      | .3%                       | 1.4%              | .5%                    | 1.9%                | .3%            |                      |
| Built 1939 or earlier  | 1.4%       | 1.3%                      | 4.5%              | .7%                    | 1.7%                | .4%            |                      |

### **Oak Ridge has the oldest housing stock and lowest housing values when compared to competing zip codes.**

Approximately 75% of Oak Ridge's housing stock was constructed before 1980, and 50 percent before 1960. Cedar Bluff, Karns, Hardin Valley and Farragut have very few homes constructed before 1959. Almost 47 percent of the houses in Oak Ridge are valued at less than \$150,000. According to Oak Ridge Land Bank findings, Oak Ridge housing stock values are heavily skewed toward lower valued, WWII vintage properties. Legacy housing is approximately 50 percent rental and a significant number of these neighborhoods are blighted and have abandoned homes.

### Real Estate Sales 2015 *(data compiled from the Knoxville area Multiple Listing Service)*

| High                 | Low | Oak Ridge      | Hardin Valley | Farragut       | Karns   | Cedar Bluff |
|----------------------|-----|----------------|---------------|----------------|---------|-------------|
| <b>Total Sold</b>    |     | <b>417</b>     | 399           | 642            | 661     | 505         |
| Ave sell price       |     | <b>148,477</b> | 255,551       | <b>352,738</b> | 220,867 | 181,262     |
| Ave sq ft sell price |     | <b>71.42</b>   | 105.64        | <b>115.03</b>  | 98.96   | 94.40       |
| Houses built 1900-44 |     | <b>26%</b>     | .5%           | <b>0%</b>      | 1%      | <b>0%</b>   |
| Houses built 1945-79 |     | <b>43%</b>     | 9%            | 29%            | 9%      | 36%         |
| Houses built 1980-99 |     | <b>19%</b>     | 13%           | <b>33%</b>     | 25%     | 19%         |
| Houses built 2000-15 |     | <b>12%</b>     | <b>77%</b>    | 38%            | 66%     | 45%         |

As indicated in the chart above, Oak Ridge sold a much lower percentage of houses built after 1999. This is because there has been little new home construction since the 1980s. A consistent theme throughout the comments from Oak Ridge employees who do not live in the city is the lack of new housing in neighborhoods similar to those in Hardin Valley in a price point of \$175,000 to \$275,000. Farragut provides the majority of the housing stock over \$350,000.

### Homes For Sale November 30, 2016 on Realtor.com *(a snapshot comparison)*

| High                   | Low | Oak Ridge<br>37830 | Farragut<br>37934 | Hardin Valley<br>37932 | Northshore<br>37922 | Karns<br>37931 | Cedar Bluff<br>37923 |
|------------------------|-----|--------------------|-------------------|------------------------|---------------------|----------------|----------------------|
| 0-\$100K               |     | <b>29%</b>         | 0%                | 1%                     | <b>0%</b>           | 5%             | 4%                   |
| \$101-\$150K           |     | <b>19%</b>         | 2%                | 3%                     | 3%                  | 14%            | 11%                  |
| \$151-\$200K           |     | <b>15%</b>         | 2%                | 8%                     | 7%                  | <b>23%</b>     | 16%                  |
| \$201-\$250K           |     | <b>10%</b>         | 8%                | 13%                    | <b>5%</b>           | <b>26%</b>     | 23%                  |
| \$251-\$300K           |     | <b>7%</b>          | 8%                | <b>16%</b>             | 9%                  | 15%            | 9%                   |
| \$301-\$350            |     | <b>6%</b>          | 8%                | <b>22%</b>             | 14%                 | 6%             | <b>5%</b>            |
| \$351 up               |     | <b>13%</b>         | <b>71%</b>        | 36%                    | 61%                 | <b>11%</b>     | 32%                  |
| <b>TOTAL available</b> |     | <b>269</b>         | 281               | <b>166</b>             | <b>366</b>          | 168            | 189                  |

As indicated in the chart above, Oak Ridge has a large stock of houses under \$150,000. Almost 50 percent of the houses on the market in Oak Ridge are in this price range. Oak Ridge has the most homes for sale under \$200,000 of all of the zip codes compared. There are few homes over \$300,000 available in the Oak Ridge market. Homes built after 2000 in the \$150,000 to \$250,000 price range in Oak Ridge included 1 new home and 8 built after 2000 (most were located in one subdivision - The Preserve at Clinch River).

## Property Tax Rates

| Community                | County/City/Total         | Refuse Cost/yr | Fire Protection Service/yr   | \$200k home total/yr |
|--------------------------|---------------------------|----------------|------------------------------|----------------------|
| <b>Oak Ridge</b>         | <b>2.59/2.52/5.1</b>      | <b>\$168</b>   | <b>\$0</b>                   | <b>\$2,718</b>       |
| <b>City of Knoxville</b> | <b>2.32/2.7257/5.0457</b> | <b>\$0</b>     | <b>\$0</b>                   | <b>\$2,523</b>       |
| Hardin Valley            | 2.32/0/2.32               | \$305          | \$350 varies with house size | \$1,815              |
| Farragut                 | 2.32/0/2.32               | \$305          | \$350 varies with house size | \$1,815              |
| Karns                    | 2.32/0/2.32               | \$305          | \$350 varies with house size | \$1,815              |
| Northshore               | 2.32/0/2.32               | \$305          | \$350 varies with house size | \$1,815              |
| Cedar Bluff              | 2.32/0/2.32               | \$305          | \$350 varies with house size | \$1,815              |

Knoxville City rates are provided to compare Oak Ridge to a full service city, although Knoxville has no city school system. All competing zip codes are located outside the city limits of Knoxville.

## School Performance (from 2014/15 TN State Report Card)

| <b>High</b> <b>Low</b> | Reading Proficient or better (8 <sup>th</sup> gr)<br>State 48.4% | Math Proficient or better (8 <sup>th</sup> gr)<br>State 59.2% | Economically disadvantaged students<br>State 57.9% | Graduation Rate<br>State 87.8% | Average ACT<br>State 19.4 | College Readiness<br>State 17.0% |
|------------------------|--|---|--|--------------------------------|---------------------------|----------------------------------|
| <b>Oak Ridge</b>       | <b>56.2%</b>   | <b>57.5%</b>  | <b>52.5%</b>                                       | <b>90%</b>                     | <b>23.1</b>               | <b>42%</b>                       |
| Hardin Valley          | 61.6%*   | 69.2%*  | 23.7%  | 91%                            | 22.7                      | 39%                              |
| Farragut               | 80.8%  | 80.1%   | 14.8%  | 98%                            | 24.6                      | 49%                              |
| Karns                  | 64.7%  | 63.4%   | 36.0%  | 93%                            | 20.1                      | 18%                              |
| Northshore**           | 80.4%  | 79.7%   | 12.8%  | 96%                            | 23.1                      | 39%                              |
| Cedar Bluff**          | 53.2%  | 63.5%   | 34.0%  | 96%                            | 23.1                      | 39%                              |

\*proficiency or better at 5<sup>th</sup> grade because there is no middle school uniquely associated with the Hardin Valley community.

\*\*Cedar Bluff & Northshore high school students attend Bearden High School.

As noted above, several nearby communities provide solid public school results in these key benchmarks measured by standardized testing and reported in the 2014/15 TN State Report Card.

## Tapestry Segmentation

The Tapestry Segmentation Summary provides geodemographic segmentations that integrate consumer traits with demographic characteristics to identify markets and classify US neighborhoods. Oak Ridge is significantly different from the competing zip codes. In Oak Ridge, 27 percent of households are approaching retirement but not slowing down. These households are active in the community and support the arts and charities. Their median household income is just under \$100,000 per year and the median age is about 50. Homeowners comprise 85 percent of this group and the median home value is \$346,000. The next largest group, just over 17 percent, identified in this analysis are young families or senior below the poverty line. Their median household income is \$27,000 per year and the median age is 40. Only 51 percent are home-owners and the median home value is \$88,000. An additional 20 percent of the Oak Ridge households fall in two Tapestry categories who live in older developments in houses with median values ranging from \$118,000 to \$141,000. Approximately 75 percent own their homes. The median household income is just under \$50,000 per year and about a third of these families receive social security.

The following chart summarizes the top five Tapestry Segments for each of the zip codes. Each segment is assigned a number and a letter (in parentheses). Generally, the lower the letter and number, the higher the income for that segment. The top five segments for each community are:

| Oak Ridge                   | Hardin Valley           | Farragut                       | Karns                     | Northshore              | Cedar Bluff                    |
|-----------------------------|-------------------------|--------------------------------|---------------------------|-------------------------|--------------------------------|
| Exurbanites (1E)            | Savvy Suburbanites (1D) | Exurbanites (1E)               | Green Acres (6A)          | Professional Pride (1B) | In Style (5B)                  |
| Small Town Simplicity (12C) | In Style (5B)           | Professional Pride(1B)         | Middleburg (4C)           | Soccer Moms (4A)        | Young Professional (8C)        |
| Midlife Constants (5E)      | Green Acres (6A)        | Comfortable Empty Nesters (5A) | Southern Satellites (10A) | Exurbanites (1E)        | Young & Restless (11B)         |
| Rustbelt Traditions (12C)   | Soccer Moms (4A)        | Savvy Suburbanites (1D)        | In Style (5B)             | Top Tier (1A)           | Comfortable Empty Nesters (5A) |
| Set to Impress (11D)        | Middleburg (4C)         | Home Improvement (4B)          | Savvy Suburbanites (1D)   | Savvy Suburbanites (1D) | Old & Newcomers (8F)           |

| TAPESTRY SEGMENTATION COMPARISON |    |     |  |                         |                  |                    |            |                             |                                     |  |  |
|----------------------------------|----|-----|--|-------------------------|------------------|--------------------|------------|-----------------------------|-------------------------------------|--|--|
| Tapestry Segment                 | No | Cat | Who we are   | Median Household Income | Median Net Worth | Ave Household size | Median age | Per cent Homeowners/renters | Median Home Value or rent per month | Socio-economic Traits  | Community/per cent of population in Tapestry Segment within zip code |
| <b>United States</b>             |    |     |  | 54,100                  | 87,000           | 2.59               | 38         | 64/36                       | 177,000                             |  |  |
| <b>Top Tier</b>                  | 1  | A   | wealthiest of Tapestry segments, have lavish homes, upscale consumers, have reached career goals   | 157,000                 | 567,000          | 2.82               | 46.2       | 91/10                       | 666,000                             | Highly educated, one in three has postgraduate degree  | Northshore/6.4   |
| <b>Professional Pride</b>        | 1  | B   | prosperous well educated career professionals, married, school aged children, financially savvy  | 127,000                 | 540,000          | 3.11               | 40.5       | 92/8                        | 387,000                             | college educated, many professional degrees  | Northshore/48.6<br>Farragut/20.6                                     |
| <b>Savvy Suburbanites</b>        | 1  | D   | well educated, well read, well capitalized, empty nesters, some adult children still in household, older neighborhoods, enjoy good food and wine, exercise and gardening | 104,000                 | 502,000          | 2.83               | 44.1       | 91/9                        | 311,000                             | 48.1% college grads, 76% some college  | Hardin Valley/21.1<br>Farragut/13.7<br>Karns/7.2<br>Northshore/5.9   |
| <b>Exurbanites</b>               | 1  | E   | approaching retirement but not slowing down, active in community, seasoned travelers and charity/arts supporters, prefer expansive homes,                                | 98,000                  | 451,000          | 2.48               | 49.6       | 85/15                       | 346,000                             | more than 50% have bachelors or higher, 80% have some college, shop extensively online, take pride in homes, more interested in quality vs. cost | Farragut/36.0<br><b>Oak Ridge/27.0</b><br>Northshore/14.7            |
| <b>Soccer Moms</b>               | 4  | A   | affluent, family oriented with a country flavor, commuters, suburban areas around cities   | 84,000                  | 252,000          | 2.96               | 36.6       | 85/15                       | 226,000                             | 37.7% college grads; more than 70% some college  | Hardin Valley/17.0<br>Northshore/15.1                                |
| <b>Home Improvement</b>          | 4  | B   | married couple families, spend a lot of time on the go, consumed with DIY projects   | 67,000                  | 162,000          | 2.86               | 37         | 80/20                       | 174,000                             | paying off student loans and second mortgages, likely to be commuters  | Farragut/10.3  |
| <b>Middleburg</b>                | 4  | C   | like semi-rural subdivisions, conservative consumers, family oriented  | 55,000                  | 89,000           | 2.73               | 35.3       | 74/26                       | 158,000                             | 25% have some college but no degree, 17% bachelors degree  | Karns/23.7<br>Hardin Valley/10.6                                     |
| <b>Comfortable Empty Nesters</b> | 5  | A   | many live in the suburbs of where they grew up, baby boomers, transitioning from child rearing to retirement   | 68,000                  | 258,000          | 2.5                | 46.8       | 88/12                       | 187,000                             | 34% college graduates, 66% some college, income from investments, physically and financially active  | Farragut/19.4<br>Cedar Bluff/11.0                                    |
| <b>In Style</b>                  | 5  | B   | Support arts, travel, read extensively, make full use of mobile devices, professional couples without minor children, slightly older, planning retirement                | 66,000                  | 128,000          | 2.33               | 41.1       | 69/32                       | 214,000                             | 46% college grads, 75% with some college, low unemployment 5.6% and high labor force participation 68%, income supplemented by investments       | Cedar Bluff/30.1<br>Hardin Valley/17.8<br>Karns/11.7                 |
| <b>Midlife Constants</b>         | 5  | E   | seniors or approaching retirement, below average net worth   | 48,000                  | 104,000          | 2.3                | 45.9       | 74/26                       | 141,000                             | 64% have high school diploma or some college   | <b>Oak Ridge/10.6</b>  |

|                                   |    |   |   |        |         |      |      |       |           |  |                                  |
|-----------------------------------|----|---|---|--------|---------|------|------|-------|-----------|--|----------------------------------|
| <b>Rust Belt Traditions</b>       | 5  | E | married couples and singles living in older developments, stable hard-working, lived in same area for years                               | 49,000 | 79,000  | 2.46 | 38.4 | 72/28 | 118,000   | most graduated high school and have some college   | <b>Oak Ridge/9.3</b>             |
| <b>Green Acres</b>                | 6  | A | Country living and self-reliant, avid do-it-yourselfers, gardeners, hunters and fishers   | 72,000 | 226,000 | 2.69 | 43   | 87/13 | \$197,000 | 26% with high school diploma, 22.5% some college, 10% associate degree, 20%  | Karns/30.1<br>Hardin Valley/17.4 |
| <b>Bright Young Professionals</b> | 8  | C | urban outskirts, young, educated professionals, 1 in 3 under 35, physically active, tech savvy  | 50,000 | 28,000  | 2.4  | 32.2 | 44/56 | \$1,000   | education completed with 36% some college or associate degree, 35% bachelors or higher, up an  | Cedar Bluff/27.5                 |
| <b>Southern Satellites</b>        | 10 | A | married couple families, enjoy country living and outdoors, late technology adapters, more concerned with cost than quality               | 44,000 | 70,000  | 2.65 | 39.7 | 79/21 | 119,000   | 40% high school diploma only, 41% college education  | Karns/11.7                       |
| <b>Young and Restless</b>         | 11 | B | young and beginning careers, not established yet, highly mobile, early technology adapters, favor densely populated areas                 | 36,000 | 11,000  | 2.02 | 29.4 | 14/83 | \$920     | education completed and 2 out of three have at least some college, most info comes from internet and TV instead of traditional media | Cedar Bluff/18.6                 |
| <b>Set to Impress</b>             | 11 | D | live in medium to large apartment complexes with lower than average rent, young and work in service jobs and/or attend college            | 29,000 | 12,000  | 2.1  | 33.1 | 29/71 | \$750     | most have recently completed college or are working on a college degree  | <b>Oak Ridge/6.4%</b>            |
| <b>Small Town Simplicity</b>      | 12 | C | Young families or Senior householders bound by communities, 1 in 4 households below the poverty level, pay bills in person and avoid debt | 27,000 | 14,000  | 2.25 | 40   | 51/49 | 88,000    | 65% high school diploma or some college  | <b>Oak Ridge/17.3</b>            |

## **Supporting Data**

Statement of Work Proposal presented to City Council

General Demographic Information - ESRI Community Profile & Housing Reports

- Oak Ridge Community Report
- Cedar Bluff Community Report
- Farragut Community Report
- Hardin Valley Community Report
- Karns Community Report
- Northshore Community Report

Zip Code Analysis

Oak Ridge Employee Survey Results

ESRI Housing Summaries

- Oak Ridge 37830 Housing Summary
- Cedar Bluff 37923 Housing Summary
- Farragut 37934 Housing Summary
- Hardin Valley 37932 Housing Summary
- Karns 37931 Housing Summary

MLS Houses Sold 2015 Comparison

TN Education State Report Card 2015

"Site to Do Business"

ESRI

Tapestry Methodology.pdf

Tapestry segment characteristics

67 Unique Characteristics of Tapestry

Tapestry Segment Reports by Zip Code

- Oak Ridge Tapestry Profile
- Cedar Bluff Tapestry Profile
- Farragut Tapestry Profile
- Hardin Valley Tapestry Profile
- Karns Tapestry Profile
- Northshore Tapestry Profile

# CONSENT AGENDA

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

July 10, 2017

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on July 10, 2017 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**INVOCATION**

The invocation was given by Pastor Chris Bunn, Faith Bible Fellowship.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Woodland Elementary School student Hayven Laurendine.

**ROLL CALL**

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

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 recognizing the painters of the mural at the Oak Ridge Outdoor Swimming Pool.* Councilmember Smith moved for approval, and Mayor Pro Tem Chinn seconded. The proclamation was approved by voice vote with Councilmembers Callison, Dodson, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmember Dodson presented certificates to Associate Professor Bryan Wilkerson and the students who volunteered their time to paint the mural.

**SPECIAL REPORTS**

Ms. Candace Pang, Secretary of the Youth Advisory Board and Jas Jakowski, Youth Advisory Board Member, presented the 2016-2017 State of the Youth Address.

**CONSENT AGENDA**

Councilmember Callison moved for adoption of the Consent Agenda, and Councilmember Vogel seconded.

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

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

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

Approval of the June 5, 2017 City Council regular meeting minutes and the June 15, 2017 rescheduled regular City Council meeting minutes.

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.

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.

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.

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.

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.

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.

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).

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.

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.

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

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

Councilmember Dodson moved to amend the YAB Screening Panel report to remove the name of Stephen Fuller and replace it with Manshi Patel, and Mayor Pro Tem Chinn seconded. Matt Reedy with the Recreation and Parks Department explained that Mr. Fuller contacted him after the posting of the agenda and stated he would be unable to serve. Since Ms. Patel had been recommended for either the Traffic Safety Advisory Board or the Environmental Quality Advisory Board in the event there were no student applicants, Mr. Reedy recommended nominating Ms. Patel be appointed to the YAB in Mr. Fuller's place. The amendment was adopted unanimously by voice vote.

Councilmember Dodson moved for confirmation of sixteen (16) members to the Youth Advisory Board as

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

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

#### **First Reading of Ordinances**

AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNCIPAL 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.

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

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

### **FINAL ADOPTION OF ORDINANCES**

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.

Councilmember Callison moved for adoption of the ordinance, and Councilmember Smith seconded. A substitute ordinance was offered on this item reflecting changes resulting from the approved water contract with the Department of Energy. Councilmember Smith moved to bring the substitute ordinance to the floor, and Councilmember Callison seconded.

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

### **RESOLUTIONS**

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

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

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

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

Mayor Pro Tem Chinn 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.

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

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.

Mayor Pro Tem Chinn 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.

Councilmember Smith stated that she would like to have a more visible visitors' center, and Councilmember Callison pointed out that the entrance to the Chamber of Commerce building where the Convention and Visitors Bureau is located is challenging logistically when people first come in the door. City Manager Mark Watson stated that there is a plan for a sign on the corner near the chamber building to make visitors aware of its location.

Councilmember Dodson thanked the Convention and Visitors Bureau for helping to get the word out regarding the recent Air Force Band Concert. He also inquired as to what other new initiatives the Convention and Bureau is undertaking aside from the 75<sup>th</sup> Anniversary celebration. City Manager Mark Watson stated that the CVB is focusing on social media platforms, regattas, and other economic development projects.

Martin McBride, 954 W. Outer Drive, Oak Ridge, suggested taking a step back to see if the CVB is performing the function for which it was created, and he stated that he would like to see the CVB get involved with the civil rights history of Oak Ridge.

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

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.

Councilmember Dodson moved for approval of the resolution, and Councilmember Smith seconded. Public Works Director Shira McWaters provided an overview of the resolution and answered questions from Council.

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

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.

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

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

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.

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

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

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.

Councilmember Dodson moved for approval of the resolution, and Councilmember Vogel seconded. Electric Department Director Jack Suggs provided an overview of the resolution and answered questions from Council.

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

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.

Councilmember Dodson moved for approval of the resolution, and Councilmember Vogel seconded. City Manager Mark Watson provided an overview of the resolution, and Community Development Director Kathryn Baldwin answered questions from Council.

Ray Kircher, 120 Lasalle Road, Oak Ridge, expressed concerns regarding possible contamination of the CSX train tracks.

Dan Robbins, 41 Riverview Drive, Oak Ridge, who serves as Chairman of Greenways Oak Ridge, stated that this project would upgrade the number of paved greenways in the City by fifty percent.

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

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.

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

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

The following items were deferred:

PLACEHOLDER: Approval of a contract with Studio Four Design for design of the preschool facility

PLACEHOLDER: Approval of a contract with Studio Four Design for design of the senior center

#### **APPEARANCE OF CITIZENS**

(NONE)

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

### **Elections/Appointments**

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

Councilmember Smith moved to elect Tripp Chinn by acclamation, and Mayor Gooch seconded. The motion was approved by voice vote with Councilmembers Callison, Dodson, Hope, Smith, Vogel and Mayor Gooch voting "Aye." Mayor Pro Tem Chinn abstained.

*Elect one high school representative to the Traffic Safety Advisory Board for a one-year term ending on May 31, 2018.*

Councilmember Hope Moved to elect Hannah Oran by acclamation, and Councilmember Dodson seconded. The motion was approved by voice vote with Councilmembers Callison, Dodson, Hope, Smith, Vogel and Mayor Gooch voting "Aye." Mayor Pro Tem Chinn abstained.

### *Appointment of City Manager and City Attorney Evaluation Committees*

Councilmember Vogel moved to confirm the Mayor's appointment of himself, Councilmember Hope, and Councilmember Dodson to the City Attorney's Evaluation Committee, and Councilmember Smith, Mayor Pro Tem Chinn and Councilmember Vogel to the City Manager's Evaluation Committee, and Councilmember Smith seconded. The motion was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hope, Smith, Vogel, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

### **Announcements**

Councilmember Vogel informed Council that the next Community Blueprint meeting would be held on July 27<sup>th</sup> at 5:30 pm at the Oak Ridge Country Club, and the meeting for the Briarcliff/Emory Valley area would be held on August 10<sup>th</sup> at Jefferson Middle School. He also requested an update from the City Manager on the Main Street Project, possibly at an upcoming work session.

City Manager Mark Watson announced that copies of the proposed design for the Senior Center had been placed in Councilmember's mailboxes and he reminded Councilmembers about the final community meeting to review the proposed design of the preschool on July 11<sup>th</sup> at 6:00 at the Scarborough Community Center.

### **Scheduling**

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

### **SUMMARY OF CURRENT EVENTS**

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

City Manager Mark Watson informed Council that the Oak Ridge Housing Authority Board of Commissioners had requested the appointment of a staff liaison to attend their monthly board meetings and that he would be attending and Bruce Applegate, Director of Administrative Services, would serve as his back-up.

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

**ADJOURNMENT: 9:01 p.m.**

**OAK RIDGE CITY COUNCIL SPECIAL MEETING**  
Central Services Complex Multi-Purpose Room

July 18, 2017

Minutes

The special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 6:00 p.m. on July 18, 2017 in the Multi-Purpose Room of the Central Services Complex with Mayor Warren L. Gooch presiding.

**ROLL CALL**

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

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

**ITEM FOR DISCUSSION**

A RESOLUTION AWARDING A CONTRACT (FY2017-001) TO HURST EXCAVATING, LLC, KNOXVILLE, TENNESSEE, FOR THE TURTLE PARK PHASE II SEWER REHABILITATION PROJECT IN THE ESTIMATED AMOUNT OF \$1,931,730.00 AND AWARDING A SEPARATE CONTRACT FOR EMERGENCY REPAIR WORK IN THE ESTIMATED AMOUNT OF \$43,000.

Councilmember Smith moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution, and Public Works Director Shira McWaters answered questions from Council. Greg Jones with LDA Engineering also provided a brief presentation regarding the proposed work to be done on the project..

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

**ADJOURNMENT: 6:19 p.m.**

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**17-33**

**DATE:** July 19, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Pat Fallon, Division Manager/ADA Coordinator  
**SUBJECT:** ADA COMPLIANCE AND TRANSITION PLAN

Introduction

An item for City Council consideration is a recommendation for the Mayor to submit the 2017 update outlining the development of an ADA Transition Plan. The purpose of this plan is to provide a framework for achieving equal access to the City of Oak Ridge programs, services and activities, within a reasonable timeframe. The Transition Plan is required to be completed before December 31, 2019.

Funding

No funding is required for this update.

Background

Mayor Gooch received a letter dated November 14, 2016 stating that the Federal Highway Administration required TDOT to ensure that every city and county with fifty (50) or more employees must have an ADA Transition Plan and Self-Evaluation in order to receive Transportation Funds. The requirements for 2016 were completed in December 2016. The timetable for achieving all the requirements is four (4) years; this letter completes the second year requirements for calendar year 2017, which outlines the timetable for completion of the Transition Plan.

Recommendation

Adoption of the attached resolution is recommended.

Attachment(s)

Letter from TDOT dated November 14, 2016  
Letter from Mayor Gooch to TDOT Commissioner Schroer



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



NOV 16 10:32 AM  
OFFICE OF THE  
DOT CLERK

**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**BUREAU OF ENGINEERING**  
SUITE 700, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-0791

**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

November 14, 2016

Mayor Warren L. Gooch  
P. O. Box 1, 200 So. Tulane Ave. (37830)  
Oak Ridge, TN 37831-0001

RE: Americans with Disabilities Act (ADA) Compliance and Self-Certification

Mayor Warren L. Gooch:

Attached you will find a letter from the Federal Highway Administration Tennessee Division, in which the Tennessee Department of Transportation (TDOT) has been informed we must ensure every city and county with fifty (50) employees or more must have an ADA Transition Plan and Self-Evaluation in order to receive Transportation Funds.

This letter also serves as notice of the deadline for submission of compliance documentation. The deadlines for submission are as follows:

**December 2016**

- Communities with 50 employees or more in their jurisdiction must provide TDOT with documentation stating they have named a qualified person as their ADA Coordinator
- Communities must provide TDOT the Coordinator's contact information
- Communities must develop and publish an ADA grievance procedure

**December 2017**

- Communities must provide a written letter from the Mayor outlining the development of their Transition Plan
- Letter from the Mayor must be adopted by the City Council or County Commissioners using the city's or county's own procedures

**September 2018**

- Communities must provide documentation showing they have completed or are making significant progress towards completing an ADA Transition Plan and Self Evaluation
- All self-certification forms are expected to be returned to TDOT.

Note: Projects may not be advanced within the city or county without this self-certification form

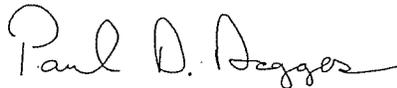
**December 2019**

- FHWA will require all Transition Plans be completed prior to communities resigning TIP certification

Submission of these deliverables will place TDOT and your community in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. Following submission, the ADA Transition Plan Form will be received by Deborah Fleming, TDOT's Senior Regional Planner and Margaret Mahler, TDOT's ADA Coordinator. Copies of this form must accompany all applications for funding.

For additional information concerning ADA requirements, please contact Ms. Margaret Zeman Mahler, ADA Coordinator for TDOT, at [Margaret.Z.Mahler@tn.gov](mailto:Margaret.Z.Mahler@tn.gov) .

Sincerely,



Paul D. Degges, P.E.  
Deputy Commissioner/Chief Engineer



August 15, 2017

Commissioner John C. Schroer  
Tennessee Department of Transportation  
Bureau of Engineering  
Suite 700, James K. Polk Building  
505 Deaderick Street  
Nashville, TN 37243-1402

RE: Americans with Disabilities Act (ADA) Compliance and Transition Plan

Dear Commissioner Schroer:

The City of Oak Ridge is pleased to provide the 2017 update outlining the development of a Transition Plan and the implementation of this plan. The City currently assures that any renovations to public buildings or street projects include updating all accessibility issues to the most current standard.

The purpose of the Transition Plan is to provide the framework for achieving equal access to the City of Oak Ridge programs, services and activities within a reasonable timeframe. The City's elected officials and staff believe accommodating disabled persons is essential to good customer service, to the quality of life Oak Ridge residents seek to enjoy and to provide effective governance. The City of Oak Ridge shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. The City of Oak Ridge will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

During the next year a consultant will be selected to provide a comprehensive study to provide a careful study of all of the City's programs, services and activities. An infrastructure evaluation process will take place using field crews equipped with Global Position System (GPS) devices and data collection forms. These evaluations will identify any physical barriers in City facilities based on the 2010 ADA Standards and Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). Detailed measurements of the existing conditions, and planning-level recommendations for removing the physical barriers, will be included in the facility reports. Field crews will note if the specific facility is in close proximity to a significant pedestrian attractor (e.g., government office, medical facility, school, etc.). This information will be used by the Consultant and City staff in prioritizing barriers for removal. All data collected will be compatible with the City's existing Geographic Information Systems (GIS) database. The following facilities will be evaluated: Buildings; Parks; Signalized Intersections; and Sidewalk Corridors.

Thank you for the opportunity to provide this update of the progress Oak Ridge is making to complete the Transition Plan within the timetable required to continue to receive Transportation Funds.

Sincerely,

Warren L. Gooch  
Mayor

cc: Mark S. Watson, City Manager  
Oak Ridge City Council  
Margaret Z. Mahler, TDOT ADA Coordinator  
Public Works Department  
Pat Fallon, ADA Coordinator

**RESOLUTION**

A RESOLUTION TO APPROVE AND TRANSMIT A LETTER TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO PROVIDE AN UPDATE ON THE CITY'S EFFORTS TOWARD OUTLINING THE DEVELOPMENT OF AN ADA TRANSITION PLAN.

WHEREAS, the Federal Highway Administration Tennessee Division requires the State of Tennessee Department of Transportation (TDOT) to ensure every city and county with fifty (50) or more employees has an ADA Transition Plan and Self-Evaluation in order to receive transportation funding; and

WHEREAS, TDOT has provided the City with the deadlines for submission of compliance documentation; and

WHEREAS, the City has complied with the first deadline (December 2016) regarding naming a qualified ADA Coordinator, providing TDOT with the coordinator's contact information, and publishing an ADA grievance procedure; and

WHEREAS, the second deadline (December 2017) is approaching which requires a written letter from the Mayor outlining the City's development of an ADA Transition Plan, which letter must be approved by City Council; and

WHEREAS, the attached letter provides the City's 2017 update toward outlining the development of an ADA Transition Plan.

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

That the attached letter to the Tennessee Department of Transportation Bureau of Engineering regarding the City's 2017 update toward outlining the development of an ADA Transition Plan is hereby approved.

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

This the 14th day of August 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**  
**17-29**

**DATE:** July 20, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: PURCHASE OF EQUIPMENT – SEWER WASH AND VACUUM VEHICLE**

Introduction

An item for City Council consideration is a resolution for the purchase of one (1) Sewer Wash and Vacuum Vehicle (jet rodder vacuum combo truck) for Public Works sewer crews to use from Landmark Trucks, LLC, Knoxville, Tennessee, in the estimated amount of \$314,825.

Funding

Funding is budgeted and available in the FY2018 Waterworks Fund.

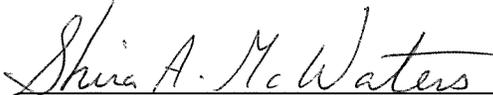
Consideration

The Sewer Wash and Vacuum vehicle (jet rodder vacuum combo truck) will be utilized by both sewer crews for clearing blockages in sewer mains, and cleaning sewer mains in accordance with the City's MOM program. The vacuum system is needed for cleaning debris out of manholes, sewer pump station wet wells, and stormwater catch basins. It can be used to safely excavate around underground utilities such as gas, electric and fiber optic communication lines when they are too close together to be excavated with a backhoe.

The recommended truck replaces equipment number 386, purchased in 1993 (24 years old), with over 54,000 miles. Equipment number 386 is a jet rodder truck and has washing capability, but does not have vacuum capabilities. It is planned for equipment number 386 to be transferred for use in stormwater management activities to assist with cleaning storm pipes and culverts.

Recommendation

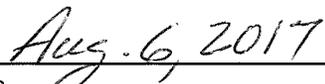
Sealed bids were solicited with numerous bids received. Staff recommends the low bid received. Adoption of the attached resolution is recommended as submitted.

  
\_\_\_\_\_  
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 #153020

OPENING DATE: June 15, 2017 2:50 P.M.

| FOR ---<br>Sewer Wash and Vacuum Vehicle   |      |          | BIDDER:<br>Landmark Trucks, LLC<br>4550 Rutledge Pike<br>Knoxville, TN 37914                         |                         | BIDDER:<br>CMI Equipment Sales, Inc.<br>2405 Dickerson Road<br>Nashville, TN 37207 |                       | BIDDER:<br>CMI Equipment Sales, Inc.<br>2405 Dickerson Road<br>Nashville, TN 37207                 |                       | BIDDER:<br>Southern Vac<br>2931 Mineral Springs Road<br>Lexington, SC 29073 |                      |  |
|--|------|----------|--|-------------------------|--|-----------------------|--|-----------------------|---|----------------------|--|
| DESCRIPTION  | ITEM | QUANTITY | UNIT COST  | TOTAL                   | UNIT COST  | TOTAL                 | UNIT COST  | TOTAL                 | UNIT COST   | TOTAL                |  |
| THE FURNISHING OF A NEW SEWER WASH AND VACUUM VEHICLE 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        |  | \$ 314,825.00           |  | \$ 321,267.00         |  | \$ 334,416.00         |   | \$ 334,500.00        |  |
| <b>TOTAL PRICE</b>   |      |          |  | \$ 314,825.00           |  | \$ 321,267.00         |  | \$ 334,416.00         |   | \$ 334,500.00        |  |
| <b>TERMS</b>   |      |          |  | Net 30                  |  | Net 30                |  | Net 30                |   | Net 30               |  |
| <b>DELIVERY</b>  |      |          |  | Approx. 150 Days A.R.O. |  | 120 - 150 Days A.R.O. |  | 120 - 150 Days A.R.O. |   | 90 - 120 Days A.R.O. |  |
| <b>F.O.B.</b>  |      |          |  | Oak Ridge               |  | Oak Ridge             |  | Oak Ridge             |   | Destination          |  |
| <b>VIA</b>   |      |          |  | Landmark Driver         |  | Allowed to Oak Ridge  |  | Allowed to Oak Ridge  |   | Southern Vac         |  |
| OTHER BIDDERS CONTACTED:<br>See Bid Process Form   |      |          |  |                         |  |                       | BIDS OPENED AND RECORDED BY---<br><i>Lyn Majeski</i><br>Lyn Majeski<br>Accounting Division Manager |                       |   |                      |  |
| REASON FOR AWARD:<br>ONLY BID RECEIVED <input type="checkbox"/><br>LOW PRICE <input type="checkbox"/><br>BETTER OR REQUIRED DESIGN <input type="checkbox"/><br>EARLY DELIVERY <input type="checkbox"/><br>LOWEST TOTAL COST <input checked="" type="checkbox"/>        |      |          | RECOMMEND AWARD BE MADE TO:<br><br>Landmark Trucks, LLC<br>4550 Rutledge Pike<br>Knoxville, TN 37914 |                         |  |                       | BIDS REVIEWED BY---<br><i>Janice McGinnis</i><br>Janice McGinnis<br>Finance Director               |                       |   |                      |  |

# BID PROCESS FORM

**BID NAME** RFQ 153020 - Sewer Wash and Vacuum Vehicle **DESCRIPTION** The furnishing of a new sewer wash and vacuum vehicle 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** August 14, 2017

## BIDDERS CONTACTED ( CONTACT INFORMATION)

| Company                           | Address                    | City, State ZIP              | Phone        | Email                     | Contacted Via |
|-----------------------------------|----------------------------|------------------------------|--------------|---------------------------|---------------|
| CMI Equipment Sales, Inc.         | 2405 Dickerson Road        | Nashville, TN 37207          | 615-227-7800 | cmiequip@bellsouth.net    | [e-mail]      |
| Southern Vac                      | 2931 Mineral Springs Road  | Lexington, SC 29073          | 803-358-0021 | pbarrett@southern-vac.com | [e-mail]      |
| Texas Underground                 | 1617 Garden Road           | Pearland, TX 77581           | 865-850-0639 | jake@pipehunter.com       | [e-mail]      |
| Public Works Equipment and Supply | 4519 Old Charlotte Highway | Monroe, NC 28110             | 800-222-6803 | sherwin@pweasi.com        | [e-mail]      |
| Vac-Con                           | 969 Hall Park Drive        | Green Cove Springs, FL 32043 | 904-493-4969 | toddm@vac-con.com         | [e-mail]      |
| Landmark Trucks, LLC              | 4550 Rutledge Pike         | Knoxville, TN 37914          | 865-351-1552 | kerr@landmarktrucks.com   | [e-mail]      |

## BIDS RECEIVED

Landmark Trucks, LLC, CMI Equipment Sales, Inc., and Southern Vac

## 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) SEWER WASH AND VACUUM VEHICLE FROM LANDMARK TRUCKS, LLC, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$314,825.00.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of one (1) sewer wash and vacuum vehicle for the Public Works Department for use by the sewer crews for cleaning sewer mains and clearing blockages, as well as cleaning debris out of manholes, sewer pump station wet wells, and stormwater catch basins; and

WHEREAS, bids were received and publicly opened on June 15, 2017, with Landmark Trucks, LLC, 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 Landmark Trucks, LLC, 4550 Rutledge Pike, Knoxville, Tennessee 37914, for furnishing one (1) sewer wash and vacuum vehicle for the Public Works Department; said award in strict accordance with Request No. 153020 the required specifications, and the bid as publicly opened on June 15, 2017, and in the estimated amount of \$314,825.00.

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

This the 14th day of August 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**  
**17-37**

**DATE:** July 25, 2017  
**TO:** Mark S. Watson, City Manager  
**THROUGH:** Shira McWaters, P.E., Public Works Director *SAM*  
**FROM:** Pat Fallon, Division Manager  
**SUBJECT: PURCHASE OF EQUIPMENT - ASPHALT ROLLER**

Introduction

An item for City Council consideration is the recommendation for purchasing one (1) asphalt roller for the Public Works asphalt crew from Stowers Machinery Corporation, Knoxville, Tennessee, in the estimated amount of \$42,374.12.

Funding

Funding is budgeted and available in the Equipment Replacement Fund.

Analysis

The Public Works Department is requesting replacement of a vibratory asphalt roller. The current roller is primarily used by the asphalt crew when repairing streets. This roller is also used for compacting stone and subgrade soils as necessary. The roller has several condition problems which would require replacing many of the components at a cost that would exceed its worth, including the following: drums, water tank, hydraulic drive motors, and center pivot pin and bushings.

The new roller replaces equipment number 502, purchased in 1998 (19 years old). The hour meter was replaced several years ago so the total hours used is unknown. After replacement, equipment number 502 will be sold as surplus.

Recommendation

The Tennessee Department of General Services Central Procurement Office bids construction equipment such as this roller for State agencies such as TDOT, as well as allowing Local Governments to purchase equipment under this contract. The recommended provider submitted the lowest price bid for TDOT Regions 1 and 2 which Oak Ridge is within. Stowers currently has one (1) of these rollers in stock for quick delivery. Adoption of the attached resolution is recommended as submitted.

Attachment(s)

Contract Award from TN Dept. of General Services  
Equipment Specifications and pricing  
Supporting documentation of existing Asphalt Roller



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



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES  
CENTRAL PROCUREMENT OFFICE**

**Statewide Multi-Year Contract Issued to:**

**Stowers Machinery Corp  
PO Box 14802  
Knoxville, TN 37914-1802**

**Vendor ID: 0000000916**

**Contract Number: 0000000000000000000050614**

**Title: SWC 219 Highway Maintenance Equipment**

**Start Date : July 01, 2016**

**End Date: June 30, 2019**

**Is this contract available to local government agencies in addition to State agencies?: Yes**

**Awarded Regions 1 and 2**

**Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500**

The purpose of this Invitation to Bid is to establish a source or sources of supply for all state agencies, local governmental agencies within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401). Purchases by local governmental agencies, private institutions of higher education, and authorized corporations are optional with those agencies, private institutions of higher education, and corporations and offers to sell to local governmental agencies are optional with the bidder.

**Contract Contact Information:**

State of Tennessee  
Department of General Services, Central Procurement Office  
Contract Administrator: Clyde D Hicks  
3rd Floor, William R Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102  
Phone: 615/741-2026  
Fax: 615-741-0684

## BFE00614 WORKSHEET



VENDOR ID: 00000916  
 CONTRACT#: 50614  
 UNIT ID: 1000172847 ROLLER, STEEL WHEEL - HIGHWAY MAINTENANCE EQUIPMENT

Quote for: **CITY OF OAK RIDGE**  
 DATE: **6/30/2017**

Respond to:  
 TONY PARKERSON  
 Phone (865) 546-1414  
 Fax (865) 595-1030

| DESCRIPTION                             | PRICE          |
|---|----------------|
| 264-2303 CB24B VIBRATORY COMPACTOR      | \$ 52,210.00   |
| OP-9003 LANE 3 ORDER                    | \$ -           |
| 364-2272 TIER 4F ENGINE                 | \$ -           |
| 364-2314 TRACTION CONTROL               | \$ 1,750.00    |
| 364-2282 STANDARD HYDRAULIC OIL         | \$ -           |
| 432-6053 STANDARD LIGHTING PACKAGE      | \$ -           |
| 364-2277 SEAT WITH SAFETY SWITCH        | \$ 560.00      |
| 376-7962 2" SEAT BELT                   | \$ -           |
| 364-2279 SLIDING SEAT SUPPORT           | \$ 760.00      |
| 364-2287 FOLDABLE ROPS                  | \$ 1,805.00    |
| 432-8451 TRAVEL CONTROL COVER GROUP     | \$ -           |
| 510-6423 PRODUCT LINK INSTALLATION      | \$ -           |
| 510-9322 PL241 PRODUCT LINK             | \$ 474.00      |
| 364-2281 NORTH AMERICAN INSTRUCTIONS    | \$ -           |
| 364-2297 BATTERY DISCONNECT SWITCH      | \$ 113.00      |
| SUBTOTAL                                | \$ 57,672.00   |
| DISCOUNT 29%                            | \$ (16,724.88) |
| 421-8926 SERIALIZED TECHNICAL MEDIA KIT | \$ -           |
| OF-5109 CERTIFICATE OF ORIGIN           | \$ 85.00       |
| DELIVERY TO SITE                        | \$ 250.00      |
| PREP                                    | \$ 512.00      |
| 1498657637839 STD WARRANTY              | \$ 580.00      |
| TOTAL PRICE                             | \$ 42,374.12   |

**WARRANTY OPTIONS:**

|   |             |
|---|-------------|
| 7 YEAR/7,500 HOUR POWERTRAIN + HYDRAULICS | \$ 2,190.00 |
| 7 YEAR.7,500 HOUR PREMIER TOTAL MACHINE   | \$ 3,730.00 |

Price quote is good for 2017 deliveries  
 This quotation is submitted subject to the prices, terms and governmental regulations in effect at date of delivery, for all machines, parts and service Stowers Machinery Corporation reserves the right to correct clerical errors. Shipping costs and state and local taxes are not included unless specified  
**TERMS OF SALE: FINANCING AVAILABLE**  
 Approx. Ship Date: 15 days from order

Submitted by

\_\_\_\_\_  
 Sales Representative

# Stowers



## Stowers Machinery Corporation

City of Oak Ridge Central Services Complex  
Public Works Department  
100 Woodbury Lane  
Oak Ridge, TN 37830

July 18, 2017

Attn: Mike Miller, Streets and Fleet Manager

Re: Rental Rates on CAT CB24B and CAT 420F2 IT

Mike,

In regards to our conversation concerning rental rates for a CAT CB24B Roller and a CAT 420F2 IT Loader/Backhoe, please feel free to communicate the following to your Director, Ms. Shira McWaters:

The CAT CB24 Roller has a monthly rental rate of \$2,000.00 per month, plus \$200.00 each way transportation costs, for a monthly total of \$2,400.00. We do not keep this size roller in our rental fleet, as most of our rental demand is for the smaller CB14B Roller, however, with 6 month utilization guarantees we would consider adding this size machine to our fleet.

The CAT 420F2 IT Loader/Backhoe has a monthly rental rate of \$2,300.00 per month, plus transportation costs of \$200.00 each way, for a monthly total of \$2,700.00. We currently have 7 of these units in our rental fleet, with 6 of them on rent and one available for rent at this time.

Please contact me if you or Ms. McWaters would like any additional information concerning this subject.

Most Respectfully,

A handwritten signature in black ink, appearing to read 'Tony Parkerson'.

Tony Parkerson  
Sales representative  
Stowers Machinery Corporation  
(865) 567-2438

P. O. Box 14802  
Knoxville, TN 37914  
865.546.1414Tel

4066 S. Access Road  
Chattanooga, TN 37406  
423.698.6943 Tel

9960 Airport Parkway  
Kingsport, TN 37663  
423.323.0400 Tel

215 Interchange Drive  
Crossville, TN 38571  
931.484.4040 Tel

Visit us on the web at [www.stowerscat.com](http://www.stowerscat.com)

## **Asphalt Roller – Equipment #502**

Description: 1998 Ingersol Rand Model DD-24

Meter Hours: Unknown, meter has been changed

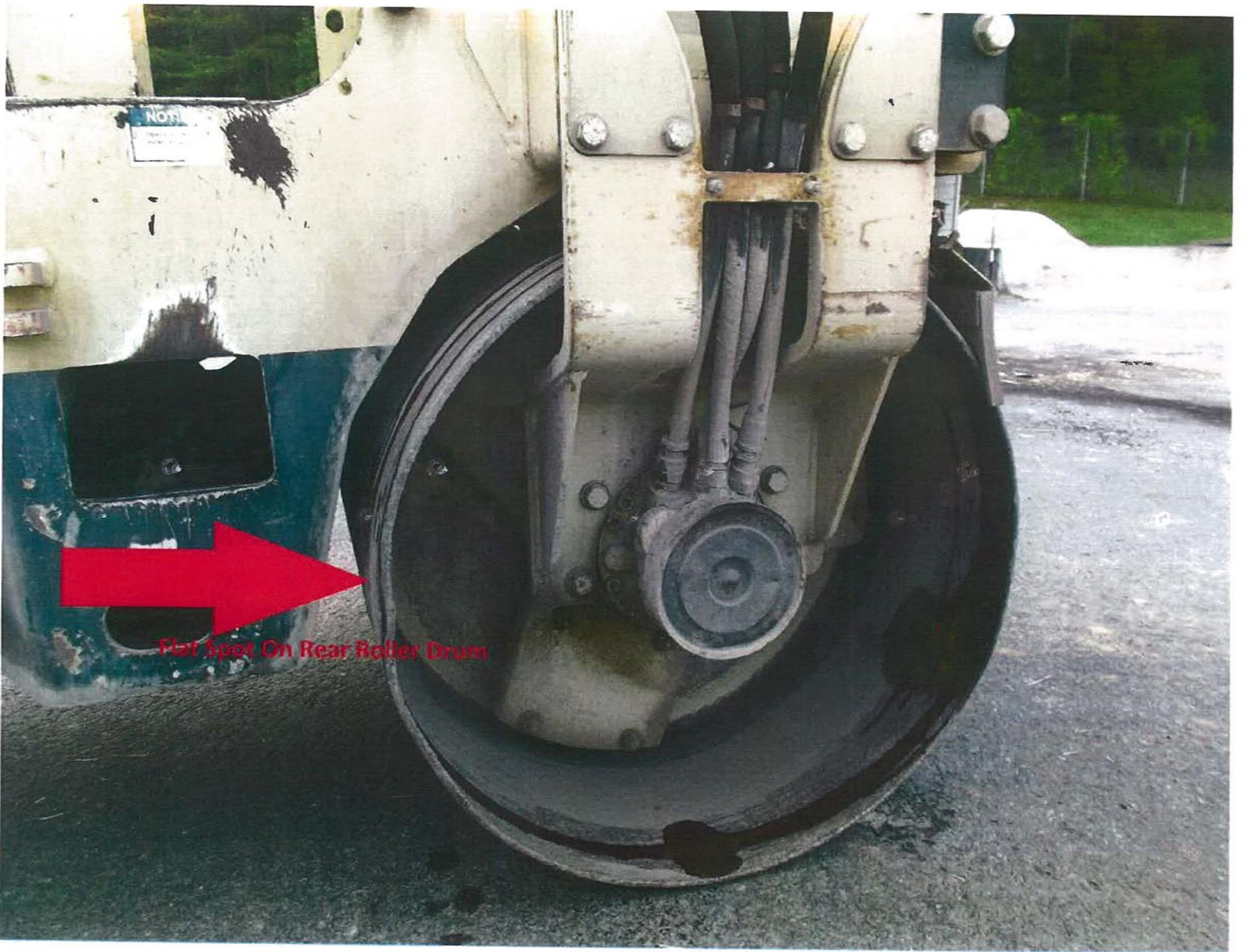
Equipment Age: 19 Years

### General Information of Equipment:

- Primary roller utilized
- Used daily by the asphalt crew when making asphalt repairs to City streets
- Weighs 6000 lbs. and is the larger of the two rollers the City owns
- Small enough to transport by trailer but large enough to get the required compaction for street repair.

### Equipment Condition (see pictures):

- Center pivot pin and bushings worn out, they have already been changed out two previous times
- Various flat spots on the roller drums
- Controls have been rewired, with some switches on the control panel being changed from their primary function to make the roller useable
- Water tanks have been repaired due to rust
- Hydraulic drive motors leaking and need to be replaced



NONI



Flat Spot On Rear Roller Drum

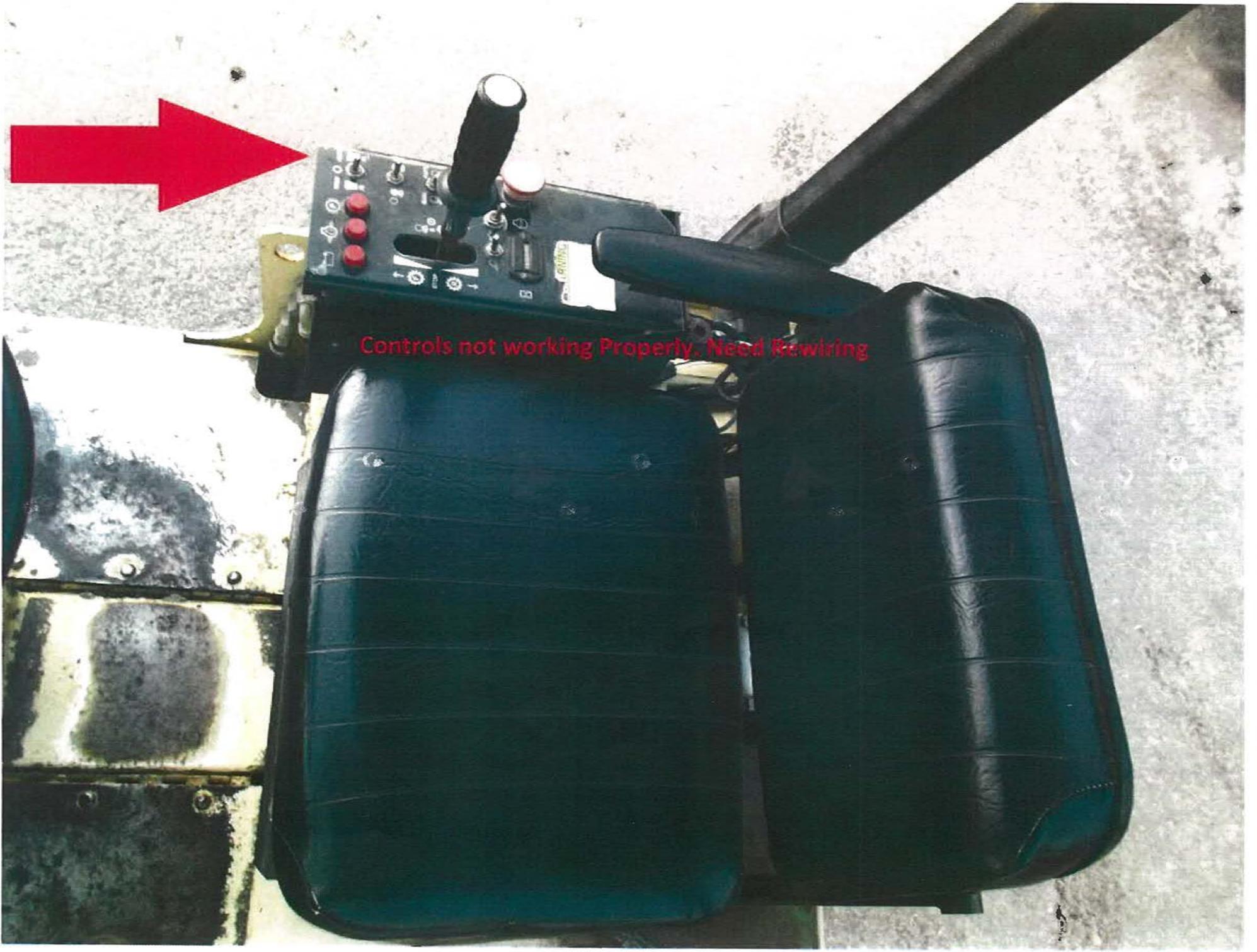


502

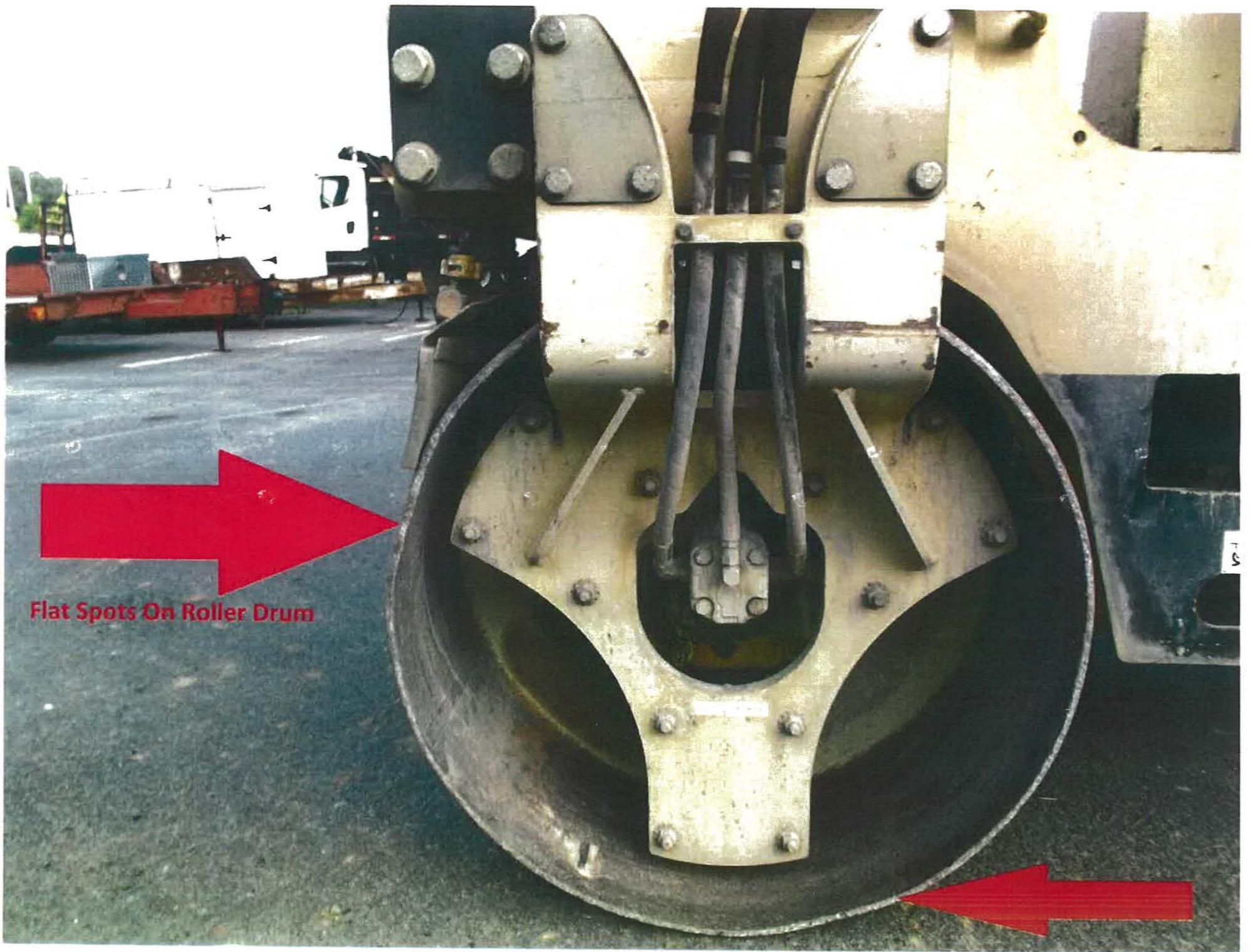
INGERSOLL-RAND

DD-24

Center Pin and Bushings Worn Out



Controls not working Properly. Need Rewiring



Flat Spots On Roller Drum

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) REPLACEMENT ASPHALT ROLLER IN THE ESTIMATED AMOUNT OF \$42,374.12 FROM STOWERS MACHINERY CORPORATION, KNOXVILLE, TENNESSEE, FOR USE BY THE PUBLIC WORKS DEPARTMENT UTILIZING STATE CONTRACT PRICING.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of one (1) replacement asphalt roller for the Public Works Department for use by the asphalt crew when repairing streets; and

WHEREAS, the equipment is scheduled to replace current equipment that is nineteen years old and is in need of replacement which cost of replacement would exceed its worth; and

WHEREAS, the equipment replaced will be sold as surplus; and

WHEREAS, Stowers Machinery Corporation, Knoxville, Tennessee, has submitted the lowest bid through the State of Tennessee Department of General Services Central Procurement Office, 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 Stowers Machinery Corporation, Knoxville, Tennessee, for furnishing one (1) asphalt roller for the Public Works Department in the estimated amount of \$42,374.12 using state contract pricing.

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

This the 14th day of August 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**  
**17-32**

**DATE:** July 19, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: TURTLE PARK PUMP STATION PERMANENT BY-PASS**

Introduction

An item for City Council consideration is a resolution authorizing the award of Contract FY2018-004 for the construction of a permanent by-pass pumping system for the Turtle Park Pump Station located near the Wastewater Treatment Plant on Monterey Road by Portland Utilities Construction Co., LLC, Portland, Tennessee, in the estimated amount of \$295,548.

Funding

Funding for this project is available in the FY2018 Waterworks Fund.

Background

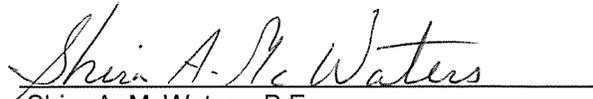
In order to successfully complete the upcoming CWSRF funded Turtle Park Pump Station Rehabilitation project, by-pass pumping is required at key points during construction. The majority of the City's sanitary sewer flows go to the Turtle Park Pump Station before being pumped across East Fork Poplar Creek to the City's Wastewater Treatment Plant. Therefore, a means of continually transporting the sanitary flows from the City while the plant is down for rehabilitation is needed. The by-pass pumping project consists of the installation of an 18-inch diameter by-pass sewer main to existing force mains, site work, by-pass pumping connections and appurtenances. All applicable permits have been obtained.

The new by-pass connection is a permanent connection that enhances the Turtle Park Pump Station Rehabilitation Project and is consistent with the City's current practices. All of the City's other sanitary sewer pump stations, approximately 40 system wide, have by-pass connections with the exception of the largest station and most critical, Turtle Park Pump Station.

The completed by-pass project will allow the City to complete the rehabilitation project while protecting the environment and remaining in compliance with our NPDES permit. In addition, the by-pass system will provide operational flexibility to the City that is currently not available. It will allow the City to temporarily shut down the Turtle Park Pump Station for future maintenance and upkeep, which was not readily possible in the past, as well as allowing sewer crews to by-pass the existing trunk line in the area to evaluate its condition and make repairs as needed. In the event of a major failure (electrical, etc.), the by-pass will allow for portable pumps to be connected to the system quickly, thereby minimizing potential environmental impacts and compliance issues.

Recommendation

Sealed bids were solicited with two (2) bids received. Staff recommends the low bid received. Adoption of the attached resolution is recommended 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 Aug 6, 2017

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

FY2018-004

OPENING DATE: July 18, 2017 2:00 P.M.

FOR --- Turtle Park Pump Station Permanent Bypass Project

BIDDER:  
Portland Utilities Construction Co., LLC  
P.O. Box 510  
Portland, TN 37148

BIDDER:  
Hurst Excavating, LLC  
P.O. Box 5374  
Knoxville, TN 37928

BIDDER:

BIDDER:

| DESCRIPTION   | ITEM | UNIT COST | TOTAL         | UNIT COST | TOTAL         | UNIT COST | TOTAL | UNIT COST | TOTAL |
|---|------|-----------|---------------|-----------|---------------|-----------|-------|-----------|-------|
| THE FURNISHING OF ALL LABOR, TOOLS, EQUIPMENT AND SUPPLIES NECESSARY TO PERFORM ALL WORK AND SERVICES NECESSARY FOR THE TURTLE PARK PUMP STATION PERMANENT BYPASS PROJECT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE, PUBLIC WORKS DEPARTMENT | 1    |           | \$ 295,548.00 |           | \$ 511,343.00 |           |       |           |       |
| TOTAL PRICE   |      |           | \$ 295,548.00 |           | \$ 511,343.00 |           | \$ -  |           | \$ -  |
| TERMS   |      |           | Net 30        |           | Net 30        |           |       |           |       |
| DELIVERY  |      |           | Per Contract  |           | Per Contract  |           |       |           |       |
| F.O.B.  |      |           | Oak Ridge     |           | Oak Ridge     |           |       |           |       |
| VIA   |      |           | Vendor        |           | Vendor        |           |       |           |       |

OTHER BIDDERS CONTACTED:  
See Bid Process Form

BIDS OPENED AND RECORDED BY---

*Lyn Majeski*  
Lyn Majeski  
Accounting Division Manager

REASON FOR AWARD:

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

RECOMMEND AWARD BE MADE TO:

Portland Utilities Construction Co., LLC  
P.O. Box 510  
Portland, TN 37148

BIDS REVIEWED BY---

*Janice McGinnis*  
Janice McGinnis  
Finance Director

# BID PROCESS FORM

## BID NAME

FY2018-004

## DESCRIPTION

Turtle Park Permanent Bypass Facilities

## CITY COUNCIL MEETING

August 14, 2017

## BIDDERS CONTACTED ( CONTACT INFORMATION)

### Company

### Address

### City, State ZIP

### Phone

### Email

### Contacted Via

Portland Utilities Construction Co.,  
Hurst Excavating, LLC  
W&O Construction Co., Inc.  
Morgan Contracting, Inc.

P.O. Box 510  
P. O. Box 5374  
150 Construction Drive  
1943 Ridge Point Drive NW

Portland, TN 37148  
Knoxville, TN 37928  
Livingston, TN 38570  
Cleveland, TN 37311

615-325-1435  
865-922-6142  
931-403-1000  
850-537-5000

tracyweaver@pucc.org  
david@hurstexc.com  
bids@wocc.com  
shubbard@morgan1.com

|  |
|--|
| Engineer/<br>Advertisements/<br>Vendor Registry/<br>Plan Rooms |
|--|

## BIDS RECEIVED

Portland Utilities Construction Co., LLC and Hurst Excavating, LLC,

## ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 64 days.

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2018-004) IN THE ESTIMATED AMOUNT OF \$295,548.00 TO PORTLAND UTILITIES CONSTRUCTION COMPANY, LLC, PORTLAND, TENNESSEE, FOR THE CONSTRUCTION OF A PERMANENT BY-PASS PUMPING SYSTEM FOR THE TURTLE PARK PUMP STATION.

WHEREAS, in order to complete the upcoming Turtle Park Pump Station Rehabilitation Project, permanent by-pass pumping is required at key points during construction in order to continually transport the sanitary sewer flows from the City while the plant is down for rehabilitation; and

WHEREAS, the new by-pass connection will enhance the Turtle Park Pump Station Rehabilitation Project and is consistent with the City's current practices; and

WHEREAS, bids were received and publicly opened on July 18, 2017, with Portland Utilities Construction Company, LLC, Portland, 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 made to Portland Utilities Construction Company, LLC, P.O. Box 510, Portland, Tennessee 37148, for the furnishing of all labor, tools, materials, equipment and supplies necessary for the permanent by-pass pumping system project for the Turtle Park Pump Station; said award in strict accordance with Contract FY2018-004, the required specifications, and the bid as publicly opened on July 18, 2017, and in the estimated amount of \$295,548.00.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PERSONNEL DEPARTMENT  
17-097**

August 2, 2017

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

**FROM:** Bruce M. Applegate Jr., Director of Administrative Services

**SUBJECT:** EXTENSION OF THE EMPLOYEE MEDICAL INSURANCE CONTRACT BETWEEN THE CITY OF OAK RIDGE AND THE STATE OF TENNESSEE LOCAL GOVERNMENT HEALTH INSURANCE PROGRAM FOR CALENDAR YEAR 2018 AT A COST OF \$4,520,000, AND DESIGNATION OF THE CITY'S MEDICAL INSURANCE PREMIUM PAYMENT POLICY

Introduction

An item for the agenda is a resolution extending the contract with the State of Tennessee Local Government Health Insurance Program to purchase employee medical insurance for calendar year 2018 in the estimated amount of \$4,520,000, and approval of an updated Medical Insurance Premium Payment Policy (Originally established by Resolution Number 5-44-03).

Funding

Funding for this policy change will continue to occur through the City's budgeted contribution amounts for employee healthcare, and employee premium contributions at an amount not to exceed \$4,520,000.

Background

Medical Insurance Renewal

Since January 1, 2003 the state has offered a wide variety of choices with different premium rates for Employee Only, Employee plus Child(ren), Employee plus Spouse, and Employee plus Spouse plus Child(ren) and Employee Dual (both spouses are City employees under one contract). In prior years, the employee chose either a Standard PPO (Preferred Provider Organization), a Partnership PPO or a Limited PPO and all three of these options were offered by both Blue Cross Blue Shield and CIGNA HealthCare.

In 2016, there was a new category added called HealthSavings CDHP (Consumer Driven Health Plan). Each of the four plans has different coinsurance and different deductible amounts. Another factor in the employee's decision is that not all physicians and hospitals are in every provider network. Also a new CIGNA network, Open Access was added in addition to the CIGNA LocalPlus network offered in 2016 giving employees a third option of healthcare providers.

For 2017 a new plan, the No Partnership Promise PPO, was added for those employees that did not fulfill the requirements of the Partnership Promise PPO. This option offers the same benefits as the Partnership Promise PPO, but at a higher cost to employees.

Calendar year 2018 insurance offerings are marked by significant restructuring of the traditional plans offered by the state. The Partnership Promise PPO has been completely removed, and the state is no longer offering cost reductions to employees for well-being assessments. The state has also removed the No-Partnership Promise Plan and has created the new "Premier PPO", which will provide the lowest deductibles and copays

at the highest cost to employees. See the attached "Medical Insurance Premiums" chart for the list of plan options and the proposed premium costs.

Review by the Personnel and Finance Departments of the changes made by the state indicate premiums will not exceed the previously budget amount of \$4,520,000.

#### Medical Insurance Premium Payment Policy

As of December 17, 2017, each regular working employee who works at least 30 hours per week will be enrolled in one of 4 insurance plans: (1) Premier Preferred Provider Organization plan (PPO), (2) Standard Preferred Provider Organization plan (PPO), (3) Limited Preferred Provider Organization plan (PPO), and (4) the HealthSavings CDHP (Consumer Driven Health Plan). All four options are offered by three providers: Blue Cross Blue Shield, CIGNA, and CIGNA Open Access. Each insurance plan has several subsets determined by family members insured, and deductible/premium requirements.

The City **currently** follows Resolution Number 5-44-03, adopted by the City Council at its May 5, 2003 meeting which sets forth the following premium cost share policy:

1. The City pays 85% of the highest cost plan for employees choosing single coverage with the employee paying the remaining cost.
2. The City pays 70% of the highest cost plan for employees choosing family coverage with the employee paying the remaining cost; and
3. Each spouse of the dual family (both spouses work for the City) pays the applicable single coverage employee rate for the specific plan selected for the dual family coverage.

The memo presented with the 2003 resolution identified that changes in the FY 2004 Budget required the previous City position of 100% healthcare premium coverage be reworked due to fiscal issues, and so that all employees were expected to contribute a portion of their insurance premium.

The State of Tennessee Local Government Health Insurance Program has made several changes over the past which have eroded the functionality of the current premium contribution policy. Since the initiation of this policy the State Health Insurance Program has adjusted both premiums and plan offerings every year. Those adjustments have created the following issues through the current policy: 1.) Annual generation of plans requiring no premium contribution from employees, and 2.) high variability for premium contribution amounts.

The adjustment of City contributions to all insurance offerings based upon the most expensive plan has created issues through the current policy. Changes to plans offered and the addition of new plans created because of the Affordable Health Care Act last year created 20 insurance offerings that required no contribution by employees. Those numbers have gradually increased year to year, and the continued creation of no contribution plans is out of alignment with the position of Resolution 5-44-03 which indicated all regular employees would pay a portion of their insurance premium costs.

Variability in premium contribution amounts by the City is largely unavoidable due to the State's ability to unilaterally make changes. However, the use of the most expensive insurance plan to derive contribution amounts for other plans has recently exacerbated that problem. The most expensive plan offered by the state has been drastically changed over the last two years leading to dramatic shifts in premium contribution amounts for all plans.

Staff recommends changing the existing resolution to reflect the following suggestions:

1. The City will pay eighty-five (85%) of the Standard PPO premium for employees choosing single coverage with the employee paying the remaining amount. This amount is the City's maximum amount to be paid toward single coverage medical insurance for employees. Employees selecting a higher cost plan option over the Standard PPO (ex. for Calendar Year 2018 this would be the Premier PPO) will pay the difference between the City's maximum amount toward single coverage medical insurance for employees and the total premium for the employee's selected higher cost plan.
2. The City will pay seventy percent (70%) of the Standard PPO premium for employees choosing family coverage with the employee paying the remaining amount. This amount is the City's maximum amount to be paid toward family coverage medical insurance for employees. Employees selecting a higher cost plan option over the Standard PPO (ex. for Calendar Year 2018 this would be the Premier PPO) will pay the difference between the City's maximum amount toward family coverage medical insurance for employees and the total premium for the employee's selected higher cost plan.
3. The City pays 95% of the Limited PPO and CDHP premium for employees choosing single or family coverage with the employee paying the remaining cost.
4. The City will contribute fifty percent (50%) of the medical insurance cost for its retirees and their families until the retiree becomes eligible for Medicare, or has been retired for seven years, whichever comes first.

The recommended adjustments will create a more sustainable insurance premium policy and address the inefficiencies of the previous approach.

It is planned to use the Standard Plan for the basis of premium contribution per recommendations #1 and #2 which will reduce the rapid swings in premium contribution calculations, as it has historically been the most stable of the plans offered by the state.

The City contribution of 95% towards the highest deductible plans, the Limited PPO and the HealthSavings CDHP, will ensure that the cost jump from the previous no-contribution rate is as minimal as possible while meeting the mandate that all employees should contribute a portion of their insurance premium. The 95% contribution rate will also keep the CDHP and Limited plans attractive to employees who would prefer to bank their take home dollars for potential emergencies and avoid the higher contribution rates of lower deductible plans.

As a matter of housekeeping the previous standalone resolution covering premium contributions to City retirees, Resolution 6-52-08, has been incorporated into the newly proposed premium policy(see #4 above). No changes have been made to the contribution rates by the City for retirees.

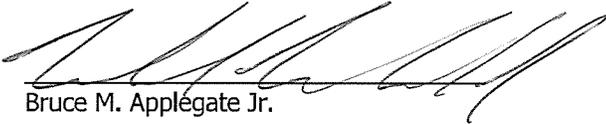
This new policy for division of medical insurance premium costs between the City and its employees will go into effect the pay period beginning December 17, 2017, which is the beginning of the 2018 Health Insurance calendar year. As a cost saving measure to employees the City will now auto-enroll employees to participate in the City's Flexible Compensation Plan (Plan 125) that provides for premiums to be paid from pre-tax and pre-Social Security earnings. Employees who do not wish to participate in this practice will have the ability to opt out. Such participation will reduce the financial impact of the premium to the employee.

Employees will be advised that the annual enrollment transfer period is during the period of October 2 through October 27, 2017. During that time employees are able to change plans (Premier PPO, Standard PPO, Limited PPO or the HealthSavings CDHP), medical providers (BCBS, CIGNA LocalPlus or CIGNA Open Access), or enroll dependents without a qualifying event. The additional changes being implemented by the State of Tennessee Local Government Health Insurance Program and the City will require additional communication to City

employees. Personnel Department staff will provide several informational sessions, and walk-in opportunities for employees to request information on the changes made by the state.

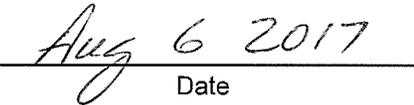
Recommendation

Staff recommends approval of the attached resolution.



Bruce M. Applegate Jr.

Attachment(s): Medical Insurance Contract Renewal and Premium Contribution Policy Resolution  
Calendar year 2018 Medical Insurance Rate Sheet

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

**CITY OF OAK RIDGE  
MEDICAL INSURANCE PREMIUMS  
Effective January 1, 2018**

---

**Employee Only**

| <u>BCBS or LocalPlus CIGNA</u> | <u>Per Pay Period</u> | <u>Open Access CIGNA</u> | <u>Per Pay Period</u> |
|--------------------------------|-----------------------|--------------------------|-----------------------|
| Standard PPO                   | \$ 42.09              | Standard PPO             | \$ 44.86              |
| Premier PPO                    | \$ 61.02              | Premier PPO              | \$ 63.78              |
| Limited PPO                    | \$ 10.89              | Limited PPO              | \$ 11.82              |
| HSA CDHP                       | \$ 9.81               | HSA CDHP                 | \$ 10.73              |

**Employee + Child(ren)**

| <u>BCBS or LocalPlus CIGNA</u> | <u>Per Pay Period</u> | <u>Open Access CIGNA</u> | <u>Per Pay Period</u> |
|--------------------------------|-----------------------|--------------------------|-----------------------|
| Standard PPO                   | \$ 130.57             | Standard PPO             | \$ 136.11             |
| Premier PPO                    | \$ 160.11             | Premier PPO              | \$ 165.65             |
| Limited PPO                    | \$ 16.89              | Limited PPO              | \$ 17.82              |
| HSA CDHP                       | \$ 15.18              | HSA CDHP                 | \$ 16.11              |

**Employee + Spouse**

| <u>BCBS or LocalPlus CIGNA</u> | <u>Per Pay Period</u> | <u>Open Access CIGNA</u> | <u>Per Pay Period</u> |
|--------------------------------|-----------------------|--------------------------|-----------------------|
| Standard PPO                   | \$ 181.11             | Standard PPO             | \$ 192.18             |
| Premier PPO                    | \$ 221.72             | Premier PPO              | \$ 232.80             |
| Limited PPO                    | \$ 23.45              | Limited PPO              | \$ 25.29              |
| HSA CDHP                       | \$ 21.07              | HSA CDHP                 | \$ 22.92              |

**Employee + Spouse + Child(ren)**

| <u>BCBS or LocalPlus CIGNA</u> | <u>Per Pay Period</u> | <u>Open Access CIGNA</u> | <u>Per Pay Period</u> |
|--------------------------------|-----------------------|--------------------------|-----------------------|
| Standard PPO                   | \$ 227.49             | Standard PPO             | \$ 238.57             |
| Premier PPO                    | \$ 278.72             | Premier PPO              | \$ 289.80             |
| Limited PPO                    | \$ 29.45              | Limited PPO              | \$ 31.29              |
| HSA CDHP                       | \$ 26.47              | HSA CDHP                 | \$ 28.32              |

**CITY OF OAK RIDGE  
MEDICAL INSURANCE PREMIUMS**

Effective January 1, 2018

---

**Retiree Monthly Charges**  
(City pays 50%)

| <b>BCBS or CIGNA<br/><u>LocalPlus</u></b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse +<br/>Child(ren)</u> | <u>Spouse only</u> | <u>Sp + Child</u> |
|---|-------------------|---------------------|-----------------|----------------------------------|--------------------|-------------------|
| Standard PPO                              | \$ 304            | \$ 471.50           | \$ 654          | \$ 821.50                        | \$ 350             | \$ 517.50         |
| Premier PPO                               | \$ 324.50         | \$ 503.50           | \$ 698          | \$ 877                           | \$ 373.50          | \$ 552.50         |
| Limited PPO                               | \$ 236            | \$ 366              | \$ 508          | \$ 638                           | \$ 272             | \$ 402            |
| HSA CDHP                                  | \$ 212.50         | \$ 329              | \$ 456.50       | \$ 573.50                        | \$ 244             | \$ 361            |

| <b>CIGNA<br/><u>Open Access</u></b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse +<br/>Child(ren)</u> | <u>Spouse only</u> | <u>Sp + Child</u> |
|-------------------------------------|-------------------|---------------------|-----------------|----------------------------------|--------------------|-------------------|
| Standard PPO                        | \$ 324            | \$ 491.50           | \$ 694          | \$ 861.50                        | \$ 370             | \$ 537.50         |
| Premier PPO                         | \$ 344.50         | \$ 523.50           | \$ 738          | \$ 917                           | \$ 393.50          | \$ 572.50         |
| Limited PPO                         | \$ 256            | \$ 386              | \$ 548          | \$ 678                           | \$ 292             | \$ 422            |
| HSA CDHP                            | \$ 232.50         | \$ 349              | \$ 496.50       | \$ 613.50                        | \$ 264             | \$ 381            |

- The City will pay 50% of the Premium for retirees/family until eligible for Medicare benefits or a maximum of 7 years.

**City of Oak Ridge  
Medical Insurance  
(Full Monthly Charges)  
Effective January 1, 2018**

| <b>BCBS or<br/>CIGNA LocalPlus</b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse +<br/>Child(ren)</u> | <u>Spouse only</u> | <u>Sp + Child</u> |
|------------------------------------|-------------------|---------------------|-----------------|----------------------------------|--------------------|-------------------|
| Standard PPO                       | \$ 608            | \$ 943              | \$ 1,308        | \$ 1,643                         | \$ 700             | \$ 1,035          |
| Premier PPO                        | \$ 649            | \$ 1,007            | \$ 1,396        | \$ 1,754                         | \$ 747             | \$ 1,105          |
| Limited PPO                        | \$ 472            | \$ 732              | \$ 1,016        | \$ 1,276                         | \$ 544             | \$ 804            |
| HSA CDHP                           | \$ 425            | \$ 658              | \$ 913          | \$ 1,147                         | \$ 488             | \$ 722            |

| <b>CIGNA<br/>Open Access</b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse +<br/>Child(ren)</u> | <u>Spouse only</u> | <u>Sp + Child</u> |
|------------------------------|-------------------|---------------------|-----------------|----------------------------------|--------------------|-------------------|
| Standard PPO                 | \$ 648            | \$ 983              | \$ 1,388        | \$ 1,723                         | \$ 740             | \$ 1,075          |
| Premier PPO                  | \$ 689            | \$ 1,047            | \$ 1,476        | \$ 1,834                         | \$ 787             | \$ 1,145          |
| Limited PPO                  | \$ 512            | \$ 772              | \$ 1,096        | \$ 1,356                         | \$ 584             | \$ 844            |
| HSA CDHP                     | \$ 465            | \$ 698              | \$ 993          | \$ 1,227                         | \$ 528             | \$ 762            |

**COBRA Monthly Charges**

| <b>BCBS or<br/>CIGNA LocalPlus</b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse + Child(ren)</u> |
|------------------------------------|-------------------|---------------------|-----------------|------------------------------|
| Standard PPO                       | \$ 620.16         | \$ 961.86           | \$ 1,334.16     | \$ 1,675.86                  |
| Premier PPO                        | \$ 661.98         | \$ 1,027.14         | \$ 1,423.92     | \$ 1,789.08                  |
| Limited PPO                        | \$ 481.44         | \$ 746.64           | \$ 1,036.32     | \$ 1,301.52                  |
| HSA CDHP                           | \$ 433.50         | \$ 671.16           | \$ 931.26       | \$ 1,169.94                  |

| <b>CIGNA<br/>Open Access</b> | <u>Individual</u> | <u>+ Child(ren)</u> | <u>+ Spouse</u> | <u>+ Spouse + Child(ren)</u> |
|------------------------------|-------------------|---------------------|-----------------|------------------------------|
| Standard PPO                 | \$ 660.96         | \$ 1,002.66         | \$ 1,415.76     | \$ 1,757.46                  |
| Premier PPO                  | \$ 702.78         | \$ 1,067.94         | \$ 1,505.52     | \$ 1,870.68                  |
| Limited PPO                  | \$ 522.24         | \$ 787.44           | \$ 1,117.92     | \$ 1,383.12                  |
| HSA CDHP                     | \$ 474.30         | \$ 711.96           | \$ 1,012.86     | \$ 1,251.54                  |

**RESOLUTION**

A RESOLUTION TO EXTEND THE EMPLOYEE MEDICAL INSURANCE CONTRACT BETWEEN THE CITY OF OAK RIDGE AND THE STATE OF TENNESSEE LOCAL GOVERNMENT HEALTH INSURANCE PROGRAM FOR CALENDAR YEAR 2018 AT AN ESTIMATED COST OF \$4,520,000.00, AND TO SET FORTH THE CITY'S MEDICAL INSURANCE PREMIUM PAYMENT POLICY.

WHEREAS, it is appropriate for the City to ensure that its employees and retirees have medical insurance coverage for themselves and their families; and

WHEREAS, by Resolution 9-148-98, City Council approved a contract with the State of Tennessee for the purchase of medical insurance, which contract has been annually extended; and

WHEREAS, the City has the option to extend said contract for Calendar Year 2018 at an estimated cost of \$4,520,000.00, which contract the City Manager recommends be extended; and

WHEREAS, the City Manager recommends that all employees participating in the City's medical insurance be required to contribute financially toward their premium costs, which was the intent of Resolution 5-44-03 which established the City's current medical insurance premium payment policy; and

WHEREAS, employees will contribute to their medical insurance premium regardless of whether the employee chooses single coverage or one of the family coverage options; and

WHEREAS, the City Manager further recommends the City automatically enroll employees participating in the City's medical insurance in the City's Plan 125 which provides that premium be paid from pre-tax and pre-Social Security earnings thereby reducing the financial impact to the employee of the employee's share of the premium; and

WHEREAS, as set forth in Resolution 6-52-08, the City will continue to pay fifty percent (50%) of the medical insurance premium for retirees participating in the City's medical insurance (single or family coverage) until such time as the retiree is eligible for Medicare benefits or for seven (7) years, whichever is less.

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 contract between the City of Oak Ridge and the State of Tennessee Local Government Health Insurance Program, Nashville, Tennessee, to provide employee medical insurance is hereby extended for Calendar Year 2018 (January 1, 2018 through December 31, 2018) at an estimated cost of \$4,520,000.00.

BE IT FURTHER RESOLVED that, effective December 17, 2017, the City will pay a portion of medical insurance premiums for employees participating in the City's medical insurance as follows:

- Standard PPO / Single. The City will pay eighty-five percent (85%) of the Standard PPO premium for employees choosing single coverage with the employee paying the remaining amount. This amount is the City's maximum amount to be paid toward single coverage medical insurance for employees. Employees selecting a higher cost plan option over the Standard PPO (ex. for Calendar Year 2018 this would be the Premier PPO) will pay the difference between the City's maximum amount toward single coverage medical insurance for employees and the total premium for the employee's selected higher cost plan.
- Standard PPO / Family. The City will pay seventy percent (70%) of the Standard PPO premium for employees choosing family coverage with the employee paying the

remaining amount. This amount is the City's maximum amount to be paid toward family coverage medical insurance for employees. Employees selecting a higher cost plan option over the Standard PPO (ex. for Calendar Year 2018 this would be the Premier PPO) will pay the difference between the City's maximum amount toward family coverage medical insurance for employees and the total premium for the employee's selected higher cost plan.

- Limited PPO & HSA CDHP / Single or Family. The City will pay ninety-five percent (95%) of the Limited PPO and HSA CDHP premium for employees choosing single or family coverage with the employee paying the remaining amount.

BE IT FURTHER RESOLVED that, until the retiree is eligible for Medicare benefits or for seven (7) years whichever is less, the City will continue to pay fifty percent (50%) of the medial insurance premium for retirees participating in the City's medical insurance for single or family coverage.

BE IT FURTHER RESOLVED that employees participating in the City's medical insurance will be automatically enrolled in the City's Plan 125 in order for the employee's portion of their premium costs to be paid from pre-tax and pre-Social Security earnings thereby reducing the financial impact to the employee of the employee's share of the premium, with the employee having the option to "opt-out" during annual open enrollment for Plan 125 if the employee so chooses.

BE IT FURTHER RESOLVED that this resolution replaces Resolutions 5-44-03 and 6-52-08, which resolutions set forth the City's previous medical insurance premium payment polices for employees and retirees respectively.

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

This the 14th day of August 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-17-19

**DATE:** July 21, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Darryl Kerley, Fire Chief  
**SUBJECT:** **REMODELING OF FIRE STATION 4 AND HISTORY CENTER**

Introduction

An item for City Council's consideration is a resolution authorizing the City to award an architectural and engineering services contract to Smee & Busby Architects located in Knoxville, Tennessee, for the renovations of the first floor of Fire Station 4, in order to become permanent operational quarters for the Fire Department. The lump sum fee for this project is \$42,000.00.

Funding

Funds are available in the 28100 - West End Fire Fund, as a part of the refundable fund accounts payable back to the U.S. Department of Energy (DOE) from the previous four-year service agreement (FY12 – FY15). DOE has allowed the City to use these funds for improvements in the facility and equipment at Fire Station 4 and has agreed to allow these funds to be used for the relocation of the fuel pumps and renovations of the building in order to begin construction on the History Center.

Review

As DOE, UCOR and the City move forward with the construction of the History Center located on the second floor of Fire Station 4, several upgrades will need to be made to the first floor in order to create the required living space for Fire Department personnel. The renovations are planned to run concurrent with the remodeling of the second floor, since access for much of the history center work on the second floor will require access on the first floor.

Smee & Busby Architects are providing the engineering and design for the history center on the second floor; therefore, they already have much of the information required for the fire station renovation on the first floor. They will provide the required stamped engineering drawings for site review, assist with selection of the installation contractors, and inspection of work in progress. After reviewing the options for architectural and engineering services, it was determined that using the same company for both projects will save time, money, and provide coordinated design for both areas of the facility.

Recommendation

Staff recommends approval of the attached resolution.

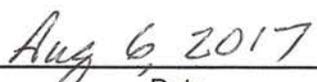
  
\_\_\_\_\_  
Darryl Kerley, Fire Chief

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 AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT IN THE ESTIMATED AMOUNT OF \$42,000.00 WITH SMEE + BUSBY ARCHITECTS, KNOXVILLE, TENNESSEE, FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE RENOVATION OF FIRE STATION #4 IN ORDER FOR THE FIRST FLOOR OF THE STATION TO BECOME PERMANENT OPERATIONAL QUARTERS.

WHEREAS, the first floor of Fire Station #4 (formerly known as Building K-1652) is in need of renovation in order for it to become permanent operational quarters for Fire Department personnel; and

WHEREAS, when the City acquired Fire Station #4 from the U.S. Department of Energy (DOE), there was a plan for DOE to construct a History Center on the second floor of the building; and

WHEREAS, DOE's contractor, UCOR, is moving forward with plans for construction of the History Center and the City desires to have the first floor renovations occur concurrently; and

WHEREAS, Smee + Busby Architects, Knoxville, Tennessee, has provided a proposal to perform architectural and engineering design services for the first floor renovation, which proposal is reasonable; and

WHEREAS, Smee + Busby Architects is also providing engineering and design services to UCOR for the History Center which will allow for coordinated designs; and

WHEREAS, the City Manager recommends authorization to enter into a professional services agreement with Smee + Busby Architects.

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 a professional services agreement with Smee + Busby Architects, Knoxville, Tennessee, for architectural and engineering design services for the renovation of the first floor of Fire Station #4 in the estimated amount of \$42,000.00.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**CITY COUNCIL MEMORANDUM**  
**17-28**

DATE: August 2, 2017

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: A RESOLUTION TO REQUEST REPLACEMENT OF A BRIDGE LOCATED IN THE BRIARCLIFF SUBDIVISION UNDER THE STATE'S HIGH PRIORITY BRIDGE REPLACEMENT PROGRAM

Introduction

An item for City Council consideration is a recommendation that the City of Oak Ridge request that the Tennessee Department of Transportation (TDOT) include a bridge in the Briarcliff subdivision, which is identified as Route 4365, Briarcliff Avenue over Branch at LM 1.47, as part of the High Priority Replacement Bridge Program.

Funding

The bridge would be replaced at the cost of the Tennessee Department of Transportation, but the City would be responsible for the maintenance of the bridge from that point forward.

Background

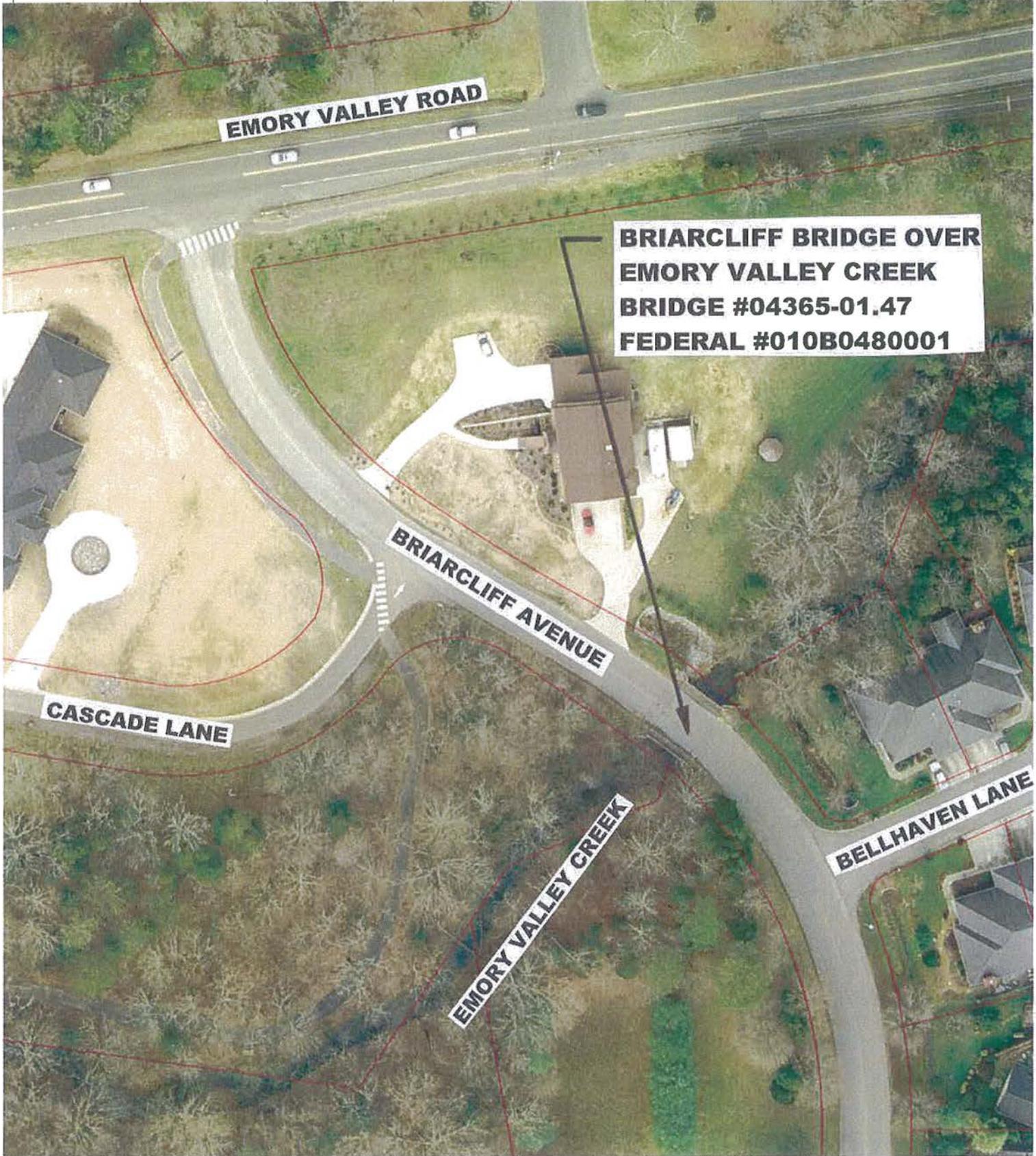
The 110<sup>th</sup> General Assembly enacted Public Chapter 425, a statute known as the High Priority Bridge Replacement Program (HPBRP). In this legislation, the Tennessee Department of Transportation identified 526 bridges on local roads across the state that meet the criteria for high priority bridge replacement. One of the bridges included in this list is a bridge in the Briarcliff subdivision identified as Route 4365, Briarcliff Avenue over Branch at LM 1.47. TDOT has developed a three-year plan of bridges and has identified the first 81 of the 526 bridges that are to be replaced. The Oak Ridge bridge is not in the first three-year plan, but would be included in a future plan with all identified bridges in the State expected to be replaced within the next fourteen years. TDOT is seeking the City's input and support regarding its desire to move forward with a replacement project for this bridge.

Recommendation

The City Manager recommends approval of the attached resolution, which formally requests that TDOT include the identified bridge in the Briarcliff subdivision in Oak Ridge as part of the High Priority Replacement Bridge Program as an identified need and concern.

  
Mark S. Watson

Attachments:  
Letter from the Tennessee Department of Transportation  
Resolution



**BRIARCLIFF BRIDGE OVER  
EMORY VALLEY CREEK  
BRIDGE #04365-01.47  
FEDERAL #010B0480001**

Copyright ©2007 Pictometry International Corp.



RECEIVED

2017 JUL 24 AM 6:06

STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION CITY MANAGER'S OFFICE

BUREAU OF ENGINEERING  
SUITE 700, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-0791

JOHN C. SCHROER  
COMMISSIONER

BILL HASLAM  
GOVERNOR

July 18, 2017

Mr. Mark S. Watson  
Oak Ridge City Manager  
Municipal Building  
200 South Tulane Avenue  
Oak Ridge, TN 37830

Re: IMPROVE Act / High Priority Bridge Replacement Program (HPBRP)

Dear Mr. Watson,

Governor Haslam recently signed into law the IMPROVE Act, which lowers taxes and provides additional dollars for needed transportation investments in Tennessee. One of the centerpieces of this legislation includes 526 bridges on local roads across the state. These bridges were selected for inclusion in the legislation based primarily on data regarding their structural condition from the National Bridge Inspection Program.

The IMPROVE Act identifies the following bridges in Anderson County to be addressed.

- Anderson Co., Route 4365, Briarcliff Avenue over Branch at LM 1.47 **in Oak Ridge**
- Anderson Co., Rte. A460, Meadows St over Fork Coal Crk at LM 0.11 **in Rocky Top**
- Anderson Co., Route A276, Old State Cir. over Bull Run Creek at LM 0.39

The department is now gearing up for the delivery of these important pieces of transportation infrastructure. The legislation contemplates addressing all 526 of these bridges over a 14 year time frame.

As these bridges are locally owned, the first step in moving forward with these projects will be for the department to work with the bridge owners to ensure that they are interested in moving these projects forward and then to begin addressing each individual bridge through a contract between the department and the bridge owner.

To deliver 526 bridges with an estimated replacement cost of \$400 million in a 14 year period is a heavy lift as it roughly doubles our local bridge replacement program. The department has developed a 3 Year Plan of Bridges and identified the first 81 of the 526 bridges to be addressed. Bridge condition information gathered as part of our bridge inspection program was the primary driver in the selection of bridges. Also existing contracts with local governments, balance across the state, and regional competitiveness in the bidding of these had a role in the selection of specific bridges.

As structurally deficient bridges are not uniformly distributed across the state, not all counties had bridges identified in the IMPROVE Act and due to fiscal realities not all bridges can be in the first 3-Year Plan.

The department will be utilizing the existing Federal Off-System Bridge Replacement and Rehabilitate Program (BRZ) and a portion of the State 1990 Bridge Grant Program, along with the new High Priority Bridge Replacement Program (HPBRP) passed in conjunction with the IMPROVE Act. Our goal is to use these programs to allow the replacement of the identified bridges at no cost to the local agency.

Since bridges deteriorate and unknown issues can arise over time, the department feels that retaining some funding in the 1990 Bridge Grant Program is important in allowing local decision making regarding which bridges get replaced. However, a portion of these funds will still be needed to address some of the 526 bridges identified in the IMPROVE Act.

The department is asking that at least one-third of the 1990 Bridge Grant Program funding available to each *county* over this 14 year timeframe be utilized in replacing bridges identified in the IMPROVE Act. The Bridge Grant program will not be reduced, but as identified projects are implemented in each county, these program funds would be utilized first, to meet the one-third share. The department is projecting that this would amount to **\$472,626** for Anderson County as a whole. The department will provide matching funds for this amount in the 1990 Bridge Grant Program and the remaining cost will be covered by the new High Priority Bridge Replacement Program.

The FY 2018 3-Year Plan of bridges does not include any of the identified bridges for replacement in Anderson County. The department will include these local bridges in future 3-Year Plans prepared in support of our budget.

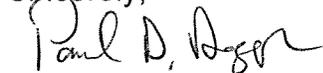
Of the IMPROVE Act bridges identified in Anderson County, our records indicate that the following bridge is owned by the City of Oak Ridge.

- Anderson Co., Route 4365, Briarcliff Avenue over Branch at LM 1.47 in **Oak Ridge**

The department is seeking your input regarding the desire of the City of Oak Ridge Government to move forward with a new replacement project for this bridge.

Please provide follow-up correspondence indicating your wish to replace this structure.

Sincerely,



Paul D. Degges, PE  
Chief Engineer / Deputy Commissioner

Mr. Mark Watson

July 18, 2017

Page 3

Cc: Senator Rand McNally

Representative John Ragan

Mayor Terry Frank, Anderson County Mayor

Mr. Gary Long, Anderson County Road Superintendent

Mayor Michael Foster, Rocky Top City Manager

**RESOLUTION**

A RESOLUTION TO REQUEST REPLACEMENT OF A BRIDGE LOCATED IN THE BRIARCLIFF SUBDIVISION UNDER THE STATE'S HIGH PRIORITY BRIDGE REPLACEMENT PROGRAM.

WHEREAS, through the passage of Public Chapter 425, a statute known as the High Priority Bridge Replacement Program (HPBRP) was enacted effective July 1, 2017; and

WHEREAS, the State of Tennessee Department of Transportation (TDOT) has selected 526 bridges on local roads across the state that fall under the HPBRP based upon data regarding their structural condition acquired from the National Bridge Inspection Program; and

WHEREAS, one of these bridges (Route 4365, Briarcliff Avenue over Branch at LM 1.47) is located in Oak Ridge; and

WHEREAS, TDOT is seeking the City's input regarding whether the City desires to move forward with a replacement project for this bridge; and

WHEREAS, under the HPBRP the bridge would be replaced at TDOT's cost; however, maintenance of the bridge from that point forward would be the responsibility of the City; and

WHEREAS, TDOT has developed a 3 Year Plan of Bridges and has identified the first 81 of the 526 bridges to be replaced; and

WHEREAS, the Oak Ridge bridge is not in the first 3 Year Plan of Bridges but would be included in a future plan with all identified bridges in the State expected to be replaced within the next fourteen (14) years; and

WHEREAS, the City Manager recommends inclusion of the Oak Ridge bridge in the replacement program.

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 requests the State of Tennessee Department of Transportation to include the identified bridge in Oak Ridge (Route 4365, Briarcliff Avenue over Branch at LM 1.47) as part of the High Priority Replacement Bridge Program.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**CITY CLERK MEMORANDUM**  
**17-23**

**DATE:** July 28, 2017

**TO:** Honorable Mayor and Members of City Council

**FROM:** Mary Beth Hickman, City Clerk

**SUBJECT: PREVENT CHILD ABUSE TENNESSEE, HEALTHY START OF ANDERSON COUNTY**

Introduction

An item for City Council's consideration is a resolution approving a grant agreement and authorizing the disbursement of \$31,850.00 to Prevent Child Abuse Tennessee for use in the Healthy Start of Anderson County Program.

Funding

City Council approved funding of \$31,850 for the grant with the adoption of the FY2018 budget. This is the 16<sup>th</sup> year that a grant for the Healthy Start Program has been included in the City's budget.

Background

Originally, Healthy Start was a program of the Anderson County Health Council which served as its 501(c)(3) umbrella agency. The Health Council dissolved on June 30, 2010, due to loss of funding. However, Healthy Start survived by becoming a program under Prevent Child Abuse Tennessee on July 1, 2010.

Prevent Child Abuse Tennessee has 501(c)(3) status and has agreed to provide oversight of financial matters, including yearly audits, as required by the City's guidelines. A funding request was submitted to the City on July 25, 2017 for inclusion in the FY2018 budget and is attached in its entirety.

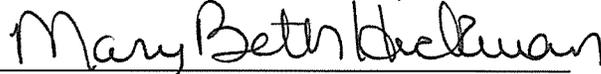
Consideration

Healthy Start has received a grant of \$31,850 as awarded in FY2017 budget deliberations. This amount has remained at \$31,850 in recent years. This is the grant amount contained in the FY2018 budget approved by Council.

A copy of the organizations' financial statements and independent auditors' report ending June 30, 2016 is on file in the City Clerk's office and are available for the Council's review. Financial statements and the independent auditors' report ending June 30, 2017 are forthcoming. Recent documentation must be received from the organization prior to the disbursement of funds under the grant agreement for FY2018.

Recommendation

Staff recommends approval of the attached resolution to disburse \$31,850 to Prevent Child Abuse Tennessee, Healthy Start of Anderson County, as included in the FY2018 budget, upon completion of all terms listed in the FY2017 grant agreement.

  
Mary Beth Hickman

Attachments:  
Funding Request  
Resolution

**City of Oak Ridge  
Not-for-profit Organization  
Funding Request**

July 21, 2017

**Agency Making Request:** Prevent Child Abuse Tennessee- Healthy Families Tennessee Program

**Address:** 702 S. Illinois Ave  
Suite B-202  
Oak Ridge, TN 37830

**Telephone:** (865) 483-7377

**Fax:** (865) 220-5632

**Contact Person:** Susan Moore  
  
Susan.moore@pcat.org

# Healthy Families Tennessee of Anderson County

## Funding Request

### Funding Request:

Healthy Families Tennessee in Anderson County is requesting **\$31,850** from Oak Ridge City Council to provide weekly home visitation services to at risk parents.

### Purpose of Funding Request:

Nurturing relationships and safe environments in infancy and early childhood build strong physical, cognitive, and emotional foundations for children. Traumatic experiences resulting from unsafe adult behavior and environments weaken any child's foundation and can lead to life-long health and social problems. Adverse Childhood Experiences, or ACEs, are defined as overwhelmingly stressful or traumatic experiences that disrupt normal development in children and youth and include sexual, physical and emotional abuse, a parent/caregiver with mental illness, addiction and/or a history of incarceration, witnessing family and/or community violence, bullying by peers or family members, and chronic poverty or homelessness. Exposure to ACEs can lead children, youth, and adults to adopt unhealthy coping skills and habits with corresponding long-term health, economic, and social problems. Twenty years of evidence-based national research has illuminated a "dose response" relationship between ACEs and early morbidity and mortality, health disparities, severe/persistent mental illness, addiction, and incarceration -- all of which contribute to poverty and homelessness -- across all regions of the country.

Twenty years of evidence-based research also has illustrated the power of safe, stable, and nurturing relationships early in life to buffer the damaging effects of childhood adversity. Nurturing, adult protective behaviors and safe environments promote healthy coping skills and resiliency in children, reducing the likelihood that childhood trauma will have lifelong impact. Individualized support and education for parents who are at risk for maltreating or neglecting their children is effective in reducing and/or preventing generational transmission of ACEs. Prevent Child Abuse Tennessee (PCAT) utilizes two nationally recognized programs, Healthy Families Tennessee and Nurturing Parenting, to provide in-home education that is individualized to each family's needs and delivered within the context of a working relationship between a professional parent and child advocate. Both program models are proven to prevent child abuse and neglect by building parental and family capacity and replacing harmful parenting practices with healthy ones. We work with vulnerable parents through Healthy Families Tennessee. Home visitors teach parents how to keep their infants safe, nurturing parenting skills and connect families to services in their community; all through regular weekly visits in clients' homes. Both programs are delivered voluntarily to parents and caregivers who choose to participate. Individuals are referred to our programs through community partners, some self-refer. The majority of participants face multiple challenges including single parenting, low income, mental health issues, substance abuse problems and domestic violence.

According to the 2016 Kids Count Report, Anderson County has the 11th highest number of substantiated child abuse cases reported in 95 counties. Thirty percent of children are living in poverty. Child abuse and neglect is a problem in Anderson County. Healthy Families TN is the only service offering free, evidence based comprehensive home visiting services in Oak Ridge and Anderson County. Healthy Families Tennessee is designed to build protective factors in families thereby reducing the likelihood of child abuse and preventing its devastating effects on child development.

By focusing on family strengths we empower parents to solve their own problems and improve outcomes for their children. The first years of a child's life lay the foundation for future success in life. Children that are nurtured and loved in the first years of life, grow up ready to learn and succeed in school. Every child is assessed every 6 months to make sure that they are developing appropriately along five areas: gross motor, communication, fine motor, problem solving and personal-social. Any cut in funding to our programs in Anderson County would directly impact the number of families we are able to serve. Reducing availability of our programs in Oak Ridge would adversely impact children and families. Without coaching and knowledge of how to effectively parent and foster healthy child development, parents may default to unhealthy observed behaviors that adversely impact child development. As incidents of adverse childhood experiences increase for children, their brain development is impacted. Children without strong foundations in the early years (0-5) are proven to have difficulty academically, socially and emotionally throughout their life. PCAT is committed to offering high quality, intensive, evidence based programs for vulnerable families in Oak Ridge and Anderson County.

**Description of Agency:**

Prevent Child Abuse Tennessee (PCAT) was founded in 1984 as Parents Anonymous, providing support groups and a 24/7 helpline for families struggling with child rearing issues. In 1998 we became the Tennessee Chapter of Prevent Child Abuse America, changing our name to Prevent Child Abuse Tennessee. Today our mission is to prevent child abuse and neglect across all 95 counties in Tennessee. PCAT's programs in Anderson County are provided directly or in collaboration with community partners from our office in Oak Ridge to strengthen families and reduce the risks of child abuse and neglect. Evidenced based, home visiting programs to vulnerable families, parent to parent empowerment and community based public education about the value of prevention are the touchstones of our organization.

In 2010, Healthy Start of Anderson County was almost forced to shut its doors due to budget deficits. Instead of suspending much needed services to new moms in Anderson County, the program was absorbed by PCAT's Healthy Families Tennessee program. PCAT's home visitation program is the largest in the state of the Tennessee, providing home visitation services in 20 counties. The transition to becoming a program of PCAT strengthened the program sustainability and quality of services for caregivers and children in Oak Ridge.

**Services Offered:**

Our continuum of services for families in Oak Ridge includes many different access points for families depending on their level of need. Each program focuses on empowering parents and adults to build safe, stable and nurturing environments for children, laying the foundation for

lifelong health and a productive life. **The Nurturing Parenting** program builds parental and family capacity, replacing harmful parenting practices with healthy ones. Our target population for this program is caregivers of children 8 and younger and who do not have an open DCS investigation. In our largest program, Health Families Tennessee, we work with vulnerable parents. Home visitors teach parents how to keep their infants safe, nurturing parenting skills and connect families to services in their community; all through regular weekly visits in clients' homes. Caregivers can enroll in the program prenatally or before their child is three months old. We served 38 families in Anderson County in the last fiscal year in this program.

Our **Parent Leadership** initiative involves parents in program planning and gives parents the essential tools to advocate for their own children. Any parent who has been touched by the child welfare system can be involved. Each parent leader is nominated and their application reviewed by a group of peer leaders. PCAT disseminates Shaken Baby Syndrome intervention materials to every birthing hospital in Tennessee. Hospitals use the materials to talk to parents of newborns about the stress of parenting, what to do if you become stressed in caring for their baby and how to communicate the danger of shaking a baby with others. The pilot project demonstrated that hospitals who implemented the program saw a 57 percent decrease in the number of incidents of abusive head trauma in infants.

PCAT uses **Darkness to Light's Stewards of Children** training to teach adults how to prevent, recognize and react responsibly to child sexual abuse. PCAT facilitates Stewards of Children training opportunities for nonprofit organizations, schools, businesses, congregations and parents in the Oak Ridge area. Last year the Oak Ridge office provided child sexual abuse prevention training for over 200 individuals in the East Region. Trainings were provided for faculty at Oak Ridge High School, Oak Ridge Preschool, Staff of Girls Inc., Choices Resource Center in Oak Ridge, faculty and staff of Anderson County Schools and Anderson County Head Start.

**Helpline** PCAT operates two statewide helplines, one for domestic violence and the other for parents. PCAT collaborates with eight domestic violence shelters. PCAT's helpline counselors answer after-hours and weekend calls for smaller local shelters including two in East Tennessee. Our partnership allows shelters to leverage their resources while maintaining quality services for victims of domestic violence.

PCAT is requesting support for our **Healthy Families Tennessee** program which is a home visitation program for vulnerable first-time parents. This voluntary program brings a team of caring people to assist families so they can learn the necessary skills to parent more effectively. The program uses an evidenced-based curriculum for pregnancy through the first five years of a child's life to teach parents how to parent successfully and increase bonding and attachment with their baby. Through Healthy Families Tennessee, the home visitor identifies parents in need, supports families with weekly home visits, teaches parents primary care-giving and basic life skills, models parent-child bonding behaviors, provides group support so parents can interact and learn from peers, coordinates community services to strengthen families, and intervenes in the event of a crisis. Healthy Families Tennessee's vision is to ensure that all of its children have a safe, secure, and healthy childhood. Our goals in Anderson County and the City of Oak Ridge are to:

- Build and sustain community partnerships to systematically engage overburdened families in home visiting services prenatally or at birth
- Cultivate and strengthen nurturing parent-child relationships
- Promote healthy childhood growth and development
- Enhance family functioning by reducing risk and building protective factors.

The program enrolls parents that are pregnant or have an infant who is under 3 months of age. New parents are highly receptive to learning how to care for their newborns. Our target population is based on research that demonstrates that parenting styles are set within the first three months of parenthood.

The evidenced based Healthy Families TN program model is built upon 12 critical elements derived from more than 30 years of research. This program measures success through a number of tools that assess parent knowledge of child development, health indicators, child development, and ongoing goal planning. There are 12 Benchmarks designated by the TN Dept. of Health that we measure on an annual basis.

Healthy Families is proven to:

- Reduce child maltreatment
- Increase utilization of prenatal care and decrease pre-term, low weight babies
- Improve parent-child interaction and school readiness
- Decrease dependency on welfare, or TANF (Temporary Assistance to Needy Families) and other social services
- Increase access to primary care medical services; and
- Increase immunization rates.

***Audit Requirements:***

Current funding requirements mandate that Prevent Child Abuse Tennessee undergoes an annual full compliance audit.

Prevent Child Abuse Tennessee agrees to provide future audit reports to the City of Oak Ridge before December 31 of each year.



---

Signature of Authorized Official

***Reporting Requirements:***

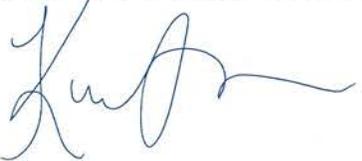
Prevent Child Abuse Tennessee agrees to provide quarterly reports describing program activities and other reasonably required report(s) when requested by the City of Oak Ridge.



---

Signature of Authorized Official

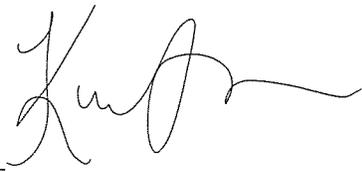
Prevent Child Abuse Tennessee agrees to make available for inspection all of its books and records to the City Manager or his designated representative at all reasonable times.



---

Signature of Authorized Official

Prevent Child Abuse Tennessee agrees to submit with its annual audit a statement which reflects a comparison of services rendered to residents of Oak Ridge and all other persons served.

A handwritten signature in black ink, appearing to be 'Kurt', written in a cursive style.

Signature of Authorized Official

---

## PROGRAM HISTORY

Since the inception of the Healthy Families Tennessee program in Anderson County 18 years ago, about half of the program recipients reside in Oak Ridge. The program began in Anderson County under the vision and leadership of two Oak Ridge residents, Janie Hiserote and Virginia Coleman. After learning about the success of the program in Hawaii, where a five year study demonstrated an 80% decrease in severe child abuse rates among families enrolled in the program, they worked hard to bring the program to Oak Ridge. Since the program's inception, approximately 500 families have been served by the program which is over 900 individuals. In 18 years, only seven children have been removed from the home for neglect, and to date no children have been removed for abuse. This statistic is phenomenal since Anderson County has the 11<sup>th</sup> highest number of child abuse cases reported by county in the state.

The program is steered by a local Advisory Board. The Advisory Board hosts fundraisers, sends an annual appeal for funding and provides feedback on program improvement. The Advisory Board and program staff work collaboratively with other organizations in Anderson County to leverage local resources, improve services for families and remove barriers to access programs. Healthy Families in Anderson County works with a variety of community services to help meet the needs of the high risk families its serves. From monitoring prenatal visits with the OB to recording well-child visits with the pediatricians, the health needs of the child are being met. We also work with community food banks and housing programs for families in crisis. Referring parents and/or children for mental health services is also a priority.

In order to foster relationships with community partners and to better serve the families in our programs, PCAT has formal Memorandums of Understanding in place with YWCA Anderson County, Anderson County Schools/ Preschool , Anderson County Head Start, Child Advocacy Center of Anderson County, Anderson County Health Department, Co-Parenting Solutions, Cherokee Health Systems, Clinton, TN, Helen Ross McNabb, OB/GYN Associates of Oak Ridge, Trinity Outreach Center of Hope (TORCH), AGAPE House, Ridgeview Health Services, Crossroads Ministry, Grace Covenant Church, Methodist Medical Center , Anderson Community Action Commission Each MOU's encourages knowledge of community resources and allows for cross referring among agency programs. Working with our community partners we are able to identify eligible families. Families that enroll that need services beyond our scope are always connected with services and referrals to meet their needs.

We have informal relationships with Anderson County Schools, Oak Ridge Schools, University of Tennessee Hospital, Park West Hospital, Tennova (St. Mary's), and East Tennessee Children's Hospital.

All participants in our home visitation programs have experienced adversity through homelessness, poverty, unemployment, domestic violence, substance abuse, mental illness, teen parenting, and/or single parenting. In the Healthy Families TN program in Anderson County, 58% graduated from high school, 75% earn less than \$10,000 a year and 53% are single parents. 43% of the parents are 19 or younger. Participants in the program often have learned abusive parenting patterns from their own caregivers. Nearly half of the parents/caregivers served through PCAT report experiencing abuse by a person within their family, and 55% of participants in Anderson County had three or more Adverse Childhood Experiences, putting them at higher risk

for long-term health, economic and social problems. Twenty years of national research has identified a clear link between child adversity and early morbidity and mortality in adulthood as well as a leading cause of severe/persistent mental illness, addiction, incarceration, poverty and homelessness. By reducing child maltreatment in the next generation, we are changing the trajectory for the children growing up in poverty in Anderson County. These children will enter adulthood more productive and self-sufficient than their own parents who have long histories of childhood adversity that negatively impacts their adult life.

Last year, 81 family members received regular visits from their home visitor. This year, our goal is to serve 40 families in the program and do a greater number of family assessments which identify family strengths, coping skills, family and community supports and stressors.

### **Current Statistics supporting Healthy Families TN for Oak Ridge families.**

The 2017 Kids Count Annual Report on child well-being breaks state information down by county. According to 2017 Kid's Count Report :

- Anderson County ranks 31<sup>st</sup> in the state for highest rates substantiated Child Abuse and Neglect cases.

Healthy Families TN is accredited by Healthy Families America and utilizes an evidence based curriculum with families designed to specifically address and reduce risk of child abuse. Healthy Families home visiting has been identified by the Center for Disease Control as one of the most effective and long term cost efficient preventive strategies available to reduce child abuse and maltreatment.

- Anderson County ranks in the bottom half (48 out of 95 counties) of Tennessee's 95 counties for infant mortality (in the first year of life) and 85<sup>th</sup> in child deaths per 100,000.

Healthy Families TN home visitors observe infant sleeping environments first hand while visiting in homes. This provides Healthy Families the unique opportunity to save infant lives by providing in home education on safe sleep environments. In situations where families do not have or cannot afford a safe sleeping environment, Healthy Families can provide one. Prevent Child Abuse was selected by Dr. Michael Warren, Director of Tennessee Department of Health, to pilot a safe sleep initiative in which participants in Healthy Families TN are provided a "Newborn Nest" safe sleep environment for their newborn to sleep in through the age of 6 months. Oak Ridge and Anderson County newborns will be included in this initiative based on saving infant lives.

The best thing we can do in response to overcoming these issues is to work hard to prevent child abuse and neglect in the next generation of children. Parents need more information about how their baby's brain develops and how to build a safe, stable, nurturing environment for their child. Every parent in Tennessee needs access to a Healthy Families Tennessee home visitor. In fact, *Kids Count State of the Child in Tennessee*, released 2017 recommends the expansion and delivery of evidence based home visiting programs as one of four key strategies to improve early

childhood outcomes. Evidence based home visiting, provided by Healthy Families Tennessee, provides the essential information and support to parents to make sure children get a great start with the skills needed to learn. The program enhances family functioning by reducing risk and building protective factors.

## **PROGRAM RESULTS**

The following data are for all Healthy Families Tennessee clients: (using the national guidelines for evidenced based programs set up by the federal Maternal, Infant, and Early Childhood Home Visitation Program) Benchmarks are used to define short and long-term outcomes.

### **Benchmark # 1 – Improved maternal, newborn, and child health**

#### **PROGRESS MADE TOWARD ACHIEVING BENCHMARK**

##### **Current Report Period: (2016)**

This year all Anderson County families were given the following evaluation tools to measure this benchmark: Life Skills Progression, Edinburgh Postnatal Depression Scale, and Healthier Beginnings Intake and Assessment. By using these tools, such things as prenatal care, prenatal use of illicit drugs, maternal depression, well child visits and insurance health status was determined.

- Total number of referrals received for the program:35 referrals.
- Total Target Population screened: 19 families.
- Number of Positive screens receiving parent survey: 19 families.
- Number of Families that enrolled in the program: 15 families.
- Total of individuals participated in the program: 48

#### **NARRATIVE.**

##### **Current Report Period: (2015)**

1. 81% of babies had regular contact with their medical provider.
2. 13 of our mothers screened positive for depression. All 13 mothers received a referral for mental health services.
3. 88% of our babies had health insurance.
4. 86% of mothers who enrolled prenatally received regular prenatal care.
5. 95% of primary caregivers had health insurance.

### **Benchmark # 2 – Reductions in child maltreatment**

#### **PROGRESS MADE TOWARD ACHIEVING BENCHMARK**

##### **Current Report Period: (2016)**

Tennessee state law requires anyone with knowledge of possible child abuse/neglect must report it to DCS. All families are made aware of this law when they enroll in the program.

- A total of 3 Anderson families were reported to CPS in the past year. One of these families was a resident of Oak Ridge. The two Anderson County cases are still under investigation and the Oak Ridge case was resolved with the child remaining in the home.

Since the program began in April 1998, there have been less than 15 reports of child abuse and neglect for families participating in the program. Of the approximately 530 families involved in the program, only 7 children have been removed from the home due to neglect; none have been removed for severe abuse.

|  |
|--|
| <p><b>Benchmark # 3 – Improved child development and school readiness.</b></p> |
|--|

**PROGRESS MADE TOWARD ACHIEVING BENCHMARK**

**Current Report Period: (2016)**

We use two tools to measure this benchmark. The Ages and Stages Questionnaire evaluates a child’s communication, language and emergent literacy at six month intervals. The Home Inventory tool evaluates the parent’s knowledge of child development, parent child interaction and parenting skills. Both tools are evidenced based.

- **Ages and Stages Questionnaire Data.**

- Between four and six months, 75% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).
  - One child scored below the cutoff in one or more areas of development measured. This child received a referral for early intervention services.
- Between 9- 12 months, 100% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).
- At 18 months and beyond, 70% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).
  - Three children scored below the cutoff in one or more areas of development measured. All three children received a referral for early intervention services.

- **HOME Inventory Data**

- 64% of parents scored at or above the median score in Responsivity, demonstrating appropriate levels of interaction and response to their child.
- 55% of parents scored at or above the median score in Acceptance, demonstrating use of non-violent parenting and appropriate expectations of child
- 82% of parents scored at or above the median score in learning, demonstrating use of toys and materials that encourage and assist in brain and muscle development
- 91% of parents scored at or above the median score in involvement, demonstrating sufficient levels of parental involvement in child’s time.

Parents are provided with appropriate activities to help their infant develop age appropriate skills. Every month the parents receive age appropriate books to read to their babies. On home visits, new parents are taught and encouraged to bond with their babies. At each stage of the baby's development, appropriate methods of interaction are modeled by the home visitor, and then taught to the parent. The parents are monitored weekly on the quality and quantity of interactions between the parent and their baby.

#### **Benchmark # 4 – Improved family economic self sufficiency**

#### **PROGRESS MADE TOWARD ACHIEVING GOAL(S).**

##### **Current Report Period:**

Using the intake/assessment tool, the assessment worker determines a family's economic situation at the time of the referral. Employment, education, and health insurance are used to measure the family's ability to be self sufficient. Use of community resources also indicates how much the family relies on outside help. Family Support Workers annually review these indicators.

- 80% of the families in Healthy Families Tennessee this year had at least one parent who was working or in school.
- 80% of the families served had incomes at or below the federal poverty level.

Healthy Families Tennessee in Anderson County always assesses the needs and strengths of each family with an initial assessment. Our initial assessment gives the worker a good understanding of what background problems the parents have experienced (i.e. abuse, lack of family support, unfinished education, no knowledge of child development). The home visitor assists each family in setting and working toward goals, gain problem solving skills and benefit by having appropriate role models.

We saw many positive outcomes and accomplishments in Healthy Families TN in 2017. One accomplishment is that retention rates for families have continued to rise. This can be interpreted to mean that families voluntarily stay in the program because they find it valuable. In the span of 14 months, families have the opportunity to learn a great deal of information about overall child development, discipline, school readiness, community resources, and more.

Based on evidence indicating that families with social connections have better outcomes, Healthy Families holds regular parent gatherings. This year's Parent Gatherings included the following topics :

- “Going to the Library” – gathering was held at the library and a librarian spoke to the group about ways to encourage early literacy and its importance in school success
- “Family Traditions and Culture”
- “Growing Your Family Support Network”

Becoming self-sufficient is a constant struggle for the high risk families served by Healthy Families TN. Over the course of 18 years of working with Anderson county families, the basic barriers to self-sufficiency remain fairly constant. These barriers become more difficult and seemingly insurmountable when a baby arrives. Trained Healthy Families Tennessee home visitors offer child development and parenting information along with encouragement and knowledge of resources.

Additionally, parent visitors deliver services to families in their homes avoiding the extra transportation stressor faced by our families.

- **Mental health issues:** 20% of mothers in the program have been sexually abused at some point which often leads to mental health issues. A majority of parents have high Adverse Childhood Experiences (ACE) scores indicating increased incidence of mental health issues.
- **Education:** 75% of our primary caregivers have completed a high school education.
- **Childcare:** Access to child care is always an issue with the mothers in the program. Anderson County Early Head Start is a tremendous resource for them.
- **Housing:** Access to stable and affordable housing - Mothers who are over 18 years of age struggle to live on their own. Many are eligible for public housing but have no experience managing a household and little knowledge of available housing resources. Healthy Families Home Visitors provide local housing information and referrals.
- **Transportation:** A few of our families have cars but struggle with cost of gas and maintenance.
- **Employment:** 30% of our families have at least part time employment. Most are employed in the fast food sector.

The staff of Healthy Families Tennessee continues to be amazed with the fortitude and perseverance that our families exhibit to overcome the above barriers.

**PROGRAM BUDGET/REVENUE**

|  |                   |
|--|-------------------|
| Annual Healthy Families Tennessee projected program budget is: | <b>\$146,833</b>  |
| (Includes 2 full time staff)                                   |                   |
| Revenue:   |                   |
| United Way of Anderson County                                  | \$ 13,000         |
| City of Oak Ridge request                                      | \$ 31,850         |
| Government Grants  | \$75,981          |
| PCAT unrestricted funds  | \$ 26,002         |
| <b>TOTAL REVENUE</b>   | <b>\$ 146,833</b> |
| <b>Request from City of Oak Ridge,</b>                         | <b>\$31,850</b>   |

**CLIENTS BY LOCATIONS**

Over the past year, a total of 48 Anderson County families were served by Healthy Families. Of those 48, 15 (31%) resided in Oak Ridge.

## ADDITIONAL ACTIVITIES

### **Board/Committee membership**

Healthy Families Tennessee is represented on a number of boards and committees in Anderson County.

- Anderson County Community Action Commission Board of Directors
- Community Action Board (supported by TN Dept of Children's Services)
- Anderson County Chamber of Commerce, member
- Oak Ridge Chamber of Commerce, member
- Interagency Coalition of Anderson County Non-Profits
- Domestic Violence Task Force
- East Tennessee Home Visitation Coalition
- East Tennessee Safe Sleep Initiative (ETSI)
- Cribs for Kids Safe Sleep Partnership
- Anderson County Head Start/Early Head Start Policy Council
- Tennessee Fetal Infant Mortality Review Board, East Region
- Anderson County Schools AWARE Consortium
- East Tennessee Community Coalition to Protect Children

**RESOLUTION**

A RESOLUTION APPROVING A FY2018 GRANT AGREEMENT WITH PREVENT CHILD ABUSE TENNESSEE FOR USE IN THE HEALTHY START OF ANDERSON COUNTY PROGRAM AND AUTHORIZING THE DISBURSEMENT OF BUDGETED FUNDS IN THE AMOUNT OF \$31,850.00 FOR THIS PURPOSE.

WHEREAS, Tennessee Code Annotated § 6-54-111 authorizes municipalities to appropriate funds for the financial aid of nonprofit charitable or civic organizations provided such organizations meet the requirements of the law; and

WHEREAS, pursuant to said statute, on June 4, 1979, City Council adopted *Guidelines for Disbursement of Funds to Charitable Not-for-Profit Organizations* which incorporate the requirements to be met by the organizations to qualify for such funds; and

WHEREAS, City Council adopted the Fiscal Year 2018 budget for the City of Oak Ridge, which budget contains an appropriation of \$31,850.00 as a grant for the Prevent Child Abuse Tennessee, Healthy Start of Anderson County; and

WHEREAS, Prevent Child Abuse Tennessee has met the City's *Guidelines for Disbursement of Funds to Charitable Not-for-Profit Organizations*.

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

That the grant agreement is approved and the City Manager is hereby authorized and directed to disburse budgeted funds in the amount of \$31,850.00 to Prevent Child Abuse Tennessee for use in the Healthy Start of Anderson County Program, contingent upon submitting the required final expenditure report and any associated documentation as required by the FY2017 grant agreement.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**ELECTRIC DEPARTMENT MEMORANDUM**  
**17-09**

**DATE:** July 20, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** REBUILD OF TRUCK MOUNTED AERIAL LIFT

Introduction

An item for City Council's consideration is a resolution awarding a sole source contract for a factory rebuild of a truck mounted aerial lift to Terex Services, White House, Tennessee in the not to exceed amount of \$66,476.00.

Funding

Funding is provided by the Electric Fund.

Review

Vehicle number 326 is a 2005 Ford F-750 with a HiRanger model HRX55 55 foot aerial lift. This bucket truck is used on a regular basis for construction, maintenance and repair of the electric system in Oak Ridge. A basic data sheet which includes a photo of the truck is attached. The unit has 58,451 miles and registers 5,442 hours.

The truck is used exclusively in Oak Ridge under frequently rough conditions and is required to idle whenever the boom is in use. The engine, transmission and other chassis components are in good condition and have been well maintained.

The truck's boom and structural components are tested annually (including x-ray) to ensure that the unit is safe. That said, its controls systems, hoses, connection pins and other components are showing wear and require replacement. It is normal practice that a ten year rebuild would result in approximately five years of additional useful life for the unit.

During a rebuild, the manufacturer of the unit will transport it to their shop and completely tear down the boom and controls. Many components will be replaced, such as the PTO, hydraulic pump, hoses, and gaskets. The end product is a unit that is certified as "like new" fitness. The cost for this basic work is \$36,182.00.

The manufacturer also supplied prices for other components which *may* need replaced after inspection. The most significant of these are the pins and bushing upon which the arm actually rests and rotates, the grounding system, emergency power system and boom rotation bearing. It is not expected that many of these items will need to be replaced, and staff inspection of removed parts and step by step approval would be required before replacement of these items will be undertaken.

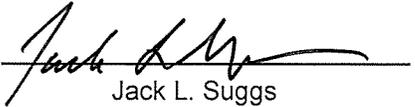
In the extremely unlikely scenario where all contingency items require replacement, the total cost of the work would be \$66,476. Staff is requesting authority to approve work up to that amount.

For comparison purposes, staff acquired quotes for a similar unit. The replacement cost is \$182,546.00. Considering that the new unit would have an expected life of 15 years with major service at year 5 and a rebuild at year 10, the value of the proposed rebuild is apparent.

Because Terex Services owns and manufactures these units, they are the sole source for a factory rebuild and recertification. For that reason, bids were not obtained, but rather a price quote was obtained.

Recommendation

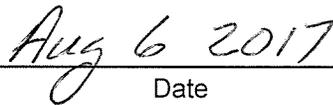
Staff recommends approval of the attached resolution.

  
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

**RESOLUTION**

A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$66,476.00 TO TEREX SERVICES, WHITE HOUSE, TENNESSEE, FOR A REBUILD OF AN ELECTRIC DEPARTMENT VEHICLE WITH AERIAL LIFT.

WHEREAS, the Electric Department operates a bucket truck with a fifty-five foot (55 ft.) aerial lift (Vehicle #326, 2005 Ford F-750 with HiRanger model HRX55 lift); and

WHEREAS, said vehicle undergoes annual testing to ensure structural safety and electric insulation properties, but has other systems such as control systems, hoses, and connection pins which affect the operation of the vehicle and which require periodic disassembly for proper inspection, adjustment, and testing; and

WHEREAS, the vehicle manufacturer, Terex Services in White House, Tennessee, has provided a quote of \$36,182.00 to inspect and replace the known worn components as well as a quote to replace additional components that may need replacement after inspection (total quote \$66,476.00); and

WHEREAS, while it is unlikely that all additional components would need to be replaced, staff is recommending authority to spend up to \$66,476.00 on the vehicle rebuild with all removed parts requiring staff inspection as well as step-by-step approval for any replacement of additional components; and

WHEREAS, the City Manager recommends authorization to expend up to \$66,476.00 for the vehicle rebuild.

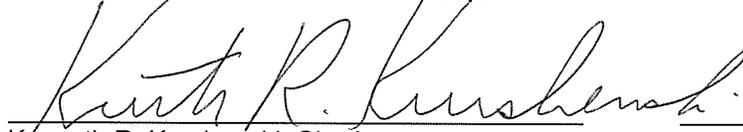
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to expend up to \$66,476.00 on the rebuild of the Electric Department bucket truck with a fifty-five foot (55 ft.) aerial lift (Vehicle #326, 2005 Ford F-750 with HiRanger model HRX55 lift) with Terex Services, White House, Tennessee.

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

This the 14th day of August 2017

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**ELECTRIC DEPARTMENT MEMORANDUM**  
**17-10**

**DATE:** July 28, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** PURCHASE OF REGULATORS AND CONTROLS

Introduction

An item for City Council's consideration is a resolution awarding a contract to Wesco Distribution, Knoxville, Tennessee for the provision of three Cooper Power Series VR-32 voltage regulators and 24 Cooper Power Series CL-7 regulator controls in the estimated amount of \$186,300.00.

Funding

Funding is provided by the Electric Fund.

Review

Voltage regulators in substations ensure that minor fluctuations in the voltage of power supplied by TVA are smoothed out and not visible to our customers. They are essential in providing quality power to today's highly sophisticated power equipment.

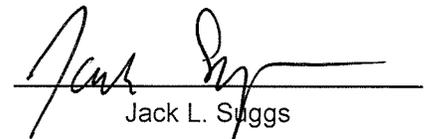
The Electric Department maintains spare regulators to allow for continuous power delivery while units are serviced or sent to the shop for an overhaul. The regulators being considered for purchase, however, are of a larger size that are used in two substations and for which we do not currently have spares.

These larger regulators have been in service since 2001 and require rebuilding due to overheating of internal components. Staff plans on removing three regulators from service and replacing them with the new units. The removed units will be sent out to be rebuilt and then used in place of three more units that will be sent out to be for the same. Using this method, there will be minimal impact on the electric system.

The twenty-four controls will replace obsolete units, some of which have been in service since the 1990s. The new controls will work with the existing regulators (which have been rebuilt). They will allow operation through the proposed SCADA system and once that system is operating it will allow us to perform peak shaving to reduce our power bill to TVA.

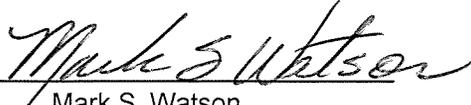
Recommendation

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

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

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

| FOR ---  |      |          | BIDDER:  |  | BIDDER:  |               | BIDDER:  |   | BIDDER:   |       |  |
|--|------|----------|--|--|--|---------------|--|---|-----------|-------|--|
| SUBSTATION APPARATUS RETROFIT /<br>REGULATORS & CONTROLS   |      |          | Wesco Distribution<br>427 Park Village Road<br>Knoxville, TN 37923 |  | Eaton - Power Systems Division<br>1319 Lincoln Avenue 6A<br>Waukesha, WI 53186 |               | Eaton - c/o Wesco Distribution (Agent)<br>1319 Lincoln Avenue 6A<br>Waukesha, WI 53186             |   |           |       |  |
| DESCRIPTION  | ITEM | QUANTITY | UNIT COST  | TOTAL  | UNIT COST  | TOTAL         | UNIT COST  | TOTAL   | UNIT COST | TOTAL |  |
| THE FURNISHING OF REGULATORS AND<br>CONTROLS FOR SUBSTATIONS PER THE<br>SPECIFICATIONS PROVIDED BY THE CITY OF<br>OAK RIDGE ELECTRIC DEPARATMENT   | 1    | 3        | \$ 38,500.00   | \$ 115,500.00  | \$ 39,288.00   | \$ 117,864.00 | \$ 40,675.00   | \$ 122,025.00   |           |       |  |
|  | 2    | 24       | \$ 2,950.00  | \$ 70,800.00   | \$ 3,000.00  | \$ 72,000.00  | \$ 3,115.00  | \$ 74,760.00  |           |       |  |
| <b>TOTAL PRICE</b>   |      |          |  | \$ 186,300.00  | \$ 189,864.00  |               | \$ 196,785.00  |   | \$ -      |       |  |
| <b>TERMS</b>   |      |          |  | NET 30   | NET 30   |               | NET 30   |   |           |       |  |
| <b>DELIVERY</b>  |      |          |  | 14 WEEKS   | 14 WEEKS   |               | 14 WEEKS   |   |           |       |  |
| <b>F.O.B.</b>  |      |          |  | OAK RIDGE  | OAK RIDGE  |               | OAK RIDGE  |   |           |       |  |
| <b>VIA</b>   |      |          |  | TRUCK  | TRUCK  |               | TRUCK  |   |           |       |  |
| OTHER BIDDERS CONTACTED:<br>See Bid Process Form   |      |          |  |  |  |               | BIDS OPENED AND RECORDED BY---<br><i>Lyn Majeski</i><br>Lyn Majeski<br>Accounting Division Manager |   |           |       |  |
| REASON FOR AWARD   |      |          |  | RECOMMEND AWARD BE MADE TO:  |  |               |  | BIDS REVIEWED BY---   |           |       |  |
| ONLY BID RECEIVED <input type="checkbox"/><br>LOW PRICE <input type="checkbox"/><br>BETTER OR REQUIRED DESIGN <input type="checkbox"/><br>EARLY DELIVERY <input type="checkbox"/><br>LOWEST TOTAL COST <input checked="" type="checkbox"/> |      |          |  | Wesco Distribution<br>427 Park Village Road<br>Knoxville, TN 37923 |  |               |  | <i>Janice McGinnis</i><br>Janice McGinnis<br>Finance Director |           |       |  |

# BID PROCESS FORM

**BID NAME** Substation Apparatus **DESCRIPTION** Retrofit / Regulators & Controls

**CITY COUNCIL MEETING** August 14, 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> |
|--------------------------------|------------------|-----------------------------|------------------------|---------------|------------------------------|----------------------|
| Eaton - Power Systems Division | Robert Zarabi    | 1319 Lincoln Avenue 6A      | Waukesha, WI 53186     | 262-524-3249  | RobertHZarabi@Eaton.com      | [e-mail]             |
| Wesco Distribution             | Nick Coffey      | 427 Park Village Road       | Knoxville, TN 37923    | 423-622-1668  | ncoffey@wescodist.com        | [e-mail]             |
|                                | Robert Kelley    |                             |                        |               | RoKelley@wescodist.com       | [e-mail]             |
| Irby Utilities                 | Jason Stigall    | 501 West Mountain View Road | Johnson City, TN 37604 | 615-280-3375  | stigall@irby.com             | [e-mail]             |
| Graybar Electric               | Christopher Blas | 3020 N. Central Street      | Knoxville, TN 37917    | 865-251-5911  | christopher.blas@graybar.com | [e-mail]             |
| Edwards Supply Company         | Greer Evans      | 315 Oak Ridge Turnpike      | Oak Ridge, TN 37830    | 865-483-1766  | Greer@EdwardsSupply.com      | [e-mail]             |
| Anixter, Inc.                  | Tim Owens        | 4100 Central Avenue Pike    | Knoxville, TN          | 865-584-0101  | timothy.owens@anixter.com    | [e-mail]             |
| Gresco Utility Supply, Inc.    | Jason Champion   | 3510 Richardson Avenue      | Nashville, TN 37205    | 901- 452-4313 | jason.champion@gresco.com    | [e-mail]             |
|                                | Jim Corbitt      |                             |                        |               | jcorbitt@gresco.com          | [e-mail]             |

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

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

Wesco Distribution, Eaton - Power Systems Division and Eaton - c/o Wesco Distribution (Agent)

### 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 25 days.

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PURCHASE OF VOLTAGE REGULATORS AND REGULATOR CONTROLS FROM WESCO DISTRIBUTION, KNOXVILLE, TENNESSEE, IN THE ESTIMATED AMOUNT OF \$186,300.00 FOR USE BY THE ELECTRIC DEPARTMENT.

WHEREAS, the City of Oak Ridge operates an electric distribution utility providing electricity to its citizens; and

WHEREAS, the City of Oak Ridge has issued invitations to bid for the purchase of three (3) voltage regulators and twenty-four (24) regulator controls for use in its electric distribution system; and

WHEREAS, bids were received and publicly opened on July 6, 2017, with WESCO Distribution, 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 made to WESCO Distribution, 427 Park Village Road, Knoxville, Tennessee 37923, for the furnishing of voltage regulators and regulator controls; said award in strict accordance with the required specifications and the bid as received and publicly opened on July 6, 2017, and in the estimated amount of \$186,300.00.

This the 14th day of August 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**  
**17-25**

DATE: July 27, 2017  
TO: Honorable Mayor and Members of City Council  
FROM: Kenneth R. Krushenski, City Attorney  
SUBJECT: CITY CODE AMENDMENT TO ALLOW SAMPLES AND TASTINGS AT RETAIL LIQUOR STORES IF CONDUCTED IN ACCORDANCE WITH STATE LAW

Introduction

An item for the agenda is an ordinance to amend the City Code to allow samples and tastings of alcoholic beverages to occur at retail liquor stores provided such samples and tastings are conducted in accordance with state law.

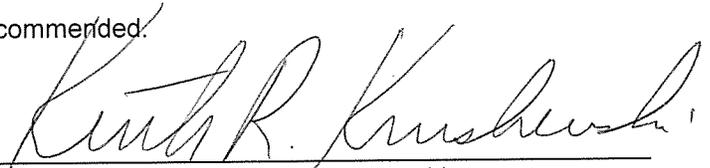
Background

City Code §8-324 prohibits the sale and consumption of alcoholic beverages (liquor) for on premises consumption at retail liquor stores. It has been brought to the attention of the City's Legal Department that retail liquor stores in Knoxville have advertised "tastings" of wine and possibly other liquors at their establishments. A review of state law shows that samples and tastings are allowed in retail liquor stores provided certain requirements are met.

In order to ensure that the retail liquor stores in Oak Ridge are in compliance with state law, the Legal Department is proposing City Code §8-324 be amended to allow for samples and tastings at retail liquor stores provided the stores follow the requirements forth in Tennessee Code Annotated §57-3-404 et seq. specifically including subsections (h)(1) and (2).

Recommendation

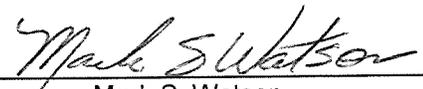
Approval of the attached proposed ordinance is recommended.

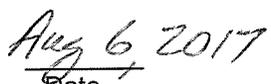
  
\_\_\_\_\_  
Kenneth R. Krushenski

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

FOCUS™ Terms  Search Within

Advanced...

View Tutorial

View

1 of 1

Book Browse

Tenn. Code Ann. § 57-3-404 (Copy w/ Cite)

Pages: 6

Tenn. Code Ann. § 57-3-404

TENNESSEE CODE ANNOTATED  
© 2016 by The State of Tennessee  
All rights reserved

\*\*\* Current through the 2016 Regular Session and the 2nd Extraordinary Session of the 109th Tennessee General Assembly \*\*\*

Title 57 Intoxicating Liquors  
Chapter 3 Local Option--Traffic in Intoxicating Liquors  
Part 4 Prohibited Acts -- Enforcement

Tenn. Code Ann. § 57-3-404 (2016)

**57-3-404. Regulations for purchase and sale of intoxicating liquors -- Wholesalers -- Check cashing -- Ground floor location -- Credit sales.**

(a) It is unlawful for any person in this state to buy any alcoholic beverages herein defined from any person, who, to the knowledge of the buyer, does not hold the appropriate license under the laws of this state authorizing the sale of such beverages to the buyer.

(b) No retailer shall purchase any alcoholic beverages from anyone other than a licensed wholesaler, nor shall any wholesaler sell any alcoholic beverages to anyone other than a licensed retailer or retail food store licensed to sell wine pursuant to part 8 of this chapter or a licensed wholesaler; provided, that such alcoholic beverages sold by one (1) wholesaler to another wholesaler shall be transported by common carrier or by vehicle owned or leased and operated by either the consignor wholesaler or the consignee wholesaler.

(c) No manufacturer or distiller shall sell any alcoholic beverages to any person in this state except a licensed wholesaler and to another manufacturer or distiller, and no manufacturer shall hold a wholesaler's license.

(d) (1) No alcoholic beverage for sale to the retailer, or the retailer's representative, shall be sold except by a licensed wholesaler, who sells for resale on the wholesaler's premises and who carries on no other business, directly or indirectly, and whose wholesale business in alcoholic beverages is not operated as an adjunct to, or supplementary to, the business of any other person, either by way of lease of the wholesale premises or otherwise, for any business other than that permitted by the terms of such wholesaler's wholesale license.

(2) Notwithstanding the limitations and restrictions imposed by this section, a wholesaler may invest its business assets in other businesses, and may engage in the sale and distribution of products other than alcoholic beverages; provided, that gross revenues from such other businesses and from the sale of products other than alcoholic beverages may not exceed fifty percent (50%) of a wholesaler's total gross revenues.

(3) A licensed alcoholic beverages wholesaler may lawfully engage in activities covered by chapter 5 of this title, as provided by § 57-3-203(b)(2), without regard to the amount of gross revenues produced by such operation. Such wholesaler may, at the wholesaler's discretion, use

the same warehouse and other facilities, vehicles and employees in both operations, provided that all legal requirements applicable to such operations are satisfied with respect to each operation.

**(e) (1)** No retail licensee shall operate its business involving the sale of wine, beer or other alcoholic beverages in connection with the wholesale distribution of wine, beer or other alcoholic beverage nor shall such licensee sell its wine, beer or other alcoholic beverage for purposes of resale.

**(2)** Notwithstanding subsection (a), beginning July 1, 2014, a retail licensee holding a license issued under § 57-3-204 shall be permitted to sell at retail beer and other malt beverages, subject to the restriction in § 57-3-806(e). No permit or license other than the license issued pursuant to § 57-3-204 shall be required for the licensed retailer to engage in such sales of beer and other malt beverages and the issuer of that license has the authority to enforce any laws related to such sales.

**(3)** A retail licensee shall be permitted to cash a check or other negotiable instrument for a fee when such service is made available to a person over twenty-one (21) years of age. No postdated check shall be cashed by a licensee under this section.

**(4)** Beginning July 1, 2014, a retail licensee shall also be permitted to sell at retail items related to or incidental to the use, consumption, dispensing or storage of alcoholic beverages, together with merchandise and supplies related to special events or parties, subject to the restriction in § 57-3-806(e). Such items may include, but are not limited to:

**(A)** Newspapers, magazines, publications, videos and other media related to alcoholic beverages or food;

**(B)** Utensils and supplies related or incidental to the use, consumption, dispensing or storage of alcoholic beverages, including, without limitation, corkscrews, beverage strainers, pourers, flasks, jiggers, stirrers, wine racks, wine refrigerators, wine cellars, decanters, carafes, glassware, ice crushers, bottle openers, can openers, and devices to maximize oxidation in uncorked wine bottles and other items used in connection with the consumption, storage or dispensing of alcoholic beverages;

**(C)** Gift cards, packages and baskets that include alcoholic beverages and nonalcoholic items;

**(D)** Nonalcoholic beverages;

**(E)** Kegs and growlers, whether empty or filled with beer, wine or alcoholic beverages, on the licensed premises;

**(F)** Concentrates and ingredients used in the preparation of mixed alcoholic beverages;

**(G)** Beer and wine-making kits;

**(H)** Products and supplies related to beer and wine-making;

**(I)** Lemons, limes, cherries, olives and other food items used in the preparation or garnishment of alcoholic beverages or mixed alcoholic beverages;

**(J)** Peanuts, pretzels, chips, cheese, crackers, appetizers and other snack foods;

**(K)** Beverage coolers, ice chests and ice in any form;

**(L)** Party supplies, party decorations, gift bags, greeting cards and other items for parties

and special events;

**(M)** Articles of clothing and accessories imprinted with advertising, logos, slogans, trademarks or messages related to alcoholic beverages;

**(N)** Combined packages containing multiple alcoholic beverages;

**(O)** Cigarettes, cigars and lighters and other smoking or tobacco related products; and

**(P)** Lottery tickets if the retailer's application is approved by the Tennessee education lottery corporation as provided in § 4-51-115(e).

**(5)** A retail licensee may sell nonalcoholic products to persons under twenty-one (21) years of age including gift cards.

**(f)** No wholesale or retail store shall be located except on the ground floor, and it may have two (2) main entrances opening on a public street, and such place of business shall have no other entrance for use by the public except as hereafter provided. When a wholesale or retail store is located on the corner of two (2) public streets, such wholesale or retail store may maintain a door opening on each of the public streets. Any sales room adjoining the lobby of a hotel or other public building may maintain an additional door into such lobby so long as same shall be open to the public. Every wholesale and retail store shall be provided with whatever entrances and exits may be required by existing or future municipal ordinances. When the location of a wholesale or retail liquor store is authorized to be located or operated within an established shopping center or shopping mall, and such liquor store cannot and does not have a main entrance or door opening onto a public street, but the main entrance or door would open or front on a shopping center parking area, the commission in its discretion may approve the issuance of a liquor license to cover such location within the shopping center or shopping mall, irrespective of the fact that the main entrance or door does not or would not open onto a public street.

**(g) (1)** No holder of a license for the sale of alcoholic beverages for wholesale or retail shall sell, deliver, or cause, permit or procure to be sold or delivered, any alcoholic beverages on credit, except that holders of wholesale licenses may sell on not more than ten (10) days' credit.

**(2)** The ten-day period begins from delivery and receipt by the retail licensee. The ten-day period cannot include any day that the wholesaler is not open to make deliveries, receive payment or receive mail.

**(3)** Any suspension of deliveries is a credit decision to be made by a wholesaler and a retail licensee.

**(4)** A wholesaler shall be permitted to communicate with another wholesaler about the account status of any retail licensee.

**(5)** Wholesalers shall advise the commission of any failure of a retailer to comply with this subsection (g).

**(6)** The commission shall be permitted to post the account status of a retail licensee with any wholesaler on its web site.

**(7)** This subsection (g) shall not apply to nonalcoholic products.

**(h) (1)** No alcoholic beverages shall be sold for consumption on the premises of the seller except as provided in §§ 57-4-101 -- 57-4-203, and except as may be permitted by the regulations of the commission for the purpose of conducting consumer educational seminars by

a licensee under § 57-3-204, conducted on the premises of a business licensed pursuant to §§ 57-4-101 -- 57-4-203. A wholesaler licensed pursuant to § 57-3-203 or a person holding a permit as a representative or sales person pursuant to § 57-3-203(d) may conduct a sales demonstration on the premises of a licensed retailer and, for such limited purpose, may provide free samples to the employees of a licensed retailer for consumption on such premises. A retail licensee may conduct such a sales demonstration for the persons employed by such licensee holding permits issued pursuant to § 57-3-204(c) using products and samples provided by a wholesaler or wholesaler sales representative notwithstanding the absence of the wholesaler or wholesaler sales representative. All such sales demonstrations permitted consumption shall be permitted only for sales, education, and promotional purposes and no one other than a retail licensee, a person holding a permit issued pursuant to § 57-3-204(c), a wholesaler or a wholesaler sales representative, or a person holding a permit issued pursuant to § 57-3-202(d) may be present in the room where such demonstration is conducted or may receive a sample for consumption.

**(2) (A)** A retail licensee may offer complimentary samples of the products it sells for tastings to be held on the premises of the retail licensee. Such tastings shall be for sales, education and promotional purposes. No person holding a license under § 57-3-203 shall, directly or indirectly, provide any products, funding, labor, support or reimbursement to a retailer for the consumer tastings authorized by this subdivision (h)(2).

**(B) (i)** The tastings may be held at the option of the retail licensee during the hours the retail licensee is open for business, without filing any notice other than as provided in subdivision (h)(2)(B)(ii) with the commission, and no charge or fee may be assessed by the commission for a retail licensee to offer such complimentary samples.

**(ii)** With its annual renewal, the retail licensee shall notify the commission of its intention to conduct tastings during the year on the premises of the retail licensee. If following the date the license is renewed, the retail licensee makes a determination to offer tastings, the licensee shall notify the commission of its intention to conduct tastings for the remainder of the year.

**(C)** The size of each sample shall be no greater than approximately two ounces (2 oz.) for each wine or high alcohol content beer sample and no greater than approximately one half ounce (1/2 oz.) for each liquor sample. It is the responsibility of the retail licensee to limit the number of tastings per customer and the number of products available for tasting.

**(D)** Notwithstanding any law or rule to the contrary, a retail licensee or employee of the licensee may participate in tastings.

**(E)** A server permit is not required for employees conducting tastings if the employee has a permit pursuant to § 57-3-703; provided, that every retail licensee which offers tastings is encouraged to ensure that any employee who is involved with the tastings understands that a violation of § 57-3-406(c) and (d) and § 57-3-412 related to retail sales apply equally to those customers who participate in the tastings.

**(F)** A supplier may provide, through licensed wholesalers, products for tasting purposes by a retail licensee.

**(i)** No wholesaler may provide a discount or other reduction in price to a retailer or retail food store wine licensee by virtue of the sales made to any other licensee. Any discount or pricing made available to a retailer or retail food store wine licensee shall be made available on the same terms and conditions to other retailers and food store wine licensees within the same jurisdiction. Any quantity discounts provided by wholesalers to any retailer licensed under § 57-3-803 cannot be cumulative in nature, but can be based only upon products delivered contemporaneously. No retail food store wine licensee may receive any remuneration, by whatever name, at a corporate office located inside or outside this state that affects the profitability of wine or beer sales in this state, that is not made available to all retail licensees

or other retail food stores licensed to sell wine or beer in this state.

**HISTORY:** Acts 1939, ch. 49, §§ 5, 11, 14; 1945, ch. 48, § 1; 1945, ch. 167, § 6; C. Supp. 1950, §§ 6648.15-6648.17 (Williams, §§ 6648.8, 6648.14, 6648.17); Acts 1955, ch. 347, § 1A; 1967, ch. 211, § 2; 1970, ch. 469, § 2; 1971, ch. 72, § 1; modified; T.C.A. (orig. ed.), § 57-140; Acts 1983, ch. 454, § 1; 1993, ch. 157, § 1; 1997, ch. 35, § 1; 1998, ch. 765, § 3; 2002, ch. 672, § 2; 2011, ch. 448, § 19; 2012, ch. 947, § 2; 2014, ch. 554, §§ 2, 10, 14, 17, 19, 26, 29.

View  

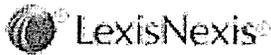
 1 of 1 

Book Browse



Tenn. Code Ann. § 57-3-404 (Copy w/ Cite)

Pages: 6



About LexisNexis | Privacy Policy | Terms & Conditions | Contact Us  
Copyright © 2017 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.



TITLE

AN ORDINANCE TO AMEND TITLE 8, TITLED "ALCOHOLIC BEVERAGES," CHAPTER 3, TITLED "BEVERAGES EXCEEDING FIVE PER CENT ALCOHOL – RETAILERS GENERALLY," SECTION 8-324, TITLED "CONSUMPTION OF BEVERAGES ON PREMISES PROHIBITED," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, TO GIVE RETAIL LIQUOR STORES THE ABILITY TO OFFER SAMPLES AND TASTINGS IF CONDUCTED IN ACCORDANCE WITH STATE LAW.

WHEREAS, Tennessee Code Annotated §57-3-404(h) sets forth the conditions under which a retail liquor store may provide samples and tastings for on premises consumption; and

WHEREAS, the City desires to amend the City Code to address samples and tastings by retail liquor stores.

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

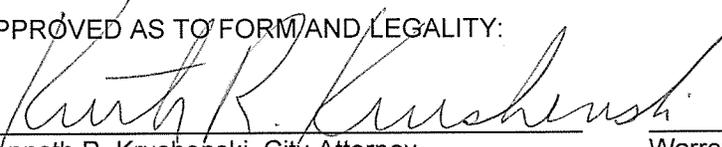
Section 1. Title 8, titled "Alcoholic Beverages," Chapter 3, titled "Beverages Exceeding Five Per Cent Alcohol – Retailers Generally," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended by deleting Section 8-324, titled "Consumption of Beverages on Premises Prohibited," in its entirety and substituting therefor a new Section 8-324, titled "Samples and Tastings," which new section shall read as follows:

Section 8-324. Samples and Tastings.

Retail liquor stores may offer samples and tastings provided such samples and tastings are conducted in accordance with applicable state law (Tennessee Code Annotated §57-3-404(h)). Otherwise, no alcoholic beverages shall be consumed on the premises of the seller.

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

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

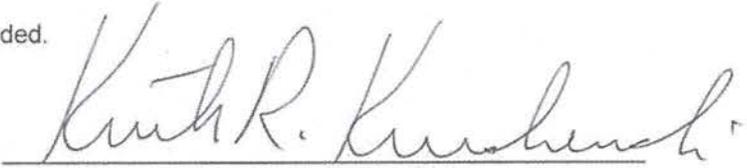
An item for the agenda is an ordinance to amend the City Code to create a new code section (City Code §5-105) to establish a five percent (5%) administrative fee for delinquent taxes.

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

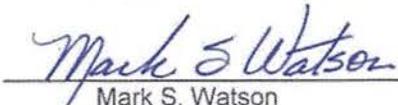
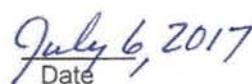
Approval of the attached ordinance is recommended.

  
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:

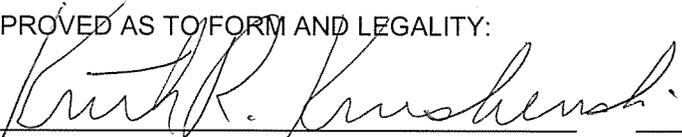
Section 1. Title 5, titled "Municipal Finance and Taxation," Chapter 1, titled "Miscellaneous," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended creating a new Section 5-105, titled "Administrative Fee," which new section shall read as follows:

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: 7/10/2017  
Publication Date: 7/13/2017  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# RESOLUTIONS

**INFORMATION SERVICES MEMORANDUM  
17-6**

**FINANCE DEPARTMENT MEMORANDUM  
17-15**

TO: Mark S. Watson  
City Manager

FROM: Amy Fitzgerald, Ph.D.  
Governmental Affairs & Information Services Director

Janice McGinnis  
Finance Director

DATE: August 3, 2017

SUBJECT: PURCHASE OF FINANCIAL MANAGEMENT, UTILITY BILLING, AND ENTERPRISE  
MANAGEMENT SOFTWARE AND IMPLEMENTATION SERVICES

Introduction

An item for the August 14<sup>th</sup> City Council agenda is a resolution authorizing the purchase of Financial Management, Utility Billing and Enterprise Management Software and implementation services from the Cayenta Company, a division of the Harris Corporation, and associated third party vendors. The estimated cost for the software is approximately \$1,155,980. Installation, implementation, training and conversion services over the anticipated three-year project period is estimated at approximately \$2,580,000, which includes travel expenses to Oak Ridge for the Cayenta project team. The maintenance fee for the software suite is estimated at \$290,550 in the first year following installation, with an average of 5% increase annually thereafter.

Background

The replacement of the City's JD Edwards financial software, as well as the utility billing system developed in-house during the 1980s, is a very high organizational priority for the City. The replacement of the software is needed to modernize business operations, improve efficiencies, enhance customer service, and support compliance with Tennessee Valley Authority (TVA) and other financial and legal requirements.

The City issued a Request for Proposal (RFP) in November 2016, inviting qualified vendors to submit responses for the acquisition of financial management and utility billing software and implementation services. The RFP was sent to 19 companies and three consultants, and was advertised on our website and Vendor Registry for approximately eleven weeks. A pre-proposal Webinar was held in mid-December to review the RFP with potential respondents, and address their questions.

Eight proposals were received, four of which were submitted by companies that were sent the RFP, and four that saw it advertised. A committee comprised of city staff from key departments reviewed the proposals. Councilman Kelly Callison generously offered his time and expertise to assist in the process. Teleconferences were held with four of the companies to determine their ability to meet the city's technical requirements and assess their resource levels. In addition, the committee exercised extensive due diligence and checked multiple references for each of the four companies. The committee determined the company that best meets the city's overall needs is the Cayenta Company, a division of the Harris Corporation. Third party vendors will partner with Cayenta to provide software support for organizational functions that include Planning, Code Enforcement, Inspections, Permits, Document Management, Report Writing, GIS connections, and on-line customer payment services.

This project will be an intensive, multi-year effort that will require significant city staff resources over several phases. Utility billing operations will be the initial priority, and will be addressed in the first phase.

Subsequent phases will include general ledger/cost accounting, purchasing, warehouse/materials management, payroll/human resources, utility management, and codes and planning. The project will include converting and integrating existing databases applicable to these business operations. Significant time will be devoted to test planning and execution before the transition and "Go Live" deployment of the new software system.

As noted in prior City Council work sessions, project costs not covered by the RFP include: replacement servers; additional staff training; conversion of old paper documents; additional hardware such as mobile units, iPads, and scanners; and consultant services. Most of these costs will be covered by routine, annual approved budgets for citywide equipment replacement, individual departmental budgets, as well as consulting services provided for in the Information Services departmental budget.

An executive steering committee, to include representation from the City Manager's office, will also meet on a regular basis to help ensure project goals are met and costs aligned with projections. This committee would welcome the continued involvement of a City Council representative. In addition, subject matter experts from each affected department will meet regularly with Cayenta team counterparts to ensure effective interface and conversion of business operations.

#### Funding

Funding for this project will be divided among the Electric Fund, Waterworks Fund (Water and Wastewater), General Fund, Equipment Replacement Rental Fund, and Capital Projects Fund based on proportional usage allocation. Staff is currently reviewing options to minimize rate/tax impact for the project. Unspent budgeted funds remaining in General Fund Activity 845, Information Services, at the end of fiscal 2017 will be encumbered and carryforward to allow expenditure in fiscal 2018. These funds will be utilized for a Project Manager and other costs related to the software replacement project

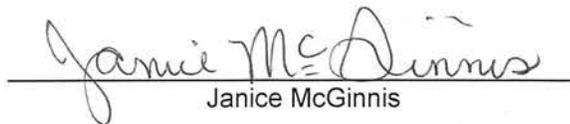
#### Next Steps

Should Council approve the purchase, the City will negotiate the agreements and contracts. Upon notice to proceed, the approved, detailed implementation schedule will begin with a planning and kick off meeting anticipated for mid-fall of this year.

#### Recommendation

This project is needed to improve efficiency and effectiveness of business operations across all city departments, and to enhance customer service. Due to the nature of the project, staff recommends that the City Manager be authorized to exceed the estimated amounts by up to fifteen percent (15%) of the estimated contract amounts authorized. Staff recommends approval of the attached resolution.

  
\_\_\_\_\_  
Amy S. Fitzgerald

  
\_\_\_\_\_  
Janice McGinnis

Attachment

#### **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 CONTRACTS WITH CAYENTA COMPANY, A DIVISION OF HARRIS CORPORATION, AND ASSOCIATED THIRD PARTY VENDORS IN THE ESTIMATED AMOUNT OF \$4,026,530.00 FOR FINANCIAL MANAGEMENT, UTILITY BILLING, AND ENTERPRISE MANAGEMENT SOFTWARE PURCHASE, INSTALLATION, IMPLEMENTATION, TRAINING, CONVERSION, PROJECT MANAGEMENT, AND MAINTENANCE SERVICES.

WHEREAS, the City issued a Request for Proposals in November 2016 inviting qualified vendors to submit responses for financial management and utility billing software; and

WHEREAS, eight (8) proposals were received; and

WHEREAS, the Evaluation Committee, which consisted of staff from key departments and Councilmember Callison, held teleconferences with four (4) companies to further determine the companies' abilities to meet the City's technical requirements and to assess their resource levels; and

WHEREAS, Cayenta Company, a division of Harris Corporation, was determined by the Evaluation Committee to best meet the City's overall needs; and

WHEREAS, third party vendors will partner with Cayenta to provide software support for organizational functions including Planning, Code Enforcement, Inspections, Permits, Document Management, Report Writing, GIS connections, and online customer payment services; and

WHEREAS, this project is an intensive multi-year effort that will require significant staff resources over several phases; and

WHEREAS, it is estimated that the software purchase will cost \$1,155,980.00; installation, implementation, training, conversion, and project management services will cost \$2,580,000.00; and first-year maintenance will cost \$290,550.00; and

WHEREAS, the City Manager recommends approval of contracts with Cayenta and associated third party vendors for this project.

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 City Council hereby authorizes the City Manager to proceed with the financial management, utility billing, and enterprise management software and implementation services project (the "Project").

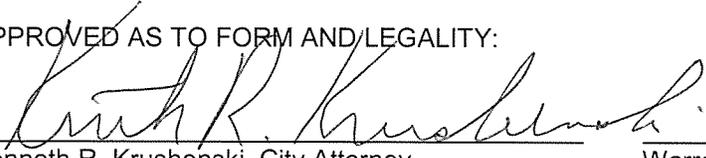
BE IT FURTHER RESOLVED that, subject to successful contract negotiations, contracts with Cayenta Company, a division of Harris Corporation, and associated third party vendors are hereby approved for the Project in the estimated amount of \$4,026,530.00 for purchase, installation, implementation, training, conversion, project management, and first-year maintenance services.

BE IT FURTHER RESOLVED that due to the nature of the project, the City requests authorization to exceed the estimated amounts above by up to fifteen percent (15%); therefore, the City Manager is authorized to execute amendments in an amount up to fifteen percent (15%) of the estimated contract amounts authorized above.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 14th day of August 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**  
**17-39**

**DATE:** July 28, 2017  
**TO:** Mark S. Watson, City Manager  
**THROUGH:** Shira McWaters, PE, Public Works Director SAM  
**FROM:** Pat Fallon, Division Manager  
**SUBJECT: ENERGY SYSTEMS GROUP AGREEMENT FOR ENERGY SAVINGS UPGRADES**

Introduction

An item for City Council consideration is the approval to enter into an agreement for the provision of energy savings upgrades with Energy Systems Group (ESG), Johnson City, TN in the estimated amount of \$8,788,149.

Funding

\$3,000,000 in funding for the \$8,788,149 project will be provided from an Energy Efficient Schools Initiative (EESI) 1% interest rate loan. Funding options for the remaining \$5,788,149 in project costs are currently being reviewed and a debt instrument recommendation will be coming back for City Council's authorization in the near future. At the April 10, 2017 City Council meeting, a resolution was approved to allow for the reimbursement of up to \$1,250,000 for certain capital expenditures, which included improvements and maintenance to City and School facilities, from a future debt issuance. While it is anticipated that the debt issuance will coincide with the start of expenditures related to the project, the intent to reimburse insures that any applicable expenditures can be reimbursed to the City from a future debt issuance.

Background

The city solicited Requests for Qualifications for professional services in April 2016 with four companies responding. A committee, made up of both city and school staff and chaired by a member of EQAB, reviewed the proposals of each company and determined that two companies would be asked to make formal presentations. Following the presentations the committee scored each company and ESG was selected to perform a more detailed study of the buildings and propose scopes of work for each building project. The preliminary study was submitted to the city and schools on with an estimated cost of 21 million dollars to include every problem discovered during the building survey or that ESG was instructed to address.

The city and schools have multiple buildings in need of HVAC replacement and upgraded lighting. This agreement will address the most pressing issues discovered during an extensive review of most city owned buildings. The recommended agreement requires ESG to provide the engineering, design and installation of new HVAC, lighting systems and other improvements in selected city and school buildings and to define a funding approach and guarantee of savings to allow improvements to be completed on a budget neutral basis. Using ESG to provide these services, the company will guarantee that we will achieve a minimum of 90% of the calculated energy savings which in turn will be used to pay for the funding of these projects.

These projects will address many of the most important needs in both City and School facilities by:

- Replacing aging HVAC systems and other systems that are past their useful life and reducing energy and operating costs with improved technology.

- Improving the quality of the learning and work environment.
- Help both maintenance departments to work on a proactive/ preventive basis with increased technology capability.
- Produce a positive impact on the carbon footprint of the City and Schools in accordance with the Climate Action Plan.
- The project financials for both the city and school projects and the proposed project schedule are attached.

Recommendation

City and School staff have been negotiating with ESG to prepare and finalize the recommended agreement for several months. Adoption of the attached resolution is recommended.



Pat Fallon

Attachments:

City Projects with financial data  
Schools Projects with financial data  
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, TN

8/3/2017

| Include                           | Itemized Retrofit  | Project Cost       | Annual Utility Savings | Annual O&M Savings | Equipment Replacement Savings | Simple Payback Period (years) | Annual Total Project Savings |
|-----------------------------------|--|--------------------|------------------------|--------------------|-------------------------------|-------------------------------|------------------------------|
| <b>Central Services</b>           |  |                    |                        |                    |                               |                               |                              |
| 1                                 | HVAC upgrade & ceiling / lights installation in corridor | \$382,355          | \$25,605               | \$2,000            | \$25,490                      | 7.20                          | \$53,095                     |
| 1                                 | HVAC replacement   | \$901,206          | \$10,000               | \$8,199            | \$60,080                      | 11.51                         | \$78,279                     |
| 1                                 | Control upgrades & Sub-meter installation & Optimization | \$161,028          | \$13,500               | \$0                | \$10,735                      | 6.64                          | \$24,235                     |
| <b>Recreation Center</b>          |  |                    |                        |                    |                               |                               |                              |
| 1                                 | Chiller replacement                                      | \$217,375          | \$7,065                | \$21,034           | \$14,492                      | 5.10                          | \$42,591                     |
| 1                                 | Control upgrades & Sub-meter installation                | \$87,006           | \$3,000                | \$0                | \$5,800                       | 9.89                          | \$8,800                      |
| 1                                 | Lighting upgrades  | \$47,897           | \$5,712                | \$1,859            | \$1,597                       | 5.22                          | \$9,167                      |
| <b>Public Library</b>             |  |                    |                        |                    |                               |                               |                              |
| 1                                 | HVAC replacement   | \$453,310          | \$4,000                | \$5,402            | \$30,221                      | 11.44                         | \$39,622                     |
| 1                                 | Control upgrades & Sub-meter installation                | \$61,311           | \$4,500                | \$0                | \$4,087                       | 7.14                          | \$8,587                      |
| <b>Scarboro Center</b>            |  |                    |                        |                    |                               |                               |                              |
| 1                                 | Lighting upgrades  | \$74,251           | \$15,006               | \$405              | \$2,475                       | 4.15                          | \$17,887                     |
| <b>Fire Stations</b>              |  |                    |                        |                    |                               |                               |                              |
| 1                                 | Lighting upgrades  | \$51,401           | \$7,541                | \$620              | \$1,713                       | 5.21                          | \$9,874                      |
| <b>Municipal Building</b>         |  |                    |                        |                    |                               |                               |                              |
| 1                                 | Lighting upgrades  | \$64,113           | \$13,174               | \$991              | \$2,137                       | 3.93                          | \$16,302                     |
| <b>Wastewater Treatment Plant</b> |  |                    |                        |                    |                               |                               |                              |
| 1                                 | Lighting upgrades  | \$115,127          | \$18,620               | \$1,122            | \$3,838                       | 4.88                          | \$23,579                     |
| 1                                 | <b>Totals</b>  | <b>\$2,616,381</b> | <b>\$127,723</b>       | <b>\$41,631</b>    | <b>\$162,666</b>              | <b>7.88</b>                   | <b>\$332,020</b>             |

Proprietary and Confidential

# Oak Ridge School District

8/7/2017

| Include                | Itemized Retrofit  | Project Cost | Annual Utility Savings | Annual O&M Savings | Equipment Replacement Savings | Simple Payback Period (years) | Annual Total Project Savings |
|------------------------|--|--------------|------------------------|--------------------|-------------------------------|-------------------------------|------------------------------|
| <b>Robertsville MS</b> |  |              |                        |                    |                               |                               |                              |
| 1                      | HVAC upgrade - Classroom heat pumps                      | \$1,094,211  | \$3,880                | \$22,818           | \$72,947                      | 10.98                         | \$99,645                     |
| 1                      | HVAC upgrade - Admin/Media Center                        | \$442,450    | \$0                    | \$3,794            | \$29,497                      | 13.29                         | \$33,291                     |
| 1                      | Control upgrades & Sub-meter installation                | \$213,824    | \$13,982               | \$0                | \$14,255                      | 7.57                          | \$28,237                     |
| 1                      | Lighting upgrades  | \$634,611    | \$39,943               | \$3,406            | \$21,154                      | 9.84                          | \$64,503                     |
| 1                      | Suspended ceiling upgrades (fire rated)                  | \$393,762    | \$0                    | \$0                | \$26,251                      | 15.00                         | \$26,251                     |
| <b>Jefferson MS</b>    |  |              |                        |                    |                               |                               |                              |
| 1                      | Chiller replacement                                      | \$286,309    | \$5,180                | \$5,000            | \$19,087                      | 9.78                          | \$29,267                     |
| 1                      | Lighting upgrades  | \$401,099    | \$39,445               | \$3,604            | \$13,370                      | 7.11                          | \$56,419                     |
| 1                      | Control upgrades & Sub-meter installation                | \$143,531    | \$12,838               | \$0                | \$9,569                       | 6.41                          | \$22,407                     |
| <b>Oak Ridge HS</b>    |  |              |                        |                    |                               |                               |                              |
| 1                      | Lighting upgrades - Wildcat Arena                        | \$107,567    | \$14,778               | \$1,500            | \$3,586                       | 5.42                          | \$19,864                     |
| 1                      | Control upgrades & Sub-meter installation & Optimization | \$1,300,801  | \$39,713               | \$0                | \$86,720                      | 10.29                         | \$126,433                    |
| 1                      | Cooling tower replacement                                | \$322,357    | \$13,917               | \$0                | \$21,490                      | 9.10                          | \$35,408                     |
| <b>G Building</b>      |  |              |                        |                    |                               |                               |                              |
| 1                      | Lighting upgrades  | \$56,547     | \$8,697                | \$547              | \$1,885                       | 5.08                          | \$11,129                     |
| 1                      | Control upgrades & Optimization                          | \$50,857     | \$2,093                | \$0                | \$3,390                       | 9.27                          | \$5,483                      |
| <b>Linden ES</b>       |  |              |                        |                    |                               |                               |                              |
| 1                      | Lighting upgrades  | \$221,108    | \$21,782               | \$3,604            | \$7,370                       | 6.75                          | \$32,756                     |
| 1                      | Control upgrades & Sub-meter installation                | \$152,699    | \$9,083                | \$0                | \$10,180                      | 7.93                          | \$19,263                     |
| <b>Glenwood ES</b>     |  |              |                        |                    |                               |                               |                              |
| 1                      | Lighting upgrades  | \$151,312    | \$20,646               | \$1,987            | \$5,044                       | 5.47                          | \$27,677                     |
| 1                      | Controls - New sub-metering and dashboard system         | \$20,676     | \$3,152                | \$0                | \$1,378                       | 4.56                          | \$4,530                      |

| Include               | Itemized Retrofit                                | Project Cost       | Annual Utility Savings | Annual O&M Savings | Equipment Replacement Savings | Simple Payback Period (years) | Annual Total Project Savings |
|-----------------------|--|--------------------|------------------------|--------------------|-------------------------------|-------------------------------|------------------------------|
| <b>Woodland ES</b>    |  |                    |                        |                    |                               |                               |                              |
| 1                     | Controls - New sub-metering and dashboard system | \$25,650           | \$4,212                | \$0                | \$1,710                       | 4.33                          | \$5,922                      |
| <b>Willowbrook ES</b> |  |                    |                        |                    |                               |                               |                              |
| 1                     | 20-ton HVAC emergency replacement                | \$20,000           |                        |                    |                               |                               |                              |
| 1                     | Lighting upgrades                                | \$107,067          | \$15,288               | \$1,311            | \$4,236                       | 5.14                          | \$20,835                     |
| 1                     | Controls - New sub-metering and dashboard system | \$25,330           | \$3,600                | \$0                | \$1,689                       | 4.79                          | \$5,289                      |
| <b>1</b>              | <b>Totals</b>                                    | <b>\$6,171,768</b> | <b>\$272,229</b>       | <b>\$47,571</b>    | <b>\$354,807</b>              | <b>9.15</b>                   | <b>\$674,608</b>             |

*Proprietary and Confidential*

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO MOVE FORWARD WITH AN ESTIMATED \$8,788,149 ENERGY SAVINGS PROJECT FOR THE CITY AND SCHOOLS WITH ENERGY SYSTEMS GROUP, LLC, SUBJECT TO CERTAIN CONDITIONS BEING MET, AND APPROVING AN ANTICIPATED \$3,000,000 LOAN FROM THE STATE AS PARTIAL FINANCING FOR THE PROJECT.

WHEREAS, by Resolution 9-70-2016, City Council approved a project development agreement with Energy Systems Group, LLC, (ESG) to conduct an energy audit of specified City and School facilities; and

WHEREAS, ESG provided a briefing and update on the results of the energy audit at a joint work session of City Council and the Oak Ridge Board of Education (BOE) on January 26, 2017, and presented a full scale project to the City's Budget and Finance Committee on April 7, 2017; and

WHEREAS, after consultation with key City and School staff to reduce the overall project cost to be more in line with anticipated funding, ESG developed an approximate \$8,788,149 project (the "Project") identifying specific improvements to City and School facilities; and

WHEREAS, the Project sets forth a certain level of guaranteed annual energy savings (the "Energy Savings"), which Energy Savings can be used to repay the debt; and

WHEREAS, the City is eligible for an Energy Efficient Schools Initiative (EESI) loan and anticipates approval by the State of a \$3,000,000 EESI loan, with the remaining funding anticipated to come from a future debt issuance; and

WHEREAS, the City and Schools are ready to move forward with the Project subject to certain conditions; and

WHEREAS, the City Manager recommends City Council approval to move forward with the Project.

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 City Council hereby authorizes the City Manager to proceed with an approximate \$8,788,149 energy savings project for specifically designated City and School facilities (the "Project") with Energy Systems Group, LLC, (ESG).

BE IT FURTHER RESOLVED that an Energy Efficient Schools Initiative (EESI) loan from the State of Tennessee in the anticipated amount of \$3,000,000 is hereby approved as partial funding for the Project, with the remaining funding to come from a future debt issuance approved by City Council.

BE IT FURTHER RESOLVED that in order for the Project to pay for itself over time through the energy utility savings received from implementing the energy savings recommendations, this Project is authorized to proceed when City Council and the Oak Ridge Board of Education have reached an agreement setting forth the parties' obligations for repayment of the debt for this Project.

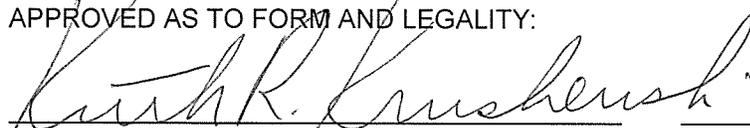
BE IT FURTHER RESOLVED that, subject to successful contract negotiation between the City and ESG, approval of full funding for the Project, and approval of an agreement between the City and Schools regarding repayment, a Guaranteed Energy Savings Performance Contract with ESG is hereby approved for the Project.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate

legal instruments to accomplish the same.

This the 14th day of August 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**  
**17-35**

**DATE:** July 28, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES – PRELIMINARY ENGINEERING REPORT FOR NEW WATER TREATMENT PLANT**

Introduction

An item for City Council consideration is the recommendation of a Professional Services Agreement with Jacobs Engineering Group, Inc., Knoxville, TN, for professional engineering services to prepare a Preliminary Engineering Report for the proposed Water Treatment Plant in the estimated amount of \$215,000.

Funding

Funding is available in the Waterworks Fund.

Background

In July 2016, Public Works Staff, along with Councilman Callison, reviewed submittals from ten (10) engineering firms for future water treatment projects. Jacobs was one of five (5) firms selected to provide professional engineering services under this category. Based on their extensive water treatment background, the City engaged the services of Jacobs Engineering Group to complete the evaluation of the existing Water Treatment Plant, which was completed in November 2016. The conclusion of the evaluation recommended the construction of a new plant at the site of the existing raw water intake as a cost effective alternative to upgrading the existing 1940's era plant. The professional service proposal provided herein allows the City to engage Jacobs Engineering Group for the next phase of this important project.

The final report will be used as a planning document and will be submitted along with an application to TDEC for Drinking Water State Revolving Fund (DWSRF) selection, WIFIA as part of the application process, and used to design the new Water Treatment Plant. The scope also includes pilot testing for the selection of an appropriate membrane treatment system.

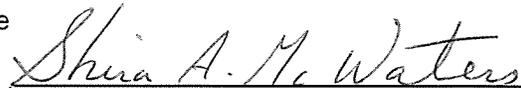
Recommendation

A written cost proposal for engineering services was received and reviewed on July 24, 2017. Based on a review of the scope of work and submitted cost proposal, Staff recommends a professional engineering services agreement with Jacobs Engineering Group, LLC. Adoption of the attached resolution is recommended as submitted.

Attachment(s)

Submitted Proposal

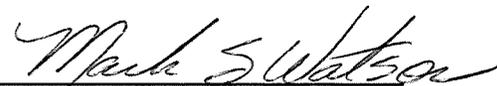
Statement of Qualifications - Water Treatment Experience



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



Jacobs Engineering Group, Inc.

9721 Cogdill Road, Suite 201  
Knoxville, Tennessee 37932 USA  
865.966.1000 / Fax 865.966.1099

July 24, 2017

Mrs. Shira McWaters, Director  
Public Works Department  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, TN 37831-001

**Subject:** Preliminary Engineering Report Proposal for the City of Oak Ridge Water Treatment Plant

Dear Mrs. McWaters,

Jacobs is pleased to provide this proposal for Professional Engineering Services in connection with the new Water Treatment Plant. We understand that the City of Oak Ridge desires assistance with the preparation of a Preliminary Engineering Report (PER) for the proposed new Water Treatment Plant. The PER shall be suitable for submission to Tennessee Department of Environment and Conservation (TDEC) – State Revolving Fund Program for possible funding of the proposed project. The proposal includes time for Jacobs to assist the City with the selection of membrane filtration equipment for use on the project and for pilot testing of the selected membrane system(s) to validate the manufacturer's proposals.

Based on this understanding of the project, we offer the following Project Understanding and Scope of Work:

### **Project Understanding**

The City of Oak Ridge (COR) currently operates a 1940's era water treatment plant (WTP) that was originally operated by the Department of Energy (DOE). The original capacity of the plant was 28 million gallons per day (MGD). However, due to reductions in water use, the current average daily demands range from 7 to 8 MGD and a maximum daily usage ranges from 9 to 12 MGD over the last 4 years. The COR has become concerned about operating the existing plant for the next 20 years. Jacobs completed a Water Treatment Plant Evaluation in 2016 that identified three alternatives for water treatment in Oak Ridge. A new 16 MGD WTP located at the existing Raw Water Pump Station was the chosen alternative. This report will define the design criteria and estimated costs, including any existing facilities that would be incorporated into the new WTP, for the chosen alternative and be suitable to submission to TDEC and provide the alternatives analysis for State Revolving loan funding. In addition, pilot testing will be performed for the selection of membrane filtration equipment to validate the manufacturer's proposals.

### **Scope of Work**

Jacobs will perform the following tasks:

#### ***Task 1: Raw Water Intake and Pump Station Evaluation***

Perform field investigations for the intake screens, raw water pumping requirements for the revised head conditions and volumes, electric feed modifications from 2,400 volts service to 460 volts, backup generator, and review pretreatment chemical feed systems.

Develop and evaluate alternatives to make the required modifications to the raw water pump station for the new conditions while maintaining operations to produce water for the COR.

### **Task 2: Process Facilities Evaluation**

This task will include evaluations of the facilities required for water treatment and handling of residual streams. Design criteria and preliminary sizing for each unit process will be developed, including overall sizing of the WTP.

The membrane filtration system design will be based on the use of encased membranes in pressure vessels only; the use of immersed membranes will not be considered for this facility. Design criteria for the membrane system will consider the impacts of feed water quality on membrane selection and sizing, expected performance and operating history for similar waters, approach to future expansion, and operating and maintenance requirements.

Disinfection alternatives will be evaluated, including ultraviolet light disinfection, ozone, and chlorine disinfection using bulk sodium hypochlorite or low-strength sodium hypochlorite generated onsite. A life-cycle cost evaluation will be performed for the disinfection alternatives. Because of increasing concerns regarding risk management and potential regulatory constraints on the transport and use of chlorine gas, consideration of chlorine gas for disinfection is not included in this Scope of Services.

Facilities for which design criteria will be defined include the following:

- Rapid mixing
- Flocculation
- Filtration
- Disinfection
- Finished water storage
- High service pumping
- Finished water transmission main
- Residuals handling (liquid and solids)
- Chemical storage and feed systems
  - Pre-oxidant
  - Coagulant
  - pH adjustment
  - Corrosion control
  - Taste and odor control

A preliminary hydraulic profile will be developed to accommodate the selected treatment train.

### **Task 3: Site Planning**

A long-term expansion site plan will be developed that will accommodate projected future water production requirements at a capacity of at least 20 MGD. Site surveying of the proposed treatment plant site is included in this task. Elevations of existing water storage tank elevations and other hydraulic connection points will be provided by the City's hydraulic modeler or DOE. Field surveying for the finished water transmission main will be performed during the detailed design.

### **Task 4: Electrical System Evaluation**

The requirements for electrical service, power distribution, and standby power generation at the new WTP will be defined.

**Task 5: Permitting Requirements Definition**

A summary of required permits for construction of the new facilities will be determined through discussions with local regulatory agencies, the Tennessee Valley Authority, the US Army Corps of Engineers, and TDEC.

We anticipate that the following permits/approvals will be required by the proposed WTP project:

1. TDEC – State Revolving Fund – Environmental Clearinghouse Review (includes reviews by)
  - a. Tennessee Department of Agriculture
  - b. Tennessee Department of Economic and Community Development
  - c. Tennessee Department of Transportation
  - d. Tennessee Division of Air Pollution Control
  - e. Tennessee Division of Archaeology
  - f. Tennessee Division of Natural Areas
  - g. Tennessee Division of Solid Waste Management
  - h. Tennessee Division of Water Resources
  - i. Tennessee Historical Commission
  - j. Tennessee Wildlife Resources Agency
  - k. US Army Corps of Engineers
  - l. US Fish and Wildlife Service
2. TDEC – Division of Water Supply – Preliminary Engineering Report Approval.
3. TDEC – Division of Water Supply – Construction Documents Approval.
4. TDEC – NPDES – Discharges of Filter Plant Backwash Water
5. TDEC – NPDES – Stormwater Construction Permit
6. TVA – Shoreline Construction Permit (or waiver may be needed for alterations to Raw Water PS)
7. TDEC/TVA/Army Corps of Engineers – Aquatic Resource Alteration Permit (ARAP) and/or 401 Water Quality Certification
8. DOE – Easement for Finished Water Line
9. TDOT/Anderson County/Oak Ridge – Road ROW Permit Applications

Except for Items 1 and 2, preparation of permit applications for submittal to these agencies is not included in this Scope of Work. Once the required permits are defined, the preparation of applications and assistance in negotiations with the regulatory agencies will be performed as part of detailed design and permitting activities.

**Task 6: Preliminary Engineering Report**

A PER will be prepared summarizing the design criteria for the proposed construction of the new WTP. The PER will include the following information required by TDEC:

- General project information
- Description of water system
- Alternate plans using information from the previous report
- Preliminary soil/ground conditions based on previous reports
- Water consumption summary based on data provided by COR
- Proposed WTP sizing criteria and capacity (average, peak)
- Fire flow requirements
- Wastewater system location
- Water supply sources
- Proposed treatment process
- Waste disposal of WTP residuals
- Project site

- Future expansion plan
- Preliminary site plan
- Preliminary hydraulic profile and process schematic
- Preliminary process design criteria
- Preliminary construction cost opinion

The following meetings are anticipated during the preliminary engineering task:

- Kick-off meeting to review project goals (COR)
- Two progress meetings to review status and project issues (COR, TDEC, and DOE)
- Two meetings to discuss hydraulic modeling results (COR)
- One meeting to review draft PER (COR, TDEC, and DOE)

Revisions will be made to the PER based on COR and DOE comments, and the final version of the PER will be submitted to TDEC for approval. A meeting with TDEC will be conducted to review the PER and the overall project goals and approach. The PER will be revised to respond to TDEC comments prior to proceeding with detailed design under a subsequent task order.

## **Exclusions**

The following activities are not included in the Scope of Work for this proposal, but will be performed as part of subsequent design and permitting activities:

- Topographic and boundary surveying of the new WTP site;
- Geotechnical investigations at the new WTP site;
- Membrane system selection/procurement;
- Architectural conceptual design;
- Archaeological investigations;
- Preparation of permit applications;
- Phase I and II Environmental Site Assessments or any field testing;
- Asbestos, lead or other hazardous materials testing;
- Wetlands determination, delineations or mitigation;
- Regulatory fees or permitting;
- Arc flash evaluations;
- Negotiations with jurisdictional review agencies for variances, design waivers, and/or deviations from their standards;
- Property acquisitions, easements, appraisal, negotiations, closing or legal recordings of any kind.

## **Proposal Fee**

Jacobs proposes to perform the above services for a lump sum fee of \$215,000 under the City of Oak Ridge's standard engineering services contract. We also recommend the City reserve an allowance for Geotechnical Evaluations at the new Water Treatment Plant site of \$7,500.

We will assign staff to this project to achieve completion in the shortest time possible. If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation and completion date.

Please let me know if you have any questions or need additional information.

Mrs. Shira McWaters, Director  
July 24, 2017  
Page 5

Thank you for this opportunity to serve you on this important project.

Sincerely,



Rick Kirby  
Client Services Manager  
865-567-8219 cell  
[rick.kirby@jacobs.com](mailto:rick.kirby@jacobs.com)

**STATEMENT OF QUALIFICATIONS**  
**for the City of Oak Ridge, Tennessee**

**Section 5 –**  
**Water Treatment Plant**

**JACOBS™**

125 Broadway Avenue  
Oak Ridge, Tennessee 37830 USA  
865.220.4800 / Fax 865.220.4848

9721 Cogdill Road, Suite 201  
Knoxville, Tennessee 37932 USA  
865.966.1000 / Fax 865.966.1099

## WATER TREATMENT SERVICES

Jacobs' approach to every water project is to involve our clients in the decision-making process and fully understand the needs of all the stakeholders in a project from the engineering staff to the plant operators. This approach has resulted in water treatment projects that have satisfied the multiple requirements of our clients and have produced benefits such as:

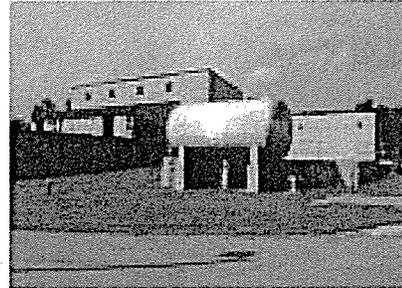
- Better performance at lower cost
- Optimized use of existing infrastructure
- Use of the newest technology to achieve the best water quality

### *Innovative solutions for optimum performance*

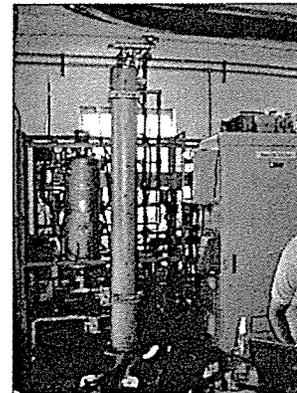
Process optimization is a program to produce substantial savings in operational costs without incurring significant capital costs. Jacobs has completed optimization studies for many of our clients. These optimization studies may involve bench-scale or pilot-scale testing of options or even full-scale high-rating or alternative coagulation options. Jacobs has developed a thorough understanding of the chemical application sequence and dosages needed to minimize operating costs and solids production while maintaining a high finished water quality. Recent testing at many locations has offered our clients substantial water quality improvements through trial of alternative coagulants and alternative chemical feed locations. This approach shows that not every problem needs to be solved through large capital expenditures, and Jacobs has the experience and understanding to offer these options to our clients.

Our experienced staff identifies the right options for treatment based on client constraints of funding, staffing, water quality, and regulatory compliance issues. With our comprehensive knowledge of water treatment facilities and the integrated nature of all process units within a treatment plant, Jacobs can develop and implement innovations that meet client needs, such as:

- Use of UV light for primary disinfection: *We designed the first UV system for primary disinfection system at a WTP in Tennessee – South Blount County Utility District*
- Membrane treatment for pathogen removal: *We designed the first direct filtration membrane WTP in the Southeast – South Blount County Utility District (8 MGD expandable to 24 MGD)*
- High efficiency rapid mix system to improve water quality and reduce cost: *We designed the first pump diffusion rapid mix system in Tennessee – City of Clarksville (up to 50 percent reduction in coagulant cost)*
- High rating of existing facilities with alternative filter media designs: *We designed a 50 percent increase in WTP capacity at a cost of \$0.30 per gallon by high-rating existing basins and filters – First Utility District of Knox County, TN (14 to 21 MGD)*
- On-site generation or bulk delivery of hypochlorite to replace chlorine gas to improve safety: *We designed the first on-site sodium hypochlorite generation system in Tennessee – City of Clarksville (1,200 lbs/day, later expanded to 2,400 lbs/day capacity)*



*Since 1997, multiple expansion projects have been designed by Jacobs at the Harpeth Valley Utilities District WTP. In a current project that is being led by Jacobs to increase the plant's capacity from 48 to 62 MGD, a Construction Management at Risk Delivery method is being used to improve constructability, identify value engineering opportunities, and improve the delivery schedule.*



*Pilot testing of ceramic and polymeric membranes – Clarksville WTP Expansion (TN) included replacing 24 MGD of gravity filters with membrane filters as well as providing an additional 4 MGD of capacity.*

## PILOT PLANTS

A cornerstone of our ability to innovate is pilot testing. The approval of innovative ideas only occurs with proven test data. Our pilot studies give clients the confidence and support they need to pursue new alternatives. These studies provide great value because many result in significant capital cost savings relative to the cost of the study (typically 10:1 or greater savings to cost ratio).

## BENCH-SCALE TESTING

Jacobs has performed extensive testing of alternative coagulants and has developed solutions that result in increased disinfection byproduct precursor removal, lower turbidities, and easier regulatory compliance for clients.

For treatability studies, we have trained staff that can mobilize and initiate testing on short notice for emergency situations, as well as provide extensive testing of alternative oxidants, coagulants, and other chemical regimes on a planned basis. We maintain a significant inventory of bench-scale testing equipment that allows us to conduct this type of testing at multiple client sites at the same time. These one- or two-week test programs provide invaluable screening information for alternative treatment technologies that save clients substantial wasted effort in pursuing options that are not appropriate for their particular water. There is no substitute for specific water quality testing to provide assurance that treatment options are viable.



*Bench scale testing*

## COMPLETE WATER TREATMENT SOLUTIONS INCLUDE:

- Treatability Studies (bench, pilot, full-scale)
- Treatment Process Optimization
- Treatment Systems Design
- Water Supply Studies
- Contract Operations
- Control System Software Configuration
- Distribution System Hydraulic and Water Quality Modeling
- Funding and Rate Studies Assistance
- O&M Management Assistance
- Plant Start-Up/Operator Training
- Raw Water Intake, Pumping, and Transmission Facilities Design
- Regulatory Compliance Evaluation and Planning Studies
- Residuals Management Facilities Design
- Residuals Management Studies
- Staff Augmentation
- Optimization/Efficiency Services
- Utility Management Services
- Distribution System Water Quality Control Programs (real-time)
- "Chemical-Free" Treatment
- Online and Interactive Electronic O&M Manuals
- Integration of Reclaimed Water Supply and Drinking Water Supply

## PROJECT EXAMPLES

### JONES-MASON WATER TREATMENT PLANT

*~~Jacobs Master Builder Awarded Project*

*KNOX CHAPMAN UTILITY DISTRICT (KCUD), KNOXVILLE, TENNESSEE*

KCUD was chartered in 1955 to provide water and sewer service to a 140 square mile area in the South Knoxville area. South Knoxville was a very rural area with a low population density at that time. Building the WTP in the 1950's with this low customer base was a challenge but the Board of Commissioners were successful and provided this needed service which aided growth in the County. As Blount and Sevier counties began to see growth the Board of KCUD were willing to provide that service. Today, KCUD serves 7,798 customers in Sevier and Blount Counties. The District currently provides water service to over 13,000 customers and wastewater service to 3,000 customers. The current WTP was constructed in 1959 and had been expanded to its limit. Recognizing that the plant and distribution system needed improvements; the

Board and KCUD's management team began to develop plans to expand or replace the WTP and make key distribution system improvements.

In 2006 Jacobs was hired by KCUD's Board and management to put together a Master Plan for the water system and the WTP. The existing plant was approaching capacity and was 47 years old. The existing raw water pump station was located off the bank of the French Broad River with direct suction and no fine screening.

A treatability study was performed and the water quality in the French Broad was excellent and it was agreed that membrane filtration would function with minimum flocculation. This report was presented to the Board and the decision was made to use the best technology that was available today that would not only meet current treatment standards but would position KCUD to meet future standards as well. It was agreed to split the project into two phases with the raw water pump station (RWPS) and intake screen being first and the filter plant second. This allowed project financing to be spread out creating less impact on the rate payers.



The RWPS and intake screen were completed in 2012 with a firm capacity of 8 MGD with the largest pump out of service. It included a concrete pump station on land with 150 feet of 36-inch intake and 2 barrel screens in the French Broad River. The screen is located to provide improved water quality and is deep enough for navigation of the river. It is cleaned by an air burst system.

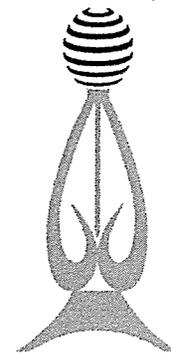


The major process equipment was pre-bid to allow the design to be done around the membrane filter system. The membrane provides ultra-filtration, removing all material down to .02 microns which includes some viruses. There are 552 membrane cartridges in 4 trains. Each cartridge has 550 square feet of surface area which is comprised of 12,500 fibers. Total plant capacity is 10 MGD with a firm capacity of 8 MGD with one filtration train out of service. The plant is designed to be easily expanded to 14 MGD with a firm rating of 12 MGD by simply adding two trains of membrane filters and the feed pumps. The building, all pipes, and main electrical switch gear are sized for future expansion. The electrical feed

from KUB was improved by adding a feed from an additional substation with automatic transfer switch. This removed a TDEC requirement of a standby generator saving \$900,000 and long term maintenance costs of that equipment. The finished water pump station was also built to 8 MGD firm capacity.

A master plan was also made for the distribution system which included growth projections and a system hydraulic model. The model provided a list of projects that are planned over the next 15 years to improve water system storage, flow to certain areas, and meet the projected growth. Improvements have already been made to the Shook's Gap booster pump station, a new 2 MG tank, pump station, and 16-inch supply line to improve service to the western Sevier County area. Eight miles of 2-inch galvanized pipe have been replaced which has improved water loss for the system. KCUD has five more miles to replace to complete that portion of the plan. Future improvements will be made in the John Sevier Highway area which will allow system pressure to be reduced, further reducing water loss in the system.

*This project was awarded the 2015 Joseph J. Jacobs Master Builder Award.*



**JOSEPH J. JACOBS  
MASTER BUILDER AWARD**

## **NORRIS LAKE MEMBRANE FILTRATION WATER TREATMENT PLANT** *HALLSDALE-POWELL UTILITY DISTRICT (HPUD), KNOXVILLE, TENNESSEE*

HPUD provides water to most of northern Knox County and also serves customers in the Sharps Chapel area of Union County. Most of Knox County's population growth for a number of years has occurred in the areas outside the City of Knoxville including the HPUD service area. This trend is expected to continue and to provide significant customer growth for HPUD. To meet these increasing demands, HPUD selected Jacobs to provide complete engineering services for a new WTP located near Norris Lake. This new WTP would supplement water from HPUD's other WTPs.

Membrane filtration technology was selected for the new WTP due to its ability to produce superior finished water quality at about the same cost as a conventional WTP. Jacobs prepared a Request for Proposals to pre-select the membrane equipment using both economic and non-economic criteria. The plant was designed for an initial capacity of 4 MGD with provisions for easy expansion up to 8 MGD.

Multiple contracts were prepared to expedite construction, including preliminary grading, treatment facilities, and transmission mains. The major elements of this project included:

- ◆ Raw water intake and pump station on Norris Lake
- ◆ 17,000 square foot treatment building, including single-stage flocculation tanks, membrane filtration system, finished water pumping, flow metering, and chemical feed systems
- ◆ Outdoor chemical storage area for bulk coagulant, hydrofluosilicic acid, and sodium hydroxide
- ◆ 1 MG prestressed concrete clearwell
- ◆ 200 pounds per day onsite sodium hypochlorite generation system
- ◆ 6,645 feet of 12-inch diameter and 22,500 feet of 24-inch diameter DIP water mains, including a 2,800 foot crossing of Norris Lake utilizing 24-inch diameter ball joint and restrained joint pipe

## **CLEVELAND WATER TREATMENT PLANT IMPROVEMENTS** *CLEVELAND UTILITIES (CU), CLEVELAND, TENNESSEE*

CU's WTP has a maximum design output capacity of 10 MGD, but hydraulic restrictions within the plant, as well as a withdrawal permit limit of 8 MGD, have resulted in the plant having a practical capacity of 8 MGD. In the past, the Cleveland Filter Plant served as the primary treatment facility, operating as the baseline supply source, while the Hiwassee WTP, which is operated and maintained by CU under contract to the Hiwassee Utilities Commission, was operated to meet variable peak demands. With an expansion to the Hiwassee WTP, the Cleveland Filter Plant began to be utilized as a peaking plant.

In its new role as a peaking plant, the Cleveland WTP operates reliably and efficiently at rates ranging from 2 to 8 MGD. Jacobs was selected to perform an evaluation to define the improvements needed to allow the Cleveland WTP to meet its long-term goal of being a reliable peaking plant and to develop budget level costs for implementing the improvements. The study included:

- ◆ Review of operating and water quality data, including an assessment of compliance with current and future regulations
- ◆ Facilities assessment for reliable operations at rates of 2 to 8 MGD
- ◆ Preparation of budget level estimate of construction cost for recommended improvements

The results of this study showed that several improvements were needed to enhance the performance of the Cleveland Filter Plant for its reliable operation as a peaking plant, as well as upgrades to replace aging components of the facility for continued reliable service and increased safety.

The recommended process treatment improvements included:



- ◆ New pump diffusion rapid mix system to improve coagulant mixing efficiency
- ◆ New flocculation basin baffle boards and overflow weirs to replace aging equipment
- ◆ New sedimentation basin effluent weir troughs
- ◆ New filter media and filter valves
- ◆ New variable-speed high service pump to provide operational flexibility
- ◆ New bulk sodium hypochlorite system to improve safety by replacing a gaseous chlorine system

In another project for CU, Jacobs designed improvements to their raw water intake that serves the Cleveland WTP. This project included two new 8 MGD raw water pumps equipped with variable-speed drives, as well as improvements to the surge control system.

**WATER TREATMENT PLANT RENOVATION AND EXPANSION PROJECTS**

*EASTSIDE UTILITY DISTRICT (EUD), CHATTANOOGA, TENNESSEE*

EUD had previously utilized a spring as their water source. When the Surface Water Treatment Rule was promulgated, EUD was faced with either installing filtration at their existing source or finding a new source. EUD was able to lease an abandoned WTP at the Volunteer Army Ammunition Plant. The plant, which had not been used for nearly 10 years, required renovation to make it functional and bring it up to current design standards.

Jacobs provided complete engineering services for the renovation of the WTP. By using existing basins and filters, Jacobs designed improvements to provide 16 MGD in capacity with the ability to be expanded in the future. Instead of using the original design criteria of 16 filters operating at a maximum filtration rate of 2 gpm per square foot, Jacobs designed renovations to 4 filters that would operate at 4 gpm per square foot with the addition of air scour backwash to optimize cleaning efficiency. A sand/granular activated carbon dual media design was installed.



The design elements of this project included a complete electrical, mechanical, and instrumentation overhaul. The design also included modifications to the raw water and finished water pump stations and chemical feed systems. A new gaseous chlorine building and chlorine scrubber were added. The design of the WTP renovation was coordinated with a detailed evaluation of the EUD water distribution system. Using the latest computer modeling software, the distribution system analysis identified new transmission mains needed from the WTP site. Jacobs has since designed various improvements to their distribution system, including storage tanks and water mains.

In 1998, Jacobs assisted EUD in the upgrade of the finished water pump station. In 2003, Jacobs prepared an expansion plan outlining the improvements required to further increase the capacity of the WTP up to 36 MGD. In 2007, Jacobs designed and provided procurement and construction administration to expand the capacity to 24 MGD, including:

- ◆ Two new 8 MGD raw water pumps
- ◆ Renovation of four additional filters
- ◆ New liquid fluoride bulk storage and feed system
- ◆ New liquid sodium permanganate feed system
- ◆ Addition of curtain baffles in clearwell

A subsequent design has been prepared by Jacobs to increase the capacity to 32 MGD, including:

- ◆ Two new 8 MGD raw water pumps
- ◆ New sedimentation basin tube settlers and weir troughs
- ◆ New sludge removal mechanisms



*Complete renovations were designed to an abandoned WTP to provide EUD with an alternate source of water.*

- ◆ Additional standby power generators

Jacobs has completed the Preliminary Engineering Report to expand the WTP in incremental stages up to 42 MGD then to 52 MGD.

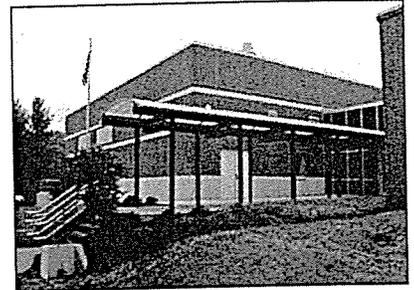
## **WATER TREATMENT PLANT EXPANSION PROJECTS**

### ***FIRST UTILITY DISTRICT (FUD) OF KNOX COUNTY, KNOXVILLE, TENNESSEE***

To meet their increasing demands for water, FUD needed to expand their WTP. To accomplish the needed plant upgrades and expansion, Jacobs designed several projects spanning over a 14-year period.

In the most recent project completed in 2008, Jacobs provided complete engineering services to increase the plant capacity from 21 MGD to 34 MGD. This design included:

- ◆ New raw water intake and pump station
- ◆ New four-stage flocculation basin with variable-speed vertical mixers
- ◆ Two new sedimentation basins
- ◆ Four new filters designed for filtration rates up to 6 gpm per square foot
- ◆ Additional finished water pumps
- ◆ Additional standby power generator
- ◆ New 2.2 MG prestressed concrete clearwell
- ◆ Bulk sodium hypochlorite system
- ◆ New operator control room



The project also included a comparison of conventional treatment to membranes with conventional treatment being selected. The new filters were designed to potentially be retrofitted with membranes in the future.

Previously, Jacobs provided complete engineering services for the expansion of the WTP from 14 to 21 MGD that included high-rating existing flocculation basins, sedimentation basins, and filters to achieve the increased flow while minimizing construction cost, as well as:

- ◆ New finished water pumping station
- ◆ New chemical feed building and bulk storage area
- ◆ Modifications to an existing raw water intake structure
- ◆ Conversion to a programmable logic controller-based control system

The design of the plant expansion was coordinated with a detailed evaluation of the FUD water distribution system that also was performed by Jacobs. In another project at this WTP, Jacobs designed a new bulk powdered activated carbon feed dry silo system to provide taste and odor control.

## **WATER TREATMENT PLANT EXPANSION PROJECTS**

### ***HARPETH VALLEY UTILITIES DISTRICT (HVUD), NASHVILLE, TENNESSEE***

To meet increasing demands for water from their largely wholesale customer base, HVUD needed to quickly expand its WTP. At the same time, HVUD was required to meet water quality improvement regulations by lowering disinfection byproducts. To further complicate the issues, their WTP site had limited space for construction of new facilities. To accomplish the needed plant upgrades and expansion, Jacobs designed several projects over a 12-year period.

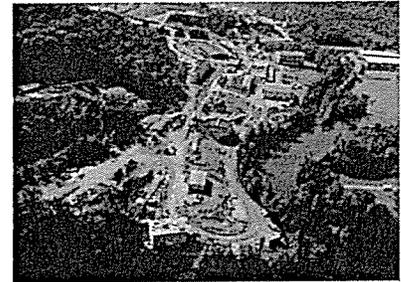
In 1997, the WTP capacity was increased from approximately 19 MGD to 24 MGD using a fast-track design/build approach. During this expansion, the existing treatment trains were upgraded to accommodate higher rates, including the following modifications:

- ◆ New yard piping to reduce hydraulic restrictions
- ◆ Relocation of chemical feed points

- ◆ New filter media to accommodate filtration rates up to 6 gpm per square foot
- ◆ New tube settlers and effluent troughs to high-rate existing sedimentation basins
- ◆ New variable-speed rapid mixers to improve operational flexibility in treating varying raw water conditions
- ◆ Upgraded Instrumentation and Control SCADA system to monitor plant performance
- ◆ New discharge to Overall Creek for wash water holding basin to reduce disposal costs

Once this project was completed, Jacobs designed another 12 MGD expansion to bring the total treatment capacity up to 36 MGD. As part of the design development of this project, membranes were compared to conventional treatment, including a membrane pilot test. Other design elements for this expansion included:

- ◆ Additional raw water pumps
- ◆ Rapid mix/flow splitter box
- ◆ Flocculation and sedimentation basins
- ◆ Filters with air scour backwash
- ◆ Post-filtration chemical addition vault
- ◆ 5 MG cast-in-place concrete clearwell and finished water pump station



Additional projects include:

- ◆ High-rate bulk powdered activated carbon feed system
- ◆ New raw water intake pipe screens
- ◆ New liquid sodium permanganate feed system
- ◆ Electrical standby power generation system, including combining multiple electrical service points into one

The most recent project involved the design of another 15 MGD expansion. This expansion included new flocculation basins, sedimentation basins, filters, and additional finished water pumps. The HVUD WTP has expanded from 19 MGD capacity up to 51 MGD capacity, due to the many design and construction services Jacobs has provided for over 12 years.

## **WATER TREATMENT PLANT EXPANSION PROJECTS**

### *LOUDON UTILITIES BOARD (LUB), LOUDON, TENNESSEE*

To properly plan for future water treatment needs, Jacobs prepared a planning document that defined the most efficient way to expand the two plants. Residential, commercial, and industrial flow contributions were considered in determining the most logical steps for this expansion program.

**Water Treatment Plant Expansion** – Approaching its WTP capacity of 8 MGD, LUB needed to expand the plant and at the same time optimize treatment to meet new stringent water quality regulations. Jacobs developed a master plan for the WTP to determine the next logical expansion increment and plan for the ultimate capacity to maximize use of the relatively small treatment plant site. To develop the design criteria, a process evaluation and treatability study were performed. This included an evaluation of mixing energies, chemical addition sequences, and the use of flocculant polymers to maximize treatment performance. The testing resulted in a number of recommendations which, in part, solidified the plant's ability to treat 8 MGD dependably and meet anticipated regulations while increasing the capacity to 14 MGD. The following improvements were designed as part of this expansion project:



- ◆ New vertical turbine raw water pump
- ◆ New 30-inch diameter raw water main
- ◆ New flow splitter box/rapid mix unit
- ◆ New flocculation basin and sedimentation basin with tube settlers

- ◆ Two new filters with air scour system
- ◆ A 2 MG prestressed concrete clearwell
- ◆ New 4 MGD vertical turbine finished water pump
- ◆ Relocation of existing chemical feed lines

With recent growth in water demands, LUB is now facing the need to expand their WTP to 20 MGD. The 20 MGD design included:

- ◆ Addition of a new flocculation basin, sedimentation basin and two new filters
- ◆ Replacing inefficient flocculators with variable-speed, vertical-turbine units
- ◆ Rebuilding filters with new underdrains, compatible with air scour, and new media
- ◆ New raw water intake and pump station
- ◆ New finished water pump station
- ◆ New chemical feed building
- ◆ Addition of standby power facilities
- ◆ Upgrading the instrumentation and control system

Construction of the raw and high service pump stations was completed in 2015; construction of the other improvements are planned at a later date.

## **McCROSKY ISLAND MEMBRANE FILTRATION WTP**

*CITY OF SEVIERVILLE, WATER AND SEWER DEPARTMENT, SEVIERVILLE, TENNESSEE*

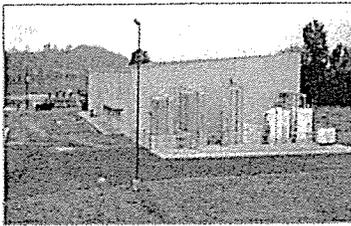
The original Sevierville WTP obtains raw water from the Middle Prong of the Little Pigeon River and is rated for a capacity of 4 MGD. This plant does not have the hydraulic capacity to increase production beyond 4 MGD and potentially more important, the raw water source is not reliable under low flow conditions. In order to plan for future growth in the City of Sevierville, which includes a large tourist component, the City selected Jacobs to provide complete engineering services for a new WTP located adjacent to the French Broad River.

Membrane filtration technology was selected for the new WTP due to its ability to produce superior finished water quality at about the same cost as a conventional WTP. The plant was designed for an initial capacity of 6 MGD with provisions for easy expansion up to 24 MGD. The major elements of this project included:

- ◆ 18,000 square foot treatment building, including single-stage flocculation tanks, membrane filtration system, finished water pumping, flow metering, and chemical feed systems
- ◆ 1,600 foot long 36-inch diameter raw water intake pipe extended to a point upstream of the confluence with the Middle Prong of the Little Pigeon River (which has lower quality than the French Broad River)
- ◆ Raw water pump station on the bank of the French Broad River at the WTP site
- ◆ Outdoor chemical storage area for bulk alum, hydrofluosilicic acid, and liquid lime
- ◆ 2.5 MG prestressed concrete clearwell
- ◆ 1,200 pound per day sodium hypochlorite on-site generation system and building to serve both the new WTP and the adjacent WWTP

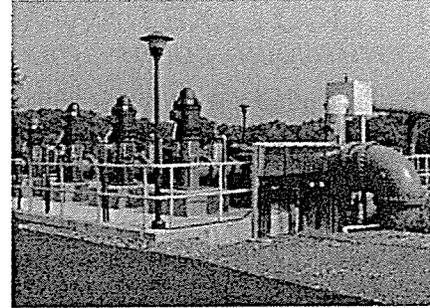
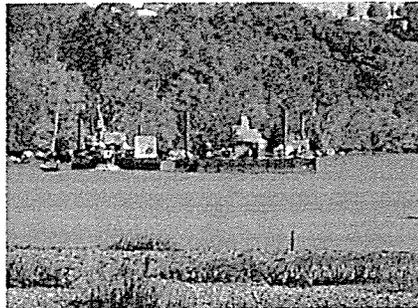
Jacobs prepared a Request for Proposal to pre-select the membrane equipment using both economic and non-economic criteria. Additionally, Jacobs assisted the City in the permitting process for this project, because the WTP is located on an island with significant cultural resources. Permits for the raw water intake and pipeline construction included ARAP, TVA, and USACE.

Early in construction, the City decided to authorize a change order to increase the capacity of the WTP to 12 MGD. Because of the planning that was undertaken initially in the design process to easily accommodate future plant expansions, the incremental cost to add 6 MGD of capacity was approximately 15 percent of the original bid value.



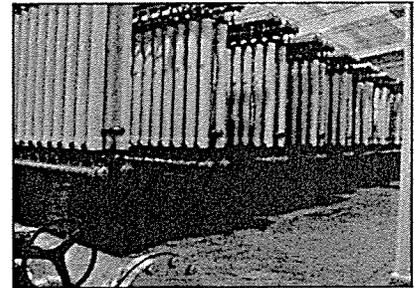
The raw water intake for this project included nearly 1,600 feet of pipe in the river to an area that provided sufficient submergence on this river where the level fluctuates significantly each day

A 6 MGD expansion to this WTP was authorized during construction for the low cost of \$0.38 per gallon due to the initial planning to easily accommodate future expansions.

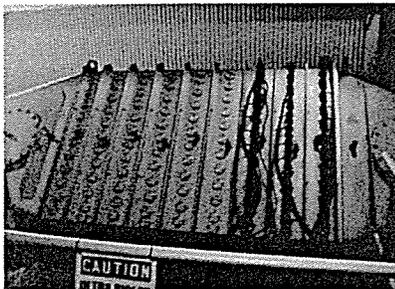


## MEMBRANE FILTRATION WATER TREATMENT PLANT SOUTH BLOUNT COUNTY UTILITY DISTRICT (SBCUD), BLOUNT COUNTY, TENNESSEE

SBCUD purchased water from surrounding utilities and had no control over rates, volume or quality. These water sources were also impacted by drought conditions. SBCUD took steps to ensure customers a sufficient quantity and quality of drinking water at a reasonable cost by deciding to build a new WTP on Tellico Lake. Tapping Tellico Lake provided the county with another water source with virtually unlimited supply and excellent quality water. Jacobs studied and designed the new facility based on its reputation for designing efficient, operations friendly WTPs utilizing the latest technologies. Jacobs' comprehensive project approach included:



- ◆ Treatability study to determine the best processes for this high-quality source
- ◆ Preliminary engineering evaluation of alternatives including new technologies
- ◆ Membrane system evaluation to select the best low-pressure membrane unit
- ◆ Pilot study of the selected membrane



This sequential and methodical process led to treatment decisions that make this plant one of the country's most sophisticated, state-of-the-art treatment facilities. In addition to microfiltration membranes, the plant uses UV light as an additional barrier to parasitic pathogens. This type of plant minimizes chemical usage and waste production. It is environmentally friendly through the use of onsite liquid chlorine generation that is much safer than chlorine gas. Because of the structured process taken in evaluating options for this plant, a much higher quality water can be produced compared to conventional treatment plants for essentially the same cost. This WTP had an initial capacity of 8 MGD and was designed

with provisions for easy expansion up to 24 MGD. The major elements of this project included:

- ◆ Raw water intake and pump station
- ◆ 8,200 feet of 36-inch diameter raw water main
- ◆ 8,600 feet of 24-inch diameter finished water main
- ◆ 8 MGD microfiltration membrane system
- ◆ Ultraviolet (UV) light disinfection system
- ◆ Sodium hypochlorite on-site generation system
- ◆ 1 MG prestressed concrete clearwell

Because of the high-quality raw water, the plant could be designed with no pre-treatment of water prior to the membranes. To expedite the completion of the project, multiple construction contract packages were prepared including Raw Water Intake, Treatment Plant Site Grading, Raw and Finished Water Transmission Mains, and Treatment Facilities. The plant has been in operation since 2004, exceeding the client's expectations for water quality and operating cost.

## **TELLICO LAKE RAW WATER INTAKE**

*SOUTH BLOUNT COUNTY UTILITY DISTRICT (SBCUD), BLOUNT COUNTY, TENNESSEE*

The Tellico Lake Raw Water Intake structure was constructed to serve a future WTP designed for SBCUD in East Tennessee. The timing of this construction, in advance of the construction of the WTP, was to accommodate the permitting requirements that required construction not interfere with seasonal nesting of eagles in the area. The intake consisted of a 66-inch diameter barrel-type screen in the lake and a 250 foot long, 48-inch diameter high-density polyethylene pipe to conduct water from the screen to the onshore pump wet well. An air scour system is used for cleaning the barrel screen. The intake and wet well were designed to accommodate four 8 MGD vertical turbine pumps.

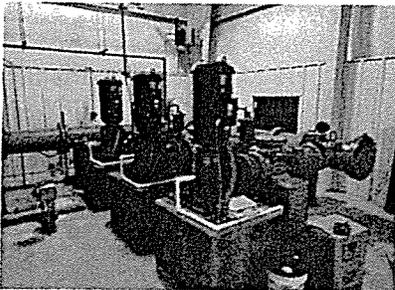
Permitting for the Tellico Lake intake involved coordination with TVA as well as USACE (section 404 permit) and TDEC. Issues investigated by Jacobs to satisfy permitting requirements included protected species (bald eagles), cultural resources (an abandoned railroad bed), and historic resources (Native American archeological sites).

## **FEASIBILITY STUDY AND WATER TREATMENT PLANT**

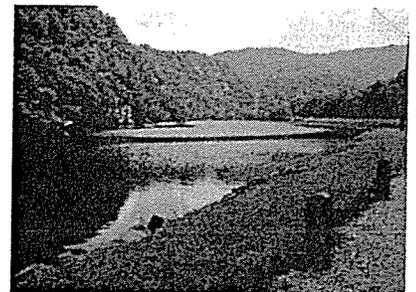
*WATAUGA RIVER REGIONAL WATER AUTHORITY (WRRWA), CARTER COUNTY, TENNESSEE*

WRRWA is a regional utility created in 2001 by the Tennessee General Assembly to plan and provide water and wastewater services for the people of Carter County in northeastern Tennessee.

Jacobs prepared a feasibility study to determine how best to provide water treatment and distribution capacity to serve the region through 2050.



After approval of the plan, Jacobs designed a new 2 MGD membrane WTP and the transmission mains for WRRWA to meet the needs of its members. The plant was completed in November 2012. The new water treatment facility included a raw water intake pump station with standby power generator; 1,600 LF of raw water pipeline; flocculation basins; approximately 12,000 square foot treatment building with a skid-mounted membrane filtration system, chemical storage



and feed systems, filtered water transfer pumping, offices and a small laboratory; standby power generator; 0.5 MG prestressed concrete clearwell; earthen sedimentation ponds; 2,400 LF of HDPE sediment pond discharge pipeline; 2,900 LF of DIP finished water pipeline; and associated site, architectural, mechanical, electrical, and instrumentation and control work.

**RESOLUTION**

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., KNOXVILLE, TENNESSEE, FOR A PRELIMINARY ENGINEERING REPORT FOR THE PROPOSED NEW WATER TREATMENT PLANT IN THE ESTIMATED AMOUNT OF \$215,000.00.

WHEREAS, by Resolution 4-24-2016, City Council authorized a professional services agreement with Jacobs Engineering Group, Inc., for an evaluation of the Water Treatment Plant; and

WHEREAS, by Resolution 2-14-2017, City Council adopted the Oak Ridge Water Treatment Plant Evaluation Report, dated November 18, 2016, prepared by Jacobs Engineering Group; and

WHEREAS, the report recommended construction of a new water plant at the existing raw water intake as a cost effective alternative to upgrading the existing plant; and

WHEREAS, Jacobs Engineering Group has submitted a proposal to prepare a Preliminary Engineering Report for the proposed new water treatment plant; and

WHEREAS, the City Manager recommends approval of a professional services agreement with Jacobs Engineering Group for these services.

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

That the recommendation of the City Manager is approved and a Professional Services Agreement with Jacobs Engineering Group, Inc., Knoxville, Tennessee, for a Preliminary Engineering Report for the proposed new water treatment plant is hereby approved in the estimated amount of \$215,000.00.

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

This the 14th day of August 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**  
**17-36**

**DATE:** July 27, 2017

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

**FROM:** Shira A. McWaters, P.E., Public Works Director

**SUBJECT: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES – WATER SYSTEM  
HYDRAULIC MODEL AND WATER DISTRIBUTION SYSTEM PLANNING DOCUMENT**

Introduction

An item for City Council consideration is the recommendation of a Professional Services Agreement with LDA Engineering, Alcoa, TN, for professional engineering services in connection with the development of a Water Distribution System Hydraulic Model (Phase I) and Water Distribution System Planning Document (Phase II) in the estimated amount of \$170,000.

Funding

Funding is available in the Waterworks Fund.

Background/Analysis

In July 2016, Public Works Staff, along with Councilman Callison, reviewed submittals from eleven (11) engineering firms for future water distribution projects. LDA was one of five (5) firms selected to provide professional engineering services under this category. The City has engaged the services of LDA on past projects, including the recently completed incorporation of water mains into the City's GIS system. LDA has extensive water distribution experience, a working knowledge of the City's water distribution system, and past collaborative work experience with the City. These all led to the selection of LDA for the completion of a hydraulic model and planning document that will be used to secure DWSRF funds for future water main replacement projects.

Phase I

A hydraulic model is a decision-support tool used to evaluate water distribution systems. It includes information such as water main sizes, material, lengths, water demands, booster pump station data, and water storage data. The model will be calibrated using field fire flow test data and when completed will be representative of the working conditions of the existing water distribution system. WATERGEMS software will be used to develop the hydraulic model.

Phase II

Upon the completion of the hydraulic model, it will be used to prepare a master planning document of the City's water distribution system for submission to TDEC's Drinking Water State Revolving Fund (DWSRF) program. The model will be used to determine what mains require replacement and what sizes should be used to replace the mains. It can also be used to determine hydraulic head requirements for new pumps, overflow elevations for tank operation, water quality analysis, and to evaluate the potential impacts that proposed new development may have on the City's distribution system.

The planning document will prioritize the selection of mains needing replacement based on hydraulic needs, asset condition, and criticality. This plan will provide guidance to the City in the design and construction of future water main projects and in securing DWSRF loans.

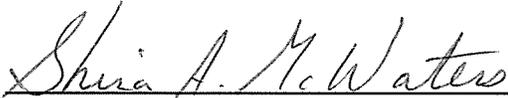
Recommendation

A written cost proposal for engineering services was received and reviewed on June 23, 2017. Based on the review of the scope of work and submitted cost proposal, Staff recommends a Professional Engineering Service Agreement with LDA Engineering. Adoption of the attached resolution is recommended as submitted.

Attachment(s)

Submitted Proposal

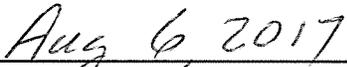
Statement of Qualifications – Water Distribution

  
\_\_\_\_\_  
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



WATER  
WASTEWATER  
STORMWATER  
PUBLIC WORKS

June 23, 2017

Ms. Shira McWaters, P.E.  
Public Works Director  
City of Oak Ridge  
200 South Tulane Avenue  
Oak Ridge, TN 37830

Reference: Proposal for Engineering Services  
Water System Hydraulic Model

Ms. McWaters:

LDA Engineering appreciates the opportunity to provide you with a proposal for a Water System Hydraulic Model and Water Distribution System Planning Document. We propose to complete the Water System Hydraulic Model as Phase I and the Planning Document as Phase II.

#### PHASE I – HYDRAULIC MODEL

The Water System Hydraulic Model will be developed and calibrated based on existing distribution system conditions only. Any additional modeling outside of this proposal (proposed extensions, line upgrades, future demands, etc.) if required, may be provided on a time and material basis after the model is developed and calibrated. The water model shall be generated utilizing the WATERGEMS software. The City of Oak Ridge shall provide the following information to LDA Engineering for use in developing and calibrating the model:

- Tank Information such as capacity, dimensions, elevations, and operational parameters.
- Booster Station Information such as pump duty point, motor horsepower, pump curves if available, assistance in obtaining pump operational points if no curves are available, normal suction and discharge pressures, and operational parameters.
- Water Treatment Plant Information such as clear well dimensions and elevations, normal operational parameters, etc.
- Pressure Reducing and other Control Valve information required to develop and calibrate the model.
- Customer information such as customer density along roads and between major pipe intersections, major wholesale customers, etc., twelve (12) months of usage records for the top twenty five (25) customers, days/hours of operation, location on map, etc.
- Approximately Forty (40) Fire hydrant flow test data as required within the distribution system with one (1) LDA Technician.

Ms. Shira McWaters, P.E.  
Public Works Director  
Proposal for Engineering Services  
Water System Hydraulic Model  
June 23, 2017  
Page 2

- Monthly Operation Reports as required to determine the peak and minimum demand days to utilize as calibration days for the model.
- Twenty-four (24) hour system calibration data for a selected date, including records of tank water levels, meter readings of large customer users, pressure readings recordings at identified locations throughout the distribution system, etc.
- Information concerning existing areas of concern within the distribution system including pressure and capacity concerns within main business areas.

The deliverables for the water model include one copy of the system node map (paper copy) and a digital copy of the model. A summary report shall include the input system data, diurnal demand curve calculations, calibration summary, and the model output report. The model will be calibrated based on a peak demand day and a minimal demand day or, a day during the model development period, depending on available information.

#### **PHASE II - Planning DOCUMENT**

The Water Distribution System Planning Document will be prepared to assist the City of Oak Ridge in their planning for future growth, address water quality concerns, and improve fire flows. The Planning Document will utilize/provide the following information:

- The Water System Hydraulic Model.
- Review water sales records to develop predictions for future growth (20 year planning period) in the distribution system.
- Utilize these projections to develop long range phased improvements to address increased demands created by growth.
- A summary of fire flows and residual pressures in representative or critical areas comparing the existing conditions with desirable level of service. Identify system improvements required to obtain the desired flows/ pressures.
- Review ISO Fire Ratings
- Provide schematic drawings indicating proposed improvements to the distribution facilities to maintain a high level of service to the Town's customers.
- Provide Water Distribution Main emergency repairs location
- Review the distribution system piping with respect to materials, age, known pipe failures, low pressure and high pressure concerns and any known future construction projects.
- Provide a distribution system flushing plan.

Ms. Shira McWaters, P.E.  
Public Works Director  
Proposal for Engineering Services  
Water System Hydraulic Model  
June 23, 2017  
Page 3

- Develop opinions of probable costs to implement the improvements recommended to address any projected increases in customer demand, as well as the recommended improvements to existing facilities.

The planning document will be based upon the Tennessee Department of Environment and Conversation State Revolving Fund Requirements. Please see the following planning document Table of Contents Information:

- SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS
- PURPOSE AND NEED
- GENERAL INFORMATION
- FUTURE CONDITIONS
- DEVELOPMENT OF ALTERNATIVES
- SELECTED PLAN DESCRIPTION
- PROJECT COSTS
- ENVIRONMENTAL IMPACTS
- ENVIRONMENTAL JUSTICE CONCERNS

LDA Engineering would propose to initiate the modeling effort upon written authorization. A kick off meeting would then be held to review the available information, coordinate interfaces between LDA and COR personnel with respect to obtaining information for model development, and discuss other items relative to the scope of the model development

We propose to provide these services as follows:

Water System Hydraulic Model (Phase I): \$100,000.00 Lump Sum  
Water Distribution System Planning Document (Phase II): \$70,000.00 Hourly Budget

We are prepared to begin this work immediately upon your written authorization. If you have questions or comments, please do not hesitate to contact us.

Sincerely,



Greg Jones, P.E.  
Vice President

# WATER DISTRIBUTION SYSTEM APPROACH

## INTRODUCTION

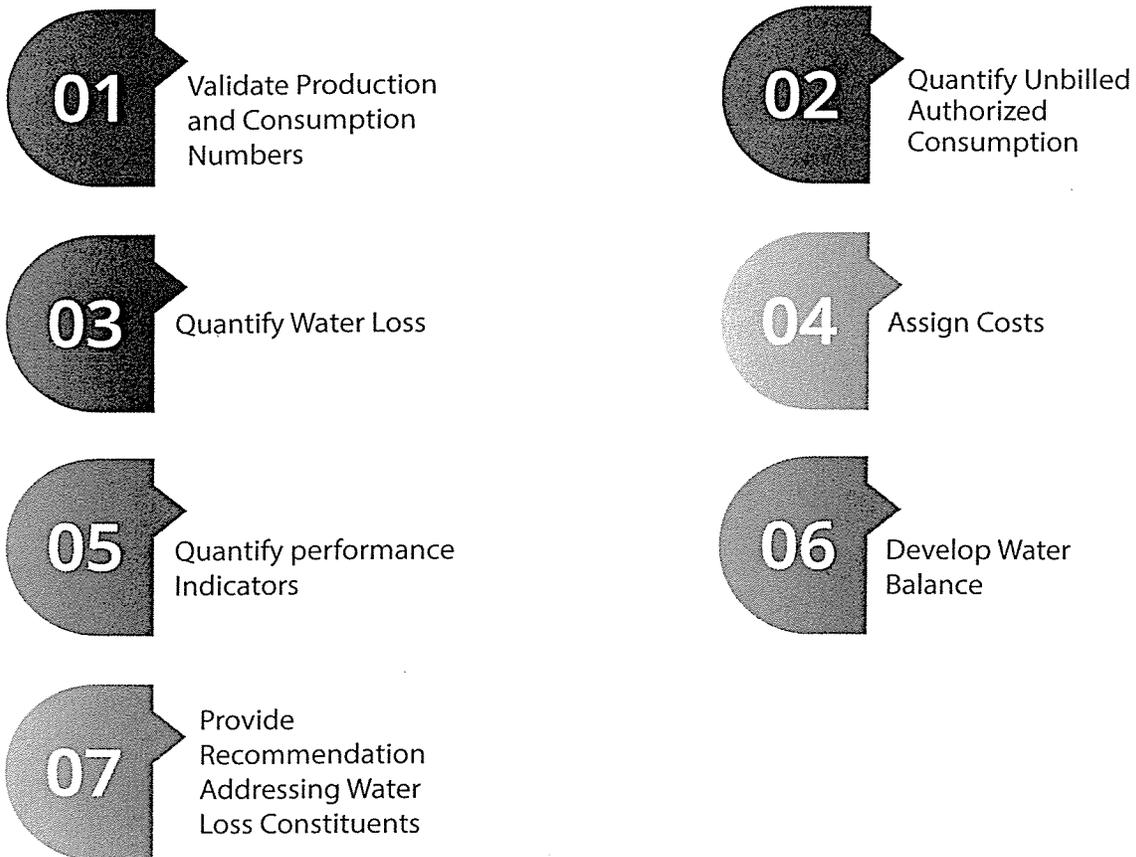
Water is our world's most precious resource. In Tennessee, we are fortunate to have well supplied reservoirs of raw water for treatment and distribution to the residents of our great state. The City of Oak Ridge is no exception. However, the abundance of water is not a reason to lose focus on maximizing the efficiency of its delivery. At LDA, our team of professionals and field staff are qualified and ready to assist the City of Oak Ridge in reducing water loss, improving the City's water delivery system and providing an integrated CIP and maintenance program that is rooted in GIS. Numerous key LDA employees have been employed by utilities in the past and are familiar with the challenges of operating and maintaining utility infrastructure. Ultimately, LDA is prepared and highly qualified to assist you with achieving a reduction in water loss to reach the goal of 20% within the next four years.

## AWWA WATER LOSS APPROACH

We use the AWWA M36 guidelines to address water loss. We would follow this guide to drill down to the following key action items related to development of a Water Loss Action Plan which will be critical to you reaching the short-term goal of 25% water loss, and the long term goal of further decreasing water loss.

The AWWA M36 methodology combines "top-down" and "bottom-up" reviews of the water system management and operational parameters which requires a team of committed personnel to be successful. We utilized portions of this methodology, even before publication of the M36 Manual, in assisting our utility clients in their water loss reduction programs. As a part of the Water Loss Action Plan, some or all of the following tasks may be required:

### M36 Methodology



## CAPITAL IMPROVEMENT PLAN

LDA's first priority in the CIP will be the development of a water system model grounded in GIS and integrated with the City's INFOR maintenance software. Chief Engineer, Steve Bostic's development of the original water model in the mid 1990's highlights his familiarity with your water distribution system. His resume and the project profiles attached will show LDA is highly qualified to lay the ground work for the system improvements over the next four to five years through the development of this model. Jim Albert, GISP will also be a key contributor in this effort. Former utility managers and key decision makers Greg Jones, P.E. and Jason Brooks, P.E. will work with you to address all aspects of the plan including strategies for garnering City Council support of the improvements and determining the overall CIP schedule. We would focus and prioritize capital projects based on three major criteria as described below.

**1. Economics** - Initially focus on those projects that will yield the most improvement to the water loss calculation. The improvement in "revenue water" would assist in funding the capital improvements undertaken.

**2. Sustainability** - We will concentrate on material selection and specifications on the longest living assets possible and place an appropriate weight on warranty programs associated with these materials. Much of the City's system was constructed in the 1940s. We will focus on replacement assets that have an equal or greater longevity to maximize the full life cycle cost of the asset. Improvements to public infrastructure such as walking trails, bike paths, and pedestrian access initiatives will also be incorporated in our design recommendations where appropriate. Creating sustainable improvements for all residents to enjoy in the process of upgrading drinking water infrastructure creates a "win-win" in the eyes of many stakeholders.

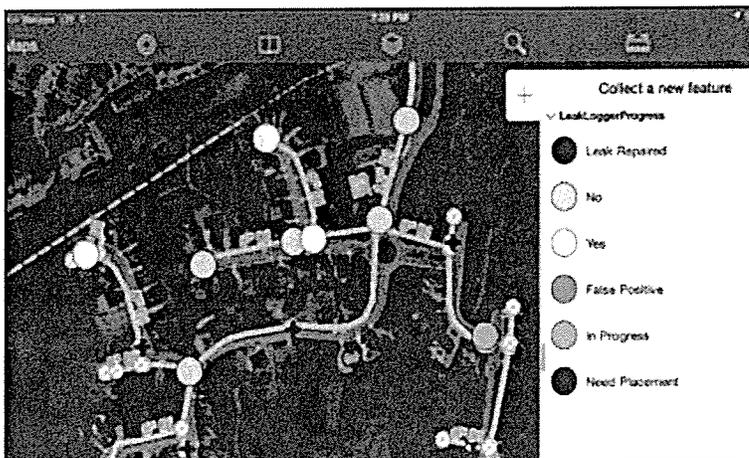
**3. Environmental** - Where possible, we will assist you in identifying the areas of the system that currently have materials that need immediate replacement based on potential impacts to water quality. Areas with material highly susceptible to excessive corrosion would be scored higher in priority than other materials. This special consideration will be crucial to gaining public and city council support given the recent media coverage of drinking water contamination in other parts of the country.

## FUNDING

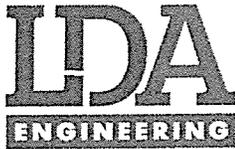
SRF is no stranger to LDA. Having secured over \$23 million in SRF loans over the past 7 years, we are well positioned with the State to assist where funding for water projects is available, if a large project is identified and debt acquisition is required. Pilot programs such as the Water Infrastructure Financing and Investment Act (WIFIA) could also prove to be viable sources of funding later in the program. We maintain close contact with State and Federal agencies to help provide you with all possible alternatives to completing capital projects.

## RECORD DRAWINGS & SYSTEM MAINTENANCE

Once gains in revenue water begin to accumulate, we will assist you with the ongoing maintenance record keeping of the system. Jim Albert, GISP and our GIS capable staff can provide additional services for the maintenance and updates to the water system record drawings. Our GIS staff can assist you in incorporating the existing CADD water record drawings into GIS as we did for your sewer collection system. Our experience with ArcGIS, WaterCAD and other modeling software will only enhance our ability to keep your system up to date and protect the quality of your data.



*"Investment needs for buried drinking water infrastructure total more than \$1 trillion nationwide over the next 25 years" – AWWA –Buried No Longer – Confronting America's Water Infrastructure Challenge*



## WATER DISTRIBUTION PROJECTS

### KEY PERSONNEL

Greg Jones  
Conrad Majors  
Steve Bostic  
Glenn Hanson  
Jim Albert

### WEST END IMPROVEMENTS

#### OAK RIDGE, TENNESSEE

This project was needed to provide a new development with water for domestic use and basic fire protection. LDA developed a plan to serve the new development from existing distribution facilities that included a water booster station, horizontal directional drilled river crossing, 7,400 linear feet of 12-inch water main, a motor operated flow control valve, and a pressure reducing valve station. We also prepared a Preliminary Engineering Report (PER) and Environmental Information document for submittal to funding agencies, provided permitting services, developed a SWPPP, provided bidding assistance, and engineering services during construction.

### WATER SYSTEM HYDRAULIC MODEL

#### OAK RIDGE, TENNESSEE

LDA Engineering developed a hydraulic model for the City of Oak Ridge water distribution system in conjunction with a Master Plan. The system has numerous pressure zones which are fed from the water treatment facility. The main pressure zone receives flow by gravity from the water treatment plant, and the pressure to the distribution system is controlled by pressure reducing valves installed on the major branch pipes leaving the main transmission grid. Three major booster pumping stations pump to storage reservoirs. As the flow from the reservoirs travels back down the ridge, the pressure is reduced through a series of pressure reducing valves installed at common elevations to maintain a very limited pressure differential throughout the sub-pressure zones. The system also contains booster pumping stations and elevated storage tanks adjacent to the reservoirs. The smaller elevated tanks feed the higher elevations along the ridge line, and pressure sustaining valves connect the pipes from the large reservoirs to maintain constant pressure.

### RARITY RIDGE DEVELOPMENT

#### OAK RIDGE, TENNESSEE

LDA Engineering was responsible for the design coordination of a large scale project to provide water and sanitary sewer service to a proposed mixed use development located on Watt's Bar Lake. This project included the extension of a main water transmission line, a water storage tank, a water booster station, a river crossing across the Clinch River and the addition of a MIOX system at the storage tank to maintain water quality.

### WATER LOSS REDUCTION PROGRAM

#### MAYNARDVILLE, TENNESSEE

LDA assisted the City of Maynardville in its efforts to reduce unaccounted for water by working to identify locations for master meters to be installed, developing forms for public works and fire department personnel to utilize to report unmetered water usage, and coordinating leak surveys. Installation of master meters was a critical step in the overall program. LDA reviewed the system mapping and met with city personnel to discuss potential locations for meters to be installed. Once the meters were in place, readings were compared to monthly water billings for a particular area to determine the extent of unaccounted for water in that portion of the distribution system. Problem areas were further investigated to locate and repair leaks. Through the joint effort, unaccounted for water rates began to drop significantly and city personnel gained valuable experience to use in their continual effort to combat water loss in their distribution system.

### WATER SYSTEM HYDRAULIC MODEL

#### ALCOA, TENNESSEE

Our team developed a hydraulic model of the water distribution system in conjunction with a Master Planning document. The system consists of three major pressure zones and smaller localized pressure zones serving a few homes. The majority of their customers are served through the main zone which is fed directly from the water treatment plant and two large storage reservoirs. Two additional zones are fed from the main pressure zone through booster stations and storage reservoirs. In addition, there are also connections with two other utilities who purchase water from the City. The City's growth in combination with one of the outlying utilities using the system as its sole source of water had taxed the distribution system heavily. Through the hydraulic model, a two phase effort to improve service was implemented. The model was also used to determine that the field measured flow and pressure at a fire hydrant in a commercial area was incorrect. After modeling fire demand in the area, we discovered that a valve on the main feeding the area was closed.

**KEY PERSONNEL**

Greg Jones  
Conrad Majors  
Steve Bostic  
Glenn Hanson  
Jim Albert

**DATA COLLECTION & GIS  
MORRISTOWN, TENNESSEE**

LDA performed field surveying and development of data bases to assist the city with updating their mapping system, which included information for existing water meters and electric meters. The existing water meter GPS information included X,Y, and Z coordinates and the electric meters included X and Y coordinates for incorporation into the Geographical Information System (GIS), water model, and an evaluation study of current infrastructure.

**WATER SYSTEM HYDRAULIC MODELS  
MORRISTOWN, TENNESSEE**

Our team developed and maintained hydraulic models of the Morristown Utilities System beginning in 1988 and continuing to now. The original model of the main pressure zone was developed as part of a Master Planning document. The main pressure zone includes the water treatment plant and five storage tanks which receive flow directly from the plant. The main pressure zone serves the city and four large utility districts that take service at various points around the main pressure zone. There are also a number of smaller pressure zones which are fed through booster pumping stations. We also prepared hydraulic models of two major pressure zones which draw from the main pressure zone and prepared Master Planning documents for each of these zones. These pressure zones were being served through booster pumping stations and were experiencing growth which taxed the ability to provide adequate service to the areas. Both zones also included areas that had been annexed and the models addressed the ability to provide fire flows to the recently annexed areas. The modeling efforts resulted in design parameters for transmission mains, booster stations, and storage tanks that were proposed as parts of the planning documents. We also updated the model to add new system facilities and to incorporate all pressure zones into a single larger model.

**MARYVILLE GREENBELT WATER LINE  
MARYVILLE, TENNESSEE**

The project included planning, design, services during construction and inspection for approximately 15,000 linear feet of 16-inch ductile iron water main. The water main route went through the highly developed downtown area including the Greenbelt Park, a lake crossing, and road bores.

**WATER SYSTEM MASTER PLAN  
MORRISTOWN, TENNESSEE**

In response to the increasing water demand in the Morristown-Hamblen County region, a long-term water supply strategy was needed. The water system Master Plan was developed to determine projected water demand, identify and evaluate treatment technologies, and determine economic feasibility of the options. In addition, regulatory, environmental, and social issues were also considered. The master planning process also included updating a computer model of the water system, originally developed by LDA in the early 1990's. The updated model was utilized to develop a long term plan and capital improvements budget for water distribution system upgrades.

**NORTH EAST KNOX UTILITY DISTRICT  
WATER SYSTEM HYDRAULIC MODEL  
KNOXVILLE, TENNESSEE**

We developed and maintained a hydraulic model for the water distribution system in conjunction with a Master Planning process. The utility district provided water service to one of the fastest growing areas of Knox County. The distribution system consists of three major pressure zones. The low pressure zone is served from the water treatment plant, the intermediate zone is fed from the lower zone through two booster stations and storage tanks, and the upper zone is fed from the intermediate zone through two additional booster stations and storage tanks. As a result of the modeling and planning, improvements were recommended and implemented for the water treatment plant, two storage tanks, and a major water booster station. Transmission mains and other pipe upgrades including looping pipes and replacing short sections of smaller piping were also implemented. The model is also used to evaluate the effects that large residential developments have on the overall operation of the distribution system.

**HYDRAULIC MODEL  
LENOIR CITY, TENNESSEE**

Our team was responsible for preparing the Lenoir City Utility Board's computer model of their distribution system. All components of the distribution systems were modeled by LDA Engineering including waterlines, tanks/reservoirs, pumps, water treatment plant high service pumps, PRV's, control switches, altitude valves, etc. The model was calibrated using system records and flow tests and existing and projected future demand conditions were modeled as Extended Period Simulations (EPS).



## WATER DISTRIBUTION PROJECTS

### KEY PERSONNEL

Greg Jones  
Conrad Majors  
Steve Bostic  
Glenn Hanson  
Jim Albert

### DOWNTOWN WATER SYSTEM IMPROVEMENTS

#### LENOIR CITY, TENNESSEE

As part of the project for LCUB, LDA provided design, bidding services, construction administration, and RPR services for the installation of 8,900 linear feet of new 12-inch transmission line, 5,400 linear feet of 8-inch water line, connections to existing 12-inch and 8-inch lines, reconnection of 295 water meters, and disinfection and sampling of the water lines. The purpose of this project was to address water loss issues in the downtown area while also improving fire protection coverage.

### HOTCHKISS VALLEY WATER LINE EXTENSION

#### LENOIR CITY, TENNESSEE

The project for the Lenoir City Utilities Board included design, bidding services, contract administration, and RPR services for the installation of 12,800 linear feet of 12-inch and 10,664 linear feet of 8-inch ductile iron water line, erosion and sediment control, 14 fire hydrants, and multiple creek crossings. The project also involved 64 new service connections, 20 reconnections, and a crossing of I-75.

### ETPC & CARRIGER STREET WATER LINE EXTENSIONS

#### MORRISTOWN, TENNESSEE

LDA provided planning, design, bidding assistance, contract administration, and RPR services for two major water line extensions for the Morristown Utility Commission. Included in the projects were 24,000 linear feet of 16-inch and 13,500 linear feet of 24-inch water main and appurtenances. The projects included challenges such as multiple stream crossings, state highway crossings, and railroad crossings. The 24-inch main was routed through an established residential neighborhood and commercial area which required detailed design to prevent conflicts with existing utilities. The project was developed as a part of system improvements recommended in a Water System Master Plan, developed as a result of a computer model of the water system.

### WATER TRANSMISSION MAIN PROJECT MORRISTOWN, TENNESSEE

Our team planned, designed, and provided services during construction for 11,000 linear feet of 16-inch ductile iron pipe and 5,000 linear feet of 24-inch ductile iron pipe to transport water from the treatment plant to the growing western point of the water system. Design of the project included routing portions of the main through established neighborhoods, connections to existing mains, highway bores, and easement preparation. The project was outlined in a Master Plan prepared by LDA.

### WOODDALE WATER BOOSTER STATION KNOXVILLE, TENNESSEE

LDA designed two phases of renovations to KUB's Wooddale booster station that included installing three new pumps and motors, and new piping and valves as part of Phase one. Phase two included a new motor control center, emergency generator, controls, and instrumentation. The project also included demolition and removal of existing pumps, motor control center, valves, fittings, and piping. The pump capacities were as follows: pump one 1,300 gpm, pump two 2,000 gpm, and pump three 2,000. The design included provisions to keep a minimum of 2 pumps in service at all times during the renovations.

### KUB CHEROKEE TRAIL WATER SYSTEM KNOXVILLE, TENNESSEE

LDA provided design, bidding assistance, construction administration and RPR services for a 500 gpm booster station, elevated storage tank, and water line extension project to serve a new development. The tank is elevated steel with a capacity of 500,000 gallons and the water line extension consisted of 3,000 linear feet of new 8-inch distribution piping. LDA also prepared easements and a stormwater pollution prevention plan (SWPPP) and assisted in zoning and planning commission approval.



## WATER DISTRIBUTION PROJECTS

### KEY PERSONNEL

Greg Jones  
Conrad Majors  
Steve Bostic  
Glenn Hanson  
Jim Albert

### WATER SYSTEM IMPROVEMENTS TOWN OF MOUNTAIN CITY, TENNESSEE

LDA provided design, permitting, bidding, and construction services for a water system improvements project funded by a Community Development Block Grant, Appalachian Regional Commission Grant, and USDA Rural Utilities Grant/Loan. The project included a new raw water intake, new 700 gpm water treatment plant, 12,000 linear feet of 12-inch water mains, and a new 500,000 gallon welded steel storage reservoir.

### LIBERTY BELL WATER LINE JOHNSON CITY, TENNESSEE

This project was needed to improve fire protection to a portion of their distribution system. LDA developed a computer model of this portion and determined an existing elevated tank that provided fire storage, but did not "float" with the water system could be taken out of service by extending water mains from an adjacent pressure zone. LDA provided design and construction administration for 6,900 linear feet of 16-inch DIP water main and appurtenances, which included addressing multiple utility conflicts.

### PINE TOP WATER TANK & BOOSTER STATION

#### LENOIR CITY, TENNESSEE

When the Lenoir City Utilities Board decided to replace two existing water tanks on a single site, and a booster station that feeds the tanks, LDA provided design, bidding services, contract administration, and RPR services to assist LCUB in making the project happen. The new water tank was constructed out of pre-stressed concrete with a capacity of 750,000 gallons. The booster station was designed to pump 500 gpm to one pressure zone, as a redundant feed, 750 gpm to a second pressure zone. The design parameters were set based on a computer model of the water system developed by LDA.

### HIGHWAY 321 WATER SYSTEM IMPROVEMENTS

#### LENOIR CITY, TENNESSEE

This project included multiple water system upgrades due to a new professional park and hospital. LDA provided assistance with funding, design, bidding assistance, construction administration and RPR services for a new 1 MG pre-stressed concrete storage reservoir, 5,400 linear feet of new 16-inch water line, and a booster station. Other aspects of the project involved erosion and sediment control design, and site grading and drainage design.

### STATE ROUTE 160 WATERLINE RELOCATION PROJECT MORRISTOWN, TENNESSEE

LDA Engineering designed approximately 5 miles of 16-inch water main including services, re-connections to existing lines, and other items required due to a major highway construction project. The new main was designed to reflect the highway construction phasing plan which allowed the main to be installed without major delays that could have occurred due to cuts and fills on the highway construction project.

### HOMESTEAD & INTERSTATE DRIVE WATER STORAGE RESERVOIRS CROSSVILLE, TENNESSEE

For the Homestead project, LDA provided planning, design, and services during construction for the 1 million gallon storage tank and associated piping. The tank is elevated composite construction with a total height of 230 feet. This project was completed as part of the Crossville southern water line extension, which included 60,000 linear feet of 12-inch and 16-inch water main and appurtenances. We also designed a new water storage reservoir on Interstate Drive adjacent to I-40 and an industrial area to provide increased storage for fire protection. The composite construction tank has a capacity of 1 million gallons with a total height of 195 feet. Both tanks were completed as part of Crossville's Master Plan also prepared by LDA.

### GREENWAY WATER BOOSTER STATION UPGRADES

#### KNOXVILLE, TENNESSEE

We provided design, construction engineering, and resident project representative services for upgrades to the water booster pumping station for the Knoxville Utilities Board. The upgrade included the addition of a 125 horsepower, 2,000 gallons per minute pump to an existing booster station with three 2,100 gpm pumps. The project included necessary piping and valves to replace the existing pump, new electrical switchgear to drive all four pumps, new instrumentation, and a new SCADA panel with a PLC to control pump operations.

**RESOLUTION**

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LDA ENGINEERING, ALCOA, TENNESSEE, IN CONNECTION WITH THE DEVELOPMENT OF A WATER DISTRIBUTION SYSTEM HYDRAULIC MODEL (PHASE I) AND WATER DISTRIBUTION SYSTEM PLANNING DOCUMENT (PHASE II) IN THE ESTIMATED AMOUNT OF \$170,000.00.

WHEREAS, the City is in need of preparation of a water distribution system hydraulic model and planning document that will be used to secure Drinking Water State Revolving Fund (DWSRF) funds for future water main replacement projects; and

WHEREAS, LDA Engineering, Alcoa, Tennessee, participated in the City's 2016 process requesting statements of qualifications from engineering firms for water and sewer projects, has a working knowledge of the City's water distribution system, has extensive water distribution experience, and has past collaborative work experience with the City; and

WHEREAS, based upon the above, LDA Engineering has been selected by city staff for completion of the hydraulic model and planning document and has submitted a proposal for the same; and

WHEREAS, the City Manager recommends approval of an agreement with LDA Engineering for these services.

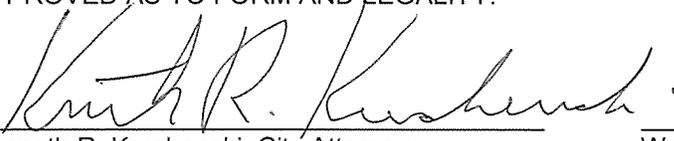
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into a professional services agreement with LDA Engineering, Alcoa, Tennessee, to prepare a water distribution system hydraulic model (Phase I) and planning document (Phase II) that will be used to secure Drinking Water State Revolving Fund (DWSRF) funds for future water main replacement projects; said agreement in the estimated amount or \$170,000.00.

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

This the 14th day of August 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**  
**17-34**

**DATE:** July 28, 2017  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES – TURTLE PARK PUMP STATION CONSTRUCTION ADMINISTRATION, RESIDENT PROJECT REPRESENTATION AND POST CONSTRUCTION SERVICES**

Introduction

An item for City Council consideration is the recommendation of a Professional Services Agreement with Trestles, LLC, Nashville, TN, for professional services in connection with Construction Administration, Resident Project Representation (RPR) and the Post-Construction Phase Services associated with the Turtle Park Pump Station in an amount not to exceed \$166,000.

Funding

Funding for professional engineering services is available from the TDEC State Revolving Fund (SRF), loan CWSRF 2017-396, Resolution 5-40-2017 approved by City Council on May 31, 2017 in the amount of \$3,100,000, which includes construction and professional services associated with this project.

Background

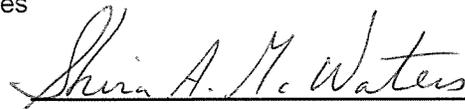
In July 2016, the Public Works Staff, along with Councilman Callison, reviewed submittals from twelve (12) engineering firms for future wastewater collection system and pumping projects. Trestles was one of the firms selected to provide professional engineering services for this category. The City engaged the services of Trestles for the design of the Turtle Park Pump Station Rehabilitation project that will be funded using CWSRF funds. The professional service contract provided herein is a continuation of the rehabilitation project and will allow the City to engage Trestles for construction administration, RPR, and post construction services.

Recommendation

A written cost proposal for engineering services was received and reviewed on June 12, 2017. Based on the review of the scope of work and submitted cost proposal, Staff recommends a professional engineering service agreement with Trestles, LLC. Adoption of the attached resolution is recommended as submitted.

Attachment(s)

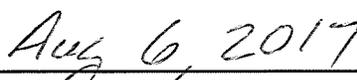
Submitted Proposal for Professional Engineering Services

  
\_\_\_\_\_  
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



June 12, 2017

Mrs. Shira McWaters  
Director – Public Works Department  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, Tennessee 37831-0001

**Re: Turtle Park Pump Station  
Construction Administration, RPR, & Post-Construction Services**

Dear Shira,

Trestles, LLC is pleased to submit our Proposal for Professional Engineering Services to assist Oak Ridge with the Turtle Park Pump Station. Our proposal includes Construction Administration, Resident Project Representative (RPR), and Post-Construction phase services. We propose to provide these services for the following fees.

|                             |                                |          |
|-----------------------------|--------------------------------|----------|
| Construction Administration | Lump Sum Not-to-Exceed         | \$76,000 |
| RPR                         | Time & Materials Not-to-Exceed | \$80,000 |
| Post Construction           | Lump Sum Not-to-Exceed         | \$10,000 |

These services are offered in accordance with the attached Exhibit A Scope of Services - Trestles.

Trestles appreciates the opportunity to respond to this request. We look forward to continuing our work with Oak Ridge. Should you have any questions about our proposal then please do not hesitate to contact me at (615) 476-0706 or [dudneyfox@trestlesllc.com](mailto:dudneyfox@trestlesllc.com).

Sincerely,

Dudney Fox, PE  
Principal

# EXHIBIT A

## SCOPE OF SERVICES - TRESTLES

### I. SERVICES OF TRESTLES

#### A. CONSTRUCTION PHASE SERVICES

1. *General Administration of Construction Contract.* TRESTLES will consult with and advise CITY and act as CITY's representative as provided in the General Conditions of the construction contract, except as modified herein. The extent and limitations of the duties, responsibilities, and authority of TRESTLES as assigned in said General Conditions will not be further modified, except as TRESTLES may otherwise agree in writing. All of the CITY's instructions to Contractor will be issued through TRESTLES who will have authority to act on behalf of the CITY to the extent provided in said General Conditions, except as otherwise provided in writing.
2. *Visits to Site and Observation of Construction.* In connection with observations of the work of the Contractor while it is in progress:
  - a. TRESTLES will make visits to the site at intervals appropriate to the various stages of construction as TRESTLES deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor's work. TRESTLES will provide the services of a Resident Project Representative (RPR) and assistants (if included in the Project Specific Services) at the site to assist TRESTLES and to provide more continuous observation of such work. Based on information obtained during such visits and on such observations, TRESTLES will endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and TRESTLES will keep the CITY informed of the progress of the work.
  - b. The RPR and any assistants (if included in the Project Specific Services) will be a TRESTLES employee or agent and under TRESTLES supervision.
  - c. The purpose of TRESTLES' visits to and representation of the RPR (and assistants, if any) at the site will be to enable TRESTLES to better carry out the duties and responsibilities assigned to and undertaken by TRESTLES during the Construction Phase, and, in addition, by exercise of TRESTLES' efforts as an experienced and qualified design professional, to provide for the CITY a greater degree of confidence that the completed work of the Contractor will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor. On the other hand, TRESTLES will not, during such visits or as a result of such observations of the Contractor's work in progress, supervise, direct, or have control over the Contractor's work, nor will TRESTLES have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incidental to the work of the Contractor or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work. Accordingly, TRESTLES can neither guarantee the

performance of the construction contracts by the Contractor nor assume responsibility for the Contractor's failure to furnish and perform the work in accordance with the Contract Documents.

3. *Defective Work.* During such visits and on the basis of such observations, TRESTLES may disapprove of or reject the Contractor's work while it is in progress if TRESTLES believes that such work will not produce a completed project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the project as reflected in the Contract Documents.
4. *Interpretations and Clarifications.* TRESTLES will issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.
5. *Shop Drawings.* TRESTLES will review (or take other appropriate action in respect to) Shop Drawings (as that term is defined in the aforesaid Standard General Conditions), samples, and other data which the Contractor is required to submit, but only for general conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incidental thereto.
6. *Substitutes.* TRESTLES will evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor, but subject to the provision of Paragraph F of "Required Additional Services."
7. *Inspections and Tests.* TRESTLES will have authority, as the CITY's representative, to require special inspection or testing of the work and will receive and review all certificates of inspections, testings, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
8. *Disputes between CITY and Contractor.* TRESTLES will act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of the CITY and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. TRESTLES will not be liable for the results of any such interpretations or decisions rendered in good faith.
9. *Applications for Payment.* Based on TRESTLES' on-site observations as an experienced and qualified design professional on information provided by the RPR and on review of applications for payment and the accompanying data and schedules:
  - a. TRESTLES will determine the amounts owing to the Contractor and recommend in writing payments to the Contractor in such amounts. Such recommendations of payment will constitute a representation to the CITY, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of TRESTLES' knowledge, information, and belief, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion and to the results of any subsequent tests called for in the Contract Documents). In the

case of unit price work, TRESTLES' recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).

- b. By recommending any payment, TRESTLES will not thereby be deemed to have represented that exhaustive, continuous, or detailed reviews or examinations have been made by TRESTLES to check the quality or quantity of the Contractor's work as it is furnished and performed beyond the responsibilities specifically assigned to TRESTLES in this Agreement. TRESTLES review of the Contractor's work for the purposes of recommending payment will not impose on TRESTLES' responsibility to supervise, direct, or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incidental thereto or Contractor compliance with laws, rules, regulations, ordinances, codes, or orders applicable to furnishing and performing the work. It will also not impose responsibility on TRESTLES to make any examination to ascertain how or for what purposes any Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any of the work, materials, or equipment has passed to the CITY free and clear of any lien, claims, security interest, or encumbrances, or that there may not be other matters at issue between the CITY and the Contractor that might affect the amount that should be paid.
10. *Contractor's Completion Documents.* TRESTLES will receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, tests, and acceptance, which are to be assembled by Contractor in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of certificates of inspection, tests and acceptance of the results certified indicate compliance with, the Contract Documents); and will transmit them to the CITY with written comments.
  11. *Inspections.* TRESTLES will conduct a visual inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable so TRESTLES may recommend, in writing, final payment to the Contractor and may give written notice to the CITY and the Contractor that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to the limitations expressed in Paragraph 10b above.
  12. *Project Meetings.* Attend all project-related meetings and conferences with the CITY, Contractor(s), and other applicable parties. At a minimum, construction progress meetings shall be held quarterly during the construction period.
  13. *Record Drawings.* TRESTLES will review and correlate the Contractor's as-built records with designer's records. TRESTLES will provide two hardcopies and one digital file in PDF format of record drawings to the CITY.
  14. *Limitation of Responsibilities.* TRESTLES will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except TRESTLES own employees and agents) at the site or otherwise furnishing or performing any of the Contractor's work; however, nothing contained in Paragraphs 1 through 15, inclusive, will be construed to release TRESTLES from liability for failure to

properly perform duties and responsibilities assumed by TRESTLES under this Agreement.

#### **B. RESIDENT PROJECT REPRESENTATION**

If included in the Project Specific Services, TRESTLES will furnish an RPR to observe performance of the work of the Contractor. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the RPR and assistants, TRESTLES will endeavor to provide further protection for the CITY against defects and deficiencies in the work of the Contractor; however, the furnishing of such services will not make TRESTLES responsible for or give TRESTLES control over construction means, methods, techniques, sequences, or procedures or for safety precautions or programs, or responsibility for the Contractor's failure to perform the work in accordance with the Contract Documents.

The duties and responsibilities of the RPR are further described in **Part II** below.

#### **C. SURVEYS, EASEMENTS, AND PERMIT APPLICATIONS**

TRESTLES will provide the following:

1. Topographic survey of the project site for the purpose of design and construction control. Survey may be accomplished using aerial photogrammetry methods. Survey shall be considered Additional Services;
2. Easement documents for CITY's use in acquiring easements (as required); and
3. Permit applications to assist CITY in obtaining permits from state, federal, and local authorities for creek crossings and erosion and sediment control.

#### **D. ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE**

If authorized in writing by the CITY, TRESTLES will furnish or obtain from others Additional Services of the types listed in the following paragraphs. These services are not included as part of Basic Services.

1. Start-up services.
2. Assistance with NPDES permitting.
3. Preparation of Operation and Maintenance Manuals.
4. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the project; preparation or review of environmental assessments and impact statements; review and evaluation of the effect on the design requirements of the project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the project.

5. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the CITY.
6. Services resulting from significant changes in the general scope, extent, or character of the project or its design including, but not limited to, changes in size, complexity, CITY's schedule, character of construction method or financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies, reports, or documents, or are due to any other causes beyond TRESTLES' control.
7. Providing renderings or models for the CITY's use.
8. Preparing documents for alternate bids requested by the CITY for Contractor's work which is not executed or documents for out-of-sequence work.
9. Investigations and studies involving, but not limited to, detailed consideration of operations, maintenance, and overhead expenses; providing value engineering during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules, and appraisals; assistance in obtaining financing for the project; evaluating processes available for licensing and assisting the CITY in obtaining process licensing; detailed quantity surveys of material, equipment, and labor; and audits or inventories required in connection with construction performed by the CITY.
10. Services during out-of-town travel required of TRESTLES other than visits to the site or the CITY's office.
11. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
12. Providing any type of property surveys or related engineering services needed for the transfer of interest in real property and field surveys for purposes of redesign or changes in alignment.
13. Preparing to serve or serving as a consultant or witness for the CITY in any litigation, arbitration, or other legal or administrative proceeding involving the project (except for assistance in consultations which is included as part of Basic Services).
14. Preparation of documentation to assist CITY in obtaining variances or exemptions from codes or regulations.
15. Assistance in applying for and obtaining zoning changes and appeals.
16. Additional services in connection with the project, including services which are to be furnished by the CITY and services not otherwise provided for in this Scope of Services.

#### **E. REQUIRED ADDITIONAL SERVICES**

When required by the Contract Documents in circumstances beyond TRESTLES' control, TRESTLES will furnish or obtain from others, as circumstances require during construction, Additional Services of the types listed below. These services are not included as part of Design and Construction Administration (Basic) Services. TRESTLES will advise the CITY promptly before starting any such Additional Services.

1. Services in connection with work directive changes and change orders to reflect changes requested by the CITY if the resulting change in compensation for Basic Services is not commensurate with the additional services rendered.
2. Services in making revisions to drawings and specifications occasioned by the acceptance of substitutions proposed by the Contractor; and services after the award of each contract in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by the Contractor.
3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of material, equipment, or energy shortages.
4. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of any Contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, and (4) default by any Contractor.
5. Services in connection with any partial utilization of any part of the project by the CITY prior to substantial completion.
6. Evaluating an unreasonable or extensive number of claims submitted by the Contractor or others in connection with the work.

## II. SERVICES OF TRESTLES RPR

The duties and responsibilities of the Resident Project Representative (RPR) are as detailed in the project's construction Contract Documents and are further limited and described as follows:

### 1. GENERAL

The RPR is TRESTLES' employee at the site, will act as directed by and under the supervision of TRESTLES, and will confer with TRESTLES regarding the RPR's actions. The RPR's dealings in matters pertaining to the on-site work will in general be with TRESTLES and the Contractor, keeping the CITY advised as necessary. The RPR's dealings with subcontractors will only be through or with the full knowledge and approval of the Contractor. The RPR will generally communicate with the CITY with the knowledge of and under the direction of TRESTLES.

### 2. DUTIES AND RESPONSIBILITIES OF RPR

- a. *Schedules*. Review the progress schedule, schedule of shop drawing submittals, and Schedule of Values prepared by the Contractor, and consult with TRESTLES concerning acceptability.
- b. *Conferences and Meetings*. Attend meetings with the Contractor, such as preconstruction conferences, progress meetings, job conferences, and other project-related meetings.
- c. *Liaison*.

- i. Serve as Trestles's and CITY's liaison with the Contractor, working principally through the Contractor's superintendent, and assist in understanding the intent of the Contract Documents; and assist the CITY with the Contractor when the Contractor's operations affect the CITY's on-site operations.
    - ii. Assist in obtaining from the CITY additional details or information, when required for proper execution of the work.
  - d. *Shop Drawings and Samples.*
    - i. Record date of receipt of shop drawings and samples.
    - ii. Receive samples which are furnished at the site by the Contractor, and notify TRESTLES of availability of samples for examination.
    - iii. Advise TRESTLES and the Contractor of the commencement of any work requiring a shop drawing or sample if the submittal has not been approved by TRESTLES.
  - e. Review of Work, Rejection of Defective Work, Inspections, and Tests:
    - i. Conduct on-site observations of the work in progress to assist TRESTLES in determining if the work is in general proceeding in accordance with the Contract Documents.
    - ii. Report to TRESTLES whenever the RPR believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test, or approval required to be made; and advise TRESTLES of work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.
    - iii. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof; and observe, record, and report to Trestles appropriate details relative to the test procedures and start-ups.
    - iv. Accompany the CITY and visiting inspectors representing public or other agencies having jurisdiction over the project, record the results of these inspections, and report to Trestles.
  - f. *Interpretation of Contract Documents.* Report to TRESTLES when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor clarifications and interpretations as issued by Trestles.
  - g. *Modifications.* Consider and evaluate the Contractor's suggestions for modifications in drawings or specifications and report with the RPR's recommendations to TRESTLES. Transmit to the Contractor decisions as issued by TRESTLES.
  - h. *Records.*

- i. Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents, including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, TRESTLES' clarifications and interpretations of the Contract Documents, progress reports, and other project-related documents.
  - ii. Keep daily inspection reports along with a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of Job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to TRESTLES.
  - iii. Record names, addresses, and telephone numbers of all Contractors, subcontractors, and major suppliers of materials, and equipment.
- i. *Reports.*
- i. Furnish TRESTLES and the CITY periodic reports as required of progress of the work and of the Contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
  - ii. Consult with TRESTLES and the CITY in advance of scheduled major tests, inspections, or start of important phases of the work.
  - iii. Report immediately to TRESTLES and the CITY upon the occurrence of any accident.
- j. *Payment Requests.* Review applications for payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to TRESTLES, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.
- k. *Completion.*
- i. Before a Certificate of Substantial Completion is issued, submit a list of observed items requiring completion or correction.
  - ii. Conduct final inspection in the company of TRESTLES, the CITY, and Contractor and prepare a final list of items to be completed or corrected.
  - iii. Observe that all items on the final list have been completed or corrected and make recommendations concerning acceptance.

### 3. LIMITATIONS OF AUTHORITY THE RPR

- a. Will not authorize any deviation from the Contract Documents or substitution of materials or equipment.

- b. Will not exceed limitations of TRESTLES' authority as set forth in the Agreement or the Contract Documents.
- c. Will not undertake any of the responsibilities of the Contractor, subcontractors, or the Contractor's superintendent.
- d. Will not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- e. Will not advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the work.
- f. Will not accept shop drawing or sample submittals from anyone other than the Contractor.
- g. Will not authorize the CITY to occupy the project in whole or in part.

**RESOLUTION**

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH TRESTLES, LLC, NASHVILLE, TENNESSEE, FOR ENGINEERING SERVICES RELATED TO THE TURTLE PARK WASTEWATER PUMP STATION CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$166,000.00.

WHEREAS, by Resolution 12-81-2016, City Council authorized a professional services agreement with Trestles, LLC, Nashville, Tennessee, for engineering services to design upgrades to the Turtle Park Wastewater Pump Station; and

WHEREAS, the City is now ready for the construction project to begin and is in need of construction administration, resident project representation (RPR), and post construction services; and

WHEREAS, Trestles, LLC, has provided a proposal to perform such services; and

WHEREAS, the City Manager recommends approval of a professional services agreement with Trestles, LLC, for these services.

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

That the recommendation of the City Manager is approved and a Professional Services Agreement with Trestles, LLC, Nashville, Tennessee, for engineering services to provide construction administration, resident project representation (RPR), and post construction services for the Turtle Park Wastewater Pump Station construction project is hereby approved in an amount not to exceed \$166,000.00.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:



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

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

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

**CITY COUNCIL MEMORANDUM**  
**17-30**

DATE: August 8, 2017

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: COMMUNITY REUSE ORGANIZATION OF EAST TENNESSEE (CROET)  
AGREEMENT WITH THE OAK RIDGE INDUSTRIAL DEVELOPMENT BOARD (IDB)  
FOR THE TRANSFER OF DEPARTMENT OF ENERGY (DOE) PROPERTY IN THE  
EAST TENNESSEE TECHNOLOGY PARK

Introduction:

In the 2017 Tennessee Legislative Session, Public Chapter 219 was passed to allow the transfer of approximately 1,300 acres of remediated United States Department of Energy (DOE) land to a tax-exempt, nonprofit entity engaged in economic development. This legislation is an amendment to Tennessee Code Annotated, Title 7, Chapter 53 and Title 67, Chapter 5, relative to Industrial Development Corporations. A copy of the Public Chapter is included with this memorandum. This legislation required that the nonprofit entity may transfer the acreage to an Industrial Development Board of a Home Rule Local Government in furtherance of promoting economic development in the area. The transfer shall be subject to a lawful management or lease agreement executed between the nonprofit entity and the Industrial Development Board for management and marketing of the land by the nonprofit entity in order to provide substantial sources of tax revenue and economic development activity for the local government.

Funding:

Costs for conducting such transactions will be subject to details of an approved agreement between the nonprofit entity and the Industrial Development Board allowing proceeds to be used to offset any costs required of the agreement. Land would be accepted by the IDB subject to site preparation, environmental review and utility service/provision. Said exchanges will change property value in Roane County and the City of Oak Ridge from taxable PILT agricultural value to tax exempt. Estimated combined financial impact will be approximately \$200,000 in tax proceeds annually as property is in tax-exempt status.

Background:

For the past twenty years and more, the Community Reuse Organization of East Tennessee (CROET) has been involved in the process of completing the reindustrialization of the Heritage industrial site. Simultaneously, the Oak Ridge Industrial Development Board (IDB) and CROET were also involved with the startup of the "greenfield" area—the Horizon Industrial Park. Presently, the Department of Energy is ready to begin the ultimate transfer of the entire Heritage area with anticipated usage for a general aviation airport, industrial sites, and open space. For purposes of implementing the legislation contained in Public Chapter 219, CROET is qualified as a nonprofit entity that meets the requirements set out in this Public Chapter.

For the immediate future, an agreement needs to be put in effect that will allow the transfer of land to the IDB, with the management of the Heritage Industrial Park continuing with CROET. Land that is now available to be transferred by the Department of Energy can be with designation through CROET to the IDB. We know for instance, that nearly 200 acres will be required for the upcoming general aviation

airport. A master plan prepared by UCOR is also occurring with the overall industrial park. K-33 and K-31 building sites are now ready for DOE transfer.

For the past eight months, the City Manager and the IDB Chairman David Wilson have conducted discussions with CROET President Lawrence Young regarding an agreement to implement the state legislation. The IDB has been concerned about land transfer fees included in its original agreement with CROET for the Horizon Center and negotiated reductions in land transfer costs during these discussions. Clarifications are also considered between The Roane Alliance and the City of Oak Ridge regarding successful recruitments. No Common Area Maintenance (CAM) fees will be paid by the IDB. Transfer costs and fees will be assumed by CROET. At its August 7, 2017, meeting, the IDB voted to approve submission of its recommendation to the City Manager. A copy of the IDB Chairman David Wilson's letter is included with this memorandum. The City Manager is now forwarding those recommendations to the City Council for consideration so that land transfers may begin after development and execution of an agreement with the attached stipulations.

It is recommended that approval be granted to the City Manager to enter into negotiations with the IDB and CROET to complete and execute a final agreement for transfer of land to the Oak Ridge Industrial Development Board. The City Attorney and the City's Bond Counsel will assist the City Manager in drafting the appropriate legal documents to comply with Public Chapter 219 and complete this transfer.

Recommendation:

Approval of the attached resolution is recommended.



---

Mark S. Watson

Attachments



# State of Tennessee

## PUBLIC CHAPTER NO. 219

SENATE BILL NO. 707

By Yager, Yarbrow

Substituted for: House Bill No. 978

By Calfee, Ragan

AN ACT to amend Tennessee Code Annotated, Title 7, Chapter 53 and Title 67, Chapter 5, relative to industrial development corporations.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 7, Chapter 53, Part 3, is amended by adding the following as a new section:

(a) As used in this section:

(1) "Local government" means any home rule municipality; and

(2) "Remediation site" means a site containing at least one thousand three hundred (1,300) acres that have been held by the United States department of energy due to an extended period of environmental remediation and conveyed by the United States department of energy to a nonprofit entity that is recognized as tax exempt by the internal revenue service and engaged in economic development.

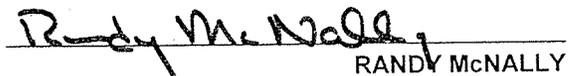
(b) Upon receiving all authorizations required by this chapter, on or after July 1, 2017, any and all parcels of property located on a remediation site in a local government may be transferred to the industrial development board of the local government consistent with the terms of the conveyance. The industrial development board is authorized to sell, lease, dispose of, or contract for the operation of the property in furtherance of the public purpose of promoting economic development in that area.

(c) Upon transfer of the parcels to the industrial development board as provided in subsection (b), a lawful management or lease agreement shall be executed between the industrial development board and the nonprofit entity described in subdivision (a)(2), in which the United States department of energy's intent is clearly memorialized, including a provision that the nonprofit entity shall manage the remediation site and shall market the parcels to potential buyers in order to provide substantial sources of tax revenue or economic activity to the local government and to induce private enterprises to locate or remain in the area.

SECTION 2. This act shall take effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 707

PASSED: April 17, 2017

  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
BETH HARWELL, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 28<sup>th</sup> day of April 2017

  
BILL HASLAM, GOVERNOR



**Industrial Development Board  
of the City of Oak Ridge**

1400 Oak Ridge Turnpike  
Oak Ridge, TN 37830

ph (865) 362-0002  
oridb01@gmail.com  
www.oridb.net

---

**Board of Directors**

David E. Wilson  
Chairman

Buzz Patrick  
Vice Chairman

Phillip Yager  
Secretary-Treasurer

Richard G. Chinn

Louise B. Dunlap

David L. Mason

H.D. Osucha

Harold Trapp

Samantha W. Royster  
Executive Assistant

August 8, 2016

Mark Watson, City Manager  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, TN 37831-0001

Re: PILOT Proposal

Dear Mr. Watson:

At its regular meeting held on August 7, 2017, the Industrial Development Board of the City of Oak Ridge (IDB) passed a resolution authorizing the Chairman to craft a letter to you regarding the attached PILOT Proposal for presentation to the Oak Ridge City Council.

The PILOT Proposal document outlines items that have been approved by the IDB for inclusion in a management agreement to be negotiated between the IDB and the nonprofit entity (CROET) to whom DOE plans to convey 1300 acres within the ETP remediation site. The management agreement would be in conjunction with a PILOT request from CROET for certain properties in the ETP (Heritage Center).

CROET's request does not fit within the guidelines of the approved PILOT matrix under which the IDB is allowed to negotiate an incentive program. Therefore, the IDB is recommending to you that the City Council approve a PILOT Program between the IDB and CROET based on the conditions in the attached PILOT Proposal.

Thank you for your assistance in this matter.

Sincerely,

David E. Wilson  
Chairman

Enclosure

## **PILOT PROPOSAL**

On April 17, 2017 the Tennessee State Legislature passed House Bill 978 and Senate Bill 707, which allows for the Department of Energy to transfer up to 1,300 acres (now known as ETTP) to a nonprofit, tax exempt organization engaged in economic development, i.e. (CROET).

The Bill also allows for this nonprofit organization to transfer these properties to the Industrial Development Board of Oak Ridge. This would require creating a PILOT program between the nonprofit organization and the IDB.

As Chairman of the IDB, I have outlined several items which needed to be addressed before I was comfortable in making a recommendation to the full IDB Board. The following items are the result of several conversations with the principal of the nonprofit organization. I will more fully discuss these items at the board meeting today.

Some of the items will be adjustments to our current agreement with CROET to the Horizon Center project. Other items will be addressed in a new agreement with CROET.

Details of the items are as follows:

- 1) The Oak Ridge Industrial Development Board (ORIDB) would have the option to: a) pay CROET \$6,000 per acre for all remaining developable land sold in Horizon Park, or b) make no payment(s) to CROET on any 120 acres sold in Horizon Park as chosen by the ORIDB, and pay CROET \$9,300 per acre on all other remaining lots sold;
- 2) That the ORIDB would pay no CAM fees on property within the transfer area owned by ORIDB either directly or under a PILOT program. In addition, CROET will be responsible for the maintenance on all ORIDB owned property;
- 3) That a provision will be included in the lease back documents, as part of the PILOT program, to include the following: CROET would have the right to remove properties from the PILOT program upon payment of \$500 to the ORIDB, per occurrence. However, should the property be sold within one (1) year from the date of conveyance, CROET would pay to the ORIDB a fee of 1% of the gross selling price to be included in the closing documents. The exception to this provision would be that if the procuring cause of the sale of the property is the ORIDB, the City of Oak Ridge, or one of its agents, CROET would pay to the ORIDB a fee of 5% of the gross sales price;
- 4) That CROET will pay all costs incurred by the ORIDB for the PILOT program including, but not limited to, drafting all PILOT related documents, legal fees, recording all instruments, surveys, and environmental documents/procedures;
- 5) During the term of the PILOT program the ORIDB will not be required to pay any fees or charges for any reason to provide the PILOT to CROET;
- 6) That all PILOT documents will be drafted by ORIDB attorneys;
- 7) First and foremost, any/all modifications to the PILOT program matrix must be approved by the Oak Ridge City Manager, who would then make his recommendations to the Oak Ridge City Council for their vote, prior to entering into a PILOT program.

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO NEGOTIATIONS WITH THE IDB AND CROET TO COMPLETE AND EXECUTE A FINAL AGREEMENT FOR THE TRANSFER OF LAND AT ETTP (HERITAGE CENTER) IN ACCORDANCE WITH THE REQUIREMENTS OF RECENT LEGISLATION PASSED BY THE TENNESSEE GENERAL ASSEMBLY (PUBLIC CHAPTER 219).

WHEREAS, recent legislation was passed by the Tennessee General Assembly to allow the transfer of approximately 1,300 acres of remediated U.S. Department of Energy (DOE) land from a tax-exempt nonprofit entity engaged in economic development to the industrial development board (Public Chapter 219); and

WHEREAS, on August 7, 2017, the Industrial Development Board of the City of Oak Ridge (IDB) passed a resolution authorizing the Chairman to submit a PILOT Proposal document to the City Manager regarding the transfer of 1,300 acres within the East Tennessee Technology Park (ETTP / Heritage Center) remediation site, which acreage DOE plans to convey to the Community Reuse Organization of East Tennessee (CROET); and

WHEREAS, the PILOT Proposal document sets forth requirements for inclusion in a management agreement to be negotiated between the IDB and CROET; and

WHEREAS, as CROET's request does not fit within the guidelines of the City Council approved PILOT matrix under which the IDB is allowed to negotiate an incentive program Council's approval is required to delegate to the IDB authority to negotiate this incentive agreement; and

WHEREAS, the City Manager requests approval to enter into negotiations with the IDB and CROET to complete and execute a final agreement for the transfer of land to the IDB.

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 Manager is hereby authorized to enter into negotiations with the Industrial Development Board of the City of Oak Ridge (IDB) and the Community Reuse Organization of East Tennessee (CROET) to complete and execute a final agreement for the transfer of approximately 1,300 acres of remediated U.S. Department of Energy land from CROET to the IDB at the East Tennessee Technology Park (ETTP / Heritage Center) remediation site, with management of Heritage Center continuing with CROET.

BE IT FURTHER RESOLVED that the City Attorney and the City's bond counsel will assist the City Manager in drafting the appropriate legal documents to comply with Public Chapter 219 to complete the transfer.

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

This the 14th day of August 2017.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

ELECTIONS

&

APPOINTMENTS

ANNOUNCEMENTS

SCHEDULING

**MAYOR'S MEMORANDUM**  
**17-02**

**DATE:** July 27, 2017  
**TO:** Members of City Council  
**FROM:** Warren L. Gooch, Mayor  
**SUBJECT:** APPOINTMENTS TO BUDGET AND FINANCE COMMITTEE

At the August 14, 2017 City Council meeting, City Council will be asked to confirm appointments to the Budget and Finance Committee.

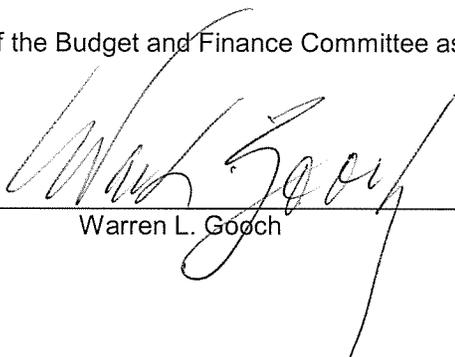
With the adoption of Resolution 09-90-2014, City Council reestablished the Budget and Finance Committee with the mission to assist City Council in providing guidance to the City Manager with respect to budget preparation, as required by Article V, Section 10 of the City Charter.

The FY 2017 Budget and Finance Committee was comprised of Kelly Callison, Chair, Ellen Smith and myself. For FY2018, the following composition is recommended:

Budget and Finance Committee

Kelly Callison, Chair  
Rick Chinn  
Ellen Smith

It is the Mayor's recommendation to confirm the appointment of the Budget and Finance Committee as presented above.



---

Warren L. Gooch