

## OAK RIDGE CITY COUNCIL MEETING

Municipal Building Courtroom

June 11, 2018 - 7:00 p.m.

### AGENDA

I. INVOCATION

Pastor Derrick Hammond, Oak Valley Baptist Church

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

- a. Recognition of Councilmember Hans Vogel for his service to the City of Oak Ridge
- b. Introduction of Michael Smith, ADA Coordinator for the City of Oak Ridge

Proclamations

- a. A proclamation honoring Library Director Kathy McNeilly on her retirement and years of service to the City of Oak Ridge
- b. A proclamation designating June 11-17, 2018 as Men's Health Week

V. SPECIAL REPORTS

VI. CONSENT AGENDA

- a. Approval of May 14, 2018 City Council regular meeting minutes
- b. Approval of May 22, 2018 City Council special meeting minutes
- c. Approval of May 29, 2018 City Council special meeting minutes
- d. 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, 2018 THROUGH APRIL 30, 2019 IN THE AMOUNT OF \$52,368.68.
- e. A RESOLUTION APPROVING A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR MAINTENANCE OF STATE HIGHWAYS WITHIN THE CORPORATE CITY LIMITS WHEREBY THE CITY IS REIMBURSED BY TDOT FOR SAID SERVICES IN THE AMOUNT OF \$141,175.05.
- f. 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 2019 IN THE ESTIMATED AMOUNT OF \$100,000.00.

- g. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$700,000.00.
- h. 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 2019 IN THE ESTIMATED AMOUNT OF \$95,000.00.
- i. 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 2019 IN THE ESTIMATED AMOUNT OF \$165,000.00.
- j. 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 2019 IN THE ESTIMATED AMOUNT OF \$230,000.00.
- k. A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR A "SAFETY PARTNERS" LOSS CONTROL MATCHING DRIVER SAFETY GRANT FROM THE TENNESSEE MUNICIPAL LEAGUE RISK MANAGEMENT WITH A MAXIMUM REIMBURSEMENT AMOUNT OF \$2,500.00 AND TO ACCEPT SAID GRANT IF APPROVED.
- l. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$469,000.00.
- m. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$28,066.04.

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

Public Hearing

- a. The Community Development Block Grant (CDBG) PY2018/FY2019 Annual Action Plan and proposed allocations of Community Development Block Grant (CDBG) Entitlement Funds for PY2018/FY2019 estimated at \$238,717.00. (Note: A resolution will be considered as item (d) under "Resolutions.")

VIII. FINAL ADOPTION OF ORDINANCES

Public Hearing and Final Adoption

- a. AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

Final Adoption

- a. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 1.31, 1.32, 1.33, 1.34, 1.35, AND 1.37, ROANE COUNTY TAX MAP 30, (APPROXIMATELY 17.97 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH

DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY ZIRCONIUM STREET, AMERICUS AVENUE, TITANIUM STREET, AND HERITAGE CENTER BOULEVARD.

- b. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 10.11, 10.12, 10.13, 10.14, and 10.15, ROANE COUNTY TAX MAP 29, (APPROXIMATELY 185.1 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY PERIMETER ROAD AND POPLAR CREEK.

IX. RESOLUTIONS

- a. A RESOLUTION APPROVING A RIGHT-OF-WAY ENCROACHMENT AGREEMENT WITH TACALA TN CORP FOR 101 BUS TERMINAL ROAD.
- b. A RESOLUTION AWARDDING A CONTRACT (FY2018-167) TO PRI OF EAST TN, INC., KNOXVILLE, TENNESSEE, FOR AS-NEEDED PAVEMENT REPAIR AND PATCHING FOR THE PUBLIC WORKS DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$200,000.00.
- c. A RESOLUTION APPROVING THE YEAR 2 FIRE DEPARTMENT PAY GRADE SCHEDULE EFFECTIVE JULY 1, 2018.
- d. A RESOLUTION APPROVING THE PY2018/FY2019 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR PY2018/FY2019 ESTIMATED AT \$238,717.00.
- e. A RESOLUTION TO ENCUMBER ALL REMAINING UNSPENT BUDGETED FUNDS AT THE END OF FISCAL YEAR 2018 IN THE FOLLOWING GENERAL FUND ACTIVITIES: 845 INFORMATION SERVICES, 862 FINANCE, AND 951 STORMWATER.
- f. A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$54,000.
- g. A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$54,000.

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. Elections/Appointments
  - i. Confirmation of nomination of James Charles, III to the Oak Ridge Utility District Board of Directors
- b. Announcements
- c. Scheduling

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

a. CITY MANAGER'S REPORT

i. Draft Supplement Analysis (SA) for the Y-12 SWEIS

b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

**PROCLAMATIONS  
AND  
PUBLIC RECOGNITIONS**

**CITY CLERK MEMORANDUM**  
**18-16**

DATE: June 5, 2018  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: PROCLAMATIONS AND PUBLIC RECOGNITIONS FOR THE JUNE 11, 2018 CITY COUNCIL MEETING AGENDA

Public Recognitions

Recognition of Councilmember Hans Vogel for his service to the City of Oak Ridge

Councilmember Hans Vogel announced his intention to resign from City Council effective June 30, 2018 in order to pursue a job opportunity in Idaho. City Manager Mark Watson submitted a proclamation request to honor his years of service to the City of Oak Ridge. That proclamation will be considered in conjunction with Councilmember Vogel's recognition.

Introduction of Michael Smith, ADA Coordinator for the City of Oak Ridge

At a special called meeting on May 22, 2018, City Council officially named Michael Smith as the new Americans With Disabilities Act (ADA) Coordinator for the city. City Manager Mark Watson asked that Mr. Smith be formally introduced at the June 11, 2018 meeting.

Proclamations

The following proclamations are presented for the June 11, 2018 City Council meeting for the City Council's consideration:

A proclamation honoring Library Director Kathy McNeilly on her retirement and years of service to the City of Oak Ridge

This request was submitted by City Manager Mark Watson to honor Ms. McNeilly as she retires from the city after over four decades of service with the library. The proclamation will be presented to her during a retirement reception on June 15, 2018.

A proclamation designating June 11-17, 2018 as Men's Health Week

This request was submitted by Elizabeth Lanham, Program Assistant with Men's Health Network, to designate June 11-17, 2018 as Men's Health Week in conjunction with a special awareness period first recognized by Congress in 1994.

  
Mary Beth Hickman

Attachment:

Proclamation recognizing Councilmember Hans Vogel for his service to the City of Oak Ridge  
Proclamation honoring Library Director Kathy McNeilly on her retirement and years of service to the City of Oak Ridge  
Proclamation designating June 11-17, 2018 as Men's Health Week

# PROCLAMATION

**WHEREAS**, Hans Vogel has been recognized as a leader on the Oak Ridge City Council since his service began on December 12, 2016; and

**WHEREAS**, Mr. Vogel is a Desert Storm Veteran, having served in the Army Corps of Engineers on active duty in the US and Europe for over five years following his ROTC commissioning as a Second Lieutenant in 1987; and

**WHEREAS**, upon returning to Oak Ridge in 2013, Hans Vogel has over 22 years of progressive experience working in technical, operations, management, and project capacities in the nuclear field; and

**WHEREAS**, Mr. Vogel has been the Directorate Operations Manager, Neutron Sciences Directorate, at the Oak Ridge National Laboratory (ORNL), leading the team responsible for operations support functions for the roughly 750 person organization; and

**WHEREAS**, Mr. Vogel has been very active in his service to the City of Oak Ridge, serving as a member of the Oak Ridge Municipal Planning Commission and the Oak Ridge City Council representative on the Oak Ridge Municipal Planning Commission; and

**WHEREAS**, Mr. Vogel has served on the City Manager Evaluation Committee, Leadership Oak Ridge class of 2015, and a Board Member for Aid to Distressed Families of Appalachian Counties (ADFAC); and

**WHEREAS**, Mr. Vogel has used his knowledge and experience to help further the progress of the Municipal Planning Commission's City Blueprint and has been instrumental in ensuring a prosperous future for our residents, in part due to his tireless advocacy of quality environment and nonprofit organizations; and

**WHEREAS**, the Oak Ridge City Council desires to express its appreciation and gratitude for his meritorious public service with the City Council and the City of Oak Ridge.

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

That in recognition of his distinguished service to the community, the Oak Ridge City Council pays tribute to

## HANS VOGEL

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

**BE IT FURTHER RESOLVED** that this resolution shall be affixed with the Great Seal of the City of Oak Ridge, Tennessee, and presented to Hans Vogel as a token of this Council's esteem and on behalf of all citizens of the City of Oak Ridge, Tennessee, this the 11<sup>th</sup> day of June in the year 2018.

\_\_\_\_\_  
Kelly Callison, Councilmember

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Warren L. Gooch, Mayor

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Charles J. Hope, Jr., Councilmember

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James Dodson, Councilmember

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Rick Chinn, Jr., Mayor Pro Tem

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Ellen D. Smith, Councilmember

# PROCLAMATION

**WHEREAS**, Kathy McNeilly has dutifully served the City of Oak Ridge for forty-seven years, having taken her initial position in 1971; and

**WHEREAS**, Ms. McNeilly holds a Master's degree in Library Science from the University of Tennessee at Knoxville; and

**WHEREAS**, Ms. McNeilly has served in five different capacities during her time with the City of Oak Ridge, having served as Reference Assistant, Technical Services Librarian, Reference Librarian, Assistant Library Director, and Library Director; and

**WHEREAS**, Ms. McNeilly spearheaded the stained glass window project, which currently adorns the windows of the Library; and

**WHEREAS**, Ms. McNeilly successfully coordinated the City of Oak Ridge Oral History Project in an effort to preserve the heritage of the Oak Ridge community; and

**WHEREAS**, Ms. McNeilly initiated the One City, One Book Project in Oak Ridge, which is a community reading program which attempts to get everyone in a city to read and discuss the same book; and

**WHEREAS**, Ms. McNeilly has received the city's Outstanding Performance Award four times over her distinguished career; and

**WHEREAS**, through her passion for reading and her commitment to literacy, Ms. McNeilly has worked tirelessly to promote visiting the public library and encouraging citizens to take advantage of its many valuable resources.

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

That in recognition of her distinguished service and contributions to the Oak Ridge community, the City of Oak Ridge pays tribute to

## KATHY MCNEILLY

**BE IT FURTHER RESOLVED** that the Council hereby recognizes and thanks Ms. Kathy McNeilly for her professional and personal dedication to the City of Oak Ridge.

**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 11<sup>th</sup> day of June in the year 2018.

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

# PROCLAMATION

**WHEREAS**, despite advances in medical technology and research, men continue to live an average of five years less than women with African-American men having the lowest life expectancy; and

**WHEREAS**, educating the public and health care providers about the importance of a healthy lifestyle and early detection of male health problems will result in reducing rates of mortality from disease; and

**WHEREAS**, heightening the awareness of preventable health problems and increasing early detection and treatment of disease would significantly improve our Nation's health, as well as save limited health care dollars; and

**WHEREAS**, the Men's Health Network (MHN) worked with Congress to develop National Men's Health Week as a special campaign to help educate men, boys, and their families about the importance of positive health attitudes and preventative health practices; and

**WHEREAS**, MHN is a national non-profit organization whose mission is to reach men, boys, and their families where they live, work, play, and pray with health prevention messages and tools, screening programs, educational materials, advocacy opportunities, and patient navigation; and

**WHEREAS**, the City of Oak Ridge has similarly made an effort to promote a healthy lifestyle for the residents of Oak Ridge and city employees through the creation of a Wellness Fair; and

**WHEREAS**, Men's Health Week will focus on a broad range of men's health issues and will encourage the citizens of Oak Ridge to increase awareness of the importance of a healthy lifestyle, regular exercise, and medical check-ups.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that June 11-17, 2018 be proclaimed

## MEN'S HEALTH WEEK

and all citizens be encouraged to pursue preventative health practices and early detection efforts.

**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 11<sup>th</sup> day of June in the year 2018.

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

# CONSENT AGENDA

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

May 14, 2018

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on April 9, 2018 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**INVOCATION**

The invocation was given by Pastor Steve Sherman with First Christian Church.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by members of the Willowbrook Elementary School Student Senate.

**ROLL CALL**

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

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

**PROCLAMATIONS AND PUBLIC RECOGNITIONS**

Public Recognitions

City Manager Mark Watson recognized Yoga Dewanto, who is a Young Southeast Asian Leaders Initiative (YSEALI) Fellow visiting from Indonesia as part of an exchange program with the International City Managers' Association and the U.S. Department of State.

Proclamations

*A proclamation recognizing the Robertsville Middle School cube satellite launch.*

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

*A proclamation recognizing the Secret City Wildbots for reaching the Carver Division Semi-Finals of the World Championship in Houston, Texas.*

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

*A proclamation recognizing the 75<sup>th</sup> Anniversary of the Boy Scouts of America program in Oak Ridge.*

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

*A proclamation recognizing the 75<sup>th</sup> Anniversary of the Y-12 National Security Complex.*

Mayor Pro Tem Chinn moved for approval of the proclamation, and Councilmember Hope seconded. The

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

*A proclamation designating May 16, 2018 as Oak Ridge Wellness Day.*

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

*A proclamation designating May 14-18, 2018 as Police Week.*

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

*A proclamation designating May 14-21 as Infrastructure Week.*

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

*A proclamation designating May 20-26, 2018 as Public Works Week.*

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

### **SPECIAL REPORTS**

*Annual Recreation and Parks Advisory Board Report – Alan Tatum, Chair.*

Alan Tatum, Chair of the Recreation and Parks Advisory Board provided the board's annual report for 2017-2018. The report was received for the record.

### **CONSENT AGENDA**

The following items were removed from the Consent Agenda for discussion:

A RESOLUTION AWARDDING A CONTRACT (FY2018-163) TO WRIGHT CONTRACTING, INC., KNOXVILLE, TENNESSEE, FOR THE OAK RIDGE FIRE STATION #4 RENOVATION PROJECT IN AN AMOUNT NOT TO EXCEED \$515,000.00.

A RESOLUTION AWARDDING A CONTRACT (FY2018-139) TO SOUTHERN CONSTRUCTORS, INC., KNOXVILLE, TENNESSEE, FOR THE OAK RIDGE TURNPIKE INTERSECTION PEDESTRIAN SAFETY IMPROVEMENTS PROJECT IN THE ESTIMATED AMOUNT OF \$528,355.00.

Mayor Pro Tem Chinn moved for approval of the Consent Agenda as amended, and Councilmember Callison seconded.

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

Approval of the April 9, 2018 City Council regular meeting minutes

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PATTERSON & DEWAR ENGINEERS, INC., NORCROSS, GEORGIA, FOR ENGINEERING CONSULTING SERVICES RELATED TO DEVELOPMENT OF A TECHNOLOGY ROADMAP FOR THE ELECTRIC DEPARTMENT IN THE ESTIMATED AMOUNT OF \$34,000.00.

A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH THE TENNESSEE VALLEY AUTHORITY (TVA) TO AMEND THE POWER CONTRACT RELATIVE TO THE INDUSTRIAL SERVICE POLICY.

A RESOLUTION AUTHORIZING THE TRANSFER OF A SURPLUS FIRE ENGINE (#356) AND DECONTAMINATION TRAILER (#739) TO ANDERSON COUNTY, TENNESSEE, AT NO COST.

A RESOLUTION TO REQUEST UNCLAIMED BALANCE OF ACCOUNTS REMITTED TO STATE TREASURER UNDER UNCLAIMED PROPERTY ACT.

A RESOLUTION AWARDED A CONTRACT (FY2018-163) TO WRIGHT CONTRACTING, INC., KNOXVILLE, TENNESSEE, FOR THE OAK RIDGE FIRE STATION #4 RENOVATION PROJECT IN AN AMOUNT NOT TO EXCEED \$515,000.00.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Vogel seconded. City Manager Mark Watson provided an overview of the resolution, and Fire Chief Darryl Kerley 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 AWARDED A CONTRACT (FY2018-139) TO SOUTHERN CONSTRUCTORS, INC., KNOXVILLE, TENNESSEE, FOR THE OAK RIDGE TURNPIKE INTERSECTION PEDESTRIAN SAFETY IMPROVEMENTS PROJECT IN THE ESTIMATED AMOUNT OF \$528,355.00.

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

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

#### Public Hearing

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 1.31, 1.32, 1.33, 1.34, 1.35, AND 1.37, ROANE COUNTY TAX MAP 30, (APPROXIMATELY 17.97 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY ZIRCONIUM STREET, AMERICUS AVENUE, TITANIUM STREET, AND HERITAGE CENTER BOULEVARD.

Councilmember Dodson moved to open the public hearing, and Councilmember Smith seconded. Seeing no citizens wishing to speak, Councilmember Dodson moved to close the public hearing, and Councilmember Vogel seconded. The motion to close the public hearing passed unanimously by voice vote.

Councilmember Vogel moved for approval of the ordinance, and Councilmember Callison seconded. Community Development Director Wayne Blasius provided an overview of the ordinance 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."

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED “THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE,” BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 10.11, 10.12, 10.13, 10.14, and 10.15, ROANE COUNTY TAX MAP 29, (APPROXIMATELY 185.1 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY PERIMETER ROAD AND POPLAR CREEK.

Councilmember Vogel moved to open the public hearing, and Councilmember Smith seconded. Seeing no citizens wishing to speak, Councilmember Smith moved to close the public hearing, and Councilmember Vogel seconded. The motion to close the public hearing passed unanimously by voice vote.

Councilmember Vogel moved for approval of the ordinance, and Councilmember Smith seconded. Community Development Director Wayne Blasius provided an overview of the ordinance 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.”

#### First Reading

AN ORDINANCE ABANDONING A PORTION OF RIGHT-OF-WAY ADJACENT TO 101 BUS TERMINAL ROAD UPON CERTAIN CONDITIONS.

Councilmember Hope moved for approval of the ordinance, and Councilmember Vogel seconded. Community Development Director Wayne Blasius provided an overview of the ordinance and answered questions from Council. After considerable discussion, Mayor Gooch made a motion to defer the ordinance one month, and Councilmember Dodson seconded.

The motion to defer the ordinance one month was approved with Councilmembers Callison, Dodson, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting “Aye” and Councilmember Vogel voting “No.”

AN ORDINANCE TO AMEND ORDINANCE NO. 27-85, TITLED “A PERSONNEL PLAN FOR EMPLOYEES OF THE CITY OF OAK RIDGE, TENNESSEE,” AS AMENDED, BY UPDATING THE FOLLOWING SECTIONS: SECTION 5.1, TITLED “COMPENSATION PHILOSOPHY AND POLICY”; SECTION 6.10, TITLED “LONGEVITY PAYMENTS”; SUBSECTION 11.1.B, TITLED “CREDITING GENERAL LEAVE”; SUBSECTION 11.1.D, TITLED “MAXIMUM ACCUMULATION OF GENERAL LEAVE”; SUBSECTION 11.1.F, TITLED “BUY-BACK OF EXCESS GENERAL LEAVE”; SUBSECTION 11.2.A, TITLED “EMERGENCY LEAVE MINIMUM REQUIREMENT”; AND 11.4, TITLED “INJURY LEAVE”; AND BY DELETING SUBSECTION 11.2.D, TITLED “TRANSFER OF EMERGENCY LEAVE CREDITS TO GENERAL LEAVE,” AND REPLACING IT THEREFOR WITH A NEW SUBSECTION 11.2.D, TITLED “MAXIMUM ACCUMULATION OF EMERGENCY LEAVE”; ALL FOR THE PURPOSES OF UPDATING THE PERSONNEL PLAN AS SET FORTH BELOW.

Councilmember Dodson moved for approval of the ordinance, and Councilmember Vogel seconded. In the absence of Administrative Services Director Bruce Applegate, City Manager Mark Watson provided an overview of the ordinance 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. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCEL 9.00, TAX MAP 106, FORMERLY KNOWN AS PARCEL G (APPROXIMATELY 20.96 ACRES), FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCEL BEING LOCATED ON BETHEL VALLEY ROAD SOUTH OF COMMERCE PARK.

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

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

### **RESOLUTIONS**

A RESOLUTION TO AUTHORIZE STUDIO FOUR DESIGN, INC., KNOXVILLE, TENNESSEE, TO PROCEED WITH FINAL DESIGN OF CONSTRUCTION DRAWINGS FOR THE NEW PRESCHOOL BUILDING.

Councilmember Dodson moved for approval of the resolution, and Councilmember Smith seconded. City Manager Mark Watson provided an overview of the resolution, and Jacene Phillips with Studio Four Design answered questions from Council.

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

A RESOLUTION TO AUTHORIZE STUDIO FOUR DESIGN, INC., KNOXVILLE, TENNESSEE, TO PROCEED WITH FINAL DESIGN OF CONSTRUCTION DRAWINGS FOR THE NEW SENIOR CENTER.

Councilmember Smith moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution, and Jacene Phillips with Studio Four Design answered questions from Council. During discussion it was requested that automatic buttons be added to the center doors.

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

RESOLUTION AWARDED A CONTRACT (FY2018-176) TO A. MORTON THOMAS AND ASSOCIATES, INC., KINGSPORT, TENNESSEE, TO PROVIDE CONSULTING ENGINEERING SERVICES FOR THE OAK RIDGE RAILS TO TRAILS PROJECT IN THE ESTIMATED AMOUNT OF \$358,317.00.

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

Dan Robbins, 41 Riverview Drive, Oak Ridge, who serves as Chairman of Greenways Oak Ridge, spoke in support of the Rails-to-Trails project.

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 A PROFESSIONAL SERVICES AGREEMENT WITH LDA ENGINEERING, ALCOA, TENNESSEE, TO COMPLETE DATA-GATHERING PHASES OF AN ADA COMPLIANCE AND TRANSITION PLAN, IN AN AMOUNT NOT TO EXCEED \$165,200.00.

Councilmember Smith moved for approval of the resolution, and Councilmember Callison 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 A TRANSFER OF \$250,000.00 FROM THE GENERAL FUND TO THE GOLF COURSE FUND TO MAINTAIN GOLF COURSE OPERATIONS AT TENNESSEE CENTENNIAL GOLF COURSE THROUGH THE END OF FISCAL YEAR 2018.

Councilmember Smith moved for approval of the resolution, and Councilmember Vogel seconded. City Manager Mark Watson provided an overview of the resolution and answered questions from Council. Discussion was held among Councilmembers concerning the merits of transferring additional funds to the golf course.

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

#### **APPEARANCE OF CITIZENS**

Robert Kennedy, 209 Whipoorwill Drive, Oak Ridge, who serves as Chairman of the Environmental Quality Advisory Board, addressed Council pertaining to the Department of Energy's decision to clear-cut trees in order to install transmission lines for the Uranium Processing Facility.

Louise McKown, a resident of Greenfield Senior Living in Oak Ridge and a member of the Anderson County ADA Oversight Committee, asked that the City update its website and add the name of the new Americans with Disabilities Act Coordinator to replace Pat Fallon, who retired.

Maria Gregorio, 113 Colby Road, Oak Ridge, spoke in support of school resource officers for each of the middle schools.

Derek Hammond, 107 W. Melbourne Road, Oak Ridge, requested an update regarding the pre-school project and when or if another community meeting would be held.

Darris Upton, 202 Tusculum Drive, Oak Ridge, thanked Council for their hard work and stated that there is still a great deal of work to be done in the City.

Pat Gengozian, 202 Tusculum Drive, Oak Ridge, who serves as Chair of the Senior Advisory Board, asked for clarification as to the next steps in the process for the Senior Center.

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

##### **Elections/Appointments**

*Elect one (1) representative to the Anderson County Board of Equalization*  
Kathy Edwards was elected unanimously on the first ballot.

*Appointment of City Council representative to the Youth Advisory Board Screening Panel*  
Councilmember Hope moved to re-appoint Councilmember Jim Dodson as the City Council representative on the Youth Advisory Board Screening Panel, and Mayor Pro Tem Chinn 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 Dodson stated that he would be discussing his ideas pertaining to school resource officers with the Budget and Finance Committee at their upcoming meeting.

Councilmember Dodson also reminded members about the upcoming Secret City Festival and all of the activities that will be taking place in the city during that time.

**Scheduling**

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

Councilmember Callison asked for an update regarding the new accounting software.

Councilmember Hope stated that there is a tremendous amount of ongoing projects taking place and that during a July or August work session, there should be discussion of a strategy for approaching these projects.

**SUMMARY OF CURRENT EVENTS**

**CITY MANAGER'S REPORT**

City Manager Mark Watson briefed Council on upcoming environmental project reviews taking place by the Department of Energy and the Nuclear Regulatory Commission.

**CITY ATTORNEY'S REPORT**

**ADJOURNMENT:** 10:02 p.m.

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Mary Beth Hickman, City Clerk

**OAK RIDGE CITY COUNCIL SPECIAL MEETING**  
Central Services Complex Multipurpose Room

May 22, 2018  
6:05 p.m.

Minutes

The special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 6:05 p.m. on May 22, 2018 in the Multipurpose Room of the Central Services Complex with Mayor Warren Gooch presiding.

**ROLL CALL**

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

Also present were Mark S. Watson, City Manager; Ken Krushenski, City Attorney; and Sandy Sexton, Deputy City Clerk.

**FINAL ADOPTION**

**Ordinance No. 10-2018**

AN ORDINANCE TO AMEND ORDINANCE NO. 27-85, TITLED "A PERSONNEL PLAN FOR EMPLOYEES OF THE CITY OF OAK RIDGE, TENNESSEE," AS AMENDED, BY UPDATING THE FOLLOWING SECTIONS: SECTION 5.1, TITLED "COMPENSATION PHILOSOPHY AND POLICY"; SECTION 6.10, TITLED "LONGEVITY PAYMENTS"; SUBSECTION 11.1.B, TITLED "CREDITING GENERAL LEAVE"; SUBSECTION 11.1.D, TITLED "MAXIMUM ACCUMULATION OF GENERAL LEAVE"; SUBSECTION 11.1.F, TITLED "BUY-BACK OF EXCESS GENERAL LEAVE"; SUBSECTION 11.2.A, TITLED "EMERGENCY LEAVE MINIMUM REQUIREMENT"; AND 11.4, TITLED "INJURY LEAVE"; AND BY DELETING SUBSECTION 11.2.D, TITLED "TRANSFER OF EMERGENCY LEAVE CREDITS TO GENERAL LEAVE," AND REPLACING IT THEREFOR WITH A NEW SUBSECTION 11.2.D, TITLED "MAXIMUM ACCUMULATION OF EMERGENCY LEAVE"; ALL FOR THE PURPOSES OF UPDATING THE PERSONNEL PLAN AS SET FORTH BELOW.

Councilmember Smith moved for adoption of the substitute ordinance, and Councilmember Dodson seconded. The substitute ordinance was adopted unanimously by voice vote with Councilmembers Dodson, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Councilmembers Callison and Vogel were absent.

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

**RESOLUTIONS**

**Resolution No. 5-39-2018**

A RESOLUTION TO DESIGNATE A NEW AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR FOR THE CITY OF OAK RIDGE.

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

**ADJOURNMENT: 6:12 p.m.**

---

Sandy Sexton, Deputy City Clerk

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

May 29, 2018

Minutes

The special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 4:00 p.m. on May 29, 2018 in the Courtroom of the Municipal Building with Warren L. Gooch presiding.

**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 Smith and Councilmember Hans Vogel.

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

**CITY MANAGER'S REPORT**

*Presentation and transmittal of the Oak Ridge Schools Budget for Fiscal Year 2019 by Dr. Bruce Borchers, Superintendent, Oak Ridge Schools, and Keys Fillauer, Chairman, Oak Ridge Board of Education.*

Dr. Borchers presented the schools budget and pointed out that there was no additional financial requests being made to the City by the schools in this budget. Dr. Borchers and Chairman Fillauer answered questions from Council members.

*Presentation and transmittal of the City of Oak Ridge's Proposed Budget for Fiscal Year 2019 by Mr. Mark S. Watson, City Manager.*

City Manager Mark Watson presented the FY 2019 budget to the City Council and answered questions from Councilmembers.

Mayor Gooch requested that if any amendments were to be proposed that they be submitted to the City Clerk prior to the first reading and public hearing on the budget on June 4, 2018.

The presentation was for informational purposes only; no action was taken.

**ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

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Mary Beth Hickman, City Clerk

**OAK RIDGE POLICE DEPARTMENT MEMORANDUM**  
**18-09**

DATE: May 24, 2018  
TO: Mark S. Watson, City Manager  
FROM: James T. Akagi, Chief of Police  
SUBJECT: Payment of Spillman CAD/Records management software maintenance

Introduction

An item for City Council's consideration is a resolution authorizing the payment of Spillman Computer Aided Dispatch (CAD)/Records management software annual maintenance, Police Department (ORPD) in an estimated amount of \$52,368.68.

Funding

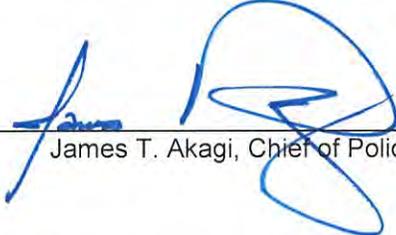
Funding for this purchase will come from the equipment replacement fund (11910.5265.1)

Background

The Spillman Computer Aided Dispatch (CAD) and records management software (RMS) suite an on-premises public safety software solution for the 911 dispatch center, Oak Ridge Police Department, and Oak Ridge Fire Department.

Recommendation

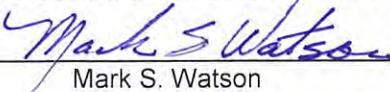
Approval of the attached resolution is recommended to authorize payment of Spillman Computer Aided Dispatch (CAD)/Records management software annual maintenance, Police Department (ORPD) in an estimated amount of \$52,368.68.

  
\_\_\_\_\_  
James T. Akagi, Chief of Police

Attachment(s): Resolution

**City Manager's Comments:**

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

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

6/5/18  
Date

# Invoice



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

Page 1/1  
Invoice 38073  
Date 4/2/2018

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

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

Project #	Customer ID	Salesperson ID	PO Number	Payment Terms	Req Ship Date	Master No.	
Maintenance	TNOAKPD			Net 30	4/2/2018	33,924	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	MAINTENANCE	Annual Maintenance 05/01/2018 - 04/30/2019	\$0.00	\$52,368.68	\$52,368.68

Subtotal \$52,368.68  
Misc \$0.00  
Tax \$0.00

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

Total \$52,368.68

S# 27817

CITY OF OAK RIDGE  
APPROVED FOR PAYMENT

REQ. #: \_\_\_\_\_ P.O. # 157573

DATE: 4/12/18

SIGNATURE: [Signature]

11910.5265.1

OV #: \_\_\_\_\_ BY: \_\_\_\_\_

APR 12 10 11:50

\*could not find...

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO SPILLMAN TECHNOLOGIES, INC., SALT LAKE CITY, UTAH, FOR MAINTENANCE SERVICES FOR THE PUBLIC SAFETY COMPUTER SYSTEM FOR MAY 1, 2018 THROUGH APRIL 30, 2019 IN THE AMOUNT OF \$52,368.68.

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

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

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

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

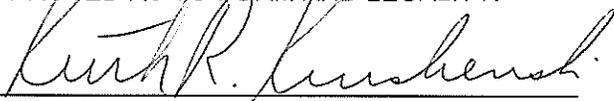
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager to waive competitive bids is approved and award is hereby made to Spillman Technologies, Inc., 4625 Lake Park Blvd, Salt Lake City, Utah 84120, for maintenance to the public safety computer system for May 1, 2018 through April 30, 2019, in the amount of \$52,368.68.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**18-31**

**DATE:** May 17, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT:** ANNUAL ORDER - STATE HIGHWAY MAINTENANCE CONTRACT FY2019

Introduction

An item for City Council's consideration is a Resolution authorizing a contract between the City of Oak Ridge and the State of Tennessee, Department of Transportation (TDOT) that provides reimbursement to the City for maintenance of prescribed portions of State Highways located within the City limits for the period of July 1, 2018 to June 30, 2019.

Funding

The contract includes a total reimbursement of \$141,175.05, which is the same amount allowed for FY2018. The total is based on the approximate reimbursement of \$130,027.05 for roadway and pavement maintenance, \$5,580.00 for mowing of medians, and \$5,568.00 for litter removal.

The pavement maintenance reimbursement is calculated at \$0.15 per square yard of pavement, with a total pavement or curb-to-curb width area of 866,847 square yards. While the cost of street maintenance continues to rise, based upon historical records our costs will continue to be fully reimbursed.

The mowing reimbursement is based on a monthly cycle for six (6) months of the year for the 20.58 acres of median located along the state routes at a rate of \$45 per acre. The City is not reimbursed for any mowing of the right-of-way located back of the curb or edge of pavement. Based on the City's current mowing contract, the annual cost for mowing along the State routes and medians is approximately \$100,868. Unlike the State's criteria of once per month, the City mows medians and right-of-ways along the State routes once every ten (10) days, or three (3) times per month. The contract also provides reimbursement for twelve (12) monthly litter pickups along State routes.

Analysis

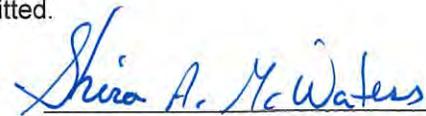
Activities covered by this contract include all routine maintenance, such as pavement repair, striping, sweeping, snow removal, mowing of medians, and litter removal. Only work performed in the areas located between curb and curb, or between shoulders is eligible for reimbursement.

The sections of roadway included in the contract are:

- State Route 95 (Oak Ridge Turnpike) from the intersection of SR61 and SR95 to Wisconsin Avenue;
- State Route 62 (Illinois Avenue) from the northern City limit to the Solway Bridge; and
- State Route 170 (Edgemoor Road) from the Edgemoor Bridge to the SR62 interchange.

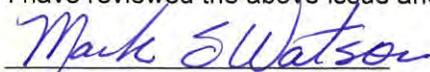
Recommendation

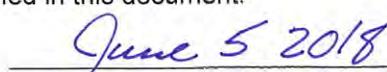
Staff recommends approval of the accompanying Resolution as submitted.

  
Shira A. McWaters, P.E.

**City Manager's Comments:**

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

  
Mark S. Watson

  
Date

**CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF OAK RIDGE**

This Contract, by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and CITY OF OAK RIDGE, hereinafter referred to as the "Contractor," is for the provision of the routine maintenance of state routes (mowing, litter, sweeping), as further defined in the "SCOPE OF SERVICES."

Contractor Edison Registration ID # 0000002875  
Contract #: CMA 1856

**A. SCOPE OF SERVICES:**

- A.1. The Contractor shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Tenn. Code Ann. § 54-5-201 provides that the State is authorized to enter into contracts with municipalities regarding the improvement and maintenance of streets over which traffic on state highways is routed.
- A.3. Tenn. Code Ann. § 54-5-202 provides that streets constructed, reconstructed, improved and maintained by the State shall be of a width and type that the State deems proper, but the width so constructed, reconstructed, improved and maintained shall not be less than eighteen feet (18'); and, in the case of resurfacing and maintenance, from curb to curb where curbs exist, or the full width of the roadway where no curbs exist.
- A.4. Tenn. Code Ann. § 54-5-203 provides that the State is authorized to enter into contracts with municipalities that are organized to care for streets to reimburse, subject to the approval of the State, for improvements and maintenance.
- A.5. Tenn. Code Ann. § 54-16-106 provides that the highway authorities of the state, counties, cities, and town are authorized to enter into agreements with each other respecting the improvement and maintenance of controlled-access facilities, defined by Tenn. Code Ann. § 54-16-101 as a highway or street specially designed for through traffic, and over, from or to which owners or occupants of abutting land or other persons have no right or easement of access from abutting properties.
- A.6. Tenn. Code Ann. § 54-5-139 provides that the State may enter into a contract with a qualified county to perform maintenance activities upon the rights-of-way of state highways located outside of municipalities and metropolitan governments; and, that the reimbursement shall be on an actual cost basis.
- A.7. The State is hereby contracting with the Contractor for the improvements and maintenance specified in Attachment "Exhibit A" titled "Guidelines Covering Maintenance of State Highways through Municipalities," attached and incorporated hereto as part of this Contract.

**B. TERM OF CONTRACT:**

This Contract shall be effective on July 1, 2018 ("Effective Date"), and extend for a period of twelve (12) months after the Effective Date ("Term"). The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date.



- (3) Contract Number (assigned by the State)
- (4) Customer Account Name: Tennessee Department of Transportation
- (5) Customer Account Number (assigned by the Contractor to the above-referenced Customer)
- (6) Contractor Name
- (7) Contractor Tennessee Edison Registration ID Number Referenced in Preamble of this Contract
- (8) Contractor Contact for Invoice Questions (name, phone, and/or fax)
- (9) Contractor Remittance Address
- (10) Description of Delivered Service
- (11) Complete Itemization of Charges, which shall detail the following:
  - i. Service or Milestone Description (including name & title as applicable) of each service invoiced
  - ii. Number of Completed Units, Increments, Hours, or Days as applicable, of each service invoiced
  - iii. Applicable Payment Rate (as stipulated in Section C.3.) of each service invoiced
  - iv. Amount Due by Service
  - v. Total Amount Due for the invoice period

b. The Contractor understands and agrees that an invoice under this Contract shall:

- (1) include only charges for service described in Contract Section A and in accordance with payment terms and conditions set forth in Contract Section C;
- (2) only be submitted for completed service and shall not include any charge for future work;
- (3) not include sales tax or shipping charges; and
- (4) initiate the timeframe for payment (and any discounts) only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount invoiced.

C.7. Invoice Reductions. The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the State, on the basis of audits conducted in accordance with the terms of this Contract, not to constitute proper remuneration for compensable services.

C.8. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Contractor under this or any contract between the Contractor and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Contractor.

C.9. Prerequisite Documentation. The Contractor shall not invoice the State under this Contract until the State has received the following documentation properly completed.

- a. The Contractor shall complete, sign, and present to the State the "Authorization Agreement for Automatic Deposit Form" provided by the State. By doing so, the Contractor acknowledges and agrees that, once this form is received by the State, payments to the Contractor, under this or any other contract the Contractor has with the State of Tennessee, may be made by ACH; and
- b. The Contractor shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the

Contractor's Federal Employer Identification Number or Social Security Number referenced in the Contractor's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Contractor at least thirty (30) days written notice before the effective termination date. The Contractor shall be entitled to compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the State be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If the Contractor fails to properly perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any terms of this Contract, the State shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Contract by the Contractor.
- D.5. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Contract below pertaining to "Conflicts of Interest," "Nondiscrimination," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Contractor warrants that no part of the total Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.
- D.7. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.8. Records. The Contractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon

reasonable notice by the State, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.

- D.9. Prevailing Wage Rates. All contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*
- D.10. Monitoring. The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.11. Progress Reports. The Contractor shall submit brief, periodic, progress reports to the State as requested.
- D.12. Strict Performance. Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.13. Independent Contractor. The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being a Tennessee governmental entity, is governed by the provisions of the Tennessee Government Tort Liability Act, *Tennessee Code Annotated*, Sections 29-20-101 *et seq.*, for causes of action sounding in tort. Further, no contract provision requiring a Tennessee political entity to indemnify or hold harmless the State beyond the liability imposed by law is enforceable because it appropriates public money and nullifies governmental immunity without the authorization of the General Assembly.

- D.14. State Liability. The State shall have no liability except as specifically provided in this Contract.
- D.15. Force Majeure. The obligations of the parties to this Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.16. State and Federal Compliance. The Contractor shall comply with all applicable State and Federal laws and regulations in the performance of this Contract.
- D.17. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Contractor agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Contract. The Contractor acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.18. Completeness. This Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

- D.19. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.
- D.20. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Tommy Bery, ASA 2  
State of Tennessee Department of Transportation  
1045 Maintenance Lane  
Knoxville, TN 37914  
Tommy.bery@tn.gov  
Telephone # 865-594-2718  
FAX # 865-594-2730  
The Contractor:

Shira A. McWaters, Director of Public Works  
City of Oak Ridge  
PO Box 1  
Oak Ridge, TN 37831-0001  
Telephone # 865-425-1875  
FAX # 865-425-1843

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- E.3. Subject to Funds Availability. The Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Contract upon written notice to the Contractor. Said termination shall not be deemed a breach of Contract by the State. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. Should such an event occur, the Contractor shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Contractor shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- E.4. MUTCD. In accordance with Tenn. Code Ann. 54-5-108, the Contractor shall conform to and act in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by rules of the State. Particularly, the Contractor shall sign work-zones associated with this Contract in accordance with the aforesaid MUTCD.

E. 5. Maintenance. Nothing contained in this Contract shall change the maintenance obligations governed by the laws of the State of Tennessee, it being the intent of this Contract not to enlarge the present maintenance obligations of the State.

IN WITNESS WHEREOF,

CITY OF OAK RIDGE:

---

CONTRACTOR SIGNATURE

DATE

---

PRINTED NAME AND TITLE OF CONTRACTOR SIGNATORY (above)

APPROVED AS TO FORM AND LEGALITY

---

CONTRACTOR ATTORNEY SIGNATURE

DATE

---

PRINTED NAME AND TITLE OF CONTRACTOR ATTORNEY SIGNATORY (above)

STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION:

---

JOHN SCHROER, COMMISSIONER

DATE

APPROVED AS TO FORM AND LEGALITY

---

JOHN REINBOLD, GENERAL COUNSEL

DATE

GUIDELINES COVERING MAINTENANCE  
OF STATE HIGHWAYS THROUGH MUNICIPALITIES

The following items where applicable are eligible for reimbursement by the State to the Contractor under the Standard Maintenance Agreement:

Activity	Maintenance Work Type	Unit Of Measure
401	Manual Spot Patching	Tons
402	Crack Repair	Pounds
404	Mechanical Continuous Patching	Tons
405	Milling	Square Yards
406	Surface Replacement	Tons
411	Concrete Pavement Repair	Cubic Yards
412	Concrete Joint Repair	Linear Feet
425	Grading Unpaved Surface (Shoulder)**	Linear Miles
427	Patching Unpaved Surface (Shoulder)**	Tons
435	Machine Mowing**	Acres
438	Debris Removal**	Man Hours
441	Litter Removal**	Roadway Miles
446	Mechanical Sweeping and Street Flushing	Miles
447	Manual Roadway Sweeping	Man Hours
460	Plowing Snow	Lane Miles
461	De-icing Salt and/or Sand for Snow & Ice Removal	Tons
463	Anti-icing (Salt Brine)	Gallons
470	Pavement Markings	Line Miles
471	Specialty Markings	Each

\*\* Work must be inside the area eligible for reimbursements as detailed in "CITY MAINTENANCE ROADWAY TYPICAL SECTIONS".

The following items are the responsibility of the Contractor and are not eligible for reimbursement by the State:

1. Crosswalk Striping
2. Mowing right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
3. Litter from right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
4. Storm drainage
5. Traffic control signs and signals and any other traffic control or monitoring devices.
6. Street lighting
7. Street name signs
8. Tree removal and vegetation control on right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
9. Sidewalks

NOTE:

1. Major resurfacing when generally required will be performed by the State as a construction project, in accordance with a program developed after consultation with the Contractor.
2. The State will furnish and maintain route markers through the Municipalities.

**ROADWAY SURFACE INVENTORY FOR THE MAINTENANCE  
OF STATE HIGHWAYS THROUGH MUNICIPALITIES**

The following Table itemizes the current roadway surface area to the nearest whole square yard which will be routinely maintained, swept, or flushed by the Contractor under the terms of this contract. The State agrees to reimburse said Contractor in the amount actually expended for street maintenance, excluding machine mowing and litter removal, not to exceed the calculated maximum reimbursement below.

Approved Maximum Reimbursement Per Square Yard:	\$ 0.15
Total Roadway Surface Area (YD^2):	866847
Calculated Maximum Reimbursement (Roadway Surface):	\$ 130,027.05

**Roadway Surface Inventory Worksheet**

Route	Street Name	Action	Crossing Boundry Description	Rdwy. Profile Type	Access Control	Beg Log Mile	End Log Mile	Roadway Length(ft.)	Roadway Width(ft.)	Median Width(ft.)	Median Area (yd.^2)	Reimbursible Area (yd.^2)
SR095	Oak Ridge Turnpike	BEGIN	Roan/Anderson Line	1E	Yes	0	2.3	12144	106	12	16192.00	126837.33
		CHANGE		1D	No	2.3	5	14256	106	0	0	167904.00
		END	Eastern City Limits	1E	Yes	5	7.5	13200	95	12	17600	121733.33
SR062	Illinois Ave	BEGIN	North City Limits to West Outer	1G	Yes	0.8	1.2	2112	102	12	2816	21120.00
		CHANGE	West Outer -	1D	No	1.2	2.8	8448	106	0	0	99498.67
		CHANGE	Tulane - Centrifuge Way	1D	No	2.8	4.3	7920	98	0	0	86240.00
		CHANGE	Centrifuge Way - Bethel Valley	1E	No	4.3	5.6	6864	102	12	9152	68640.00
		CHANGE		1D	No	5.6	6.7	5808	112	0	0	72277.33
		CHANGE		1E	No	6.7	6.9	1056	98	12	1408	10090.67
SR170	Edgemoor Road	END	End at Solway Bridge	1D	No	6.9	7.19	1531.2	98	0	0	16673.07
		BEGIN	Edgemoor Bridge - Solway Int	1C	No	0	2.81	14836.8	46	0	0	75832.53
<b>Total Length (mi.):</b>								<b>16.700</b>	<b>Total Roadway Surface:</b>		<b>866847</b>	





CITY MAINTENANCE  
ROADWAY TYPICAL SECTIONS

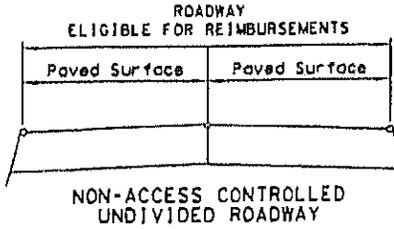


FIGURE 1A

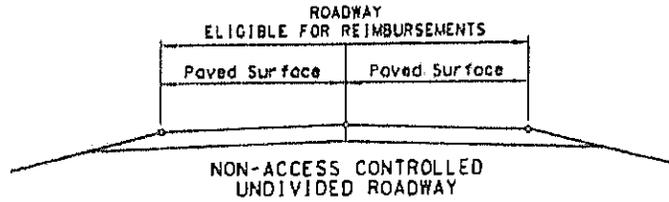


FIGURE 1B

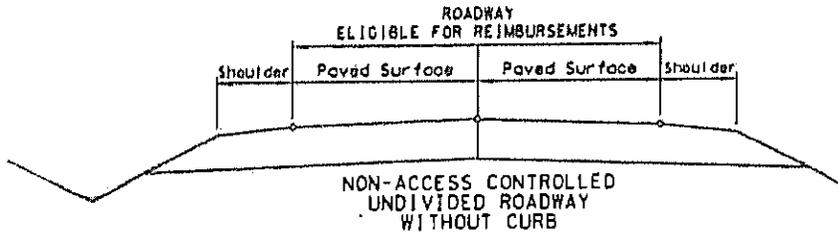


FIGURE 1C

NOTE: IN FIGURES 1A, 1B, AND 1C FOR NON-CONTROLLED ROUTES  
THE PAVED SURFACE WILL INCLUDE PAVED SHOULDERS.

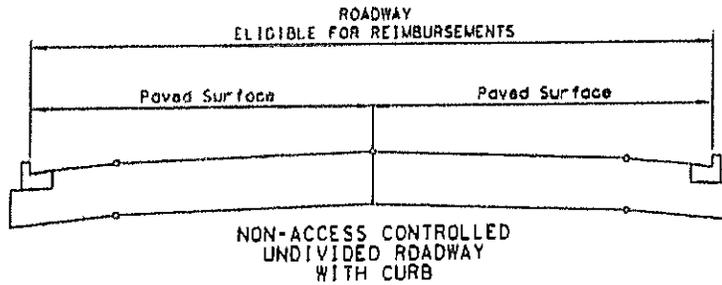


FIGURE 1D

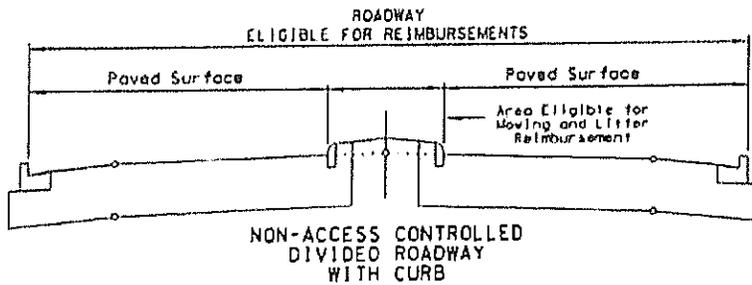


FIGURE 1E

CITY MAINTENANCE  
ROADWAY TYPICAL SECTIONS

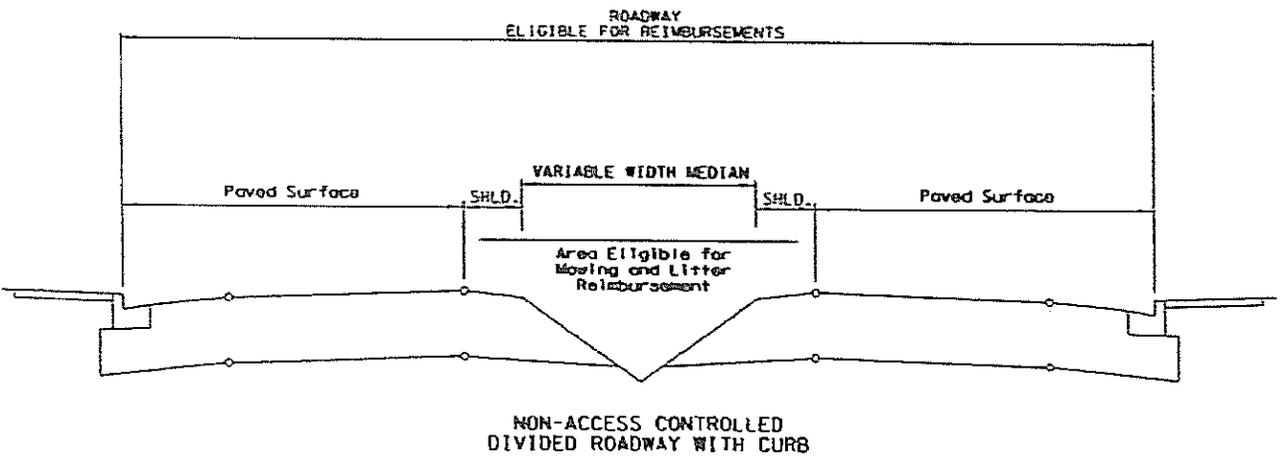


FIGURE 1F

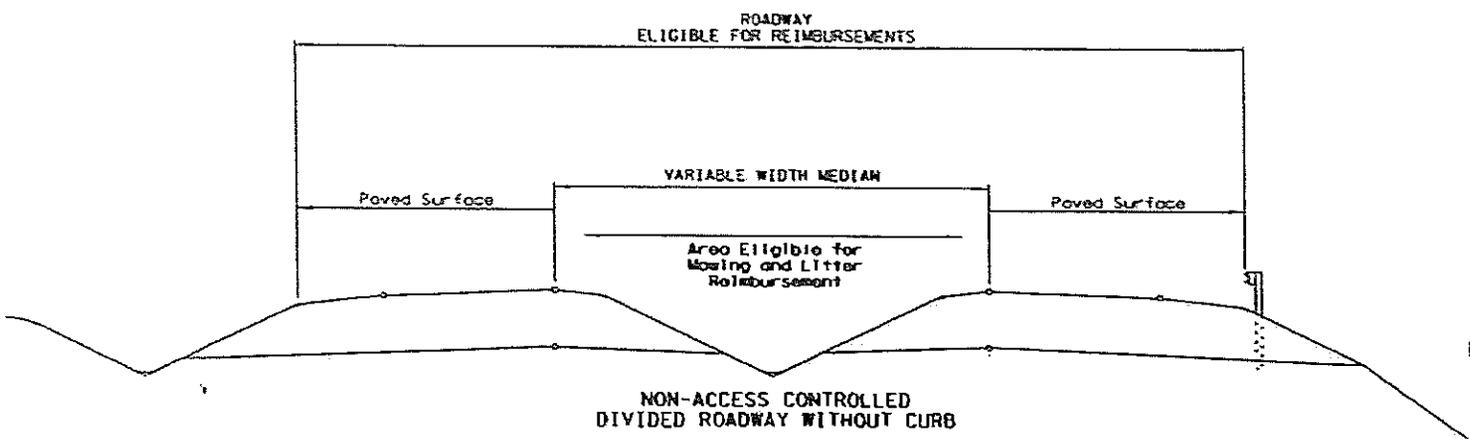


FIGURE 1G

NOTE:  
IF FIGURES 1F AND 1G FOR NON-ACCESS CONTROLLED ROUTES  
THE PAVED SURFACE WILL INCLUDE PAVED SHOULDERS.

CITY MAINTENANCE  
ROADWAY TYPICAL SECTIONS

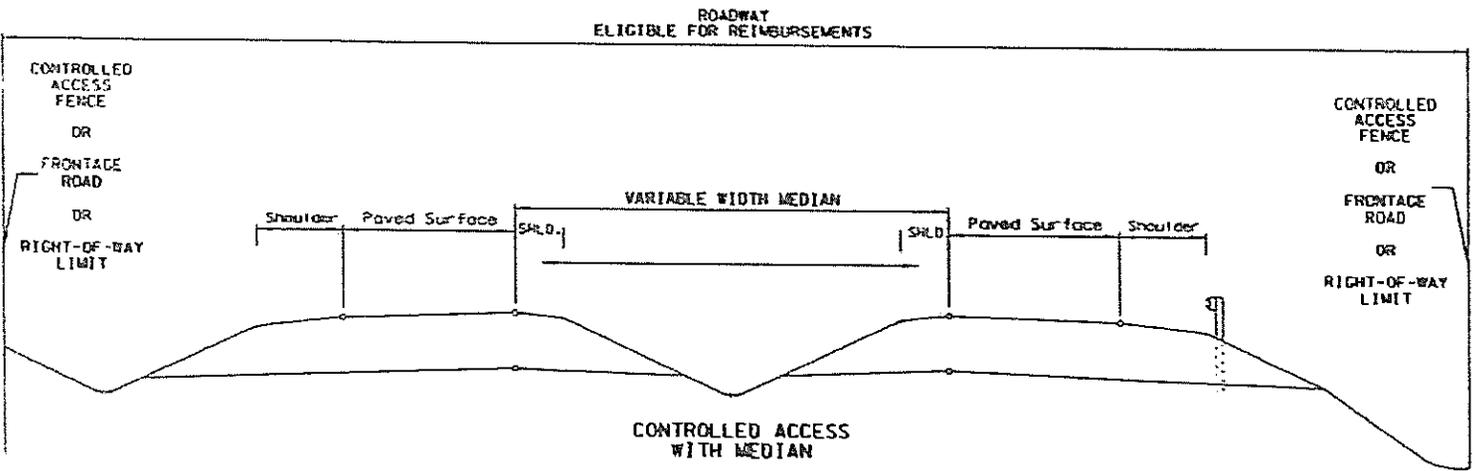


FIGURE 2A

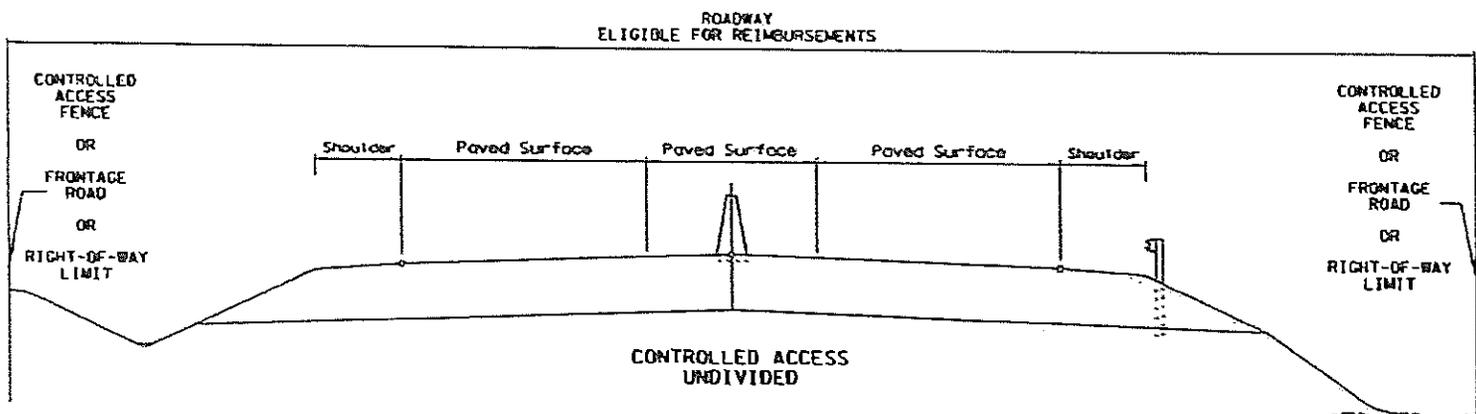


FIGURE 2B

**"EXHIBIT B"**  
**CITY OF OAK RIDGE**  
**MAXIMUM ALLOWABLE EQUIPMENT RATES**  
**2018-2019 FISCAL YEAR**

ITEM NO.	DESCRIPTION OF EQUIPMENT	RATE	UNIT
1	SEDAN, POLICE OR FULL SIZE	12.00	HR
2	TRUCK, PICKUP	11.00	HR
3	TRUCK, ¾ TO 1 TON LIGHT DUTY	12.00	HR
4	TRUCK, ¾ TO 1 TON 4X4	13.00	HR
5	TRUCK, UTILITY/SERVICE BODY	14.00	HR
6	TRUCK, DUMP UP TO 15,000 GVWR	24.65	HR
7	TRUCK, DUMP OVER 15,000 UP TO 20,000 GVWR	28.12	HR
8	TRUCK, DUMP OVER 20,000 UP TO 40,000 GVWR	42.35	HR
9	TRUCK, DUMP TANDEM AXLE OVER 40,000 GVWR	68.00	HR
10	TRUCK, STAKE OR FLATBED UP TO 10,000 GVWR	17.45	HR
11	TRUCK, STAKE OR FLATBED OVER 10,000 UP TO 20,000 GVWR	26.10	HR
12	TRUCK, STAKE OR FLATBED OVER 20,000	42.00	HR
13	TRUCK, FLATBED OVER 32,500 GVWR	54.00	HR
14	TRUCK, TRACTOR SINGLE AXLE	37.00	HR
15	TRUCK, TRACTOR TANDEM AXLE	40.15	HR
16	TRUCK, SEWER/CULVERT/CATCH BASIN/ CLEANER (VAC-ALL)	82.20	HR
17	SWEEPER, TRUCK MOUNTED	55.89	HR
18	SWEEPER, SELF-PROPELLED	43.71	HR
19	TRUCK, W/STREET FLUSHER	70.16	HR
20	TRUCK, CRANE	28.28	HR
21	TRUCK, EXCAVATOR	64.73	HR
22	TRUCK, REFUSE COLLECTION	30.50	HR
23	TRACTOR, W/SWEEPER	32.68	HR
24	TRACTOR, W/DITCHER	62.12	HR
25	TRACTOR, WHEEL	48.22	HR
26	CHIPPER, BRUSH	36.81	HR
27	TRAILER, TILT	8.04	HR
28	TRAILER, PLATFORM OR GENERAL	10.12	HR
29	TRAILER, LOW BOY TANDEM	20.78	HR
30	JOINT & CRACK SEALING MACHINE	28.55	HR
31	ASPHALT RECLAIMER/RECYCLER MACHINE	135.78	HR
32	PAVER, ASPHALT SELF-PROPELLED	154.53	HR
33	PAVER, ASPHALT PULL TYPE	7.45	HR
34	DISTRIBUTOR, ASPHALT, PULL TYPE	27.37	HR
35	CHIP SPREADER MACHINE	57.42	HR
36	EXCAVATOR, TRACK TYPE (TRACKHOE)	87.31	HR

**"EXHIBIT B"**  
**CITY OF OAK RIDGE**  
**MAXIMUM ALLOWABLE EQUIPMENT RATES**  
**2018-2019 FISCAL YEAR**

ITEM NO.	DESCRIPTION OF EQUIPMENT	RATE	UNIT
37	DRAGLINES AND CRANES	75.99	HR
38	TRACTOR, CRAWLER (DOZER)	98.18	HR
39	MOTOR GRADER	65.30	HR
40	BACKHOE	37.90	HR
41	LOADER, FT END RUBBER TIRED (ARTICULATED) UP TO 1 CU. YD.	32.13	HR
42	LOADER, FT END RUBBER TIRED (ARTICULATED) OVER 1 UP TO 1.5 CY	47.50	HR
43	LOADER, FT END RUBBER TIRED (ARTICULATED) OVER 1.5 CU. YD.	59.71	HR
44	LOADER, FRONT END TRACK TYPE	71.50	HR
45	LOADER, SKID-STEER	58.46	HR
46	PROFILER, MILLING MACHINE	305.76	HR
47	ROLLER, WALK BEHIND	4.27	HR
48	ROLLER, STEEL WHEEL, 1 TO 5 TONS	88.84	HR
49	ROLLER, STEEL WHEEL, OVER 5 TONS	41.93	HR
50	GENERATOR, PORTABLE	8.30	HR
51	AIR COMPRESSOR, PORTABLE OR PULL TYPE	36.40	HR
52	WELDER, PORTABLE OR PULL TYPE	5.76	HR
53	CONCRETE MIXER, PORTABLE OR PULL TYPE	32.07	HR
54	CURBING MACHINE	65.74	HR
55	PAINT MACHINE, WALK BEHIND	31.57	HR
56	PAINT MACHINE, TRUCK MOUNTED (LARGE)	84.61	HR
57	THERMOPLASTIC MARKING MACHINE, WALK BEHIND	23.24	HR
58	TRAFFIC LINE REMOVER (WATER BLASTER)	43.68	HR
59	ARROW BOARD, TRAILER OR TRUCK MOUNTED	4.15	HR
60	MESSAGE SIGN, TRAILER MOUNTED	1.14	HR
61	LIGHT TOWER, TRAILER MOUNTED	24.18	HR
62	TRUCK MOUNTED ATTENUATOR	10.00	HR

CITY OF OAK RIDGE  
 MAXIMUM ALLOWABLE LABOR RATES  
 (To be supplied by the City at this time)

Beginning July 1, 2018 and ending June 30, 2019

Job Title Classification	Low Rate	High Rate
Maintenance Tech I	\$12.06	\$16.27
Maintenance Tech II	\$12.90	\$17.41
Maintenance Tech III/Line Locator	\$13.80	\$18.63
Equipment Operator I	\$14.77	\$19.94
Equipment Operator II	\$15.95	\$21.53
Maintenance Specialist	\$18.78	\$25.35
Foreman (General, Street, Utilities)	\$20.28	\$27.38
Plumber/HVAC Tech	\$21.49	\$29.02
Temporary Laborer	\$10.25	\$18.00

Note: An overhead fee of 96% for fringe benefits and associated overhead will be applied to the above performance rates during the fiscal year for all employees other than Temporary Laborers.

NUMBER \_\_\_\_\_

**RESOLUTION**

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

WHEREAS, the City of Oak Ridge has heretofore entered into one-year contracts with the State of Tennessee whereby the City performs and is reimbursed for maintenance on State highways located within the corporate city limits; and

WHEREAS, the State has proposed a contract for said maintenance activity for the period beginning July 1, 2018 through June 30, 2019 for a total reimbursement of \$141,175.05, which contract the City Manager recommends be approved.

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 contract with the State of Tennessee, Department of Transportation, Nashville, Tennessee, for the maintenance of prescribed sections of State routes within Oak Ridge during the period of July 1, 2018 through June 30, 2019 for a total reimbursement of \$141,175.05, and for the considerations set out in said contract prepared by the State and presented to the City for execution.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**18-34**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT:** ANNUAL ORDER – TEMPORARY WORKERS

Introduction

An item for City Council's consideration is a recommendation for the annual renewal option for the authority to expend funds for the provision of temporary workers to be utilized by the Public Works Department, during the period of July 1, 2018 through June 30, 2019, in the estimated amount of \$100,000.

Funding

Funding for temporary maintenance workers for the Public Works Department is available in multiple activities in the FY2019 budget, including but not limited to facilities, State Street Aid, and in the case of office workers, Supervision and Engineering. The temporary maintenance workers are listed on the daily labor distribution form, with their time allocated to the job they performed along with the City employees, both using the City's work order system and charged to the appropriate budgets.

Background

The Public Works Department employs semi-skilled laborers in the classification of Utility Maintenance Tech I. This classification currently has a starting pay of \$12.06 per hour. These workers are required to perform their work duties outside in all types of weather while performing labor intensive work.

During the mid-1990s, the Public Works Department had difficulty in retaining employees in this classification. Staff has learned that the best candidate in an interview may not be the best candidate for the job, so to mitigate this problem, the Public Works Department began employing temporary workers (temps) for this entry level position, which provided a long-term, onsite interview. During the last twenty (20) plus years, two (2) of the early temps have advanced and are now Foremen for the Public Works Department, with another becoming an Electric Line Technician for the Electric Department.

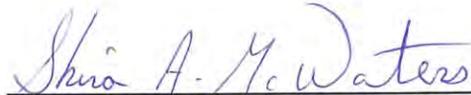
Historically, the temporary worker program has been utilized for vacant positions, long-term injuries, special projects (such as moving all the furniture, equipment and warehouse items to the Central Services Complex in 1996), and to supplement work crews. Temps were utilized extensively to complete the inspection work required by the EPA Administrative Order. During the past four (4) years, the use of temps has been primarily to supplement the Work Pool crews.

The Public Works Department currently has three (3) temps filling vacancies. The weekly cost for the three (3) temps is approximately \$1,800 or \$94,000 annually. To permanently hire these vacant positions would cost the City approximately \$50,000 per position. If Staff is required to eliminate the temp worker program, residents could be impacted with delays in repairing streets and sidewalks.

Proposals for temporary services were received in FY2017 by the Finance Department and allows up to four (4) additional one (1) year options to renew. During the FY2017 solicitation process, Alternate Staffing, Inc., submitted the best proposal based on cost for the provision of general labor temp workers. This company has been the provider of these services for the Public Works Department for several years, affording us continuity and excellent service.

Conclusion

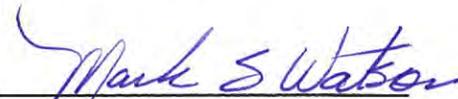
The temporary maintenance workers have proven to be an efficient method of finding potential employees for entry level positions in the Public Works Department, as well as to provide needed manpower for labor intensive projects. Staff recommends approval of the Resolution as submitted.

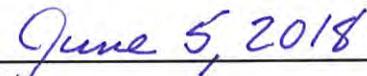
  
\_\_\_\_\_  
Shira A. McWaters, P.E.

Attachment:  
Resolution

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION MAKING AWARDS TO ALTERNATE STAFFING, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$100,000.00.

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

WHEREAS, by Resolution 7-44-2016 and Resolution 7-60-2017, City Council authorized an award to Alternate Staffing, Inc., Knoxville, Tennessee, who submitted the best proposal for as-needed temporary general labor employment services for the Public Works Department; and

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

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

WHEREAS, the City Manager recommends award be made to Alternate Staffing, Inc., for as needed temporary general labor employment services for FY2019, and to allow awards to other qualified companies when more technical skill sets are needed for temporary workers for the Public Works Department.

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

That the recommendations of the City Manager are approved and award is hereby made to Alternate Staffing, Inc., Knoxville, Tennessee, for furnishing as needed general labor temporary workers and to other qualified companies that participated in the City's Request for Proposals process for furnishing as needed temporary workers when more technical skill sets are needed; said services for the Public Works Department for Fiscal Year 2019 (July 1, 2018 through June 30, 2019) in the estimated amount of \$100,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
18-35**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT:** ANNUAL ORDER – WATER TREATMENT PLANT CHEMICALS

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of chemicals to be utilized at the Water Treatment Plant during the period of July 1, 2018 through June 30, 2019, in the estimated amount of \$700,000.

Funding

Funding is available in the FY2019 Water Works budget.

Background

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

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

The recommended amount approved by City Council for FY2018 has increased due to the change of chlorine from gas to Calcium Hypochlorite. Calcium Hypochlorite is used in the new MC4-150 Constant Chlor System approved by Resolution Number 1-2-2018, dated January 8, 2018. In accordance with our water contract with DOE, the costs associated with the purchase and use of chemicals at the Water Treatment Plant are split 50/50.

The recommended Resolution is limited to the chemicals that annually exceed the City Manager's purchasing authority. These chemicals include Polymer, Chlorine, Calcium Hypochlorite, Hydrogen Peroxide, Hydrofluosilic Acid and Phosphate and are purchased from suppliers such as The Dycho Co., Specialized Operations Services, Inc., and Nalco Company.

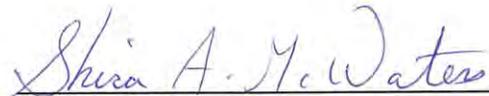
<b>Chemical</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018 (estimated)</b>	<b>3 Year Average</b>
Calcium Hypochlorite	N/A	N/A	\$41,000 (3 Months)	-
Polymer	\$107,932	\$105,207	\$94,403	\$102,514
Chlorine	\$ 37,860	\$ 42,215	\$30,475	\$ 36,850
Hydrofluosilic Acid	\$ 21,509	\$ 10,717	\$18,351	\$ 16,859
Phosphate	\$ 63,300	\$ 42,240	\$63,360	\$ 56,300
Ferric Chloride	\$10,925	\$12,779	\$23,590	\$ 15,765
3 Year Total	\$230,601	\$200,379	\$230,179*	\$228,288*

\*Does not include estimate of \$41,000 for FY2018 (estimated) Calcium Hypochlorite

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

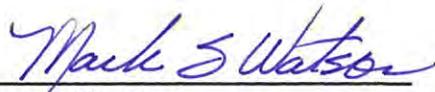
Recommendation

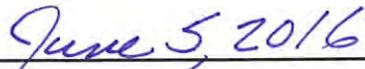
Staff recommends approval of the attached resolution as submitted. As the recommendation is a waiver of soliciting sealed bids due to the chemicals being plant specific and the requirement of testing prior to purchase, Council is reminded that a unanimous vote is required for approval.

  
\_\_\_\_\_  
Shira A. McWaters, P.E.

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$700,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2019 (July 1, 2018 through June 30, 2019) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

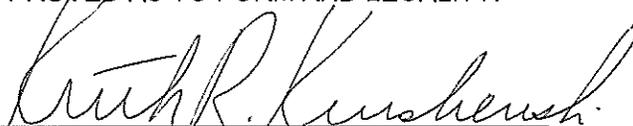
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to The Dycho Co., Specialized Operations Services, Inc., Nalco Company, and other qualified providers for the furnishing of chemicals for the Water Treatment Plant for FY2019 (July 1, 2018 through June 30, 2019), in the estimated amount of \$700,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**18-36**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: ANNUAL ORDER – RENTAL OF HEAVY EQUIPMENT**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the rental of heavy equipment by the Public Works Department, during the period of July 1, 2018 through June 30, 2019, in the estimated amount of \$95,000.

Funding

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

Background

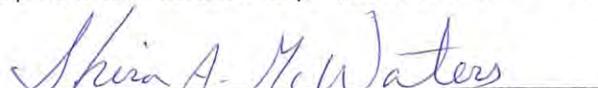
The City owns standard heavy equipment such as backhoes and front loaders. Some work tasks occasionally require different equipment such as a dozer, excavator, and emergency pumps. It is more cost effective to rent certain pieces of equipment rather than own since they are often times used infrequently.

When special heavy equipment is required for a work task, rental prices are negotiated with vendors such as Stowers, Bobcat, Contractors Machinery, United Rentals and Nortrax; all located in Knoxville. The rental period for this equipment can range from a few hours to a few weeks, depending on the project(s). The vendors offer hourly, daily, weekly, and monthly rental terms. The award of the rental agreement is based on the type of equipment required, price, and availability of equipment on a case-by-case basis. Below are the amounts paid for rental of heavy equipment from the previous three (3) fiscal years.

FY2016	FY2017	FY2018 (projected)
\$90,673	\$55,622	\$92,029

Recommendation

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

  
Shira A. McWaters, P.E.

Attachment:  
Resolution

**City Manager's Comments:**

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

  
Mark S. Watson

Date June 6, 2018

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AWARDS TO STOWERS, BOBCAT, CONTRACTORS MACHINERY, UNITED RENTALS, NORTRAX, AND OTHER SUITABLE COMPANIES FOR AS NEEDED HEAVY EQUIPMENT RENTAL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$95,000.00.

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

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

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

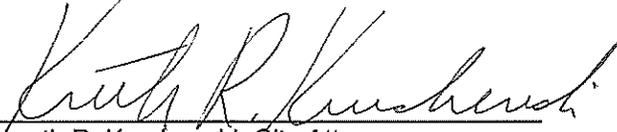
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Stowers, Bobcat, Contractors Machinery, United Rentals, Nortrax, and other suitable companies for as needed heavy equipment rental for the Public Works Department for FY2019 (July 1, 2018 through June 30, 2019), in the estimated amount of \$95,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
18-37**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: ANNUAL ORDER – RECYCLED BIOSOLIDS DISPOSAL**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the disposal of recycled biosolids generated at the Wastewater Treatment Plant to Waste Management, Chestnut Ridge Landfill, during the period of July 1, 2018 through June 30, 2019, in the estimated amount of \$165,000.

Funding

Funding for this expense is budgeted and available in the Water Works Fund.

Background

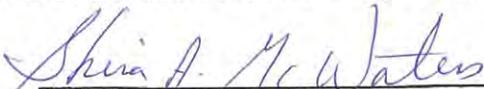
Chestnut Ridge Landfill, owned and operated by Waste Management, is an approved solid waste landfill. It is the closest landfill to the Wastewater Treatment Plant, and is in Anderson County. Below is a table of the biosolids disposal costs and approximate tons for FY2015 through April 30, 2018.

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018 as of 4/30/2017</b>
Annual Cost	\$95,652	\$109,345	\$149,640	\$97,510
Cost per Ton	\$30.83	\$31.75	\$32.70	\$33.52
Approximate Tons	3,103	3,444	4,576	2,909
Monthly Average Tons	259	287	381	242
Percent Change from Prior FY	28%	11%	33%	-36%

Based on a monthly average of 242 tons, the estimated final tonnage for FY2018 is anticipated to be 3,813 tons. The estimated final cost for FY2018 is approximately \$127,812.

Recommendation

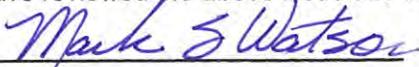
Staff recommends approval of the attached Resolution as submitted, as this recommendation is a waiver of soliciting competitive bids due to Waste Management, Chestnut Ridge Landfill being the best provider based on qualifications and location. Council is reminded that a unanimous vote is required for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

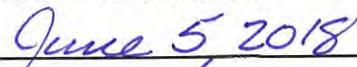
  
\_\_\_\_\_  
Shira A. McWaters, P.E.

Attachment:  
Resolution

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO WASTE MANAGEMENT FOR DISPOSAL OF BIOSOLIDS AT THE CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$165,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2019 (July 1, 2018 through June 30, 2019) that do not lend themselves to the normal competitive bidding procedure; and

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

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

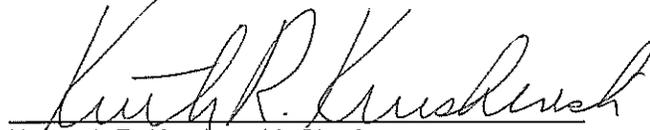
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Waste Management for disposal of the City's biosolids at the Chestnut Ridge Landfill for the Public Works Department for FY2019 (July 1, 2018 through June 30, 2019), based on a unit rate of \$33.52 per ton and in the estimated amount of \$165,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**18-38**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: ANNUAL ORDER – STREET RESURFACING EMERGENCY SERVICE**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of street resurfacing emergency service for the Public Works Department, during the period of July 1, 2018 through June 30, 2019, in the estimated amount of \$230,000.

Funding

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

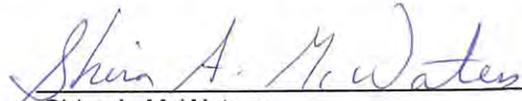
Background

A majority of the emergency street resurfacing services are required because the area is too large, or too difficult for the City crews and equipment to complete. When the need for these services arises, Staff reviews the work with contractors, such as Rogers Group, Inc., or J.G. Mullins Construction Company, onsite and negotiates a price and time schedule the work. Below is a table of the amounts for emergency street resurfacing services for the previous three (3) fiscal years.

<b>FY2016</b>	<b>FY2017</b>	<b>FY2018 (projected)</b>
\$101,900	\$210,855	\$219,413

Recommendation

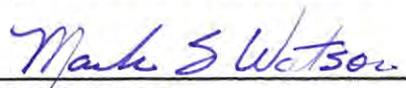
Staff recommends approval of the attached Resolution as submitted, as this recommendation is a waiver of soliciting competitive bids due to the urgency of completing the work. Council is reminded that a unanimous vote is required for approval.

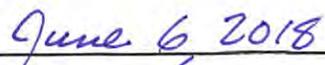
  
\_\_\_\_\_  
Shira A. McWaters

Attachment:  
Resolution

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR EMERGENCY STREET RESURFACING FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$230,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2019 (July 1, 2018 through June 30, 2019) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Rogers Group, Inc.; J.G. Mullins Construction Company; and other qualified providers for emergency street resurfacing for the Public Works Department for FY2019 (July 1, 2018 through June 30, 2019), in the estimated amount of \$230,000.00

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**PERSONNEL DEPARTMENT MEMORANDUM**  
**18-111**

DATE: May 30, 2018  
TO: Mark S. Watson, City Manager  
FROM: Cindi G. Gordon, Personnel/Risk Manager  
THROUGH: Bruce M. Applegate, Administrative Services Director   
SUBJECT: TML RISK MANAGEMENT POOL "SAFETY PARTNERS" LOSS CONTROL  
MATCHING DRIVER SAFETY GRANT PROGRAM

Introduction

An item for City Council's consideration is a resolution to apply for and accept a "Safety Partners" Loss Control Matching Driver Safety Drive from the Tennessee Municipal League (TML) Risk Management Pool, for a total maximum reimbursement amount of \$2,500.00.

Background

The TML Risk Management Pool is offering the "Safety Partners" Loss Control Matching Driver Safety Grant for the fiscal year of 2017-18 to all Pool members for purchases or training related to driver safety. The grant will provide reimbursement up to 50% of the cost of the approved item(s) with a maximum reimbursement of \$2,500.00 for a city in our Priority Classification.

The Police and Fire Departments utilize Verizon Wireless GPS software service. Use of this service results in faster community response times, personnel safety and accountability and timely reporting from Dispatch regarding immediate location of personnel and units.

The operation and maintenance of Global Positioning Software has an ongoing monthly charge per vehicle for mobile CAD, dispatch and reporting. The billing for this service is approximately \$3,800.00 per month. Receipt of Driver Safety Grant Funds would offset this cost.

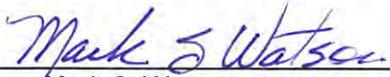
Recommendation

Staff recommends adoption of the attached resolution.

Attachment: Resolution

**City Manager's Comments:**

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

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

6-5-18  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR A "SAFETY PARTNERS" LOSS CONTROL MATCHING DRIVER SAFETY GRANT FROM THE TENNESSEE MUNICIPAL LEAGUE RISK MANAGEMENT WITH A MAXIMUM REIMBURSEMENT AMOUNT OF \$2,500.00 AND TO ACCEPT SAID GRANT IF APPROVED.

WHEREAS, grant monies are available through the Tennessee Municipal League (TML) Risk Management Pool's "Safety Partners" Loss Control Matching Driver Safety Grant, with TML Risk Management Pool providing a maximum reimbursement of \$2,500.00 for the cost of approved items; and

WHEREAS, the City meets all of the grant requirements; and

WHEREAS, said grant requires a maximum local match of \$2,500.00; and

WHEREAS, the City Manager recommends that the City submit a grant application to TML Risk Management Pool for a grant to be used to offset the City's ongoing monthly cost to operate and maintain Global Positioning Software for the Police and Fire Departments.

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

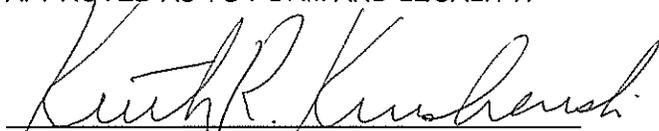
That the recommendation of the City Manager is approved and the City is hereby authorized to submit a Driver Safety matching grant application to the Tennessee Municipal League Risk Management Pool with a maximum reimbursement amount of \$2,500.00 and to accept said grant if the application is approved.

BE IT FURTHER RESOLVED that, if said grant is approved, the City will utilize the grant funds to offset the City's ongoing monthly cost to operate and maintain Global Positioning Software for the Police and Fire Departments.

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 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

**FINANCE DEPARTMENT MEMORANDUM**  
**18-04**

**DATE:** May 21, 2018

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

**THROUGH:** Janice E. McGinnis, Finance Director   
Michael Williford, Accounting Manager 

**FROM:** Lyn Majeski, Purchasing Manager

**SUBJECT:** BEST PROVIDER COMMODITY REQUIREMENTS FOR FISCAL YEAR 2019

Introduction

An item for City Council's consideration is a recommendation for authorizing the approval of the City's fuel requirements in the total estimated amount of **\$469,000**.

Funding

Funds are budgeted in FY 2019.

Background/Analysis/Review/Consideration

The following item is warehouse stock. The provider is determined to be the best source of the products based on the provider's expertise, service record or contractual agreement. It is recommended that competitive bids be waived and award made to this Best Provider based upon written quotations and agreements with the perspective supplier. The following information is provided to further explain the evaluation and recommendation process.

UNLEADED AND DIESEL FUEL

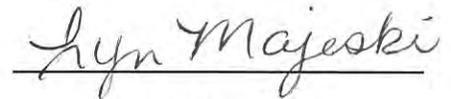
Fuel located at the Central Service Complex and at Heritage Center is considered warehouse stock. The City of Oak Ridge has had an excellent long-term relationship with the vendor, Mansfield Oil Company. The City continues to receive the lowest rack price available from Mansfield. The pricing structure the City receives from Mansfield is no longer available with new contracts. Mansfield continues to honor our pricing due to our long-term relationship with them. As in the past, this pricing is less than the current State Contract pricing. Maintaining this relationship has been very beneficial to the City through the years and has insured fuel to be available for our fleet even during fuel shortages, as was the not the case for other area entities during the 2008 fuel shortage. A contract customer receives priority treatment versus a spot customer. Mansfield has many options to provide fuel, not just one provider, their network includes access to most major refiners, terminals and transportation companies. Mansfield has a large network of haulers which enables them more availability to get us a haul when we need it. During extreme working conditions, i.e. running trucks continuously after a bad storm, fuel has always been available for our fleet. This vendor saves staff hours each month by monitoring and shipping fuel as needed. City fuel costs have historically fluctuated on an annual basis, as demonstrated by the table on the following page. Estimated fuel cost for FY18 is an increase of 13.8% from FY17. Due to these fluctuations, staff has averaged the last six years for FY19 projected cost for this commodity. The total estimated amount is **\$469,000**.

**Finance Department Memorandum 18-04**  
**Page 2 of 2**

YEAR	GALLONS	AMOUNT	DOLLAR CHANGE
FY13	232,411	\$683,520	-0.7 %
FY14	232,153	\$666,414	-2.5 %
FY15	224,888	\$457,606	-31.3 %
FY16	214,932	\$308,485	-32.6 %
FY17	215,479	\$325,951	+9.5 %
EST FY18	205,000	\$371,000	+13.8 %

Recommendation

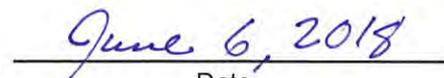
Staff recommends approval of the attached resolution as submitted. As the recommendation is that competitive bids be waived, council is reminded that a unanimous vote is required for approval of this resolution.



Lyn Majeski

**City Manager's Comments:**

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

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

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2019 IN THE ESTIMATED AMOUNT OF \$469,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2019 (July 1, 2018 through June 30, 2019) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, the City has a long-term relationship with Mansfield Oil Company for furnishing unleaded and diesel fuel and continues to receive a rack price competitive or below the State contract; and

WHEREAS, maintaining this relationship has been beneficial to the City, especially during the recent fuel shortages when the City's fuel supply was never low; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Mansfield Oil Company for furnishing unleaded and diesel fuel.

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

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Mansfield Oil Company for the furnishing of unleaded and diesel fuel for FY2019 (July 1, 2018 through June 30, 2019) in the estimated amount of \$469,000.00.

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 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**FINANCE MEMORANDUM**

**18-05**

**DATE:** June 5, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Janice E. McGinnis, Finance Director  
**SUBJECT:** JD EDWARDS SOFTWARE ANNUAL MAINTENANCE

Introduction

An item for City Council's consideration is a renewal of the annual maintenance agreement with ORACLE in the amount of \$28,066.04 for the JD Edwards financial software system utilized by the City. ORACLE purchased the JD Edwards software systems in 2005.

Funding

Funding is provided through the Equipment Replacement Rental Fund from user charges from the City Funds that utilize the software.

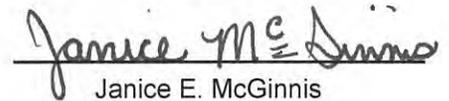
Background

The City purchased the JD Edwards software package in 1986. The software's last major update was in 1999. Systems maintained on JD Edwards include general ledger, accounts payable, purchasing, work order and warehousing/inventory.

Recommendation

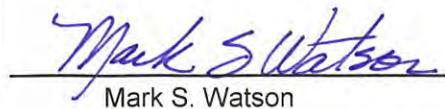
The maintenance agreement provides ongoing technical support of the system. The City has selected software to replace the JD Edwards software package and also to replace in-house developed programs, such as utility billing. Technical support is needed to maintain and support existing functions, modifications and external interfaces with JD Edwards as well provide technical support as the City migrates through the software conversion process. The Information Services Department concurs with the recommended continuation of the annual maintenance agreement.

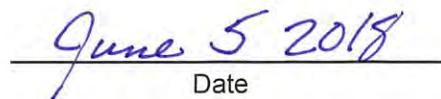
Attachment

  
Janice E. McGinnis

**City Manager's Comments:**

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

  
Mark S. Watson

  
Date

**RESOLUTION**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$28,066.04.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2019 (July 1, 2018 through June 30, 2019) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, the City purchased its financial software system, formerly known as JD Edwards, in 1986; and

WHEREAS, Oracle America, Inc., purchased JD Edwards software systems in 2005; and

WHEREAS, the financial software system includes general ledger, accounts payable, purchasing, work order, and warehousing inventory; and

WHEREAS, technical support is needed to maintain and support existing functions, modifications, and external interfaces with the financial software system, as well as provide technical support as the City migrates through the software conversion process; and

WHEREAS, due to the age of the financial software system, city staff recommends utilizing the original company familiar with the complexities of the financial system; and

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

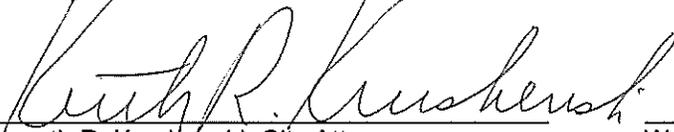
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Oracle America, Inc., for the furnishing of annual maintenance services to the City's financial software system for FY2019 (July 1, 2018 through June 30, 2019), in the estimated amount of \$28,066.04.

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 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**PUBLIC HEARING AND  
FINAL ADOPTION  
(BUDGET ORDINANCE)**

**CITY COUNCIL MEMORANDUM**  
**18-16**

**DATE:** May 31, 2018  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Mark S. Watson, City Manager  
**SUBJECT:** ADOPTION OF THE APPROPRIATION ORDINANCE FOR FY2019

Introduction

An item for City Council's consideration is the fiscal 2019 Budget Appropriation Ordinance reflecting appropriations for the various City Funds as presented in the proposed budget document. The presented property tax rate is \$2.54 per \$100 of assessed valuation as outlined in Section 2 of the Ordinance, which is a 2-cent tax increase over the fiscal 2018 tax rate of \$2.52. Each cent on the property tax rate generates approximately \$80,000 in revenue.

Review

The appropriation ordinance reflects the budgeted expenditures of City and School Funds including debt servicing, utility funds and special revenue funds of \$205,840,692. Of this amount, the General Fund budget represents \$24,177,407 for municipal expenditures.

For fiscal 2019, the Oak Ridge Schools has requested an operating transfer from the City at the same level as fiscal 2018 at \$15,493,963.

Scheduling

First reading of the appropriation ordinance will occur at the June 4, 2018 City Council meeting, with second reading occurring the following Monday, June 11, 2018. The City has advertised for two (2) public hearings to occur as part of the consideration of the ordinance with the June 11, 2018 public hearing serving as the official Charter requirement.

Recommendation

Adoption of the attached ordinance is recommended.



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

Attachment

TITLE

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

WHEREAS, the City Manager, in accordance with the requirements of Article V, Section 10, of the Charter of the City of Oak Ridge, has submitted to City Council a proposed budget prior to the beginning of the fiscal year upon which a public hearing was held on June 4, 2018 and June 11, 2018 as required by law; and

WHEREAS, in accordance with the requirements of the same Charter section, the Council held meetings which served to provide guidance to the City Manager on the preparation of the proposed budget.

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

Section 1. The budget for the fiscal year beginning July 1, 2018 submitted to City Council by the City Manager, is hereby adopted.

Section 2. In order to provide revenue for municipal purposes, there is hereby imposed on the value of all property within the City of Oak Ridge as such value has been ascertained by the taxing authority of the City, a levy at the rate of \$2.54 upon each One Hundred Dollars' (\$100.00) worth of assessed value of all taxable property, this levy to be the tax rate for the year 2018. This levy shall also be imposed upon such assessments as may be certified for tax purposes to the City of Oak Ridge by the Public Service Commission of the State of Tennessee.

Section 3. In accordance with Article V, Section 13, of the Charter of the City of Oak Ridge, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2019:

General Fund, Municipal Operations	\$ 24,177,407
Debt Service (Bond and Interest Redemption Fund)	\$ 9,279,000
State Street Aid Fund	\$ 2,216,000
Drug Enforcement Program Fund	\$ 255,200
General Purpose School Fund	\$ 63,268,196
Golf Course Fund	\$ 976,995
Capital Projects Fund	\$ 25,134,204
Solid Waste Fund	\$ 2,940,460
West End Fund	\$ 3,254,300

Section 4. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2019 and are provided for informational purposes:

Electric Fund	\$ 54,018,525
Waterworks Fund	\$ 19,685,000
Emergency Communications District Fund	\$ 635,405

Section 5. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2019 and are provided for informational purposes:

<u>To General Fund For Tax Equivalent</u>	
From Electric Fund	\$ 1,657,725
From Waterworks Fund	\$ 1,700,000
<u>To General Purpose School Fund for Operations</u>	
From General Fund	\$ 15,493,963
<u>To Debt Service Fund</u>	
From General Fund	\$ 4,750,000
From General Purpose School Fund	\$ 287,205
<u>To Capital Projects Fund</u>	
From General Fund	\$ 900,000
<u>To State Street Aid Fund</u>	
From General Fund	\$ 730,000
<u>To Solid Waste Fund</u>	
From General Fund	\$ 850,000
<u>To Golf Course Fund</u>	
From General Fund	\$ 100,000

Section 6. All proceeds received through fines, forfeitures and the disposal of seized goods resulting from the City's drug enforcement program shall be used exclusively for that program. A Special Revenue Fund has been established and any funds expended will be limited to the funds collected for that program.

Section 7. The taxes levied under this Ordinance shall become due and payable, shall become delinquent and shall be subject to penalties, the execution of distress warrants and sale of property levied upon as provided by law.

Section 8. The levy provided for herein shall be imposed on all taxable property as the same has been reported to the Council as a final total assessment of each class of property by the legally constituted Boards of Equalization for property situated in either Anderson County or Roane County within the City of Oak Ridge. The written report of the Equalization Boards shall be the assessment roll of the City of Oak Ridge.

Section 9. 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

Publication Date: 05/24/2018  
Public Hearing: 06/04/2018  
First Reading: 06/04/2018  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**FINAL ADOPTION  
OF  
ORDINANCES**

**COMMUNITY DEVELOPMENT MEMORANDUM  
PLANNING DIVISION  
18-25**

**DATE:** 5/7/18

**TO:** Mark Watson, City Manager

**FROM:** Kelly Duggan, Senior Planner 

**THROUGH:** Wayne Blasius, Community Development Director 

**SUBJECT:** Zoning Change – (Americus) Roane County Tax Map 30, Parcels 30 Parcels 1.31, 1.32, 1.33, 1.34, 1.35 and 1.37 (17.97 acres), from FIR Federal Industry and Research to IND-2 IMDO Industrial Manhattan District Overlay

Introduction

The petitioned site is roughly bounded by Zirconium, Americus, Titanium and Heritage Center Blvd. It is currently occupied by a variety of industrial uses, including laydown facilities, waste management and construction. The site has been identified in the 2017 Heritage Center Revitalization Plan as a "Development Opportunity Zone." The current zoning of FIR Federal Industry and Research has no permitted uses or any development standards, therefore a zoning change is required to make the property available for private development.

Funding

No funding is necessary to approve this request.

Analysis

The following criteria were used to evaluate the rezoning request:

**1) Is the proposed zoning district consistent with the City's Comprehensive Plan?**

Yes. As noted above, the Land Use Plan designates the site as Industrial and the proposed zoning is consistent with that designation. Several policies within the Plan also support the formation of affinity industries and the consolidation of industrial uses in areas that do not adversely impact adjacent residential uses.

**2) Are there substantial changes in the character of development in or near the area under consideration that support the proposed rezoning?**

Yes. The area is a developing industrial park. As noted previously, the site is also a few blocks from the K-25 Historic Heritage Site, which will feature a museum that pays homage to the efforts at the former plant. While the Heritage Center had historically been dominated by uses that exclusively served the mission of DOE, it is slowly changing to a mixture of industrial and educational uses that make the area more accessible to the public.

**3) Is the character of the area suitable for the uses permitted in the proposed zoning district and is the proposed zoning district compatible with surrounding zoning and uses?**

The requested IND-2 IMDO designation is in character with the area. The property is within an industrial area without close proximity to residential uses. The site is easily accessed by Oak Ridge Turnpike, and State Route 95 is approximately two (2) miles to the east. Access to I-40 is five (5) miles away and I-75 fifteen (15) miles.

Uses permitted in the IND-2 district include:

1. Manufacturing (selected industries)
2. Warehousing and wholesaling facilities, including truck and rail service terminals and related facilities.
3. Offices, administrative, technical, and professional services.
4. Public utility facilities, with or without storage yards.
5. Broadcasting, Publishing, Recording and Telecommunications.
6. Storage facilities for coal, coke, building material, sand, gravel, stone, lumber, open storage of construction contractors' equipment and supplies and junk yards, provided such use is entirely enclosed within an eight (8) foot obscuring fence or wall, or otherwise so located as not to be obnoxious to the orderly appearance of the district.
7. Medical Isotope Manufacturing that the staff has determined to be in conformance with the narrative description of this district.
8. Kennel

**4) Will the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?**

No. There is an IND-2 IMDO District that abuts the south and west boundaries of the subject site. Therefore, the zoning change is merely an extension of that adjacent district. ED-12A is the seventh (7) area within the Heritage Center to be rezoned from FIR as the change from ownership by the federal government to private entities progresses. ED-10 was rezoned to IND-2 IMDO in 2012. ED-5 was rezoned to IND-2 in September 2009. ED-8 was rezoned to IND-2/IMDO in March 2011. ED-9A and B were rezoned to IND-2/IMDO in November 2011. ED-4B was rezoned to IND-2 in December 2011 and the K-792 Area was also rezoned in December 2011 to IND-2/IMDO.

Additional rezonings from FIR will occur as the redevelopment and privatizing of the Heritage Center continues.

**5) Are public facilities and services adequate to accommodate the proposed zoning district?**

Road access and utility services are currently provided by DOE, Heritage Center, LLC and the City of Oak Ridge. During the site review process, City staff will coordinate with the applicant to ensure that utilities are adequate and that an easement providing access from Americus Avenue is established.

**6) Would the requested rezoning have environmental impacts?**

The Heritage Center is already an industrial site. Changing the zoning from FIR to IND-2/IMDO will not change the environmental impacts.

**Recommendation:**

Staff recommends approval of the IND-2 IMDO Industrial Manhattan District Overlay as requested, finding the proposed zoning consistent with existing uses and the character of development within the area and in compliance with the Comprehensive Plan.

The request was considered by the Municipal Planning Commission at its April 19, 2018, meeting and was unanimously approved.

Attachments: Aerial map  
Zoning map

**City Manager's Comments:**

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

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

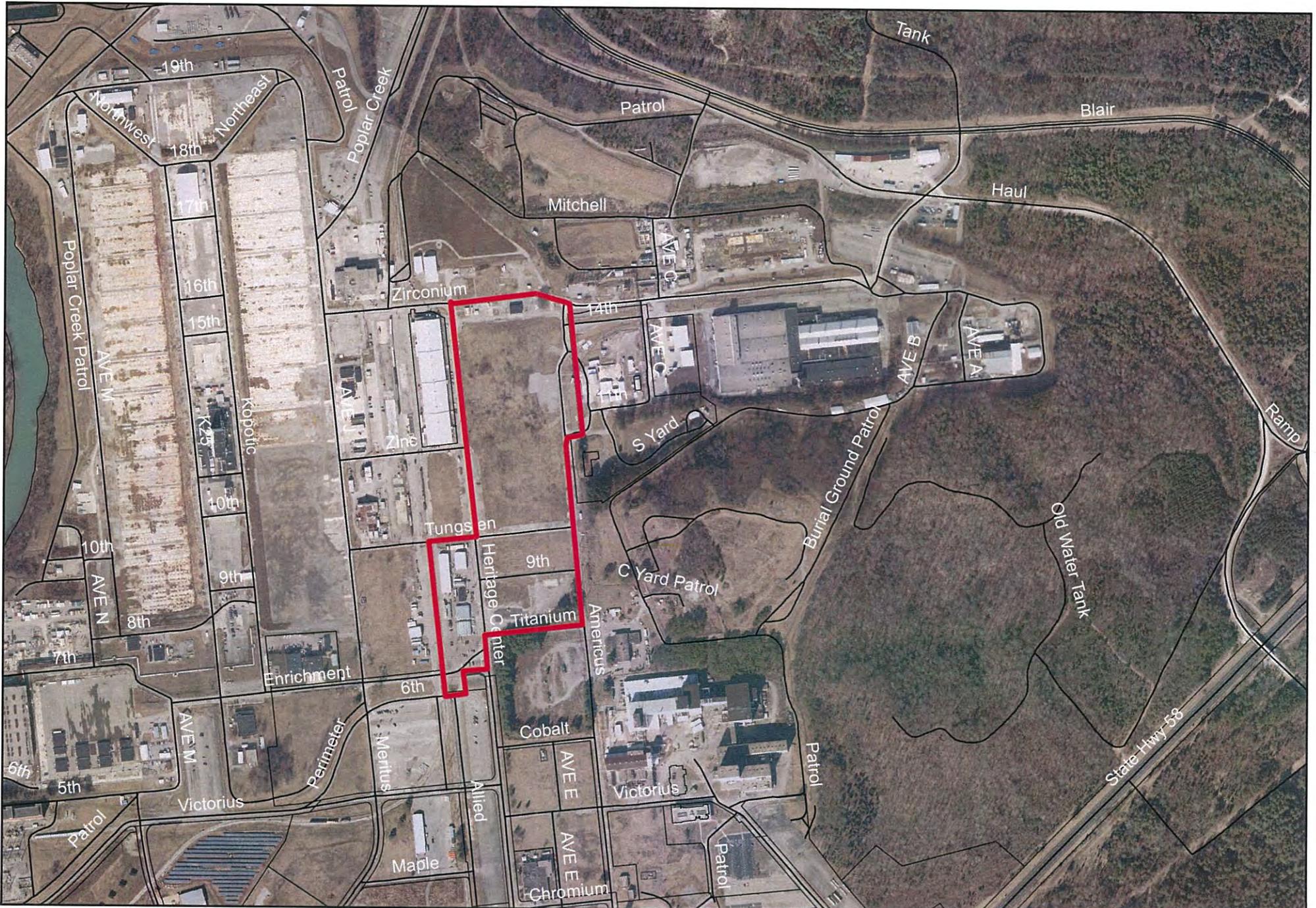
  
\_\_\_\_\_  
Date

# Heritage Center ZC (Americus) - Aerial

4/19/18



Roane County Tax Map 30, Parcels 1.31, 1.32, 1.33, 1.34, 1.35 and 1.37





**TITLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 30, 1.31, 1.32, 1.33, 1.34, 1.35, AND 1.37, ROANE COUNTY TAX MAP 30, (APPROXIMATELY 17.97 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY ZIRCONIUM STREET, AMERICUS AVENUE, TITANIUM STREET, AND HERITAGE CENTER BOULEVARD.

WHEREAS, the following change has been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

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

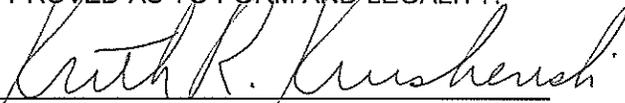
Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following particulars:

<u>Property Description</u>	<u>Location</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
Parcels 30, 1.31, 1.32, 1.33, 1.34, 1.35, and 1.37 Roane County Map 30 (± 17.97 Acres)	Bounded by Zirconium Street, Americus Avenue, Titanium Street, and Heritage Center Boulevard	FIR, Federal Industry and Research	IND-2 IMDO, Industrial Manhattan District Overlay

Section 2. The change shall be imposed upon said map and shall be as much a part of Ordinance No. 2 as if fully described therein.

Section 3. 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

Publication Date: 04/27/2018  
Public Hearing: 05/14/2018  
First Reading: 05/14/2018  
Publication Date: 05/17/2018  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**COMMUNITY DEVELOPMENT MEMORANDUM  
PLANNING DIVISION  
18-26**

**DATE:** 5/7/18

**TO:** Mark Watson, City Manager

**FROM:** Kelly Duggan, Senior Planner 

**THROUGH:** Wayne Blasius, Community Development Director 

**SUBJECT:** Zoning Change – (Perimeter) Roane County Tax Map 29, Parcels 10.11, 10.12, 10.13, 10.14 and 10.15 (185.1 acres), from FIR Federal Industry and Research to IND-2 IMDO Industrial Manhattan District Overlay

Introduction

The petitioned site is bounded by Perimeter Rd and Poplar Creek. It is currently occupied by a variety of industrial uses, including laydown facilities, fleet maintenance, waste processing and transportation. The site has been identified in the 2017 Heritage Center Revitalization Plan as a "Development Opportunity Zone." The current zoning of FIR Federal Industry and Research has no permitted uses or any development standards, therefore a zoning change is required to make the property available for private development. The current zoning of FIR Federal Industry and Research has no permitted uses, therefore a zoning change is required.

Funding

No funding is necessary to approve this request.

Analysis

The following criteria were used to evaluate the rezoning request:

**1) Is the proposed zoning district consistent with the City's Comprehensive Plan?**

Yes. As noted above, the Land Use Plan designates the site as Industrial and the proposed zoning is consistent with that designation. Several policies within the Plan also support the formation of affinity industries and the consolidation of industrial uses in areas that do not adversely impact adjacent residential uses.

**2) Are there substantial changes in the character of development in or near the area under consideration that support the proposed rezoning?**

Yes. The area is a developing industrial park. As noted previously, the site is also a few blocks from the K-25 Historic Heritage Site, which will feature a museum that pays homage to the efforts at the former plant. While the Heritage Center had historically been dominated by uses that exclusively served the mission of DOE, it is slowly changing to a mixture of industrial and educational uses that make the area more accessible to the public.

**3) Is the character of the area suitable for the uses permitted in the proposed zoning district and is the proposed zoning district compatible with surrounding zoning and uses?**

The requested IND-2 IMDO designation is in character with the area. The property is within an industrial area without close proximity to residential uses. The site is easily accessed by Oak Ridge Turnpike, and State Route 95 is approximately two (2) miles to the east. Access to I-40 is five (5) miles away and I-75 fifteen (15) miles.

Uses permitted in the IND-2 district include:

1. Manufacturing (selected industries)
2. Warehousing and wholesaling facilities, including truck and rail service terminals and related facilities.
3. Offices, administrative, technical, and professional services.
4. Public utility facilities, with or without storage yards.
5. Broadcasting, Publishing, Recording and Telecommunications.
6. Storage facilities for coal, coke, building material, sand, gravel, stone, lumber, open storage of construction contractors' equipment and supplies and junk yards, provided such use is entirely enclosed within an eight (8) foot obscuring fence or wall, or otherwise so located as not to be obnoxious to the orderly appearance of the district.
7. Medical Isotope Manufacturing that the staff has determined to be in conformance with the narrative description of this district.
8. Kennel

**4) Will the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?**

No. There is an IND-2 IMDO District that abuts the south and west boundaries of the subject site. Therefore, the zoning change is merely an extension of that adjacent district. ED-12A is the seventh (7) area within the Heritage Center to be rezoned from FIR as the change from ownership by the federal government to private entities progresses. ED-10 was rezoned to IND-2 IMDO in 2012. ED-5 was rezoned to IND-2 in September 2009. ED-8 was rezoned to IND-2/IMDO in March 2011. ED-9A and B were rezoned to IND-2/IMDO in November 2011. ED-4B was rezoned to IND-2 in December 2011 and the K-792 Area was also rezoned in December 2011 to IND-2/IMDO.

Additional rezonings from FIR will occur as the redevelopment and privatizing of the Heritage Center continues.

**5) Are public facilities and services adequate to accommodate the proposed zoning district?**

Road access and utility services are currently provided by DOE, Heritage Center, LLC and the City of Oak Ridge. During the site review process, City staff will coordinate with the applicant to ensure that utilities are adequate and that an easement providing access from Americus Avenue is established.

**6) Would the requested rezoning have environmental impacts?**

The Heritage Center is already an industrial site. Changing the zoning from FIR to IND-2/IMDO will not change the environmental impacts.

**Recommendation:**

Staff recommends approval of the IND-2 IMDO Industrial Manhattan District Overlay as requested, finding the proposed zoning consistent with existing uses and the character of development within the area and in compliance with the Comprehensive Plan.

The request was considered by the Municipal Planning Commission at its April 19, 2018, meeting and was unanimously approved.

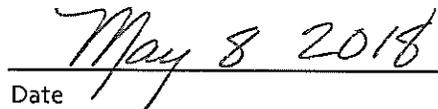
Attachments: Aerial map  
Zoning map

**City Manager's Comments:**

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



Mark S. Watson



Date

# Heritage Center ZC (Perimeter) - Aerial

4/19/18



Roane County Tax Map 30, Parcels 10.11, 10.12, 10.13, 10.14 and 10.15



# Heritage Center ZC (Perimeter) - Surrounding Zoning

4/19/18



Roane County Tax Map 30, Parcels 10.11, 10.12, 10.13, 10.14 and 10.15



TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 10.11, 10.12, 10.13, 10.14, and 10.15, ROANE COUNTY TAX MAP 29, (APPROXIMATELY 185.1 ACRES) FROM FIR, FEDERAL INDUSTRY AND RESEARCH DISTRICT, TO IND-2, IMDO INDUSTRIAL MANHATTAN DISTRICT OVERLAY, SAID PARCELS BEING BOUNDED BY PERIMETER ROAD AND POPLAR CREEK.

WHEREAS, the following change has been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

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

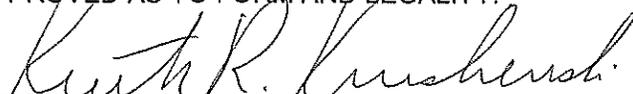
Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following particulars:

<u>Property Description</u>	<u>Location</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
Parcels 10.11, 10.12, 10.13, 10.14, and 10.15, Roane County Map 29 (± 185.1 Acres)	Bounded by Perimeter Road and Poplar Creek	FIR, Federal Industry and Research	IND-2 IMDO, Industrial Manhattan District Overlay

Section 2. The change shall be imposed upon said map and shall be as much a part of Ordinance No. 2 as if fully described therein.

Section 3. 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

Publication Date: 04/27/2018  
 Public Hearing: 05/14/2018  
 First Reading: 05/14/2018  
 Publication Date: 05/17/2018  
 Second Reading: \_\_\_\_\_  
 Publication Date: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_

# RESOLUTIONS

**COMMUNITY DEVELOPMENT MEMORANDUM**  
**PLANNING DIVISION**  
**18-31**

**DATE:** 5/31/18

**TO:** Mark Watson, City Manager

**FROM:** Kelly Duggan, Senior Planner *KD*

**THROUGH:** Wayne Blasius, Community Development Director *WB*

**SUBJECT:** Right-of-Way Encroachment Agreement – 101 Bus Terminal – Taco Bell

Introduction

The City Council considered a request for a Right-of-Way (ROW) Abandonment for a portion of the Bus Terminal Road ROW adjacent to the subject site at its May 14, 2018 meeting. The ROW was to be transferred to the owner of the adjacent lot to allow for the installation of landscaping and other improvements in conjunction with the development of a new drive-thru restaurant (Taco Bell). Concerns about the future need for a right turn lane on Bus Terminal Road, maintenance of proposed improvements in the Oak Ridge Turnpike ROW, and traffic circulation in and around the site were raised at the Council meeting. The matter was deferred.



## Funding

No funding is necessary to approve this request.

## Analysis

Since the Council meeting, the staff has considered several alternatives to address the concerns raised. The details regarding ingress/egress and traffic circulation in and around the site have already been approved by staff through the Site Review process, and permits have been issued. Regarding the potential future right turn lane on Bus Terminal Road and the maintenance of the landscaping within the Oak Ridge Turnpike ROW, the staff believes that the City should enter into a ROW Encroachment Agreement with the property owner.

Such an agreement would allow the City to retain the ROW should a right turn lane, or other traffic improvements, be needed in the future. It would also allow the developer to make the proposed ROW improvements, thereby satisfying the Landscaping and Design standards of the City's Zoning Ordinance and resolving the safety hazard created by the existing parking in the Bus Terminal Road ROW.

The staff believes that the following findings of fact justify the ROW Encroachment Agreement:

- The subject portion of right-of-way in Bus Terminal Road is currently used for non-compliant parking that requires backing out in the street. This creates a safety hazard that is in conflict with the requirements of the Zoning Ordinance.
- The ROW Encroachment Agreement would allow the developer to install sidewalks, curb, gutter and landscaping per City standards that would enhance the pedestrian accessibility and aesthetic sensibility of the site.
- The Agreement would also memorialize that it is the developer's responsibility to maintain the landscaping in both the Oak Ridge Turnpike and Bus Terminal Road rights-of-way.

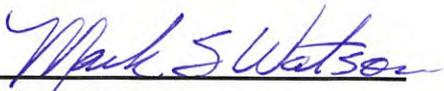
## **Recommendation:**

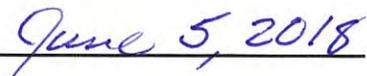
Staff recommends that the City enter into a Right-of-Way Encroachment Agreement with the property owner.

Attachments: Aerial Map  
ROW Encroachment Agreement with attachment

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

# ROW Encroachment - 101 Bus Terminal Rd

5/31/18





**City of Oak Ridge, Tennessee  
Application & Agreement  
For Proposed Right-of-Way Encroachment**

**Prepared by:**  
Community Development Department  
P.O. Box 1, 200 S Tulane Avenue  
Oak Ridge, TN 37831-0001

This agreement, entered into this the 18th day of May in the year 2018, by and between Tacala TN Corp, herein after referred to as "Permittee" and the City of Oak Ridge, hereinafter referred to as "City."

The intent of this agreement is to allow for the placement of certain improvements within the City's right-of-way, shown on the landscape plan prepared by Michael J. Gray, Drawing No. 18005 PROJ Sheet C6, dated April 5, 2018, a copy of which is attached hereto, with the following conditions:

1. The City is aware of the proposed improvements and acknowledges that they extend onto the City's right-of-way.
2. The permittee agrees to remove all improvements which extend onto the City's right-of-way should the City request him to do so as a result of road construction requirements, utility changes or some reasonable need of the City.
3. Permittee agrees to hold the City harmless for any and all claims caused by accidents which occur on that portion of the City's right-of-way being used by Permittee.
4. Permittee agrees to maintain that portion of the City's right-of-way being used by Permittee.

*(Community Development will forward this application and drawings to the Electric Department for its review and approval or denial and the Electric Department shall forward it the Department of Public Works for its review and approval or denial. If approved, the application will be forwarded to the City Manager for his signature and approval. If not approved, the application will be returned to Community Development.)*

This agreement shall be binding to the present and all future owners of the property at this location. As indicated below, the agreement shall be recorded at the applicable county Register of Deed's Office by the City of Oak Ridge and a copy of said recording will be placed in the Community Development Department's files for the noted address prior to the issuance of a building permit.

**NO BUILDING PERMIT SHALL BE ISSUED UNTIL THIS APPLICATION HAS BEEN APPROVED BY THE CITY MANAGER AND A \$12.00 CHECK PAYABLE TO THE APPLICABLE REGISTER OF DEEDS HAS BEEN RECEIVED.**

Property Owner's Name: Tacala TN Corp Phone Number: 205.443.9670  
 Property Address: 101 Bus Terminal Road  
 Description of improvement(s) to be placed in ROW: Grass, Trees, Continuation of sidewalk

By placement of my or our signature(s) below, I/We affirm that I/we am/are the owner(s) of the property at the above-noted location, and verify that I/we have read and understand the terms of this application and agreement and hereby agree to abide by them and agree to hold the City of Oak Ridge harmless for any damage to the above-described property or item(s) due to the placement of the item(s) in the right-of-way.

[Signature]  
Property Owner Signature

5-18-18  
Date

Property Owner #2 Signature  
[Signature]  
Electric Department Official

Date  
6-4-18  
Date

[Signature]  
Public Works Official

5-29-18  
Date

City Manager \_\_\_\_\_ Date \_\_\_\_\_

This Box For Use by Register of Deeds Office Only

STATE OF ~~TENNESSEE~~ Alabama  
COUNTY OF: Jefferson

Personally appeared before me, the undersigned authority, a Notary Public in and for said county and state, the within named, Michael Borden, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that he/she executed within the instrument for the purposes contained therein. Witness my hand and official seal at this office this Date: 5/22/18

Notary Public: [Signature]  
My Commission Expires: \_\_\_\_\_

 **SUSAN H. JERNIGAN**

STATE OF TENNESSEE  
COUNTY OF: \_\_\_\_\_

Personally appeared before me, the undersigned authority, a Notary Public in and for said county and state, the within named, \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that he/she executed within the instrument for the purposes contained therein. Witness my hand and official seal at this office this Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**RESOLUTION**

A RESOLUTION APPROVING A RIGHT-OF-WAY ENCROACHMENT AGREEMENT WITH TACALA TN CORP FOR 101 BUS TERMINAL ROAD.

WHEREAS, Tacala TN Corp, owner of 101 Bus Terminal Road, has plans to construct a new drive-thru restaurant at this site; and

WHEREAS, Tacala TN Corp originally requested abandonment of a portion of right-of-way on Bus Terminal Road and agreed to eliminate the existing parking spaces in the right-of-way and install sidewalks, curbs, gutters, and landscaping in and adjacent to the affected area; and

WHEREAS, on March 15, 2018, the Oak Ridge Municipal Planning Commission reviewed the request and unanimously recommended City Council approval; and

WHEREAS, on May 14, 2018, City Council considered the request, however, concerns were raised regarding a future need for a right turn lane at this location, maintenance of proposed improvements in the Oak Ridge Turnpike right-of-way, and traffic circulation in and around the site; and

WHEREAS, in an effort to address these concerns, City Staff has proposed a Right-of-Way Encroachment Agreement to allow the developer to install sidewalks, curb, gutter, and landscaping in the right-of-way; to memorialize the property owner's requirement to maintain the improvements; and to preserve the City's ownership in the right-of-way should it be needed for future traffic improvements; and

WHEREAS, the City Manager recommends approval of a Right-of-Way Encroachment Agreement with Tacala TN Corp.

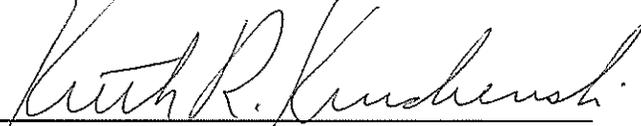
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the attached Right-of-Way Encroachment Agreement with Tacala TN Corp.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**.PUBLIC WORKS DEPARTMENT MEMORANDUM  
18-33**

**DATE:** May 29, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Roger Flynn, P.E., City Engineer  
**THROUGH:** Shira A. McWaters, P.E., Public Works Director SAM  
**SUBJECT: PAVEMENT PATCHING AND REPAIR CONTRACT FOR PRIOR WATER BREAK REPAIRS**

Introduction

An item for City Council's consideration is the recommendation for approval of a Resolution to award a contract to PRI of East TN, Inc., Knoxville, TN, for material, labor, and equipment necessary for pavement repairs and patching at locations City-wide, primarily associated with previous water main breaks.

Funding

Funding is available in the Water Works Fund.

Background and Analysis

City Council (Council) discussed the condition of City streets at the April 9, 2018 Council meeting, prior to voting to approve the FY2019 streets resurfacing contract. During this discussion, Public Works Director, Ms. Shira McWaters, explained that, in addition to limited funding, there are several reasons which cause City streets to deteriorate, most notably the pavement cuts associated with breaks and potholes due to aging of pavement and harsh weather during the winter months.

Currently, there are approximately one hundred and forty (140) open work orders for pavement repairs associated with water main breaks. Approximately ½ of the open orders are associated with the water main breaks that occurred over this past winter (over 80 breaks in January 2018). The ability to make repairs to the streets/sidewalks is limited due to weather conditions. The City's asphalt and concrete crews cannot proactively repair potholes and sidewalks that are not associated with water main breaks while at the same time repairing the streets/sidewalks damaged by water main breaks. Due to the number of open work orders, it was determined that the Public Works Department needed help to eliminate the backlog of work that needs to be completed.

Since the repairs are located in numerous locations City-wide, it is not practical to attempt to measure the area of all one hundred and forty (140) repairs, and then compile an inventory of all quantities needed and associated costs. In order to prepare a fair and meaningful bid, several locations were chosen at random to determine an average repair dimension so unit bid items could be estimated. The units shown in the bid tab are representative of items that are needed to accomplish these repairs. For example, three hundred (300) square yards of surface area was chosen, which represents approximately **twenty seven (27)** 10' X 10' repairs. The contract documents allows the City to pay the contractor on a per repair basis based on the unit prices provided. After a repair or group of repairs are made the contractor will provide the representative unit price quantities that will be used to determine payment.

Bids were received from three bidders. Said repairs take longer to fix which assumes the difference in costs between bidders. PRI of East Tennessee was low bid with the second bid approximately 4% higher and

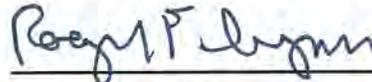
Rogers Group at approximately 40% higher than low bid. Estimated money is available to cover the cost of the 140 work orders with low bidder.

Assuming all of the items shown were required for each location, the average cost per repair is estimated at \$1,524. Based on those assumptions, the budget for the project is expected to be approximately \$213,500 to repair all 140 open work orders; however, the actual cost per repair will vary. Since some of the repairs are larger than others, the amount of excavation base stone will vary, and most will not require concrete work. The final cost will vary; therefore, at this time, the allotted budget is anticipated to be approximately \$200,000.

Recommendation

Contractors were required to be pre-qualified with TDOT, and three (3) bids were received. Three contractors submitted bids based on the unit prices listed in the bid document. The lowest qualified bidder is PRI of East TN, Inc. Awarding this contract to PRI will assist the City in reducing the backlog of projects pending and allow City crews to proactively address other street and sidewalk issues. Staff feels the unit prices are reasonable based on job requirements and recommends approval of the attached Resolution to award the contract to PRI of East Tennessee, Inc. of Knoxville, TN, in a not to exceed amount of \$200,000.

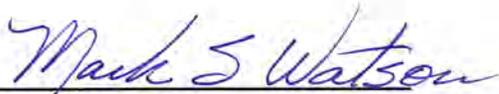
Attachments:  
Bid Tab  
Bid Abstract  
Resolution



Roger Flynn, P.E.

**City Manager's Comments:**

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



Mark S. Watson



Date

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

FY2018-167  
OPENING DATE: April 24, 2018 2:00 P.M.

DESCRIPTION	QTY	UNIT	BIDDER: PRI of East TN, Inc. 5651 S. National Drive Knoxville, TN 37914		BIDDER: J. G. Mullins Construction Co., Inc. 150 Bay Path Drive Oak Ridge, TN 37830		BIDDER: Rogers Group, Inc. 601 Maryville Pike Knoxville, TN 37920	
			UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
FURNISH ALL LABOR, MATERIALS, TOOLS, AND EQUIPMENT NECESSARY TO PERFORM ALL WORK AND SERVICES REQUIRED FOR PAVEMENT REPAIR AND PATCHING PROJECT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE PUBLIC WORKS DEPARTMENT			\$	41,170.00	\$	42,870.50	\$	58,274.25
TOTAL PRICE			\$	41,170.00	\$	42,870.50	\$	58,274.25
TERMS				Net 30		Net 30		Net 30
DELIVERY				per Contract		per Contract		per Contract
F.O.B.				Oak Ridge		Oak Ridge		Oak Ridge
VIA				Best Way		Best Way		Best Way
BIDS OPENED AND RECORDED BY---								
						 Lyn Majeski Purchasing Manager		
						BIDS REVIEWED BY---  Michael Williford Accounting Manager		
REASON FOR AWARD			RECOMMEND AWARD BE MADE TO:					
<input type="checkbox"/> ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input checked="" type="checkbox"/> LOWEST TOTAL COST			PRI of East TN, Inc. 5651 S. National Drive Knoxville, TN 37914					

FY2018-167 BID FORM  
(continued)

Item No	Description	Unit	Quantity (for bid purposes)	X	Column A Unit Price	=	Column B Amount	
1.	Milling	Sq. Yd.	25	X	40.00	=	\$ 1000 <sup>00</sup>	
2.	Excavation	Cu. Yd.	100	X	52.00	=	\$ 5200 <sup>00</sup>	
3.	Application of Mineral Base Aggregate	Cu. Yd.	50	X	100.00	=	\$ 500 <sup>00</sup>	
4.	Application of Bituminous Base Course	Cu. Yd. (5.5"/yd <sup>2</sup> =610 lb)	45	X	400.00	=	\$ 18,000 <sup>00</sup>	
5.	Application of Tack Coat	Sq. Yd.	300	X	1.00	=	\$ 300 <sup>00</sup>	
6.	Application of Surface Course	Sq. Yd. (1.5"/yd <sup>2</sup> =161 lb)	300	X	29.00	=	\$ 8700 <sup>00</sup>	
7.	6" Detached Concrete Curb See Standard Detail 3.05 (Section 10 Appendix)	LF	20	X	50.00	=	\$ 1000 <sup>00</sup>	
8.	Standard Machine Formed Concrete Curb See Standard Detail 3.07 (Section 10 Appendix)	LF	20	X	25.00	=	\$ 500 <sup>00</sup>	
9.	Curb and Gutter Section (typical) 27" x 10" See Standard Detail 3.09 (Section 10 Appendix)	LF	20	X	50.00	=	\$ 1000 <sup>00</sup>	
10.	Standard Concrete Sidewall 4' x 4' See Standard Detail 3.10 (Section 10 Appendix)	Sq. Ft.	10	X	16.00	=	\$ 160.00	
11.	Standard Concrete Sidewalk 4' x 5' See Standard Detail 3.10 (Section 10 Appendix)	Sq. Ft.	10	X	16.00	=	\$ 160 <sup>00</sup>	
12.	Standard Asphalt Sidewalk 2" Thickness 4' or 5' width	Sq. Ft.	10	X	15.00	=	\$ 150.00	
<b>TOTAL BID AMOUNT</b>								\$ 41,170 <sup>00</sup>

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2018-167) TO PRI OF EAST TN, INC., KNOXVILLE, TENNESSEE, FOR AS-NEEDED PAVEMENT REPAIR AND PATCHING FOR THE PUBLIC WORKS DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$200,000.00.

WHEREAS, the City has a need for pavement repair and patching services at various locations throughout the city due to water main breaks, potholes, etc.; and

WHEREAS, due to the high number of open work orders for such work, it is not possible for the City's asphalt and concrete crews to make these repairs in a reasonable amount of time while still performing normal duties; and

WHEREAS, the City prepared a bid package for these services using random locations to develop a unit price bid sheet for comparison of bidders, with the knowledge that not all locations would need all services listed when developing the estimated budget for this project; and

WHEREAS, bids were received and publicly opened on April 24, 2018, with PRI of East TN, Inc., 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 PRI of East TN, Inc., 5651 S. National Drive, Knoxville, Tennessee 37914, for the furnishing of all labor, tools, materials, equipment and supplies necessary to perform all work and services for as-needed pavement repair and patching at various locations citywide; said award in strict accordance with contract number FY2018-167, the required specifications, the bid as publicly opened on April 24, 2018, and in an amount not to exceed \$200,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**PERSONNEL DEPARTMENT MEMORANDUM**  
**18-117**

**DATE:** May 31, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Bruce M. Applegate, Director of Administrative Services  
**SUBJECT:** RESOLUTION TO ADOPT THE CLASSIFICATION AND COMPENSATION PLAN YEAR 2 FIRE SCHEDULE.

Introduction

An item for the agenda is a resolution adopting the Compensation Plan Year 2 Fire Schedule proposed in the previously accepted 2017 Classification and Compensation Plan.

Funding

Funding for this item has been addressed, and incorporated in the Fiscal Year 2019 City of Oak Ridge Budget.

Background

By Resolution 12-87-2016, the City entered into an agreement with McGrath Human Resources Group (McGrath) to perform a compensation analysis and review of the City's compensation plan structure and related policies. McGrath completed their analysis and submitted their Classification and Compensation Report to the City, which was received September 11, 2017.

Due to the complexity and fiscal impacts of the recommended changes City staff have rolled out the required ordinance adjustments through the attached multi-phase approach. Phases 1-4 have been reviewed and implemented through the end of Fiscal Year 2018. Remaining steps include the adoption of the Year 2 and Year 3 Fire Schedule's, as well as continued review of the City's current Dental & Vision Plan. The Year 2 Fire Schedule is proposed for implementation in Fiscal Year 2019. The proposed Year 3 Fire Schedule will be brought before City Council for implementation with the Fiscal Year 2020 Budget.

Analysis

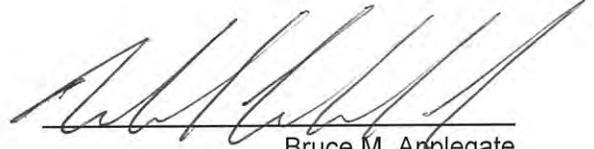
Adoption of this resolution will continue the rollout of the 2017 Classification and Compensation Plan recommendations, and continue the process of finalizing the City's revitalized Classification and Compensation approach.

Recommendation

Approval of the proposed resolution is recommended.

Attachments:

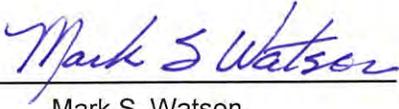
Classification and Compensation Plan Schedule of Implementation  
Proposed Resolution  
Year 2 Fire Schedule



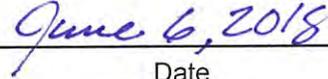
Bruce M. Applegate  
Director of Administrative Services

**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 THE YEAR 2 FIRE DEPARTMENT PAY GRADE SCHEDULE EFFECTIVE JULY 1, 2018.

WHEREAS, by Resolution 12-87-2016, the City entered into an agreement with McGrath Human Resources Group to perform a compensation analysis and review of the City's compensation plan structure and related policies; and

WHEREAS, by Resolution 9-100-2017, City Council accepted the McGrath report, authorized the City Manager to move forward with a phase approach to implement recommendations from the report, approved the Position Classification Plan for FY2018 (effective October 8, 2017), and approved the Pay Grade Schedule for FY2018 (effective October 8, 2017); and

WHEREAS, one of the future phases includes review and implementation of the Year 2 Fire Department Pay Grade Schedule as set forth in the McGrath report; and

WHEREAS, the City Manager is ready to move forward with the implementation of the Year 2 Department Pay Grade Schedule effective July 1, 2018.

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

That the recommendation of the City Manager is approved and the attached Appendix C: Fire Schedule – Year 2 is hereby adopted effective July 1, 2018 and shall be incorporated into the City's Pay Grade Schedule.

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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



## Appendix C: Fire Schedule – Year 2

New Pay Grade	Recommended Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7		Max
A1	Firefighter Trainee (no exp)		\$11.49	\$11.72							
A2	Firefighter Trainee (exp)		\$11.84	\$12.07							
A3	Firefighter Paramedic Trainee		\$12.19	\$12.44							
B1	Firefighter I/Engineer		\$11.83	\$12.07	\$12.31	\$12.56	\$12.81	\$13.06	\$13.32		\$15.97
			\$34,452	\$35,141	\$35,844	\$36,561	\$37,292	\$38,038	\$38,799		\$46,510
B2	Firefighter II/Engineer			\$12.31	\$12.56	\$12.81	\$13.06	\$13.32	\$13.59		\$16.07
				\$35,844	\$36,561	\$37,292	\$38,038	\$38,799	\$39,575		\$46,798
C1	Firefighter I/EMT		\$13.04	\$13.30	\$13.57	\$13.84	\$14.12	\$14.40	\$14.69		\$17.61
	*Engineer		\$37,984	\$38,743	\$39,518	\$40,308	\$41,115	\$41,937	\$42,776		\$51,278
C2	Firefighter II/EMT			\$13.57	\$13.84	\$14.12	\$14.40	\$14.69	\$14.98		\$17.64
	*Engineer			\$39,518	\$40,308	\$41,115	\$41,937	\$42,776	\$43,631		\$51,373
D1	Firefighter I-Paramedic		\$14.35	\$14.64	\$14.93	\$15.23	\$15.53	\$15.84	\$16.16		\$20.09
	*Engineer		\$41,782	\$42,618	\$43,470	\$44,339	\$45,226	\$46,131	\$47,053		\$58,495
D2	Firefighter II-Paramedic			\$14.93	\$15.23	\$15.53	\$15.84	\$16.16	\$16.48		\$21.32
	*Engineer			\$43,470	\$44,339	\$45,226	\$46,131	\$47,053	\$47,994		\$62,075
E	Fire Projects Officer		\$15.07	\$15.37	\$15.67	\$15.99	\$16.31	\$16.63	\$16.97		\$21.09
E	Fire Inspector-Paramedic		\$43,871	\$44,748	\$45,643	\$46,556	\$47,487	\$48,437	\$49,406		\$61,419
E	Fire Inspector -EMT										
F1	Fire Captain - EMT	2912	\$18.15	\$18.52	\$18.89	\$19.27	\$19.65	\$20.04	\$20.44		\$24.51
			\$52,865	\$53,922	\$55,000	\$56,100	\$57,222	\$58,367	\$59,534		\$71,367
F2	Fire Captain-Paramedic		\$18.98	\$19.36	\$19.75	\$20.14	\$20.55	\$20.96	\$21.38		\$25.63
			\$55,277	\$56,383	\$57,511	\$58,661	\$59,834	\$61,031	\$62,251		\$74,625

New Pay Grade	Recommended Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7		Max
F1a	Fire Captain - EMT	2080	\$24.10	\$24.59	\$25.08	\$25.58	\$26.09	\$26.61	\$27.15		\$32.54
			\$50,138	\$51,141	\$52,164	\$53,207	\$54,271	\$55,357	\$56,464		\$67,687
F1b	Fire Captain-Paramedic		\$25.55	\$26.06	\$26.58	\$27.12	\$27.66	\$28.21	\$28.77		\$34.49
			\$53,147	\$54,209	\$55,294	\$56,400	\$57,528	\$58,678	\$59,852		\$71,748
G	Battalion Chief - Paramedic		\$22.78	\$23.23	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65		\$30.75
			\$66,333	\$67,660	\$69,013	\$70,393	\$71,801	\$73,237	\$74,702		\$89,549

**COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM**

**18-33**

**DATE:** June 4, 2018  
**TO:** Mark S. Watson, City Manager   
**FROM:** Wayne Blasius, Community Development Director  
Matt Widner, Community Development Specialist   
**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN PY18/FY19

Introduction

An item for City Council's consideration is a resolution authorizing the approval of the CDBG Annual Action Plan (AAP) for PY2018/FY2019 which is the second year of the three year Consolidated Plan 2017-2020.

Funding

The City of Oak Ridge receives Community Development Block Grant (CDBG) entitlement funds annually from the U.S. Department of Housing and Urban Development (HUD). The proposed AAP FY18/PY19 budget proposes \$238,717.00 to be utilized for activities approved in the current Consolidated Plan. Any available prior year's funding carryover amount will be added to this annual action allocation.

Background/Analysis/Review/Consideration

The Annual Action Plan for PY2018/FY2019 is attached. The full document is available for review in the City Council mailroom. Copies have also been available on the City of Oak Ridge Community Development webpage, in the City Clerk's Office, the Oak Ridge Public Library and the Scarboro Center.

The City held four public hearings to receive input from citizens and nonprofit agencies on the proposed Annual Action Plan PY18/FY19. The first two hearings were held on March 20, 2018 and the second two were held on March 23, 2018 both of which were prior to the 30-day comment period. Another public hearing for the AAP will be held on June 11, 2018 prior to Council adoption of the FY2018/PY2019 Annual Action Plan.

The Annual Action Plan is the document that implements policies established in the three-year Consolidated Plan 2017-2020. Any significant changes to the current Consolidated Plan will require a formal amendment and approval by H.U.D.

The following City of Oak Ridge projects are recommended for funding during the AAP PY18/FY19:

Acquisition/Removal of Blighted Housing	\$160,000
Neighborhood Improvement Projects	\$ 30,000
Right of Way Infrastructure, Traffic Calming, Public Transportation Access	\$ 20,000
Grant Administration	<u>\$ 28,717</u>
Total:	<b>\$238,717.00</b>

Community Development Memorandum 18-33  
June 4, 2018

Recommendation

Staff recommends approval of the PY2018/FY2019 Annual Action Plan and submission to the U.S. Department of Housing and Urban Development for the Community Development Block Grant funding.

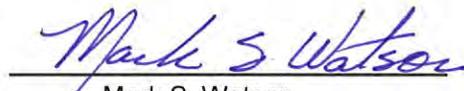
Attachment(s)

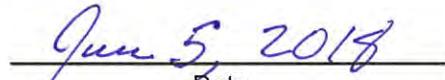
Annual Action Plan PY18/FY19

  
Matt Widner  
Community Development Specialist

**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 COMMUNITY  
DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN  
for  
THE PERIOD OF  
July 1, 2018 – June 30, 2019**



*Warren L. Gooch, Mayor  
Rick Chinn, Mayor Pro-Tem  
Jim Dodson  
Chuck Hope  
Ellen Smith  
Hans Vogel  
Kelly Callison*

*Mark S. Watson, City Manager*

**CDBG Committee. Staff & Citizen**

**Wayne Blasius, Community Development  
Amanda Dials, Administrative Specialist  
Ken Krushenski, Legal  
Wes Bunch, Police Department  
Matt Widner, Community Development**

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



**DRAFT**



# Table of Contents

## DRAFT Annual Action Plan PY18 / FY19

### Set Up

AD-26 Administration of the Annual Action Plan.....	1
AD-50 Verify Grantee/PJ Information in IDIS.....	2
AD-55 Verify Grantee/PJ Program Contacts.....	2

### Process

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b).....	3
PR-05 Lead & Responsible Agencies - 91.200(b).....	6
AP-10 Consultation - 91.100, 91.200(b), 91.215(l).....	7
AP-12 Participation - 91.105, 91.200(c).....	10

### Annual Action Plan

AP-15 Expected Resources - 91.220(c)(1,2).....	12
AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e).....	14
AP-35 Projects - 91.220(d).....	14
AP-50 Geographic Distribution - 91.220(f).....	16
AP-55 Affordable Housing - 91.220(g).....	17
AP-60 Public Housing - 91.220(h).....	18
AP-65 Homeless and Other Special Needs Activities - 91.220(i).....	19
AP-75 Action Plan Barriers to Affordable Housing - 91.220(j).....	20
AP-85 Other Actions - 91.220(k).....	21
AP-90 Program Specific Requirements - 91.220(l)(1,2,4).....	24

### Appendix

A. Certifications.....	
B. Public Notices.....	
C. Fair Housing.....	
D. 711 for Telecommunications Relay Service.....	

## Set Up

### Annual Action Plans

#### AD-26 Administration of the Annual Action Plan

AAP Program Year:\* 2018

AAP Title:\* City of Oak Ridge Annual Action PI

AAP Plan Version:\* 1.0

If Amendment: N/A

Programs included:\*  
 CDBG  
 HOME  
 ESG  
 HOPWA

Housing Trust Fund Subgrantee: No

Is this Annual Action Plan associated with a Consolidated Plan?\* Yes

Consolidated Plan Title: Consolidated Plan

Consolidated Plan Beginning Year: 2017

Consolidated Plan Ending Year: 2020

Consolidated Plan Version: 3july2017

## Grantee/PJ

### AD-50 Verify Grantee/PJ Information in IDIS

#### Grantee Information

Lead Agency: OAK RIDGE

Please review all information below and submit updates to the HUD FO Acceptor.

Year:

Start Date:

End Date:

\*Address:

City of Oak Ridge  
Community Development Department  
200 S Tulane Ave. PO Box 1

\*City:

\*State/Territory:

\*Zip Code:

-

### AD-55 Verify Grantee/PJ Program Contacts

#### Edit Grantee/PJ Program Contacts

##### Chief Elected Official (Primary Contact)

Prefix: The Honorable  
First Name: Warren  
Middle Initial:  
Last Name: Gooch  
Suffix:  
Title: Mayor  
Email: wgooch@oakridgetn.gov  
Address 1: 200 S. Tulane Ave  
Address 2:  
City: Oak Ridge  
State: TN  
Zip Code: 37830  
Telephone: [865-425-3432](tel:865-425-3432)  
[Update](#) | [New](#) | [Change to Another](#)

##### CDBG Contacts

###### First contact

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###### Second contact

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Middle Initial:  
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Address 2:  
City: Oak Ridge  
State: TN  
Zip Code: 37831  
Telephone: [865-425-3531](tel:865-425-3531)  
[Update](#) | [New](#) | [Change to Another](#) | [Clear](#)

## Process

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

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

- Acquisition and Removal of Dilapidated Housing
- Rehabilitation of MDO Housing
- Infrastructure
- Neighborhood Improvement

#### 2. Summarize the objectives and outcomes identified in the Plan

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

The City of Oak Ridge listed one major and three minor objectives in the goals & objectives section of the approved Annual Action Plan (AAP) of July 1, 2017 - June 30, 2018. The first of these objectives were:

1. (Major Goal) Acquisition & Removal of Manhattan District Overlay (MDO) Blighted Housing - which have been delayed by Historic Preservation challenges.
2. Right of Way, Infrastructure, Traffic Calming, Trans Access - Supporting the Woodland Neighborhood Improvement Project underway
3. Neighborhood Improvement Project - Woodland Pocket Park preparation to benefit low to moderate area underway
4. Residential Electrical Upgrades to MDO homes benefitting low to moderate income families have been successfully completed.

**For the Annual Action Plan of July 1, 2018 – June 30, 2019**, objectives from the previous program year are planned to continue except for # (4) Residential Electrical Upgrades to MDO homes. As a replacement, it is anticipated that this AAP and the Consolidated Plan of 2017-2020 may be substantially amended to support the construction of a playground/recreational area for the planned replacement Elementary School and Head Start facility in the Scarboro Community.

#### 3. Evaluation of past performance

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

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

The City has continued to transfer parcels of cleared land as well as land with vacant housing units, to the Oak Ridge Land Bank Corporation for revitalization purposes. The Oak Ridge Land Bank Corporation was created pursuant to the authority of the Tennessee Local Land Bank Pilot Program set forth in Tennessee Code Annotated §13-30-101 et seq. By such statute, the Oak Ridge Land Bank Corporation has authority to create a land bank for real property located within the boundaries of Oak Ridge. For purposes of this chapter, "Land Bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation. The intent is to acquire and hold real property until such time as the corporation is able to find a willing and able buyer to acquire the real property for renovation or redevelopment of high quality housing. To date, the Oak Ridge Land Bank has donated two properties to the non-profit organization Aid to Distressed Families of Appalachian Counties (ADFAC). The Land Bank also donated three properties to Habitat for Humanity of Anderson County (Habitat) for the benefit of L/M income households. Additionally the Land Bank has sold three properties at fair market value and has listed approximately 30 properties with the Oak Ridge Realty Center for purchase. Nearly half of the 35 properties were acquired with CDBG funds.

#### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

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

The Annual Action Plan is the City's annual guide for the implementation of policies and programs that further HUD's national objectives for the CDBG program. CDBG funds can be used for a variety of activities to help low to moderate (L/M) income people and neighborhoods such as housing rehabilitation, providing public facilities, community services, infrastructure, transitional housing, economic development, code enforcement activities and the elimination of blight. The City of Oak Ridge Consolidated Plan for the years 2017-2020 was developed through a public participation process. The City held four public meetings in 2017 to receive comments and recommendations from citizens, non-profit agencies, faith-based organizations and city staff as follows: Municipal Bldg: Wednesday February 8 at 12:00 p.m. Wednesday February 8 at 5:30 p.m. Scarboro Ctr: Wednesday February 22 at 12:00 p.m. Wednesday February 22 at 5:30 p.m.

This Annual Action Plan is the second of three Annual Action Plans during the Consolidated Plan period of 2017-2020. Each of the Annual Action Plans describe the City's intent for investing CDBG entitlement funds for the upcoming year. This annual plan was developed from the priorities established in the Consolidated Plan, along with a public participation process. The City held four public meetings, in 2018 as follows: City of Oak Ridge Municipal Building on Tuesday, March 20th from noon till 1:30 p.m. and then again from 5:00 p.m. till 6:30 p.m.

The second set of public meetings was held at: City of Oak Ridge Public Library on Friday, March 23rd from noon till 1:30 p.m. and then again at the Scarboro Community Center Lobby Area from 4:00 p.m. till 5:30 p.m.

#### **The CDBG Online Survey for the PY18/FY19 Annual Action Plan can be found online at:**

<https://www.surveymonkey.com/r/BGPRPDF> or you can click the hotlink "Take the 2018 CDBG Survey" on the sidebar section of the Community Development Homepage here: <http://www.oakridgetn.gov/department/CommDev/Home>

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

## 5. Summary of public comments

*This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan*

While there were not any general citizens present at any of the advertised Consolidated Plan 2017-2020 public meetings, citizen did provide feedback via fifteen received online surveys through the web based app "Survey Monkey®" as advertised on the City's Community Development webpage:

<https://www.surveymonkey.com/r/2017CDB>. Information from the HUD surveys can be found in the current Consolidated Plan. In summary, citizens rated abandoned, blighted and foreclosed residential/commercial properties being a problem as "very high." Survey results revealed all respondents were residents of Oak Ridge who reported that they generally felt safe in their immediate neighborhoods. Youth Services, Services for Persons with Disabilities; Homeless Services and Domestic Violence ranked equally high in the level of need. Nearly all respondent were white females reporting they owned their primary residence and who have not looked for housing in the past five years. The majority of those not having or being persons with special needs in their households. Moderate issues noted from the received surveys included the need for traffic flow improvement and more development on Oak Ridge Turnpike properties.

**In preparing for the FY18/PY19 Annual Action Plan**, there were no general citizens present at any of the advertised preliminary meetings. The online survey located at: <https://www.surveymonkey.com/r/BGPRPDF> received 3 responses. Of the three received surveys, respondents revealed they were all owner occupied, females (2 White & 1 Asian) in small families with school age children and no family disabilities. Respondents indicated they believe that having safe affordable housing with adequate infrastructure is the most important to them. They all stated that neighborhood housing in foreclosure/decline was a significant barrier to feeling safe. All respondents are able to move, but choose to stay in their respective areas. The two most important considerations for choosing a place to live are: 1. Price of Housing and 2. Close to Work. Respondents ranked Services for Persons with Disabilities as the highest need of Public Services in the City.

## 6. Summary of comments or views not accepted and the reasons for not accepting them.

Discussions with the Oak Ridge City School system about using CDBG funds to supplement construction of the recreational, playground area of the planned new replacement Head Start Elementary School to be located in the Scarboro neighborhood. The discussion between the School and CDBG Committee occurred late in the Annual Action Plan development process, thus not allowing enough time to document the substantial amendment as required. It is expected that a substantial amendment to both the current Consolidated Plan and Annual Action Plan will occur this program year to accommodate this request. Other comments received from walk-in citizens requesting the MOREE program to continue. The City of Oak Ridge was the grantee of this project that ended last year. No additional funds have been offered by TVA.

## 7. Summary

In an effort to encourage more citizen participation in consultation process, the City produced public meeting notices in both Spanish and English. Used social media to notify citizens of scheduled events and sent notices to political candidates during this election year. The Community Development Department distributed notices to city employees and non-profit partners to include community organizations.

## PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

Agency Role	Name	Department/Agency
Lead Agency	OAK RIDGE, TN	
CDBG Administrator	OAK RIDGE, TN <input type="button" value="Change"/> <input type="button" value="Remove"/>	<input type="text" value="Community Development"/>

IDIS Table 1

### Narrative (optional):

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

### Consolidated Plan Public Contact Information:

The City of Oak Ridge Consolidated Plan 2017-2020 and both PY2017/FY2018; PY2018/FY2019 Annual Action Plans are available for review in the City Clerk's office and in the Community Development Department along with in the Oak Ridge Public Library. All plans are located on line at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>. Please contact Matt Widner at [mwidner@oakridgetn.gov](mailto:mwidner@oakridgetn.gov) or 865-425-3584 if you have any questions or comments.



City Of Oak Ridge, Tennessee

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Community Development

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(I)**

### **Introduction:**

The development of the Annual Action Plan involved consultation with public and private agencies that provide assisted housing, health services and social services, including providers to children, elderly people, people with disabilities and their families, and homeless people. Agencies specifically asked for comments included:

- Aid to Distressed Families of Appalachian Counties, Inc. (ADFAC)
- Ridgeview Psychiatric Hospital and Services, Inc.
- National Association for the Advancement of Colored People (NAACP)
- Oak Ridge Neighborhood Watch
- Oak Ridge Housing Authority
- Trinity Outreach Center for Hope (TORCH)
- Tennessee Valley Coalition for the Homeless (TVCH)
- League of Women Voters
- Oak Ridge Land Bank, Inc. (ORLB)

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

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

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The City of Oak Ridge has ongoing relationships with many housing providers working on housing development activities the city also works with the ORHA to utilize Section 8 vouchers from the federal government to address the housing needs of the city's lowest income households. Through the Continuum of Care (CoC) processes, the City of Oak Ridge maintains relationships with mental health providers, homeless shelter and services providers, and other state/local government agencies with specific responsibilities for homeless individuals and families. The city also participates in a variety of other groups that seek to address other issues that relate to housing and service needs. The Oak Ridge Land Bank (ORLB) is also the first of its kind in Tennessee. Together, the city and ORLB is working to enhance modify state laws to further support the elimination of blight and reduce rate of deterioration facing our WWII era housing stock.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

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

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

The City of Oak Ridge no longer receives Emergency Solution Grant (ESG) funds from the State of Tennessee's Tennessee Housing Development Agency (THDA). Oak Ridge is currently benefitting from TORCH using its direct awarded ESG funds for rapid rehousing activities within the Oak Ridge city limits and Anderson / Roane Counties as a whole. Rapid rehousing involves activities that place clients who are experiencing homelessness in housing. Examples of assistance provided by the ESG program are payments for daily hotel fees, rent for housing, deposits for various housing related resources, mortgage and utilities. TORCH records the number of clients they serve on a monthly basis and this information is available upon request.

TORCH is a member of the Tennessee Valley Coalition for the Homeless (TVCH), and they have the required Certification of Participation with Continuum of Care, certifying that their application is aligned with the Continuum of Care's strategies for preventing and ending homelessness and creating housing stability. More information about TORCH is available at: <http://www.oakridgetorch.org>. TORCH acknowledges that agencies using ESG grant funds to provide services must coordinate with other agencies by entering information into the Homeless Management Information System (HMIS). HMIS helps prevent the duplication of community services to the same individuals. The TVCH provides TORCH quarterly monitoring reports for data entered in the HMIS system. The City works with TVCoC and its members each year to discuss the success of their program and determine a mutual path forward.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

Sort*	Agency/Group/Organization*	Agency/Group/Organization Type*	What section of the Plan was addressed by Consultation?*
1	<div style="border: 1px solid gray; padding: 2px;">                     Select Organization                      City of Oak Ridge                 </div>	<input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> PHA <input checked="" type="checkbox"/> Services - Housing <input type="checkbox"/> Services-Children <input type="checkbox"/> Services-Elderly Persons <input type="checkbox"/> Services-Persons with Disabilities <input type="checkbox"/> Services-Persons with HIV/AIDS <input type="checkbox"/> Services-Victims of Domestic Violence <input checked="" type="checkbox"/> Services-homeless <input type="checkbox"/> Services-Health <input type="checkbox"/> Services-Education <input type="checkbox"/> Services-Employment <input checked="" type="checkbox"/> Service-Fair Housing <input type="checkbox"/> Services - Victims <input type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Publicly Funded Institution/System of Care <input checked="" type="checkbox"/> Other government - Federal <input type="checkbox"/> Other government - State <input type="checkbox"/> Other government - County <input checked="" type="checkbox"/> Other government - Local <input checked="" type="checkbox"/> Regional organization <input checked="" type="checkbox"/> Planning organization <input type="checkbox"/> Business Leaders <input checked="" type="checkbox"/> Civic Leaders <input type="checkbox"/> Business and Civic Leaders <input type="checkbox"/> Other  <b>Optional Designation(s)</b> <input checked="" type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Grantee Department <input type="checkbox"/> Major Employer <input checked="" type="checkbox"/> Neighborhood Organization <input type="checkbox"/> Private Sector Banking / Financing	<input checked="" type="checkbox"/> Housing Need Assessment <input checked="" type="checkbox"/> Public Housing Needs <input type="checkbox"/> Homeless Needs - Chronically homeless <input type="checkbox"/> Homeless Needs - Families with children <input checked="" type="checkbox"/> Homelessness Needs - Veterans <input type="checkbox"/> Homelessness Needs - Unaccompanied youth <input checked="" type="checkbox"/> Homelessness Strategy <input checked="" type="checkbox"/> Non-Homeless Special Needs <input type="checkbox"/> HOPWA Strategy <input checked="" type="checkbox"/> Market Analysis <input checked="" type="checkbox"/> Economic Development <input type="checkbox"/> Lead-based Paint Strategy <input type="checkbox"/> Anti-poverty Strategy <input checked="" type="checkbox"/> Other Acquisition, Remove dilapidation

IDIS Table - 2

**Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?**

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

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

All Oak Ridge City Council agendas include the opportunity for citizen comments that are not related to an agenda item. Citizens can use this forum to express their comments concerning the City’s CDBG program. All Oak Ridge City Council members have email addresses that are accessible from the City’s website at <http://www.oakridgetn.gov/departmentpg/CityClerk/City-Council/Meet-City-Council>

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

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

The City has also consulted with the State of Tennessee Historic Commission and the East Tennessee Development District to manage the SHPO 106 mitigation process which has become one of the major barriers to Oak Ridge’s effort to acquire and remove blighted structures using CDBG funds.

**Identify any Agency Types not consulted and provide rationale for not consulting:**

The City advertised all four public meetings for input and one public hearing during City Council meeting after the required 30 day public comment period in the local newspapers and on the City’s website to include social media outlets and physical posting throughout the City in public and community businesses. The City also notified the Continuum of Care (CoC) about the planning phase of this Annual Action Plan. All agencies were invited to consult with the City of Oak Ridge. Not all agencies chose to participate by their own accord. This plan was created in an open and transparent manner.

**Describe other local/regional/state/federal planning efforts considered when preparing the Plan.**

Describe other local/regional/state/federal planning efforts considered when preparing the Plan.

Sort*	Name of Plan*	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?	Action
1	Continuum of Care	TVCEH	ded care and create systemic change within our region. identify gaps in the services, unmet needs, and what future services might be required.	
Add Plan Effort (Optional)				

*“The TVCOC serves a dual purpose in the arena of homeless service delivery. This dual approach is through a regional planning body that addresses the service delivery system. Our CoC plans, develops and implements collaborative services designed to provide needed care and create systemic change within our region. Members of the Tennessee Valley CoC work together to address the larger picture and identify gaps in the services, unmet needs, and what future services might be required.”*

**Narrative (optional):**

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

**AP-12 Participation - 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation**

**Summarize citizen participation process and how it impacted goal-setting.**

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

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

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

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

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

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

### Citizen Participation Outreach

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

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

Sort	Mode Of Outreach:	Target Of Outreach:
1	<input type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input type="radio"/> Newspaper Ad <input type="radio"/> Internet Outreach <input checked="" type="radio"/> Other <input type="text" value="All the above"/>	<input checked="" type="checkbox"/> Minorities <input checked="" type="checkbox"/> Non-English Speaking - Specify other language: <input type="text" value="Spanish"/> <input checked="" type="checkbox"/> Persons with disabilities <input checked="" type="checkbox"/> Non-targeted/broad community <input checked="" type="checkbox"/> Residents of Public and Assisted Housing <input checked="" type="checkbox"/> Other <input type="text" value="housing community leaders"/>
Summary of response/attendance		<input type="text"/>
Summary of Comments Received		<input type="text"/>
Summary of comments not accepted and reasons		<input type="text"/>
URL if applicable: <input type="text"/>		

IDIS Table 4

### Substantial Amendments

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

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

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

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

## Annual Action Plan

### AP-15 Expected Resources - 91.220(c)(1,2)

#### **Introduction:**

This section provides an overview of the potential resources available for programs that benefit Oak Ridge residents. This section does not include the CDBG Entitlement funds. The City of Oak Ridge and community non-profits consistently search for funding sources through grant opportunities, community organizations and other philanthropic groups.

Currently there are areas within the city limits of Oak Ridge that qualify for low-income tax credits which are being utilized by private developers. The City of Oak Ridge does not have an activity utilizing low-income tax credits at this time.

#### **State of Tennessee Programs**

The City of Oak Ridge began contracting the operation of a demand response van transit system during February 1993. The City's current contractor for operating the transit system is East Tennessee Human Resources Agency (ETHRA). The City of Oak Ridge appropriated \$xxxxx for this program in the FY2019 budget. The primary source of revenue for this program is a special one-cent-per-gallon inspection fee levied on all petroleum products bought, sold or stored in the state, and an operating assistance grant from the State of Tennessee, Department of Transportation (TDOT).  
City General Fund Resources

#### **Housing Initiatives – COR General Fund**

Oak Ridge City Council approved the FY2019 budget authorizing that \$xxxxx be allocated to the Housing Initiatives Budget. Housing Initiative became the primary funding source for Code Enforcement Actions to include acquisition of properties not otherwise eligible for CDGB funding.

#### **Social Services Program**

The City of Oak Ridge budgeted \$xxxxxx during FY2019 for the Social Services Program. The program was developed to assist City residents with short-term housing and prescription drug needs. Assistance guidelines were adopted by the Oak Ridge City Council in the Social Services Policy and include payments for rent, utilities for eligible Oak Ridge residents.

#### **Healthy Start Program**

The City of Oak Ridge FY2019 budget contains an appropriation for \$xxxxxx as a grant for the Healthy Start Program. This program assists first time mothers who are assessed as "at risk" of not being an effective parent due to family history and the mother's current status. The program provides assistance using Family Support Workers who visit participating families in their homes at least weekly for three to five years, or until the child starts school.

#### **Capital Improvement Programs (CIP)**

Every year, city of Oak Ridge staff prepares a Capital Improvements Program (CIP) that provides detailed information on capital projects for the upcoming six-year period (FY2016-FY2021). The capital projects are to maintain and enhance city facilities, parks, utility infrastructure and streets. The amount included in the CIP for FY2019 for these programs totals \$xxxxxxxxx. Funding for all capital projects is provided by several agencies within the federal and state governments and funding resources by the City of Oak Ridge.

#### **Affordable Housing Fee Adjustments**

In order to facilitate the provision of affordable housing in the City of Oak Ridge, zoning and permit fees are adjusted for residential construction (including renovation) projects.

## Priority Table

Priority Table

Source of Funds	Source	Uses of Funds	Expected Amount Available	Expected Amount Available Remainder of Con Plan	Narrative Description
CDBG	public - federal	Acquisition	Annual Allocation: \$ 213200	\$ 180000	Acquisition and removal of dilapidated housing Neighborhood Improvement Project Right of Way, Traffic Calming, Infrastructure, Transit Access Grant Administration
		Admin and Planning	Program Income: \$ 0		
		Economic Development	Prior Year Resources: \$ 213200		
		Housing	Total: \$ 426400		
		Public Improvements			
Public Services					
General Fund	public - local	Acquisition Housing Other Code Enforcement	\$ 139000	\$ 139000	Housing Initiatives and/or Code Enforcement activities to include acquisition, demolition of blighted property.

IDIS Table - 5

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied:**

No Federal funds will be leveraged.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan:**

As of April, 2018 - 34 properties are held by the City of Oak Ridge and the Oak Ridge Land Bank, Inc. City Council has established goals and objectives to prioritize the disposition of properties currently held that support the needs identified in this plan as follows:

- Develop programs and partnerships that promote owner occupied housing, new home ownership, and encourage private investment;
- Return property acquisitions to viable tax producing status as soon as practical;
- Acquire residential and commercial property through foreclosures, donations, and negotiations in strategic locations that create a stabilizing impact on adjacent property and residential neighborhoods;
- Establish a streamlined procedure that provides tax benefits and incentives for residents and absentee owners to consider dedicating property to the Oak Ridge Land Bank;
- Determine highest and best use of acquired property, which when privatized, will maximize return on investment, and consideration may also be given for properties to be used for municipal purposes;
- Through acquisitions, property management, investments, and property sales, develop a business model that is financially sustainable and encourages environmental stewardship;
- Partner with the City of Oak Ridge, Anderson County, the Oak Ridge Housing Authority, and non-profit organizations to ensure actions do not duplicate existing efforts or create deterrents to home ownership or environmental code compliance

**Discussion:**

No Further Discussion

## AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e)

### List of goals

#### Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

Many older and affordable homes in Oak Ridge available to low or moderate-income residents require some type of financing or subsidy when purchasing a home, which includes inspection of the home prior to purchase. Methods to address the barriers to affordable housing are stated in AP-75:

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

It is estimated that 4 new affordable housing units will be constructed between the Oak Ridge Land Bank and Non-Profit partners along with 10-12 renovations by the City of Oak Ridge - THDA HOME Program.

## AP-35 Projects - 91.220(d)

### \*Introduction:

The Manhattan District Overlay (MDO) is a historic district built by the Federal Government to house employees and their families during the Manhattan Project. These units were not intended to be permanent residential structures, but as the Project came to a close, the Federal Government sold all housing units to willing buyers. To date, many of these structures are still occupied and have had few improvements. The MDO area includes the following neighborhoods: Highland View, Scarboro, East Village and Woodland.

### Projects

Sort*	Project Title	Action
1	Acquisition and removal of dilapidated housing	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a>
2	Neighborhood Improvement Project	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a>
3	Right of Way, Infrastructure, Traffic Calming, Transportation	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a>
4	Grant Administration	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a>

IDIS Table - 6

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

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Addresses	Funding	Goal Outcome Indicator
1	Removal of vacant blighted housing	July 2018	June 2019	Acquisition and demolition -- community development	Within the Manhattan District Overlay (MDO)	Prevent Eliminate Slum/Blight	Allocation \$160,000	Improvement, stabilization, and revitalization of neighborhoods in the MDO district
2	Neighborhood Improvement Projects	July 2018	June 2019	Non-housing	Within the Manhattan District Overlay (MDO)	Activities Benefitting L/M Area	\$30,000	Provide neighborhood public space, sidewalks, Public Transportation access
3	Right of Way infrastructure, Traffic calming, Public Transportation access	July 2018	June 2019	Non-housing community development, non-homeless community development	Within the Manhattan District Overlay (MDO)	Activities Benefitting L/M Area	\$20,000	Provide infrastructure improvements in areas that benefit low to moderate income persons
5	Grant Administration	July 2018	June 2019	Non-housing community development	200 S. Tulane Ave		\$28,717	Provide funding and training for CDBG admin to ensure compliance with program-related HUD
<b>PY18/FY19 Allocation TOTAL:</b>							<b>\$238,717</b>	

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs:**

Due to Oak Ridge's WWII era housing and the legacy neighborhoods design, core housing stock and infrastructure have been deteriorating at the same rate. A significant number of these residential and commercial structures have become blighted and/or vacant which leads to their eventual dilapidation due to neglect. The remaining occupied dwellings have increasingly become rentals and public assistance housing. The effort to acquire and remove dilapidated housing is vital to neighborhood stabilization that is not otherwise occurring in the open market. Because MDO properties are part of the historic Manhattan Project, mitigating the adverse effect identified by the SHPO 106 process have become very time consuming and cumbersome thus causing excessive delays in the removal of dilapidated housing.

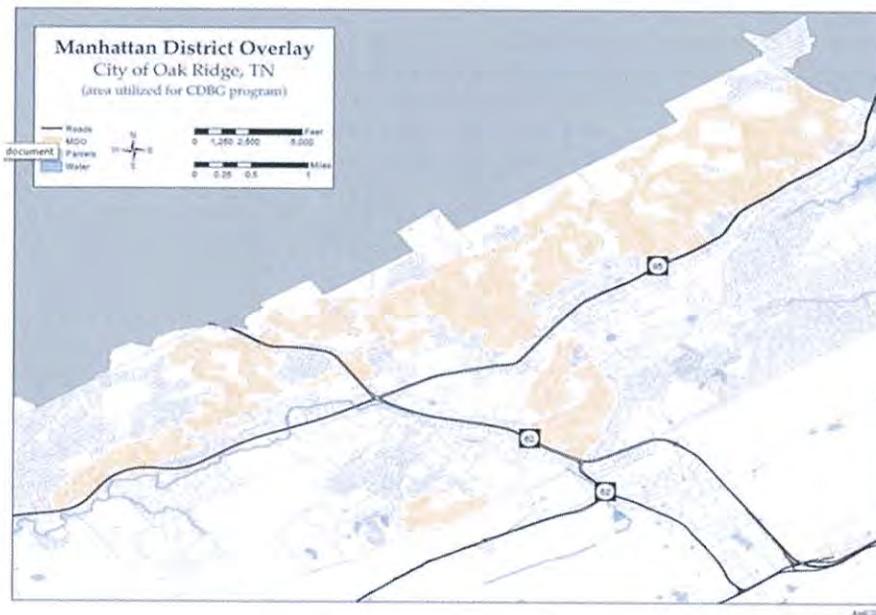
## AP-50 Geographic Distribution - 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

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

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

### Geographic Distribution



### Rationale for the priorities for allocating investments geographically

Graph: "Specific Areas Low Income and Minority Populations" The areas shaded above indicate the Census Block Groups within the City of Oak Ridge in which the median household income is below \$30,000 per year. Block Group 020500-2 (shaded in blue) is roughly bound by West Outer Drive, Highland Avenue, Robertsville Road, and North Illinois Avenue. Block Group 020100-2 (shaded in green) is roughly bound by the Oak Ridge Turnpike, Vanderbilt Drive, South Illinois Avenue, Tuskegee Drive, D O E North Patrol Road, and the Anderson/Roane County line. Census Block Group 020400-2 (shaded in red) is roughly bound by West Outer Drive, New York Avenue, Pennsylvania Avenue, Hillside Drive and Highland Avenue. Census Block Group 020100-1 (shaded in yellow) is an irregularly-shaped area. Its north portion is roughly bound by the Oak Ridge Turnpike, Lafayette Drive, North Purdue Avenue, South Illinois Avenue, and East

Vanderbilt Drive. Its south portion is roughly bounded by Tuskegee Drive, South Illinois Avenue, and the D O E North Patrol Road.

Specific data regarding income levels and minority populations within each area can be found in the charts below.

**Discussion**

100% of all CDBG funds are invested into the defined MDO target area with exception of minimal associated Grant Administration costs.

**AP-55 Affordable Housing - 91.220(g)**

**Introduction:**

There will always be a difference in the City of Oak Ridge's goals and actual numbers with regards to the number of homeless who were provided affordable housing units due to the current non-profit agencies that directly assist the City in providing services to the homeless. The City of Oak Ridge's primary mechanism to assist homeless individuals and families is Trinity Out-Reach Center for Hope (TORCH). TORCH primarily uses Emergency Solutions Grant (ESG) funding from Tennessee Housing Development Agency (THDA). ADFAC and Habitat for Humanity of Anderson County produces affordable housing units on properties purchased by City CDBG funds. After the City transfers properties to the Oak Ridge Land Bank (ORLB), they are often donated or sold at very low rates to assist non-profit housing partners to provide affordable housing units. ORLB also works with contractors to provide new affordable owner occupied housing units.

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**One Year Goals for the Number of Households to be Supported:**

Homeless:	<input type="text" value="25"/>
Non-Homeless:	<input type="text" value="50"/>
Special-Needs:	<input type="text" value="15"/>
Total:	<input type="text" value="90"/>

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**One Year Goals for the Number of Households Supported Through:**

Rental Assistance:	<input type="text" value="15"/>
The Production of New Units:	<input type="text" value="3"/>
Rehab of Existing Units:	<input type="text" value="3"/>
Acquisition of Existing Units:	<input type="text" value="8"/>
Total:	<input type="text" value="29"/>

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IDIS Table - 8

**Discussion:**

The City of Oak Ridge recognizes the need for affordable housing and wants to either facilitate or directly assist everyone who is in need, particularly the homeless and those with special needs. It is also recognized that there are partners that specialize in this effort who really need the City's support instead of the City competing within the same neighborhoods. There have been planning meetings between non-profits and the City to identify and reduce the number of duplicated services. Future annual action plans will continue to reduce blight and provide safe, livable neighborhoods while supporting our housing partners to assist the homeless and create new affordable housing.

## **AP-60 Public Housing - 91.220(h)**

### **Introduction:**

Residents of the City of Oak Ridge are served by the Oak Ridge Housing Authority (ORHA), which was incorporated September 5, 1969 under the "Housing Authorities Law" Chapters 8 through 11 Title 13 TCA Sections 801 through 1113. ORHA has several Capital Fund Projects currently in the works or planned for the coming year. These projects include new roofs for two sites, solar for the ORHA administrative building, replacement of meter bases, and replacement of toilets with low-flow models. ORHA also plans to begin affordable housing projects within the City to address the need for affordable housing.

### **Actions planned during the next year to address the needs to public housing:**

The Oak Ridge Housing Authority (ORHA) is currently looking for a new Executive Director. The City of Oak Ridge and the Oak Ridge Land Bank have formed a new partnership to create the development arm of ORHA. It is the goal of all partners to create a mix of public housing, affordable housing and market housing in the Highland View neighborhood. An effort to revitalize the Highland View redevelopment initiative is beginning to take shape. ORHA has a healthy public housing inventory to which the City of Oak Ridge regularly refers potential residents for their public housing program. Actions taken to address the needs of public housing in the City include providing admission based on eligibility and providing preferences to the follow groups of people:

- Working families and those unable to work because of age or disability
- Individuals and families displaced by government action
- Individuals and families displaced by HCV holders due to lack of funding
- Veterans, disabled persons
- Individuals who lost employment due to downsizing as a prevention to homelessness

ORHA's new Development arm will present residents with more homeownership options. ORHA also plans to have its FSS coordinator receive training in homeownership counseling, and provide this service to its residents seeking homeownership. ORHA continues to engage residents in work with the housing authority, currently ORHA employs 3 residents.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership:**

The Oak Ridge Housing Authority provides self-sufficiency through their Family Self-Sufficiency Program (FSS). Through this program, ORHA has disbursed over \$30,000.00 in Escrow to 16 families in five years who are no longer reliant on public housing because they have gone through several trainings to provide them with skills to save and secure their own financial security. ORHA's new Development arm will present residents with more homeownership options. ORHA also plans to have its FSS coordinator receive training in homeownership counseling, and provide this service to its residents seeking homeownership. ORHA continues to engage residents in work with the housing authority, currently ORHA employs 3 residents.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance:**

The Oak Ridge Housing Authority is not designated as "troubled".

### **Discussion:**

There have been no formal actions taken to assist the ORHA based on repairing troubled PHA's. The City and its housing partners however are very involved in the creation of ORHA's first development corporation. This is a ground-breaking effort for Oak Ridge and the Housing Authority. Everyone is working in good faith to make this redevelopment effort successful.

## **AP-65 Homeless and Other Special Needs Activities - 91.220(i)**

### **Introduction:**

According to the 2018 Point-In-Time count, an event in which agencies and volunteers attempt to count all of the known homeless in Anderson County on a single night, there were approximately 93 individuals including 11 children in oak ridge. In the 2016-2017 fiscal year approximately 190 adults to include 104 children were identified in Anderson County as literally homeless, meaning that they were staying outside, on the streets, in a car, or were being sheltered. Approximately 80% of these were in Oak Ridge.

The homelessness population in Oak Ridge is a heterogeneous group, which includes single individuals, families with children, and unaccompanied runaway and homeless youth. It is recognized that solving the problem of homelessness requires a combination of homeless prevention, homeless outreach, housing services, affordable housing and wrap around support services to insure once someone obtains housing they retain housing.

The city does not provide any direct funding to assist with homeless projects, but did provide funding to ADFAC for rent assistance. From April 1, 2017 to March 31, 2018, the number of individual Oak Ridge clients was 49 for a total amount of \$14,174.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:**

The City of Oak Ridge will continue to provide technical assistance and support to the Trinity Out-Reach Center of Hope (referred to as TORCH). TORCH provides street outreach to those who are homeless. Using their ESG funded Street Outreach program, they seek to locate and provide services to those living in their cars, on the street or in shelter. Those who are homeless may also meet with a case manager at their Outreach Office without an appointment. Street Outreach services are provided by one part time case manager and 3 volunteers. During PY18/FY19, 120 individuals are expected to be assisted with face to face outreach services. Another 500 individuals who may be homeless or are precariously housed will be assisted by telephone. TORCH has applied for \$14,000 for 2018 to be used to fund Homeless Outreach programs.

The city recognizes and supports other agencies who come in contact with or serve the homeless as well such as Agape House, Ridgeview, Helen Ross McNabb Center, Aid For Distresses Families, the Oak Ridge School System, local churches, and others routinely communicate and exchange referrals.

The city will support the efforts of the COC-Tennessee Valley Coalition for the Homeless and TORCH as they implement the coordinated assessment system in Oak Ridge, a system which was developed to reduce the amount of time a person identified as homeless receives services.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons.**

Oak Ridge does not currently have a homeless shelter. The city lends its support and technical assistance to the efforts of TORCH who provide emergency hotel vouchers for families who are staying outside with a child, or those suffering from a severe disability. Approximately \$10,000 is allocated for this program per year, however in 2017 this program exceeded this budget by almost \$9,000 for a total of approximately \$19,000. There are no grants that pay for these vouchers. TORCH funds these vouchers 100% with donations collected throughout the year. The city also recognizes the contributions of other local resources such as the Agape House, which provides temporary transitional housing for up to 2 families at a time. Apart from these services, transitional housing is available through Ridgeview for up to 8 individuals who suffer from a mental illness. Lastly, local YWCA uses scattered site transitional housing vouchers to house those who are homeless due to domestic violence. In 2017, approximately 11 families were recipients of these vouchers.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again:**

In 2017 the city assisted in the creation of a system whereby clients who are homeless are given a preference when applying for income based housing at the Oak Ridge Housing Authority. This is expected to shorten the time a homeless individual is on a wait list for public housing. The city will continue to monitor the success of this initiative over the coming year.

The City of Oak Ridge also lends support and technical assistance to TORCH, who utilizes ESG funding to operate their Rapid Rehousing program. This program is currently staffed by 1 part time employee and 2 volunteers. Families with children and the disabled are given preference for these services, but individuals are frequently enrolled as well. FOR 2018 TORCH has applied for \$53,000 to operate this program. Approximately 65 households received transitioned from homelessness into permanent housing with ESG Rapid Rehousing assistance. It is expected that 65 households will receive housing utilizing rapid rehousing funds in 2018. TORCH also receives funding through a partnership with the United Way that provides additional case management and financial support once a household has obtained housing to insure that the household does not become homeless again.

The city recognizes that in Oak Ridge veterans may apply for HUD-Vash Vouchers directly from the Veteran's Administration in Knoxville, which issues vouchers for our area. Victims of Domestic Violence are served by the YWCA in Knoxville, which provides outreach workers to service our area. TORCH can provide linkage to these agencies through their Outreach services.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Aid For Distressed Families Social Services program provides assistance emphasis on the prevention of homelessness and the development of self-sufficiency. They are the primary provider of assistance those seeking help with past due utility bills, and rent/mortgage assistance to prevent an eviction that might lead to homelessness. ADFAC also provides short term counseling to help those who might need help understanding budgeting and finance.

**Discussion:**

**AP-75 Action Plan Barriers to Affordable Housing - 91.220(j)**

**Introduction:**

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

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment:**

The City of Oak Ridge has and continues to be actively involved in issues concerning the housing market. The adoption and enforcement of zoning and subdivision regulations and building codes has shaped the growth of neighborhoods and influenced the design, quality, and cost of the community's housing stock. The Community Development Department administers these policies, which have made Oak Ridge a planned and livable city. During the last several years, City of Oak Ridge officials and staff have been determined to reduce the perception that the regulations and policies are detrimental to residents and residential developers. These policies and the methods to reduce the barriers to affordable, quality housing include:

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

**Discussion:**

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

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

**AP-85 Other Actions - 91.220(k)**

**Introduction:**

Planning has been central to the development of the City of Oak Ridge from the very beginning. Early in its history as the centerpiece of the Manhattan Project in World War II, a plan for the development of the city was prepared by Skidmore, Owings and Merrill. A planning commission was established and staff employed when the city was transferred to civilian control and became a public entity after the war. Since then a variety of long range plans and policy documents have been developed. The adoption of a zoning ordinance and subdivision regulations were important milestones along the way. Public guidance of land development activities has become a routine part of local government activity in Oak Ridge.

The current City Blue Print process is all about resident empowerment, neighborhood stabilization and revitalization, pedestrian mobility and public safety. Resident empowerment strategies will focus on employment and life skills

training, increasing educational attainment, youth programming to reduce gang and criminal activity. The neighborhood stabilization strategy will focus on reducing the number of deteriorated and vacant/abandoned properties, encouraging resident involvement in neighborhoods, increasing owner-occupied units, and decreasing highly concentrated areas of rentals. Pedestrian mobility and public safety strategies will include improved sidewalks, access to public transportation, community policing, improving crime analysis, and increasing resident engagement.

**Actions planned to address obstacles to meeting underserved needs:**

One of the key obstacles to meeting the underserved needs in the City of Oak Ridge is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at less than an optimal amount.

The City does not fund programs which duplicate the work of other programs.

Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language barriers. The City will also partner with the non-profits and others to consolidate resources. The City is part of the TVCOC which works to consolidate resources, financial and non-financial, to meet the needs of all East Tennessee.

**Actions planned to foster and maintain affordable housing:**

The City of Oak Ridge will continue to regulate residential rental property using the Rental Registration Program in the MDO target area which has the highest concentration of rental property. Property Maintenance and other environmental code enforcement actions to improve the quality of life in all city neighborhoods are one of the highest priorities to maintain desirable and affordable housing. The Community Development Department and Non-Profit partners will continue to seek new funding opportunities along with existing sources to assist in rehabilitation of homes and encourage construction of new affordable houses in older neighborhoods. The Oak Ridge Land Bank and Oak Ridge Housing Authority have also agreed to partner in development opportunities that will create new affordable housing units in underdeveloped areas.

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

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

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

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

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

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

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

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

**Actions planned to develop institutional structure:**

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

The Knoxville HUD Community Planning and Development (CPD) office provides advice and assistance with statutory and regulatory requirements and technical assistance for the CDBG entitlement program. The Knoxville HUD CPD office also helps with marketing and outreach efforts to promote community development and affordable housing in the East Tennessee region. The Tennessee Housing Development Agency (THDA) provides advice and assistance with statutory and regulatory requirements for the Emergency Solutions Grant (ESG) program. The City of Oak Ridge is also a member of the applicable HUD Continuum of Care (CoC) for our region: TN-512, Morristown/Blount, Sevier, Campbell, Cocke, Roane and Anderson Counties. The Tennessee Valley Coalition for the Homeless, a regional non-profit, leads our CoC and provides training, outreach and access to other services and data. One example of a benefit from partnering with the CoC is access to regional data in the Homeless Management Information System (HMIS). This information helps the City understand the extent and type of resident need in the community.

**Actions planned to enhance coordination between public and private housing and social service agencies:**

The City of Oak Ridge Community Development Specialist or a backup staff person attend monthly TVCOC meetings and coordinates between various public and private agencies that are in attendance as well as other local agencies to better understand the state of our housing situation from an individual family level to an overarching community wide level. In addition to the TVCOC coordination, there are newly formed relationships between the Oak Ridge Housing Authority (ORHA), Oak Ridge Land Bank (ORLB), the Oak Ridge Chamber of Commerce and the City of Oak Ridge who all believe that housing is one of the most critical issues that face the city today. Public meetings regularly reveal that citizens all feel they are concerned about their neighborhoods and attribute the declining housing stock as a major factor in their safety concerns.

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

Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations (social service agencies), as well as state and

federal officials to provide insight with respect to the needs of our residents. The non-profit organizations in our community are vital partners for the delivery of services and programs to Oak Ridge residents. The organizations throughout the region and particularly here in Oak Ridge work and coordinate together to provide necessary resources to everyone in Oak Ridge who is need of them.

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

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

**Discussion:**

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

This Annual Action Plan 2018 – 2019 reflects input by city staff, officials, non- profit agencies and residents. The Community Development Department was tasked with the responsibility of conducting public meetings, collecting data, documenting the process and drafting the Annual Action Plan.

**AP-90 Program Specific Requirements - 91.220(I)(1,2,4)**

**Introduction:**

The City of Oak Ridge does not generate Program Income from CDBG grant.

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
- 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan.
- 3. The amount of surplus funds from urban renewal settlements
- 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
- 5. The amount of income from float-funded activities

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<input type="text" value="0"/>
<input type="text" value="0"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="0"/>

Total Program Income:

Other CDBG Requirements

- 1. The amount of urgent need activities
- 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income

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Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Actioun Plan.

*IDIS Table - 9*

**Discussion:**

**RESOLUTION**

A RESOLUTION APPROVING THE PY2018/FY2019 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR PY2018/FY2019 ESTIMATED AT \$238,717.00.

WHEREAS, PY2018/FY2019 will be the 35<sup>th</sup> year that the City of Oak Ridge is the recipient of Community Development Block Grant (CDBG) Entitlement funds from the U. S. Department of Housing and Urban Development (HUD); and

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

WHEREAS, by Resolution 6-53-2017, City Council approved the City's CDBG Consolidated Plan 2017-2020 document; and

WHEREAS, the amount of funds available for distribution under the FY2018/FY2019 CDBG Entitlement Program is estimated at \$238,717.00; and

WHEREAS, HUD requires that a description of the City's proposed allocations of CDBG Entitlement funds be included in the PY2018/FY2019 Annual Action Plan of the Consolidated Plan, which is subject to HUD approval before disbursement of CDBG allocations; and

WHEREAS, the City Manager recommends approval of the PY2018/FY2019 Annual Action Plan and proposed funding allocations.

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

That the recommendation of the City Manager is approved and the City of Oak Ridge FY2019 Annual Action Plan and the following proposed allocations of Community Development Block Grant Entitlement funds estimated to be available for FY2019 totaling \$238,717.00 are hereby approved:

- Acquisition/Removal of Blighted Housing \$160,000.00
- Neighborhood Improvement Projects \$ 30,000.00
- Right-of-Way Infrastructure, Traffic Calming, and Public Transportation Access \$ 20,000.00
- Grant Administration \$ 28,717.00

BE IT FURTHER RESOLVED that the proposed allocations listed above are based upon estimated funding and will be proportionately adjusted from estimated funding levels to match actual funding levels.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

## FINANCE DEPARTMENT MEMORANDUM

18-06

**DATE:** June 5, 2018  
**TO:** Mark S. Watson, City Manager  
**FROM:** Janice E. McGinnis, Finance Director  
**SUBJECT:** ENCUMBRANCES FISCAL 2018 YEAR END

### Introduction

An item for City Council's consideration is a resolution to encumber all remaining unspent budgeted funds at the end of fiscal 2018 in General Fund activities 845 Information Services (IS), 862 Finance and 951 Stormwater.

### Funding

This action will allow remaining unspent budgeted fiscal 2018 funds to be combined with fiscal 2019 budgeted funding to finance specific projects and/or allow for higher spending levels for some programs as outlined below.

### Review

845 Information Services (IS) – Remaining unspent budgeted funding will primarily be from employee vacancies and unspent funding for technology consultants. The encumbrance of remaining unspent fiscal 2018 IS budgeted funds will allow for this funding to be combined and utilized with fiscal 2019 budgeted funding for consulting services and other costs related to the purchase and installation of utility billing, financial and other related software.

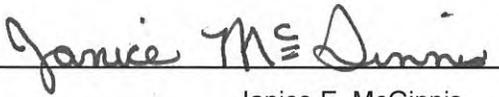
862 Finance – Remaining unspent budgeted funding will primarily be from employee vacancies during the fiscal year. A portion of the funding will go toward security enhancements to the City warehouse which is under the management of the Finance Department. Remaining funds will primarily be used for costs related to the purchase and installation of the new financial software

951 Stormwater - The Public Works Department has been actively mapping stormwater drainage and assets over the past several years. With this data, combined with an improved citizen complaint tracking system, they are preparing a prioritized list of projects requiring replacement or rehabilitation. Additionally, the Department is also pursuing the implementation of a stormwater utility plan that will define the level of service to be provided and associated costs. While many of the projects will be completed in-house, the department is looking to combine and contract out projects that are larger in size and scope so that Stormwater projects can be completed in a more expeditious manner, the implementation of a stormwater utility plan will be contracted out in FY19.

### Recommendation

Staff recommends approval of the attached resolution. This action will allow remaining unspent fiscal 2018 funds to be combined with fiscal 2019 funding to accomplish some much needed projects. In particular, the encumbering of these funds allows for the carryforward of unspent funds to next fiscal year for projects that will have a higher level of expenditures, such as that related to the software, over a two to three year period.

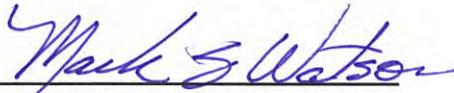
Attachment

  
\_\_\_\_\_

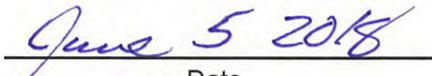
Janice E. McGinnis

**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 TO ENCUMBER ALL REMAINING UNSPENT BUDGETED FUNDS AT THE END OF FISCAL YEAR 2018 IN THE FOLLOWING GENERAL FUND ACTIVITIES: 845 INFORMATION SERVICES, 862 FINANCE, AND 951 STORMWATER.

WHEREAS, it is anticipated that an amount of budgeted funds will remain in the General Fund budget at the end of Fiscal Year 2018; and

WHEREAS, the City desires to encumber all remaining unspent budgeted funds in the following General Fund activities: 845 Information Services, 862 Finance, and 951 Stormwater; and

WHEREAS, said funds will be combined with Fiscal Year 2019 budgeted funds to finance specific projects and/or to allow for higher spending levels for certain programs as designated by the City Manager.

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

That all available residual budgeted funds in certain General Fund FY2018 activities (845 Information Services, 862 Finance, and 951 Stormwater) are hereby encumbered for FY2019 for payment toward specific projects and/or to allow for higher spending levels for certain programs as designated by the City Manager.

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

**CITY COUNCIL MEMORANDUM**  
**18-18**

DATE: June 6, 2018

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: ECONOMIC DEVELOPMENT SUPPORT SERVICES AGREEMENT  
WITH RAY EVANS

Introduction:

An item for the agenda is a resolution authorizing an Economic Development Support Services Agreement between the City of Oak Ridge and Ray Evans, Oak Ridge, Tennessee for FY 2019.

Funding:

Funds are available in the FY 2019 Budget (963 Economic Development, 5210 Contractual Services) for said consulting services in the amount of \$54,000.

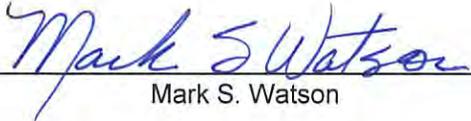
Background:

Ray Evans has served as an economic development advisor in the implementation of new and redevelopment-oriented projects for the City. For the past year, Mr. Evans has been integrally involved in coordinating the implementation of the Oak Ridge Main Street project with a new American Museum of Science and Energy (AMSE) Interactive Center. Given the daily challenges of this project, Mr. Evans has been engaged in matters of utility locations, easements, signage location, and the Museum.

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

Recommendation:

Approval of the attached resolution is recommended.

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

Attachment

NUMBER \_\_\_\_\_

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 7-71-2017, City Council authorized an agreement with Ray Evans for economic development services in the amount of \$54,000.00 for Fiscal Year 2018; and

WHEREAS, this agreement expires on June 30, 2018; and

WHEREAS, economic activity continues to occur with Oak Ridge Main Street and the present American Museum of Science and Energy (AMSE) site; and

WHEREAS, the City Manager recommends entering into an agreement with Mr. Evans for Fiscal Year 2019 for various economic development services, with particular focus on Main Street Oak Ridge and technical coordination of matters associated with the National Park Visitors Center.

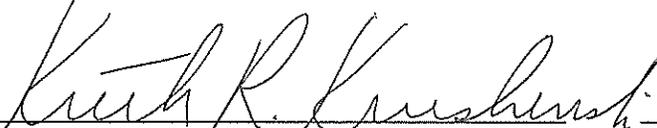
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the attached agreement for Fiscal Year 2019 with Ray Evans for economic development services in the amount of \$54,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

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

This Agreement entered into this 11th day of June 2018, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and Ray Evans, 107 Amanda Place, Oak Ridge, Tennessee 37830, hereinafter referred to as "Mr. Evans."

WITNESSETH:

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

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

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

1. SCOPE OF SERVICES

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

- A. To assist and advise the City Manager on City-related details of proposed economic development projects in Oak Ridge, particularly retail, public projects, and land development issues.
- B. Assist in the further and development of the Main Street-Oak Ridge project and available AMSE site as required.
- C. Coordinate and respond to out of town developers with necessary community information and with assistance to City contractor Steve Jones and the Oak Ridge Chamber of Commerce.
- D. Serve and assist the City Manager as City point person for Phase II and III project implementation issues with Main Street Oak Ridge properties and progress analysis of City TIF Programs.
- E. Advise the City Manager on strategic land development approaches for developing retail activity in Oak Ridge, encouraging sustainability of small businesses, and coordination with City departments.
- F. Implement necessary site preparation and infrastructure improvements to Horizon Center Industrial Park Developments in support of the Industrial Development Board (IDB) as requested.
- G. Advise the City Manager on riverfront development projects.
- H. Conduct meetings with the City Manager at least monthly, participate in Diamond team meetings, and provide any requested reports.

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

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2018 and shall terminate on June 30, 2019, unless terminated earlier by the City under Section 13.

3. COMPENSATION

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

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

4. ASSISTANCE FROM CITY

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

5. NO DISCRIMINATION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

8. AMENDMENTS

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

9. ASSIGNMENT

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

10. COMPLIANCE WITH APPLICABLE LAWS

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

11. INDEPENDENT CONTRACTORS

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

12. NOTICE

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

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

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

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

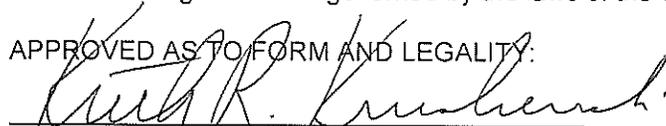
13. TERMINATION

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

14. GOVERNING LAW

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

APPROVED AS TO FORM AND LEGALITY:

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

CITY OF OAK RIDGE, TENNESSEE

\_\_\_\_\_  
Mayor

RAY EVANS

\_\_\_\_\_  
Signature

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

**CITY COUNCIL MEMORANDUM**  
**18-19**

DATE: June 6, 2018

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

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

Introduction:

An item for the agenda is a resolution authorizing an Economic Development Support Services Agreement between the City of Oak Ridge and James S. (Steve) Jones, Clinton, Tennessee for FY 2019.

Funding:

Funds are available in the FY 2019 Budget (963 Economic Development, 5210 Contractual Services) for said consulting services in the amount of \$54,000.

Background:

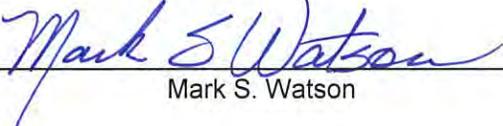
For the past several years, the City of Oak Ridge has utilized the economic development services with consultant Steve Jones, providing direct contact with state agencies and economic development clients on behalf of the City. Mr. Jones reports directly to the City Manager and coordinates activities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

During this past fiscal year, Mr. Jones has continuously recruited and responded to requests for proposals, some that were solicited by the State of Tennessee. We continue to monitor and assist industries, such as LeMond Composites, CVMR, and help in the retention of existing industries. Mr. Jones has been instrumental in helping push decisions with Project Coqui. Additional coordination and recognition of Heritage Park development around the proposed airport has occurred.

This investment has ensured the presence of an identifiable representative of Oak Ridge on all state and regional inquiries as a place to do business and pursue the diversification of our economy. The City Manager recommends continuing this agreement for FY 2019.

Recommendation:

Approval of the attached resolution is recommended.

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

Attachments

NUMBER \_\_\_\_\_

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2019 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 7-72-2017, City Council authorized an agreement with Steve Jones for economic development services in the amount of \$54,000.00 for Fiscal Year 2018; and

WHEREAS, this agreement expires on June 30, 2018; and

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

WHEREAS, the City Manager recommends entering into an agreement with Mr. Jones for Fiscal Year 2019 for various economic development services, including serving as the City's point-of-contact for industrial projects.

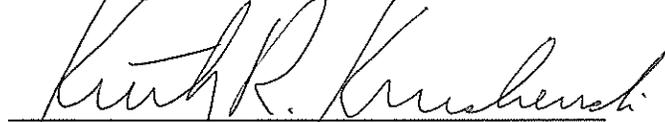
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the attached agreement for Fiscal Year 2019 with Steve Jones for economic development services in the amount of \$54,000.00.

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

This the 11th day of June 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

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

## MEMO FROM STEVE JONES & ASSOCIATES, LLC

To: Oak Ridge City Manager Mark Watson

From: Steve Jones, Oak Ridge Economic Development Consultant

Date: March 25, 2018

Subject: Quarterly Update on Oak Ridge Industrial Development activities

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The purpose of this memorandum is to briefly update you on the Industrial Development activity in Oak Ridge during the first quarter of 2018.

Qualified prospect activity from TVA and TNECD has slowed down substantially; however, site consultants are submitting detailed requests which are primarily for large buildings (over 100k square ft) and ready to build greenfield sites. As in past reports, most of our prospect activity is locally generated due to our interaction with ORNL, Y-12, Roane and Anderson Counties and the last three months are certainly no exception.

We've had a couple of companies looking for office space and continue to have a couple of promising prospects working with local developers.

LeMond Composites has been quiet this quarter.

There have been some significant activity with other projects generated or taken over locally in the last three months:

Project LA developed at the beginning of the year. This project has narrowed down their sites to three sites. One of those is owned by Oak Ridge and the other two are in adjoining states. They're looking for roughly 50 acres and have a relatively short decision making timeline. We're working with them weekly to ensure they're getting all of the information they need.

Project Evergreen was introduced to us by TVA last Spring and we've continued discussions on a regular basis with this company. Discussions escalated in December and we recently visited with them at their facility in Virginia. This large prospect would be an anchor project at ETPP. Because of its size, the timeline for a final decision is expected to be relatively long, but that could change based on product demand.

Project VI contacted me recently and will be a relatively large startup once they have everything in place. Project VI developed technology with ORNL and want to be close to other research opportunities.

Project Shelby is a project initiated by the Oak Ridge Chamber that is in the beginning stages. We expect to have high level interaction with the decision makers in Q2 of 2018. It is similar to or may be a collaborator of Project Evergreen.

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

There have been delays in our work with another large "anchor" project but I continue to be optimistic and anticipate an announcement sometime this year. (Project Opal). Because of its size and correlation with the nuclear industry, it will take a while to develop as well.

We continue to be in the running for Project Retread. Policy changes at the State and Federal level have slowed down progress and there continues to be a lot of moving parts but everything looks good for this prospect with good job counts and salaries. They are looking at sites in the 25/30 acre range.

Interest in Sites 5 & 6 slowed down compared to most of 2017, as did interest in available sites located at ETPP. Competition with "pad ready" sites with utilities already available and workforce concerns are impacting our ability to compete with competing sites in the Southeastern market.

The Uranium Processing Facility (UPF) continues to gain momentum and this is generating some interest in locally. I've met with several companies interested in space.

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

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

This Agreement entered into this 11th day of June 2018, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and James S. (Steve) Jones, 320 Maple Street, Clinton, Tennessee 37716, hereinafter referred to as "Mr. Jones."

WITNESSETH:

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

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

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

1. **SCOPE OF SERVICES**

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

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

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

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2018 and shall terminate on June 30, 2019, unless terminated earlier by the City under Section 13.

3. COMPENSATION

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

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

4. ASSISTANCE FROM CITY

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

5. NO DISCRIMINATION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

8. AMENDMENTS

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

9. ASSIGNMENT

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

10. COMPLIANCE WITH APPLICABLE LAWS

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

11. INDEPENDENT CONTRACTORS

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

12. NOTICE

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

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

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

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

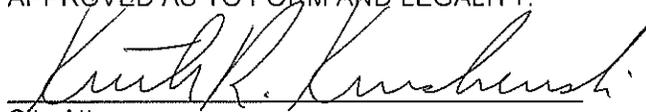
13. TERMINATION

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

14. GOVERNING LAW

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

APPROVED AS TO FORM AND LEGALITY:

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

CITY OF OAK RIDGE, TENNESSEE

\_\_\_\_\_  
Mayor

JAMES S. (STEVE) JONES

\_\_\_\_\_  
Signature

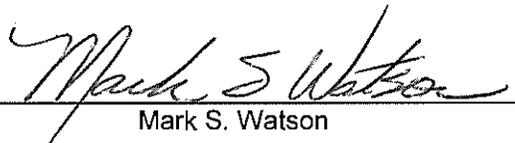
Approved by Resolution \_\_\_\_\_

**ELECTIONS  
AND  
APPOINTMENTS**

CITY COUNCIL MEMORANDUM  
18-17

DATE: June 4, 2018  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CONFIRMATION OF NOMINATION BY ORUD  
BOARD OF COMMISSIONERS

The attached communication from the Oak Ridge Utility District (ORUD) Board of Commissioners nominates James W. Charles, III, to succeed himself as a Commissioner of the Utility District and petitions City Council to confirm his nomination. I met with the ORUD Board of Commissioners on May 30, 2018 and join with them in recommending the reappointment of Mr. Charles to fill the five-year term beginning July 1, 2018 and ending June 30, 2023.

  
Mark S. Watson

Attachment

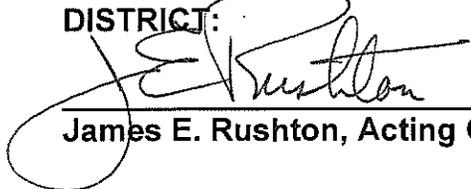
**TO THE HONORABLE MAYOR AND CITY COUNCIL  
OF OAK RIDGE, TENNESSEE**

1. That, by Chapter 503 of the 1951 Private Acts of the State Tennessee, there was created a municipal corporation designated as "Oak Ridge Utility District,"
2. That, pursuant to Section 3 of said Chapter 503, as amended, the Board of Commissioners of Oak Ridge Utility District and the City Manager of the City of Oak Ridge have duly approved nominations for the appointment of Commissioner's and successor Commissioners to serve on the Board of Commissioners of Oak Ridge Utility District, which have been submitted to the City Council of the City of Oak Ridge for approval, and which have been duly approved by the City Council of the City of Oak Ridge, as follows:
  - a. On June 30, 2013, the term of James W. Charles, III, expired, and he was duly nominated and re-appointed to a five-year term beginning July 1, 2013 and expiring June 30, 2018.
  - b. On June 30, 2014, the term of Alan L. Liby expired, and he was duly nominated and re-appointed to a five-year term beginning July 1, 2014 and expiring June 30, 2019.
  - c. On June 30, 2015, the term of Dr. Thomas L. Clary, III, expired, and he was duly nominated and re-appointed to a five-year term beginning July 1, 2015 and expiring on June 30, 2020.
  - d. On June 30, 2016, the term of James E. Rushton expired, and he was duly nominated and re-appointed to a five-year term beginning July 1, 2016 and expiring June 30, 2021.
  - e. On June 30, 2017, the term of Nancy S. Riser expired, and she was duly nominated and re-appointed to a five-year beginning July 1, 2017 and expiring June 30, 2022.
3. That, on June 30, 2018, the term of James W. Charles, III, expires, thereby creating a vacancy in the membership of the Board of Commissioners of Oak Ridge Utility District.
4. That Section 3 of said Chapter 503, as amended, provides that whenever a vacancy occurs, a successor shall be nominated by a majority vote of the remaining members of the Board of Commissioners and the City Manager; then the name of the person so nominated shall be submitted to the City Council of Oak Ridge, Tennessee, for approval; then within twenty days from the submission of such name to the City Council, the Council shall act upon the nomination and advise the District thereof.
5. That James W. Charles, III, of Oak Ridge, Tennessee, has been duly nominated to fill the vacancy created by the expiration of his current term, beginning July 1, 2018 and expiring on June 30, 2023, such nomination being made by a majority vote of the remaining members of the Board of Commissioners of Oak Ridge Utility District and the City Manager of Oak Ridge, Tennessee, as evidenced by the Resolution attached hereto.

Wherefore, the undersigned Petitioners pray that Oak Ridge City Council confirm the nomination of James W. Charles, III, as Commissioner of the Oak Ridge Utility District to serve a five-year term beginning July 1, 2018 and ending June 30, 2023, as authorized by Chapter 503 of the 1951 Private Acts of Tennessee, as amended.

RESPECTFULLY SUBMITTED THIS 30<sup>th</sup> DAY OF MAY, 2018,

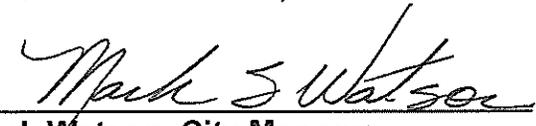
BOARD OF COMMISSIONERS OF OAK RIDGE UTILITY DISTRICT:

  
James E. Rushton, Acting Chairman

  
Dr. Thomas L. Clary, III, Acting Secretary

  
Nancy Stanley Riser, Commissioner

CITY OF OAK RIDGE, TENNESSEE:

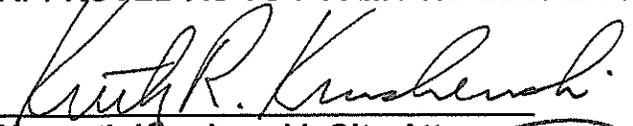
  
Mark Watson, City Manager

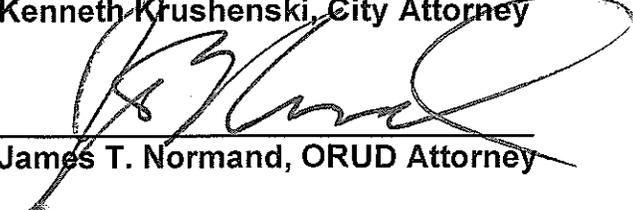
APPROVED BY OAK RIDGE CITY COUNCIL  
THE \_\_\_\_\_ DAY of JUNE, 2018,

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth Krushenski, City Attorney

  
James T. Normand, ORUD Attorney

## **RESOLUTION NOMINATING JAMES W. CHARLES, III TO THE BOARD OF COMMISSIONERS OF OAK RIDGE UTILITY DISTRICT**

**A RESOLUTION** to nominate **James W. Charles, III** to be re-appointed as a member of the Board of Commissioners of Oak Ridge Utility District, to fill the vacancy created by the expiration of his current term as a Commissioner of the Oak Ridge Utility District, and to petition the Mayor and City Council of Oak Ridge, Tennessee, to confirm said nomination.

**WHEREAS**, by Chapter 503 of the 1951 Private Acts of Tennessee, there was created a municipal corporation designated as "Oak Ridge Utility District," and

**WHEREAS**, Section 3 of Chapter 503, as amended, provides that whenever a vacancy occurs or thirty days prior to the expiration of the term of office of any commissioner, the Chief Executive Officer of the City (the City Manager) shall meet with the Board of Commissioners of the District, exclusive of the commissioner whose term of office is about to expire, and nominate a commissioner by a majority vote, and to submit the name of said nominee to the Oak Ridge City Council for confirmation, and within twenty days from the submission of such name to City Council, the Council shall act upon the nomination and advise the District thereof, and

**WHEREAS**, the current term of office of **James W. Charles, III**, expires on June 30, 2018, and

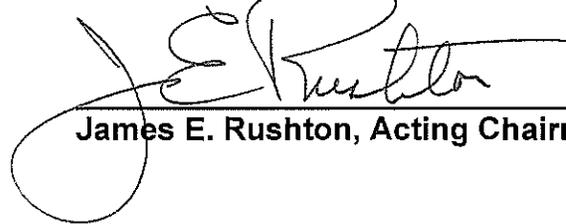
**WHEREAS**, the remaining members of the Board of Commissioners and the City Manager unanimously agree that Oak Ridge Utility District will greatly benefit by the continued service of **James W. Charles, III**, on the Board, and

**WHEREAS**, **James W. Charles, III** is desirous and willing to serve another term on the Board of Commissioners;

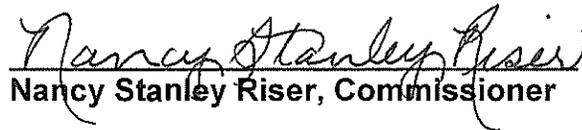
**NOW THEREFORE**, be it resolved by the Board of Commissioners of the Oak Ridge Utility District of Oak Ridge, Tennessee, along with the City Manager of the City of Oak Ridge, Tennessee, that **James W. Charles, III** of Oak Ridge, Tennessee, be and hereby is nominated to serve a five-year term on the Board of Commissioners of Oak Ridge Utility District beginning July 1, 2018 and ending June 30, 2023.

APPROVED THIS 30<sup>th</sup> DAY OF MAY, 2018,

BOARD OF COMMISSIONERS OF  
OAK RIDGE UTILITY DISTRICT:

  
James E. Rushton, Acting Chairman

  
Dr. Thomas L. Clary, III, Secretary

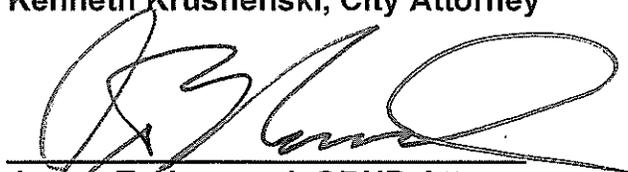
  
Nancy Stanley Riser, Commissioner

CITY OF OAK RIDGE, TENNESSEE:

  
Mark Watson, City Manager

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth Krushenski, City Attorney

  
James T. Normand, ORUD Attorney

CITY  
MANAGER'S  
REPORT

**CITY COUNCIL MEMORANDUM  
18-20**

DATE: June 6, 2018  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CITY MANAGER'S REPORT

**Draft Supplement Analysis (SA) for the Y-12 SWEIS**

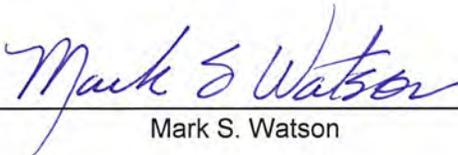
Council Action Recommended: Approval of Recommendation.

The National Nuclear Security Administration has recently issued a Draft Supplemental Analysis (SA) available for public comment. This Draft SA compares the information presented in the 2011 Y-12 Site-wide Environmental Impact Statement (SWEIS) with continued operations at the Y-12 National Security Complex (Y-12), including any changes in programs, operations, and impacts for the 2018-2023 period and other new information that was not available when the 2011 SWEIS was prepared. Based on the SA, NNSA will determine whether the existing 2011 SWEIS remains adequate, if a new SWEIS is warranted, or if the existing 2011 SWEIS should be supplemented. NNSA invites the public to review and submit comments on the Draft SA.

Comments must be submitted no later than June 20, 2018 by mail to:

Mr. Jack Zanger  
Attn: Y-12 SWEIS SA  
P. O. Box 30030  
Amarillo, TX 79120

I recommend that a letter be prepared for transmittal to NNSA in order to meet the June 20, 2018 deadline.

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