

OAK RIDGE CITY COUNCIL MEETING
Municipal Building Courtroom

August 13, 2018 - 7:00 p.m.

AGENDA

- I. INVOCATION
Rev. Dan Taylor, Kern United Methodist Church
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS
 - a. A proclamation recognizing the publication of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*
- V. SPECIAL REPORTS
- VI. CONSENT AGENDA
 - a. Approval of July 9, 2018 City Council regular meeting minutes
 - b. A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF OAK RIDGE A CERTIFICATE OF GOOD MORAL CHARACTER FOR WILLIAM A. CROSS, III, B.P.O.E. ELKS LODGE NO. 1684, 684 EMORY VALLEY ROAD, OAK RIDGE.
 - c. A RESOLUTION MAKING AN AWARD TO MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, FOR FURNISHING PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS FOR FIRE DEPARTMENT STATION-BASED EMPLOYEES IN AN AMOUNT NOT TO EXCEED \$60,000.00.
 - d. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ARAMARK UNIFORM SERVICE, INC., FOR FURNISHING EMPLOYEE UNIFORMS AND FLOOR MAT SERVICES FOR FISCAL YEARS 2019 THROUGH 2023 IN AN AMOUNT NOT TO EXCEED \$50,300.00 PER FISCAL YEAR.
- VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES
- VIII. FINAL ADOPTION OF ORDINANCES
 - a. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, ARTICLE XIV, TITLED "SIGN REGULATIONS," BY AMENDING SECTION 14.07, TITLED "SIGNS FOR RESIDENTIAL DISTRICTS"; SECTION 14.09, TITLED "SIGNS FOR EDUCATION DISTRICTS"; SECTION 14.10, TITLED "SIGNS FOR OFFICE-INDUSTRIAL DISTRICTS"; SECTION 14.11, TITLED "SIGNS FOR NEIGHBORHOOD BUSINESS DISTRICTS"; 14.12, TITLED "SIGNS FOR COMMUNITY BUSINESS DISTRICTS"; AND SECTION 14.13, TITLED "SIGNS FOR BUSINESS PARK AND GENERAL INDUSTRIAL DISTRICTS;" ALL FOR THE PURPOSE OF CORRECTING A CONFLICT REGARDING WALL SIGNS FOR BUILDINGS WITH STREET FRONTAGE ON MORE THAN ONE STREET AND TO LIMIT THE HEIGHT OF WALL SIGNS.

- b. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED “THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, ARTICLE XIV, TITLED “SIGN REGULATIONS,” BY AMENDING SECTION 14.07, TITLED “SIGNS FOR RESIDENTIAL DISTRICTS,” AND SECTION 14.09, TITLED “SIGNS FOR EDUCATION DISTRICTS,” TO ESTABLISH A NEW METHOD FOR CALCULATING THE SIZE OF SPONSORED SCOREBOARDS TO ADDRESS FUNCTIONALITY AND READABILITY.

IX. RESOLUTIONS

- a. A RESOLUTION AUTHORIZING THE PURCHASE OF FIVE (5) REPLACEMENT VEHICLES FOR THE ELECTRIC DEPARTMENT IN THE TOTAL AMOUNT OF \$307,270.61.
- b. A RESOLUTION AUTHORIZING THE PURCHASE OF SCADA SYSTEM CONTROLLERS FOR TWO SUBSTATIONS FROM NOVATECH, LLC, LENEXA, KANSAS IN THE AMOUNT OF \$94,410.00.
- c. A RESOLUTION AUTHORIZING AN ADDITIONAL \$12,500.00 IN COMPENSATION FOR JAMES A. SPENCER, KNOXVILLE, TENNESSEE, TO PROVIDE AS-NEEDED PLANNING SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT FOR A TOTAL NOT TO EXCEED AMOUNT OF \$37,500.00.
- d. A RESOLUTION APPROVING A FY2019 GRANT AGREEMENT WITH PREVENT CHILD ABUSE TENNESSEE FOR USE IN THE HEALTHY START OF ANDERSON COUNTY PROGRAM AND AUTHORIZING THE DISBURSEMENT OF BUDGETED FUNDS IN THE AMOUNT OF \$26,850.00 FOR THIS PURPOSE.
- e. A RESOLUTION APPROVING AN AGREEMENT WITH COMMUNITY DEVELOPMENT PARTNERS, LLC, TO ADMINISTER THE CITY’S TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA) HOME GRANT PROGRAM IN AN AMOUNT NOT TO EXCEED \$30,000.00.
- f. A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A LETTER OF LOCAL GOVERNMENT SUPPORT FOR THE YWCA KNOXVILLE AND THE TENNESSEE VALLEY’S APPLICATION TO THE TRINITY HEALTH FOUNDATION FOR A PHASE II GRANT FOR *HEALTHY GIRLS TODAY, STRONG FAMILIES TOMORROW*.

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. Elections/Appointments
 - i. Confirmation of Mayor’s appointment of Budget and Finance Committee
- b. Announcements
- c. Scheduling

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

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

XIV. ADJOURNMENT

PROCLAMATIONS
AND
PUBLIC RECOGNITIONS

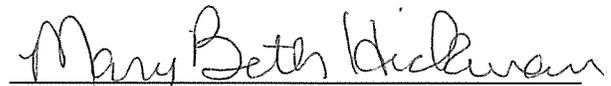
CITY CLERK MEMORANDUM
18-23

DATE: August 6, 2018
TO: Honorable Mayor and Members of City Council
FROM: Mary Beth Hickman, City Clerk
SUBJECT: PROCLAMATION FOR THE AUGUST 13, 2018 CITY COUNCIL MEETING AGENDA

The following proclamation is presented for the August 13, 2018 City Council meeting for the City Council's consideration:

A proclamation recognizing the publication of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*

This request was submitted by Councilmember Jim Dodson to recognize the publication of this book by the Oak Ridge Public Schools Education Foundation in conjunction with the City of Oak Ridge's 75th Anniversary celebration. Publication of the book is scheduled for September 26, 2018.



Mary Beth Hickman

Attachment:
Proclamation recognizing publication of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*

PROCLAMATION

WHEREAS, the year 2018 marks the 75th Anniversary of the City of Oak Ridge; and

WHEREAS, the Oak Ridge Public Schools Education Foundation (ORPSEF) celebrates the 75th year of the Oak Ridge Schools with the publication of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*; and

WHEREAS, ORPSEF board members spearheaded this book by funding and publicizing *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018* in the community; and

WHEREAS, the Oak Ridge Schools was founded on the precept that an excellent education includes art, music, sports, and exceptional academic instruction; and

WHEREAS, *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018* highlights excellent teachers and administrators through eight decades; and

WHEREAS, current and retired teachers wrote stories about their experiences in the Oak Ridge Schools; and

WHEREAS, graduates from all seventy-five classes, 1944-2018, contributed stories from their student years; and

WHEREAS, *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018* highlights award-winning sports and academic teams through seventy-five years; and

WHEREAS, Jessica Steed, Benita Albert, and retired teacher-volunteers spent months gathering and editing stories for *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*; and

WHEREAS, Beto Cumming of Iris Press donated his time and expertise to design *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*; and

WHEREAS, Jim Dodson donated his talent and time to design a drawing for *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*; and

WHEREAS, Oak Ridge Fund for Achieving Community Excellence and Materials and Chemistry Laboratory, Inc. both participated as major sponsors of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018*; and

WHEREAS, *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018* depicts life from the 1940's to the Twenty-first century.

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

that the City acclaims the publication of *Celebrating 75 Years: Excellence in Education Oak Ridge Schools 1944-2018* on September 26, 2018 and expresses its appreciation for the Oak Ridge Schools Public Education Foundation for its support for continued excellence in public education.

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 13th day of August in the year 2018.

WARREN L. GOOCH, MAYOR

CONSENT AGENDA

OAK RIDGE CITY COUNCIL MEETING
Municipal Building Courtroom

July 9, 2018

Minutes

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

INVOCATION

The invocation was given by Pastor David Allred with High Places Community Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Tommy and Hayden Sauer, students at Woodland Middle School.

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.; and Councilmember Ellen D. Smith.

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

RULES AND PROCEDURES

Councilmember Hope moved to suspend the City Council Rules and Procedures for the purpose of agenda formatting for the July 9, 2018 City Council meeting, and Councilmember Smith seconded. The motion was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

ELECTIONS

Appointment to fill vacancy on City Council.

City Council heard remarks from the following candidates for the vacancy on City Council: Susan Frederick, Derek Hammond, Lynda Marcoux, Zach Panter, Tim Stallings, and Darris Upton.

Derek Hammond was elected unanimously by ballot vote.

Elect two (2) high school representatives to the Environmental Quality Advisory Board for the balance of an unexpired term ending on June 30, 2019 or for a two-year term ending on June 30, 2020.

Erin Van Berkel was elected to serve the balance of an unexpired term ending on June 30, 2019, and Sophia Krusen was elected to a two-year term ending on June 30, 2020. Councilmember Hope abstained on the vote.

Elect one (1) high school representative to the Traffic Safety Advisory Board for a one-year term ending on June 30, 2019.

Alexis Hammond was elected on the first ballot. Councilmember Derrick Hammond abstained from the vote.

Elect two (2) representatives to the Convention and Visitors Bureau, including the balance of an unexpired term ending on December 31, 2018 and one hotel representative.

Councilmember Dodson moved to elect Alan Martin to the hotel representative position by acclamation, and Councilmember Smith seconded. Mr. Martin was elected by acclamation.

Connie Hunley was elected on the first ballot.

Elect three (3) applicants to the Environmental Quality Advisory Board, including one vacancy for the balance of an unexpired term ending on December 31, 2018 and two vacancies for the balance of unexpired terms ending on December 31, 2019.

Nikki Adkisson, Donald Miller, and Darris Upton were elected on the first ballot. Nikki Adkisson was elected to the unexpired term ending on December 31, 2018, and Donald Miller and Darris Upton were elected to the terms ending on December 31, 2019.

Elect two (2) applicants to the Trade Licensing Board for the balance of unexpired terms ending December 31, 2020.

Councilmember Callison moved to elected Jawrell Cook and Jeff Lewis by acclamation, and Mayor Pro Tem Chinn seconded. Mr. Cook and Mr. Lewis were elected by acclamation.

Appointment of City Council representative to the Oak Ridge Municipal Planning Commission

Councilmember Dodson was elected as the City Council representative to the Planning Commission.

Appointment of City Manager and City Attorney Evaluation Committees

The following Councilmembers were appointed to the City Attorney Evaluation Committee: Chuck Hope (Chair), Jim Dodson, and Ellen Smith.

The following Councilmembers were appointed to the City Manager Evaluation Committee: Rick Chinn (Chair), Warren Gooch, and Kelly Callison.

Confirmation of Mayor's appointee to the Oak Ridge Heritage Railroad Authority

Councilmember Callison moved to confirm the Mayor's appointment of Mike Magill to the Oak Ridge Heritage Railroad Authority, and Mayor Pro Tem Chinn seconded. The motion was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chin voting "Aye." Mayor Gooch also thanked outgoing board member Pete Craven for his service on this board.

PROCLAMATIONS AND PUBLIC RECOGNITIONS

(NONE)

SPECIAL REPORTS

The 2017-2018 State of the Youth Address was given by Youth Advisory Board Chair Candace Pang. A written copy of the report was received for the record.

CONSENT AGENDA

Mayor Gooch requested that items (e.) and (h.) be removed from the Consent Agenda for discussion.

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

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

Approval of the June 4, 2018 City Council regular meeting minutes

Approval of the June 11, 2018 City Council regular meeting minutes

Approval of the June 19, 2018 City Council special meeting minutes

Confirmation of sixteen (16) members to the Youth Advisory Board, as selected by the YAB Screening Panel, for one-year terms of office commencing on August 1, 2018.

A RESOLUTION AUTHORIZING THE TRANSFER OF A SURPLUS FORD EXPLORER (#281) TO THE TOWN OF OLIVER SPRINGS, TENNESSEE, FOR THEIR FIRE DEPARTMENT AT NO COST.

A RESOLUTION AUTHORIZING THE CITY TO CONTINUE PARTICIPATION IN THE EAST TENNESSEE ECONOMIC DEVELOPMENT AGENCY, WITH ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$26,116.00 FOR THE 2018 CALENDAR YEAR.

ITEMS REMOVED FROM CONSENT AGENDA

A RESOLUTION AWARDED BIDS IN AN AMOUNT NOT TO EXCEED \$1,523,495.00 FOR THE FURNISHING OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2019.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Smith seconded. City Manager Mark Watson provided an overview of the resolution, and Finance Director Janice McGinnis answered questions from Council.

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

A RESOLUTION AWARDED A CONTRACT (FY2019-001) TO SPECPRO ENVIRONMENTAL SERVICES LLC, OAK RIDGE, TENNESSEE, FOR MODIFICATIONS AND REPAINTING OF THE DELAWARE AVENUE 200,000 GALLON ELEVATED WATER TANK IN AN AMOUNT NOT TO EXCEED \$471,258.00.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution, and Public Works Director Shira McWaters answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, 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, ARTICLE XIV, TITLED "SIGN REGULATIONS," BY AMENDING SECTION 14.07, TITLED "SIGNS FOR RESIDENTIAL DISTRICTS";

SECTION 14.09, TITLED "SIGNS FOR EDUCATION DISTRICTS"; SECTION 14.10, TITLED "SIGNS FOR OFFICE-INDUSTRIAL DISTRICTS"; SECTION 14.11, TITLED "SIGNS FOR NEIGHBORHOOD BUSINESS DISTRICTS"; 14.12, TITLED "SIGNS FOR COMMUNITY BUSINESS DISTRICTS"; AND SECTION 14.13, TITLED "SIGNS FOR BUSINESS PARK AND GENERAL INDUSTRIAL DISTRICTS;" ALL FOR THE PURPOSE OF CORRECTING A CONFLICT REGARDING WALL SIGNS FOR BUILDINGS WITH STREET FRONTAGE ON MORE THAN ONE STREET AND TO LIMIT THE HEIGHT OF WALL SIGNS.

Mayor Pro Tem Chinn moved to open the public hearing, and Councilmember Smith seconded. The motion was approved unanimously by voice vote.

Seeing no citizens who wished to speak, Mayor Pro Tem Chinn moved that the public hearing be closed, and Councilmember Smith seconded. The motion was approved unanimously by voice vote.

Mayor Pro Tem Chinn moved for adoption of the ordinance, and Councilmember Dodson 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, Hammond, Hope, Smith, 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, ARTICLE XIV, TITLED "SIGN REGULATIONS," BY AMENDING SECTION 14.07, TITLED "SIGNS FOR RESIDENTIAL DISTRICTS," AND SECTION 14.09, TITLED "SIGNS FOR EDUCATION DISTRICTS," TO ESTABLISH A NEW METHOD FOR CALCULATING THE SIZE OF SPONSORED SCOREBOARDS TO ADDRESS FUNCTIONALITY AND READABILITY.

Councilmember Dodson moved to open the public hearing, and Councilmember Hammond seconded. The motion was approved by voice vote.

Seeing no citizens who wished to speak, Mayor Pro Tem Chinn moved to close the public hearing, and Councilmember Callison seconded. The motion passed unanimously by voice vote.

Mayor Gooch moved to approve 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, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

FINAL ADOPTION OF ORDINANCES

(NONE)

RESOLUTIONS

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DR. MATT JINKS, MARYVILLE, TENNESSEE, TO PROVIDE VETERINARY SERVICES AT THE OAK RIDGE ANIMAL SHELTER FOR FISCAL YEAR 2019 IN AN AMOUNT NOT TO EXCEED \$78,000.00.

Councilmember Dodson moved for approval of the resolution, and Mayor Pro Tem Chinn seconded. Oak Ridge Police Chief Jim Akagi provided an overview of the resolution and answered questions from Council.

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

A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019 (FISCAL YEAR 2019) IN AN AMOUNT NOT TO EXCEED \$365,000.00.

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

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

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH STUDIO FOUR DESIGN, INC., KNOXVILLE, TENNESSEE, TO PERFORM AS-NEEDED ARCHITECTURAL SERVICES FOR VARIOUS UPCOMING PROJECTS IN AN AMOUNT NOT TO EXCEED \$100,000.00.

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, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

A RESOLUTION TO THE U.S. NUCLEAR REGULATORY COMMISSION (NRC) IN SUPPORT OF THE DRAFT ENVIRONMENTAL IMPACT STATEMENT (DEIS) FOR AN EARLY SITE PERMIT FOR THE TENNESSEE VALLEY AUTHORITY'S CLINC RIVER NUCLEAR SITE.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Smith seconded. Director of Government Affairs and Information Services Dr. Amy Fitzgerald provided an overview of the resolution and answered questions from Council.

Councilmember Hope stated that he would like to see stronger language in the resolution to address the longterm economic impacts of the small modular reactor being proposed for the Clinch River site.

Councilmember Smith moved to amend the resolution to add a "Be it Further Resolved" section to address the economic impacts of the project. Councilmember Dodson seconded. The motion passed unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

The resolution was approved as amended by board vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye." Dr. Fitzgerald stated that she would circulate a copy of the amended resolution to Councilmembers prior to sending it to the Nuclear Regulatory Commission.

APPEARANCE OF CITIZENS

Robert Kennedy, 209 Whippoorwill Drive, Oak Ridge, Chair of the Environmental Quality Advisory Board, addressed Council regarding his concerns about the proposed waste disposal site in Oak Ridge.

Martin McBride, 954 W. Outer Drive, Oak Ridge, thanked Mayor Gooch for sending letters inviting Secretary of Energy Rick Perry and Under-Secretary Lisa Gordon-Hagerty to attend the Scarboro Alumni Association Reunion Activities July 27-28, 2018.

Wende Doolittle, 108 Locust Lane, Oak Ridge, and member of the Environmental Quality Advisory Board, echoed that board's displeasure regarding the proposed disposal site. She also reminded Council that EQAB had submitted a letter requesting that reparations be made to the City of Oak Ridge regarding the tree line clearing for transmission lines for the Uranium Processing Facility substation.

Kayla Wyatt, 121 Revere Circle, Oak Ridge, stated that it is her understanding that cost effectiveness is one argument that is being made for the waste disposal facility to be built on the Oak Ridge reservation, but that other longterm effects are not being considered.

ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

Announcements

Scheduling

COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

Mayor Pro Tem Chinn requested information regarding what properties the City owns and proposed future uses for that property, such as the current pre-school building that will be vacated when the new pre-school is built, the Badger Building, and the 1010 building.

SUMMARY OF CURRENT EVENTS

CITY MANAGER'S REPORT

City Manager Mark Watson stated that there will be a meeting tomorrow, July 10th, pertaining to moving forward with the Blankenship Field project as the contract has been accepted.

The City Manager also referenced a letter that he has sent to Grow Oak Ridge representatives pertaining to discussions about changing the current Farmer's Market set-up. The Manager stated that there will be continued discussions but not during the current season.

The City Manager also called on Electric Department Director Jack Suggs to discuss recent power outages.

CITY ATTORNEY'S REPORT

ADJOURNMENT: 9:15 p.m.

CITY COUNCIL MEMORANDUM
18-26

DATE: August 1, 2018
TO: Honorable Mayor and Members of City Council
FROM: Mark S. Watson, City Manager
SUBJECT: CERTIFICATE OF GOOD MORAL CHARACTER –
WILLIAM A. CROSS, III, B.P.O.E. ELKS LODGE NO. 1684

Introduction

An item for City Council's consideration is a resolution authorizing the Mayor to execute on behalf of the City of Oak Ridge a Certificate of Good Moral Character for William A. Cross, III, B.P.O.E. Elks Lodge No. 1684.

Analysis

State statute requires that as a condition for any club seeking a license to sell alcoholic beverages for consumption on the premises, the person in the actual charge of the sale of alcoholic beverages shall submit to the state a certificate stating that he is of good moral character.

A request for a Certificate of Good Moral Character for William A. Cross, III, B.P.O.E Elks Lodge No. 1684, has been submitted for consideration. A police background check on this individual has been conducted and previously provided to the Council.

Recommendation

Adoption of the attached resolution is recommended.


Mark S. Watson

Attachment

RESOLUTION

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF OAK RIDGE A CERTIFICATE OF GOOD MORAL CHARACTER FOR WILLIAM A. CROSS, III, B.P.O.E. ELKS LODGE NO. 1684, 684 EMORY VALLEY ROAD, OAK RIDGE.

WHEREAS, Tennessee Code Annotated, Section 57-4-201(c)(2), requires that as a condition for obtaining a license to sell alcoholic beverages for consumption on the premises that a club obtain a Certificate of Good Moral Character for the person who will be responsible for the operation of the establishment, and

WHEREAS, William A. Cross, III, on behalf of the B.P.O.E. Elks Lodge No. 1684, 684 Emory Valley Road, has made application to the City of Oak Ridge for such Certificate of Good Moral Character.

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

That the Mayor is hereby authorized to execute on behalf of the City of Oak Ridge a Certificate of Good Moral Character for William A Cross, III, B.P.O.E. Elks Lodge No. 1684, 684 Emory Valley Road, City Council having made an investigation of the general character of Mr. Cross and from such investigation his character is found to be good.

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FIRE DEPARTMENT MEMORANDUM
HQ-18-10

DATE **July 17, 2018**

TO: Mark S. Watson, City Manager

FROM: Darryl Kerley, Fire Chief

SUBJECT: **Annual Order for Personal Protective Equipment**

Introduction

An item for City Council's consideration is an accompanying resolution authorizing the Fire Department to purchase personal protective equipment (Fire Bunker Gear) and uniforms for the 70 station based employees from Municipal Emergency Services, Inc., located in Charlotte, North Carolina. The total estimated cost will not to exceed \$ 60,000.00.

Funding

The funds required to accomplish the equipment purchases are currently available is the FY19 Fire Department budget.

Background

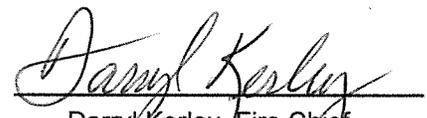
The Fire Department provides personal protective equipment (PPE), which includes all of the firefighting protective equipment and station uniforms for daily operations in accordance with the recommendation of the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA). In order to meet the standards, the department must purchase 12 to 14 sets of PPE (bunker pants, coats, hoods, gloves, and boots) each year. In addition to the PPE, the city also furnishes approved station wear (cotton uniforms) to be worn during daily work activities.

The PPE and uniforms are placed out for bid every 5 years to meet the changes in equipment standards and to keep the equipment standardized within the department. This is the last year of the current bid price for this equipment and both uniforms and PPE will be rebid during the FY19 fiscal year.

Recommendation

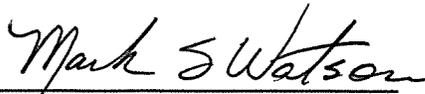
Staff recommends approval of the attached resolution.

Attachment:
Resolution

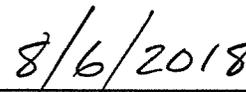

Darryl Kerley, Fire Chief

City Manager's Comments:

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



Mark S. Watson



Date

RESOLUTION

A RESOLUTION MAKING AN AWARD TO MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, FOR FURNISHING PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS FOR FIRE DEPARTMENT STATION-BASED EMPLOYEES IN AN AMOUNT NOT TO EXCEED \$60,000.00.

WHEREAS, the City previously issued an invitation to bid for personal protective equipment (fire bunker gear) and uniforms for Fire Department station-based employees, with said bid process coving a five-year term; and

WHEREAS, Municipal Emergency Services, Inc., Charlotte, North Carolina, submitted the lowest and best bid, and Fiscal Year 2019 is the last year of the bid term; and

WHEREAS, for compliance with National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) recommendations, the Fire Department will need to purchase twelve (12) to fourteen (14) sets of personal protective equipment and uniforms for Fire Department station-based employees in Fiscal Year 2019; and

WHEREAS, the City Manager recommends award be made to Municipal Emergency Services, Inc., for personal protective equipment and uniforms for Fire Department station-based employees for Fiscal Year 2019.

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 Municipal Emergency Services, Inc., Charlotte, North Carolina, for furnishing personal protective equipment and uniforms for Fire Department station-based employees for Fiscal Year 2019 (July 1, 2018 through June 30, 2019) in an amount not to exceed \$60,000.00.

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

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FINANCE DEPARTMENT MEMORANDUM
18-08

DATE: July 27, 2018
TO: Mark S. Watson, City Manager
THROUGH: Janice E. McGinnis, Finance Director
Michael Williford, Accounting Manager *JEM MW*
FROM: Lyn Majeski, Purchasing Manager
SUBJECT: EMPLOYEE UNIFORMS AND FLOOR MAT SERVICE

Introduction

An item for City Council's consideration is a resolution authorizing the renewal of an existing contract with Aramark Uniform Service, Inc. in the not to exceed amount of \$50,300.

Funding

Funds are budgeted FY 2019.

Background/Analysis/Review/Consideration

Aramark Uniform Service, Inc. has provided the City's uniform service contract since 1994. This contract provides work uniforms for approximately eighty-five (85) City employees and floor mats located in various departments.

The uniform service contract consists of picking up dirty uniforms, laundering the uniforms and delivering clean uniforms for a weekly fee. The contractor also charges for the replacement of worn or damaged uniforms on an as-needed basis. Floor Mats are exchanged every other week with the exception in locker rooms which is on a weekly basis.

Aramark has agreed to continue the lower uniform pricing, from 2013 negotiations, for the next five fiscal years (FY 2019 - FY 2023). This will include no price increase with a yearly review. Floor Mat pricing has also been significantly reduced for this same period. Staff has averaged the last five years for the projected yearly cost for these services.

The two other area competitors have been awarded Cooperative Contracts with National Cooperative Purchasing Programs, U.S. Communities Government Purchasing Alliance and Sourcewell (formerly National Joint Powers Alliance (NJPA)). When comparing the costs and services involved the current supplier has a total lower overall cost of providing this service.

Recommendation

Staff recommends approval of the attached resolution as submitted. Funds are budgeted in fiscal year 2019. As the recommendation is that competitive bids be waived, council is reminded that a unanimous vote is required for approval.

Lyn Majeski
Lyn Majeski

City Manager's Comments:

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

Mark S Watson

Mark S. Watson

8-6-18

Date

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ARAMARK UNIFORM SERVICE, INC., FOR FURNISHING EMPLOYEE UNIFORMS AND FLOOR MAT SERVICES FOR FISCAL YEARS 2019 THROUGH 2023 IN AN AMOUNT NOT TO EXCEED \$50,300.00 PER FISCAL YEAR.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during the year that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, Aramark Uniform Service, Inc., has provided the City's uniform service contract since 1994, which service consists of picking up dirty uniforms, laundering uniforms, and delivering clean uniforms for a weekly fee, as well as replacement of worn or damaged uniforms as needed; and

WHEREAS, Aramark Uniform Service, Inc., has also provided floor mat services to the City, exchanging floor mats every other week for all locations except locker rooms which are exchanged weekly; and

WHEREAS, Aramark Uniform Service, Inc., has offered to continue the lower pricing negotiated in 2013 for the next five fiscal years at no cost increase; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Aramark Uniform Service, Inc., for furnishing employee uniforms and floor mat services for the next five fiscal years.

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 Aramark Uniform Service, Inc., for furnishing employee uniforms and floor mat services for FY2019 (July 1, 2018 through June 30, 2019) in an amount not to exceed \$50,300.00.

BE IT FURTHER RESOLVED that the City is hereby authorized to continue the contractual arrangement for FY2020 through FY2023 should services continue to be satisfactory.

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 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FINAL ADOPTION
OF
ORDINANCES

COMMUNITY DEVELOPMENT MEMORANDUM
PLANNING DIVISION
18-30

DATE: 5/22/18

TO: Mark Watson, City Manager

FROM: Kelly Duggan, Senior Planner 

THROUGH: Wayne Blasius, Community Development Director 

SUBJECT: Zoning Ordinance Text Amendment – Wall Sign Quantity and Height

Introduction

On February 22, 2018 the Planning Commission reviewed a proposed text amendment that would resolve a discrepancy between two provisions of the sign regulations for Community Business Districts contained within the Zoning Ordinance. The staff recommended amending the text to allow for one additional sign per street frontage that would **not** be included in the overall sign area allowed. This would be consistent with what staff believes to be the intent of the provision and would resolve the discrepancy. The Planning Commission voted unanimously for approval of the recommended text amendment, which was then forwarded to City Council for adoption.

At the April 9, 2018 Oak Ridge City Council meeting, concerns were raised that the text amendment could permit additional signage on taller buildings, such as Appalachian Underwriters on Oak Ridge Turnpike, that would effectively read as “billboards” due to their atypical height. Upon studying this issue and the concerns raised, the staff believes that it is prudent to modify its original recommendation to include language that restricts the height of wall signs.

As required by Tennessee Code Annotated (TCA), § 13-7-203:

No change in or departure from the text or maps as certified by the planning commission shall be made, unless such change or departure be first submitted to the planning commission and approved by it, or, if disapproved, shall receive the favorable vote of a majority of the entire membership of the chief legislative body.

Funding

No funding is necessary to approve this request.

Analysis

Resolving the discrepancy re: additional wall signs for multiple frontages

The staff believes that the intent of the provision is to allow for one additional sign per street frontage that is similar in size and character to the sign associated with the primary building frontage. This means that additional signs **would not** count against the maximum signage allowed. The contradiction is most likely due to an oversight in omitting the conflicting provision in Section 14.12(c)(1) when Section 14.12 was amended to allow for additional signs.

Further, it is typical for zoning ordinances to calculate allowable signage based on street frontages, i.e. each street frontage creates its own allowable sign area. The staff also recognizes the need for tenants in Community Business Districts to clearly identify their businesses from each street frontage for the purposes of wayfinding for vehicular traffic.

Sign height

The staff believes it is appropriate to establish provisions that limit the height of wall signs for a number of reasons. First, wall signs are intended to serve a wayfinding purpose – they help people navigate the built environment and identify a destination that is sought. When these signs are placed very high on buildings, they take on a new function – they attract attention rather than orient; they advertise rather than identify. These effects can be similar to that of a billboard, also known as an off-premise sign. This means that a person can view an ad for a business or service while being nowhere near that business in physical space. Off-premise signs are not permitted in the City of Oak Ridge, and thus, the staff believes that it is appropriate to prohibit signage that has similar effects.

Second, because there are so few tall buildings in the city, the detrimental impacts of such buildings having signage at their apex would be significantly greater than if they were set within an environment of similarly-sized structures. Adjacent tall buildings would screen each other from a variety of vantage points. When one tall building exists amid a grouping of significantly lower buildings, high signage becomes more prominent.

Finally, because the Zoning Ordinance regulates the height of monument/detached signs, it is appropriate to also limit the height of attached signage. This will establish consistency in the intent of sign provisions and ensure that the air space in the city does not become littered with advertising.

Recommendation

Staff continues to recommend amending the Zoning Ordinance to clarify the area requirements for additional signs allowed on lots with multiple street frontages. As noted above, the staff believes that

the intent of the provision is to allow for one additional sign per street frontage that is similar in size and character to the sign associated with the primary building frontage. This is common practice for other municipalities in the regulation of additional signs. The staff also recognizes the wayfinding function of signage at each street frontage.

With regard to the height of wall signs, the staff believes it is appropriate to establish provisions that limit the height of wall signs for a number of reasons. It ensures that wall signs serve the purpose for which they were intended – to orient people in space and identify a business establishment. Further, the detrimental impacts of wall signs with excessive height would be much greater in an environment such as Oak Ridge, where the majority of buildings are well below three (3) stories in height. And finally, the amendment would establish consistency in the sign regulations by limiting the height of both attached and detached signage.

The Oak Ridge Municipal Planning Commission unanimously approved the recommended revisions regarding height of wall signs at its May 17, 2018 Regular Business meeting.

The proposed amendment to the sign regulations is shown below.

New Language is highlighted, old language is stricken:

Section 14.07, Signs for Residential Districts

b. Multi-family Identification Sign

One (1) Identification Sign, which is a permanent, indirectly illuminated or nonilluminated, wall sign announcing the identification of a multifamily dwelling shall be allowed per multifamily building. Such sign shall not exceed ten (10) square feet in surface display area. **The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.**

c. Signs for non-residential uses in residential districts

- 2) One (1) indirectly illuminated or non-illuminated wall sign shall also be allowed per principal building provided that the following requirements are met: the area of the wall sign is not to exceed two (2) square feet per linear foot of the front face of the principal building to which it is attached, as per Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities; wall signs shall be placed flat against the principal building; the name and/or logo located on an awning shall be considered part of the wall sign; and ~~wall signs shall not project above~~ **the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the R-4 High Density Residential District, the top of a wall sign shall be no higher than the**

apparent roofline or cornice of the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 14.09, Signs for Education Districts

b. Wall Signs

- 1) One (1) indirectly illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the front face of the building to which it is attached, as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*.
- 2) Wall signs shall be placed flat against the building.
- 3) The name and/or logo located on an awning shall be considered part of the wall sign.
- 4) ~~Wall signs shall not project above~~ The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 14.10, Signs for Office-Institutional Districts

b. Wall Signs

- 1) One (1) indirectly illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the front face of the building to which it is attached, as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*. Single story multi-occupancy facilities shall be allowed, one (1) indirectly illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of that portion of the front face which the tenant leases.
- 2) Wall signs shall be placed flat against the building.
- 3) In the event the name and/or logo are located on an awning(s), the square footage shall be deducted from the allowable square footage for a wall sign.
- 4) ~~Wall signs shall not project above~~ The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the O-2 Office District, the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 14.11, Signs for Neighborhood Business Districts

b. Wall Signs

- 1) One (1) indirectly illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the front face of the building to which it is attached, as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*.
- 2) Wall signs shall be placed flat against the building.
- 3) In the event the name and/or logo are located on an awning(s), the square footage shall be deducted from the allowable square footage for a wall sign.
- 4) ~~Wall signs shall not project above~~ The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 14.12, Signs for Community Business Districts

c. Wall Signs

- 1) One (1) illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the wall to which it is attached as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*. In the event the tenant has street frontage on is located on the corner lot of two (2) or more public/private streets, one (1) additional wall sign shall be allowed per street frontage provided that each additional sign the overall signage does not exceed two (2) square feet per linear foot of the leasable front face wall of the primary building frontage. Additional signs shall not count against the maximum overall area of signage allowed.
- 2) Wall signs shall be placed flat against the principal building or parallel to the building on a canopy and may only face public/private streets or parking areas which are part of the development.
- 3) In the event the name and/or logo are located on an awning(s), the square footage shall be deducted from the allowable square footage for a wall sign.
- 4) ~~Wall signs shall not project above~~ The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the B-2 General Business District, the top of a wall sign shall be no higher than the apparent roofline or cornice of

the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 14.13, Signs for Business Park and General Industrial Districts

b. Wall Signs

- 1) One (1) indirectly illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the front face of the building to which it is attached, as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*.
- 2) Wall signs shall be placed flat against the principal building or parallel to the building on a canopy and may only face public/private streets or parking areas which are part of the development.
- 3) In the event the name and/or logo are located on an awning(s), the square footage shall be deducted from the allowable square footage for a wall sign.
- 4) ~~Wall signs shall not project above~~ The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

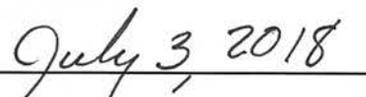
Attachments: Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities

City Manager's Comments:

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



Mark S. Watson

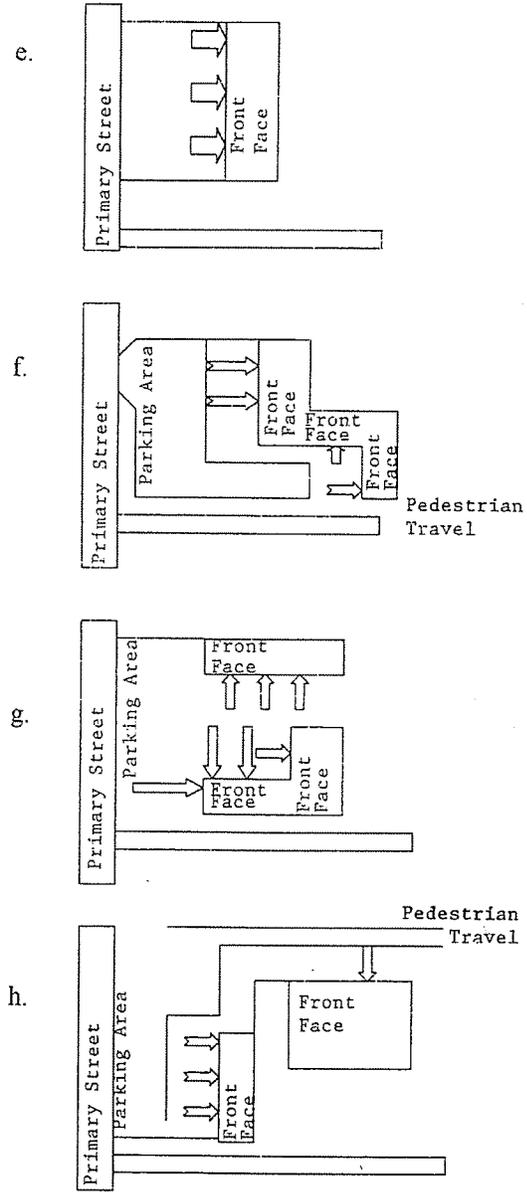
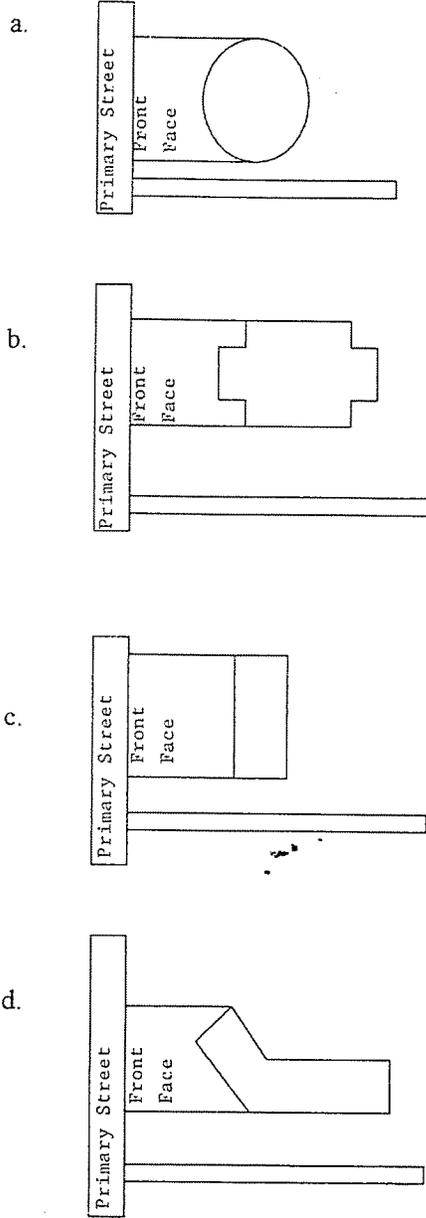


Date

Display 1. Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities.

Single Occupancy Facilities

Multi-Occupancy Buildings and Facilities



TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, ARTICLE XIV, TITLED "SIGN REGULATIONS," BY AMENDING SECTION 14.07, TITLED "SIGNS FOR RESIDENTIAL DISTRICTS"; SECTION 14.09, TITLED "SIGNS FOR EDUCATION DISTRICTS"; SECTION 14.10, TITLED "SIGNS FOR OFFICE-INDUSTRIAL DISTRICTS"; SECTION 14.11, TITLED "SIGNS FOR NEIGHBORHOOD BUSINESS DISTRICTS"; 14.12, TITLED "SIGNS FOR COMMUNITY BUSINESS DISTRICTS"; AND SECTION 14.13, TITLED "SIGNS FOR BUSINESS PARK AND GENERAL INDUSTRIAL DISTRICTS;" ALL FOR THE PURPOSE OF CORRECTING A CONFLICT REGARDING WALL SIGNS FOR BUILDINGS WITH STREET FRONTAGE ON MORE THAN ONE STREET AND TO LIMIT THE HEIGHT OF WALL SIGNS.

WHEREAS, the City of Oak Ridge is continually reviewing the Zoning Ordinance to update provisions and make it more understandable to the general public; and

WHEREAS, the following amendment will correct a discrepancy in the Zoning Ordinance regarding signage for businesses in the Community Business District with street frontage on more than one street; and

WHEREAS, the discrepancy pertains to whether additional wall signs will count toward the maximum sign area allowed; and

WHEREAS, staff has reviewed and recommended that additional wall signs not be counted toward the maximum sign area allowed, which is consistent with how staff has previously interpreted the conflicting provisions; and

WHEREAS, additionally, staff recommends language to limit the height of wall signs to address City Council concerns that were raised at the April 9, 2018 meeting; and

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 at its May 17, 2018 meeting; 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. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.07, titled "Signs for Residential Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," is hereby amended by deleting Subsection 1.b., titled "Multi-family Identification Sign," and it replacing it with a new Subsection 1.b., titled "Multi-family Identification Sign," which new subsection shall read as follows:

Section 14.07. Signs for Residential Districts.

1. Types, Size and Location of Signs Allowed:

b. Multi-family Identification Sign.

One (1) Identification Sign, which is a permanent, indirectly illuminated or nonilluminated, wall sign announcing the identification of a multifamily dwelling shall be allowed per multifamily building. Such sign shall not exceed ten (10) square feet in surface display area. The top of a wall sign shall be no higher than

the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 2. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.07, titled "Signs for Residential Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subpart d., titled "Signs for non-residential uses in residential districts," is hereby amended by deleting Subsection 1.d.2., and it replacing it with a new Subsection 1.d.2., which new subsection shall read as follows:

Section 14.07. Signs for Residential Districts.

1. Types, Size and Location of Signs Allowed:

d. Signs for non-residential uses in residential districts.

(2) One (1) indirectly illuminated or non-illuminated wall sign shall also be allowed per principal building provided that the following requirements are met: the area of the wall sign is not to exceed two (2) square feet per linear foot of the front face of the principal building to which it is attached, as per Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities; wall signs shall be placed flat against the principal building; the name and/or logo located on an awning shall be considered part of the wall sign; and the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the R-4 High Density Residential District, the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 3. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.09, titled "Signs for Education Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subsection 1.b., titled "Wall Signs," is hereby amended by deleting Subpart (4) and it replacing it with a new Subpart (4) which new subpart shall read as follows:

Section 14.09. Signs for Education Districts.

1. Types, Size and Location of Signs Allowed:

b. Wall Signs.

(4) The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 4. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.10, titled "Signs for Office-Institutional Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subsection 1.b., titled "Wall Signs," is hereby amended by deleting Subpart (4) and it replacing it with a new Subpart (4) which new subpart shall read as follows:

Section 14.10. Signs for Office-Institutional Districts.

1. Types, Size and Location of Signs Allowed:

b. Wall Signs.

- (4) The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the O-2 Office District, the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 5. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.11, titled "Signs for Neighborhood Business Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subsection 1.b., titled "Wall Signs," is hereby amended by deleting Subpart (4) and it replacing it with a new Subpart (4) which new subpart shall read as follows:

Section 14.11. Signs for Neighborhood Business Districts.

1. Types, Size and Location of Signs Allowed:

b. Wall Signs.

- (4) The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 6. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.12, titled "Signs for Community Business Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," is hereby amended by deleting Subsection 1.c., titled "Wall Signs," and it replacing it with a new Subsection 1.c., titled "Wall Signs," which new subsection shall read as follows:

Section 14.12. Signs for Community Business Districts.

1. Types, Size and Location of Signs Allowed:

c. Wall Signs.

- (1) One (1) illuminated or non-illuminated sign, with an area not to exceed two (2) square feet per linear foot of the wall to which it is attached as per *Display 1 Illustrations of Single Occupancy and Multi-Occupancy Buildings and Facilities*. In the event the tenant has street frontage on two (2) or more public/private streets, one (1) additional wall sign shall be allowed per street frontage provided that each additional sign does not exceed two (2) square feet per linear foot of the leasable front face wall of the primary building frontage. Additional signs shall not count against the maximum overall area of signage allowed.
- (2) Wall signs shall be placed flat against the principal building or parallel to the building on a canopy and may only face public/private streets or parking areas which are part of the development.

- (3) In the event the name and/or logo are located on an awning(s), the square footage shall be deducted from the allowable square footage for a wall sign.
- (4) The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less, except that in the B-2 General Business District, the top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or sixty (60) feet above ground level, whichever height is less.

Section 7. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.13, titled "Signs for Business Park and General Industrial Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subsection 1.b., titled "Wall Signs," is hereby amended by deleting Subpart (4) and it replacing it with a new Subpart (4) which new subpart shall read as follows:

Section 14.13. Signs for Business Park and General Industrial Districts.

1. Types, Size and Location of Signs Allowed:

b. Wall Signs.

- (4) The top of a wall sign shall be no higher than the apparent roofline or cornice of the building to which it is attached, or thirty-five (35) feet above ground level, whichever height is less.

Section 8. 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: 06/21/2018
 Public Hearing: 07/09/2018
 First Reading: 07/09/2018
 Publication Date: 07/12/2018
 Second Reading: _____
 Publication Date: _____
 Effective Date: _____

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

DATE: 5/22/18
TO: Mark Watson, City Manager
FROM: Kelly Duggan, Senior Planner 
THROUGH: Wayne Blasius, Community Development Director 
SUBJECT: Zoning Ordinance Text Amendment – Sponsored Scoreboards

Introduction

The staff was presented with a sign proposal from the Oak Ridge Sports Boosters for improvements to a scoreboard at Bobby Hopkins Park. It involves the addition of sponsored panels at the bottom and a curved structure at the top to identify the park and team. The scoreboard itself (with no sponsorship) was selected and purchased by the City at a size deemed appropriate for functionality (160 square feet). Sponsored scoreboards in the subject District have a total maximum permissible area of 80 square feet - half the size of the scoreboard selected by the City. The review of this proposal has made it apparent that the existing regulations are too restrictive in terms of size limitations, and the staff proposes a text amendment to resolve this issue.

Funding

No funding is necessary to approve this request.

Analysis

Sponsored scoreboards are currently permitted in two (2) Districts: E – Education and RG-1 Residential, Open Space and Reserved Districts. This allows for signage in athletic fields – whether they are part of a school campus or one of the City’s public parks. The current regulations are shown below.

Section 14.07. Signs For Residential Districts

- c. Signs for Athletic Facilities/Fields

- 2) Sponsored scoreboards shall be allowed in athletic fields provided that the scoreboard(s) shall not exceed eighty (80) square feet in area and the advertising area is not to exceed thirty percent (30%) of the front face of the scoreboard. Outdoor athletic fields with permanent seating for more than 5,000 persons shall be allowed up to two (2) scoreboards of any size; however, in no event shall the advertising area on such scoreboard exceed fifty percent (50%) of the front face of the scoreboard. All sponsored scoreboards shall be permanently oriented toward the athletic field for visibility by attendees.

Section 14.07. Signs For Education Districts

e. Signs for Athletic Facilities/Fields

Sponsored scoreboards shall be allowed for outdoor athletic facilities/fields with permanent seating for more than three hundred (300) persons provided the scoreboard does not exceed two hundred twenty-five (225) square feet in surface display area with the advertising area not to exceed thirty percent (30%) of the surface display area of the scoreboard.

The current regulations fail to account for the distance of the scoreboard from the farthest seating area, and therefore, do not consider readability, i.e. functionality. The staff acknowledges the importance of sponsorship in maintaining and improving the city's athletic facilities. Sponsorship is needed to support the amenities and fans who may travel some distance to attend and want to know what is going on. A readable scoreboard is one part of knowing what is going on.

Recommendation

The staff recommends that the size of sponsored scoreboards be determined by the distance of the scoreboard from the most distant seating location. The recommendation is to allow 1 square foot of signage per foot of distance between the scoreboard and farthest grandstand. The staff believes that the proposed standard is appropriate in that it focuses on functionality rather than an arbitrary number. The Oak Ridge Municipal Planning Commission unanimously approved the recommended text amendment at its May 17, 2018 Regular Business meeting.

The proposed amendment to the sign regulations is shown on the next page.

New Language is highlighted, old language is stricken:

Section 14.07. Signs For Residential Districts

d. Signs for Athletic Facilities/Fields

- 2) Sponsored scoreboards shall be allowed in athletic fields provided that the scoreboard(s) shall not exceed ~~eighty (80) square feet in area~~ **one (1) square foot per linear foot of distance between the scoreboard and the most distant grandstand/seating area** and the advertising area is not to exceed thirty percent (30%) of the front face of the scoreboard. Outdoor athletic fields with permanent seating for more than 5,000 persons shall be allowed up to two (2) scoreboards of any size; however, in no event shall the advertising area on such scoreboard exceed fifty percent (50%) of the front face of the scoreboard. All sponsored scoreboards shall be permanently oriented toward the athletic field for visibility by attendees.

Section 14.07. Signs For Education Districts

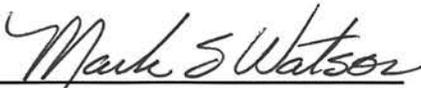
f. Signs for Athletic Facilities/Fields

Sponsored scoreboards shall be allowed for outdoor athletic facilities/fields with permanent seating for more than three hundred (300) persons provided the scoreboard does not exceed ~~two hundred twenty five (225) square feet in surface display area~~ **one (1) square foot per linear foot of distance between the scoreboard and the most distant grandstand/seating area** with the advertising area not to exceed thirty percent (30%) of the surface display area of the scoreboard.

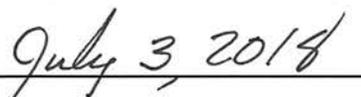
Attachments: Sign Proposal for Bobby Hopkins Park

City Manager's Comments:

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



Mark S. Watson



Date

Graphics Authorization Form

MODEL - 3359

20 ft

4 ft
3 ft
29.5 in

OAK RIDGE  WILDCATS

BOBBY HOPKINS PARK

PITCHES HOME

42

BALL STRIKE OUT

3 0 2

PITCHES GUEST

133

8 ft

Varsity

	1	2	3	4	5	6	7	8	9	TOTAL
GUEST	0	0	1	0	0	0				1
HOME	0	0	4	0	1					5

29.5 in
31 in



DERMATOLOGY ASSOCIATES
OF OAK RIDGE

(865)482-2129

EAST TENNESSEE
SPINE & SPORT
PHYSICAL THERAPY



(865)888-5431

SHARP #22

SHARP #12

20 ft

SCOREBOARD IS NOT INCLUDED IN QUOTED PRICE.
QUOTED PRICE IS FOR SPONSOR PANELS ONLY.

Graphic Artist's Notes to Customer

None.

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, ARTICLE XIV, TITLED "SIGN REGULATIONS," BY AMENDING SECTION 14.07, TITLED "SIGNS FOR RESIDENTIAL DISTRICTS," AND SECTION 14.09, TITLED "SIGNS FOR EDUCATION DISTRICTS," TO ESTABLISH A NEW METHOD FOR CALCULATING THE SIZE OF SPONSORED SCOREBOARDS TO ADDRESS FUNCTIONALITY AND READABILITY.

WHEREAS, the City of Oak Ridge is continually reviewing the Zoning Ordinance to update provisions and make it more understandable to the general public; and

WHEREAS, the following amendment addresses sponsored scoreboards to establish a size limit based upon the distance of the scoreboard from the furthest grandstand, thereby addressing functionality and readability rather than establishing an arbitrary number; and

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 at its May 17, 2018 meeting; 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. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.07, titled "Signs for Residential Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," Subsection 1.c., titled "Signs for Athletic Facilities/Fields," is hereby amended by deleting Subpart (2) and it replacing it with a new Subpart (2), which new subpart shall read as follows:

Section 14.07. Signs for Residential Districts.

1. Types, Size and Location of Signs Allowed:

c. Signs for Athletic Facilities/Fields.

- (2) Sponsored scoreboards shall be allowed in athletic fields provided that the scoreboard(s) shall not exceed one (1) square foot per linear foot of distance between the scoreboard and the most distant grandstand/seating area and the advertising area is not to exceed thirty percent (30%) of the front face of the scoreboard. Outdoor athletic fields with permanent seating for more than 5,000 persons shall be allowed up to two (2) scoreboards of any size; however, in no event shall the advertising area on such scoreboard exceed fifty percent (50%) of the front face of the scoreboard. All sponsored scoreboards shall be permanently oriented toward the athletic field for visibility by attendees.

Section 2. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Section 14.09, titled "Signs for Education Districts," Subsection 1, titled "Types, Size and Location of Signs Allowed," is hereby amended by deleting Subsection 1.e., titled "Signs for Athletic Facilities/Fields," and it replacing it with a new Subsection 1.e., titled "Signs for Athletic Facilities/Fields," which new subsection shall read as follows:

Section 14.09. Signs for Education Districts.

1. Types, Size and Location of Signs Allowed:

e. Signs for Athletic Facilities/Fields.

Sponsored scoreboards shall be allowed for outdoor athletic facilities/fields with permanent seating for more than three hundred (300) persons provided the scoreboard does not exceed one (1) square foot per linear foot of distance between the scoreboard and the most distant grandstand/seating area with the advertising area not to exceed thirty percent (30%) of the surface display area of the scoreboard.

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: 06/21/2018
Public Hearing: 07/09/2018
First Reading: 07/09/2018
Publication Date: 07/12/2018
Second Reading: _____
Publication Date: _____
Effective Date: _____

RESOLUTIONS

**ELECTRIC DEPARTMENT MEMORANDUM
18-28**

DATE: July 23, 2018
TO: Mark S. Watson, City Manager
FROM: Jack L. Suggs, Electric Director
SUBJECT: PURCHASE OF VEHICLES FOR ELECTRIC DEPARTMENT

Introduction

An item for City Council's consideration is a resolution approving the purchase of five vehicles for the Electric Department. The resolution makes awards to CDJR of Columbia, Tennessee in the amount of \$109,368.91 for the furnishing of a Class 5 truck; to Chattanooga Tractor & Equipment of Chattanooga, Tennessee in the amount of \$58,000.00 for the furnishing of a mini-excavator and tilt trailer; to Premier Truck Group of Knoxville, in Knoxville, Tennessee in the amount of \$81,410.00 for the provision of a single axel dump truck and approves the purchase of two SUV vehicles using State of Tennessee contract pricing for \$31,200.70 and \$27,291.00 for a total amount of \$307,270.61.

Funding

Funding for all items is through the Electric Fund. All items are identified in the budget.

Review

The Electric Department uses a variety of trucks and equipment in its daily operations. The purchases recommended are for replacement equipment.

The equipment shop has evaluated the existing equipment and recommends that it be replaced based on its condition and maintenance requirements. Three items were bid in a seal bid process, while two of the vehicles are recommended to be purchased from the State of Tennessee purchasing contracts.

The first item is a class 5 4X4 regular cab truck with tool bed and a hydraulic crane and front winch system. The replacement truck will be used by the underground crew for installations of cable and transformers, with the crane being capable of the lifting and placing of single phase transformers and the winch system used for pulling cables through conduits, among other tasks. The truck is proposed as a direct replacement for vehicle # 354, a similarly equipped 2004 Ford F-550 used by the underground crew. Unit 354 has 83,597 miles but suffers numerous mechanical problems and will be sold upon receipt of the new unit. Unfortunately, only one bid was received on this truck. That bid was received from CDJR of Columbia located in Columbia, Tennessee in the amount of \$109,368.91.

The second vehicle is a mini-excavator with tilt trailer for transport. The Department has experience that such equipment is more maneuverable and causes less damage at sight than backhoes while having much of the capabilities of the larger unit. The unit being replaced is vehicle # 451, a Backhoe purchased in 1998. The unit has 3,462 hours. The equipment will be evaluated and may be retained for a lower intensity use in the City. In that case another used backhoe in worse condition will be disposed of. The low bid for this equipment was received from Chattanooga Tractor & Equipment in Chattanooga, Tennessee, in the amount of \$58,000.

The third vehicle is a single axel dump truck. It will replace directly Vehicle # 307 (also a dump truck). This vehicle is a 2000 F-450 with a dump body. Its current mileage is 101,488. The truck is used both for transporting fill material and waste as well as parts. The low bid for this vehicle was \$81,410.00 submitted by Premier Truck Group of Knoxville, in Knoxville, Tennessee.

Two SUV vehicles are recommended to be replaced. These vehicles are being replaced with units available through the State of Tennessee contracting process.

The first is an AWD Chevrolet Traverse. This vehicle will be awarded through the State Contract process of \$31,200.70. It will be replacing Vehicle # 182, a 1999 Jeep Cherokee with 113,199 miles. Unit 182, which is used in the Engineering area will be auctioned. The traverse will be used by the Electric Director who currently operates unit 274. Vehicle 274 will be used in the engineering area.

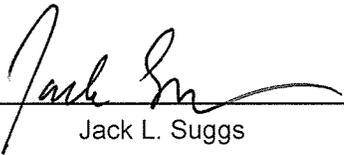
The second vehicle to be purchased from the state contract is a 4WD Ford Explorer which will replace Vehicle # 202, a 2002 Ford Explorer with 107,628 miles. The new vehicle will be purchased through the State contracting process for \$27,291.00. Vehicle 202 will be auctioned.

The total cost for all equipment and vehicle purchases listed is \$307,270.61

As noted, all vehicles and equipment to be replaced have been evaluated by the equipment shop who recommends replacement of the vehicles as listed. There will be no net gain in vehicle count due to the action recommended. All replacements are listed in the budget.

Recommendation

Staff recommends approval of the attached resolution.



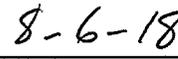
Jack L. Suggs

City Manager's Comments:

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



Mark S. Watson

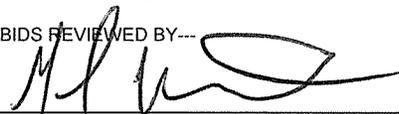


Date

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

RFQ #157818

OPENING DATE: May 22, 2018 2:15 P.M.

FOR --- New Class 5 4X4 Truck			BIDDER: CDJR of Columbia 106 S. James Campbell Blvd. Columbia, TN 38401		BIDDER:		BIDDER:		BIDDER:		
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF A NEW CLASS 5 4X4 REGULAR CAB AND CHASSIS TRUCK THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, AND INCLUDES ALL STANDARD EQUIPMENT PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARTMENT	1	1		\$ 109,368.91						\$ -	
TOTAL PRICE				\$ 109,368.91		\$ -		\$ -		\$ -	
TERMS				Net 15							
DELIVERY				25-60 Weeks							
F.O.B.				Oak Ridge							
VIA				Truck							
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---  Lyn Majeski Purchasing Manager				
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:			BIDS REVIEWED BY---  Michael Williford Accounting Manager					
ONLY BID RECEIVED <input checked="" type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input type="checkbox"/>			CDJR of Columbia 106 S. James Campbell Blvd. Columbia, TN 38401								

BID PROCESS FORM



BID NAME	RFQ 157818 - New Class 5 4WD Truck	DESCRIPTION	The furnishing of a new Class 5 4X4 regular cab and chassis truck that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Electric Department.
CITY COUNCIL MEETING	August 13, 2018		

BIDDERS CONTACTED (CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Sam Swope Auto Group, LLC	1603 Melody Lane	Chattanooga, TN 37412		mackgilliland1@yahoo.com	[e-mail]
Sam Swope Auto Group, LLC	2740 Whitten Rd	Memphis, TN 38133	901-413-5086	mpoolefleet@hotmail.com	[e-mail]
Cherokee Truck Equipment, LLC	3501 Cummings Road	Chattanooga, TN 37412	800-365-7189	info@cherokeetruck.com	[e-mail]
Ford of Murfreesboro	1550 N.W. Broad St.	Murfreesboro, TN 37129	615-713-1436	jmccullough@fordofmurfreesboro.com	[e-mail]
CDJR of Columbia	106 S. James Campbell Blvd.	Columbia, TN 38401	877-349-9378	russell.moles@yahoo.com	[e-mail]
Allan Virgil Ford of Fayetteville	275 N. Glynn Street	Fayetteville, BA 30214	678-364-3983	hop@allanvigilford.com	[e-mail]
				bob @allanvigilford.com	[e-mail]
Golden Circle Ford	1432 US Highway 45 Bypass	Jackson, TN 38305	731-664-0873	sblackstock@goldencircle.com	[e-mail]
McNelly-Whaley Motor Company	750 Dolly Parton Pkwy	Sevierville, TN 37862	865-453-2833	tonywatkins@mcnellywhaley.us	[e-mail]
Sexton Oak Ridge	799 Oak Ridge Turnpike	Oak Ridge, TN 37830	865-272-3223	saor799@comcast.net	[e-mail]
Town and Country Ford	101 Anderson LN	Madison, TN 37115	615-865-1280	bthorne@fordnashville.com	[e-mail]
Rice CDJR	3033 Alcoa Hwy	Alcoa, TN 37701	865-622-2412	jlong@riceautomotive.com	[e-mail]
Secret City CDJR	1005 Oak Ridge Turnpike	Oak Ridge, TN 37830	865-482-6227	i_oak@bellsouth.net	[e-mail]
				kennyw@secretcityjeep.com	
				jonathanp@secretcityjeep.com	
Lenoir City CDJR	1206 E Broadway St	Lenoir City, TN 37772	888-569-9619	emartorell@drivelenoircity.com	[e-mail]
Freeland CDJR	1451 Bowling Green Road	Russellville, KY 42276	270-725-4100	hodom07@gmail.com	[e-mail]
OG Hughes and Sons, Inc.	4816 Rutledge Pike	Knoxville, TN 37914	865-524-7525	randall@oghughes.com	[e-mail]

BIDS RECEIVED

CDJR of Columbia

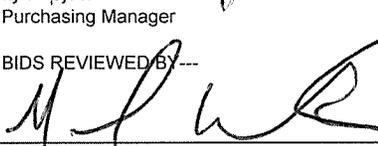
ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 12 days.

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

RFQ #157819

OPENING DATE: May 22, 2018 2:30 P.M.

FOR --- New Mini Excavator and Tilt Deck Trailer			BIDDER: Chattanooga Tractor & Equipment 2034 East Polymer Drive Chattanooga, TN 37421		BIDDER: Bobcat of Knoxville 4600 Bobcat Lane Knoxville, TN 37921		BIDDER: Stowers Machinery 10644 Lexington Drive Knoxville, TN 37932		BIDDER:		
DESCRIPTION	ITEM	QUANTITY	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	
THE FURNISHING OF A NEW MINI EXCAVATOR AND TILT DECK TRAILER THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, AND INCLUDES ALL STANDARD EQUIPMENT PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARTMENT	1	1	\$ 58,000.00		\$ 62,513.56		\$ 72,458.62		\$ -		
TOTAL PRICE			\$ 58,000.00		\$ 62,513.56		\$ 72,458.62		\$ -		
TERMS			Net 30		Net 30		Net 30				
DELIVERY			30 Days		30 Days		30 Days				
F.O.B.			Oak Ridge		Oak Ridge		Oak Ridge				
VIA			Truck		Truck		Truck				
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---  Lyn Majeski Purchasing Manager				
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:			BIDS REVIEWED BY---  Michael Williford Accounting Manager					
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>			Chattanooga Tractor & Equipment 2034 East Polymer Drive Chattanooga, TN 37421								

BID PROCESS FORM



BID NAME RFQ 157819 - Mini Excavator and Tilt Deck Trailer **DESCRIPTION**
CITY COUNCIL MEETING August 13, 2018

The furnishing of a new mini excavator and tilt deck trailer that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Electric Department.

BIDDERS CONTACTED (CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Bobcat of Knoxville	4600 Bobcat Lane	Knoxville, TN 37921	865-771-1075	'knoxstore@bobcatofknoxville.com'	[e-mail]
Nortrax Equipment Co	2825 John Deere Drive	Knoxville, TN 37917	865-546-3207	'Mike.Comstock@nortrax.com'	[e-mail]
CMI Equipment Sales, Inc.	2405 Dickerson Road	Nashville, TN 37207	855-553-9975	cmiequip@bellsouth.net	[e-mail]
Tractor & Equipment	800 Church Street	Decatur, AL	800-321-6865	'mbrice@tractor-equipment.com'	[e-mail]
Gradall Industries, Inc.	406 Mill Avenue SW	New Philadelphia, OH 44666	800-445-4752	'mdallison@gradall.com'	[e-mail]
Stowers Machinery	10644 Lexington Drive	Knoxville, TN 37932	865-978-0298	tparkerson@stowerscat.com'	[e-mail]

BIDS RECEIVED

Chattanooga Tractor & Equipment, Bobcat of Knoxville and Stowers Machinery

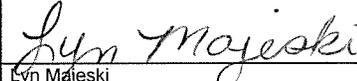
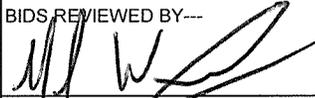
ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 12 days.

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

RFQ #157816

OPENING DATE: May 22, 2018 2:00 P.M.

FOR --- New Single Axle Dump Truck			BIDDER: Premier Truck Group of Knoxville 1413 Everett Road Knoxville, TN 37932		BIDDER: MHC Kenworth - Knoxville 1400 Ault Road Knoxville, TN 37914		BIDDER:		BIDDER:		
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF A NEW SINGLE AXLE DUMP TRUCK THAT IS THE MANUFACTURER'S LATEST DESIGN AND PRODUCTION, COMPLETE, SERVICED, READY FOR WORK, AND INCLUDES ALL STANDARD EQUIPMENT PER REQUEST FOR QUOTE PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARTMENT	1	1		\$ 81,410.00		\$ 90,375.00				\$ -	
TOTAL PRICE				\$ 81,410.00		\$ 90,375.00		\$ -		\$ -	
TERMS				Net 30 Days		COD or 10 Days					
DELIVERY				1-Mar-19		end of January 2019					
F.O.B.				Oak Ridge		Knoxville, TN					
VIA				Premier - Knoxville		MHC- Knoxville					
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---				
							 Lyn Majeski Purchasing Manager				
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:				BIDS REVIEWED BY---				
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>			Premier Truck Group of Knoxville 1413 Everett Road Knoxville, TN 37932				 Michael Williford Accounting Manager				

BID PROCESS FORM



BID NAME	RFQ 157816 - New Single Axle Dump Truck	DESCRIPTION	The furnishing of a new single axle dump truck that is the manufacturer's latest design and production, complete, serviced, ready for work, and includes all standard equipment per request for quote provided by the City of Oak Ridge Electric Department.
CITY COUNCIL MEETING	August 13, 2018		

BIDDERS CONTACTED (CONTACT INFORMATION)

Company	Address	City, State ZIP	Phone	Email	Contacted Via
Freightliner of Knoxville	1413 Everett Road	Knoxville, TN 37932	865-824-2400	mlakin@premiertruck.com	[e-mail]
Premier Truck Group of Knoxville	1413 Everett Road	Knoxville, TN 37932	865-824-2400	mlakin@premiertruck.com	[e-mail]
The Peterbilt Store - Knoxville	5218 Rutledge Pike	Knoxville, TN 37924	865-546-9553	mlakin@thetruckguys.com	[e-mail]
MHC Kenworth - Knoxville	1400 Ault Road	Knoxville, TN 37914	865-638-0880	kevin.herman@mhc.com	[e-mail]
Worldwide Equipment Enterprises, Inc.	6614 Wilbanks Road	Knoxville, TN 37912	865-688-4300	jim.thompson@thetruckpeople.com	[e-mail]
				jim.toussaint@thetruckpeople.com	[e-mail]
Landmark Truck, LLC	4550 Rutledge Pike	Knoxville, TN 37914	865-637-4881	kerr@landmarktrucks.com	[e-mail]
Cherokee Truck Equipment, LLC	3501 Cummings Road	Chattanooga, TN 37412	800-365-7189	info@cherokeetruck.com	[e-mail]

BIDS RECEIVED

Premier Truck Group of Knoxville and MHC Kenworth - Knoxville

ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 12 days.

RESOLUTION

A RESOLUTION AUTHORIZING THE PURCHASE OF FIVE (5) REPLACEMENT VEHICLES FOR THE ELECTRIC DEPARTMENT IN THE TOTAL AMOUNT OF \$307,270.61.

WHEREAS, the City's Electric Department has five (5) vehicles which are recommended for replacement by the Public Works Equipment Shop due to condition and maintenance requirements; and

WHEREAS, the City issued invitations to bid for the furnishing of three (3) vehicles, and bids were received and publicly opened on May 22, 2018, with CDJR of Columbia submitting the sole bid for the class 5 4x4 cab truck with options, Chattanooga Tractor & Equipment submitting the lowest and best bid for the mini-excavator with tilt trailer, and Premier Truck Group of Knoxville submitting the lowest and best bid for the single axel dump truck, which bids the City Manager recommends be accepted; and

WHEREAS, the remaining two (2) vehicles were available through state contract pricing, which the City Manager recommends be accepted.

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 awards are hereby made as follows:

To CDJR of Columbia, Columbia, Tennessee, for furnishing one (1) class 5 4x4 regular cab truck with tool bed, hydraulic crane, and front winch system for the Electric Department; said award in strict accordance with Request No. 157818 the required specifications, and the bid as publicly opened on May 22, 2018, and in the amount of \$109,368.91.

To Chattanooga Tractor & Equipment, Chattanooga, Tennessee, for furnishing one (1) mini-excavator with tilt trailer for the Electric Department; said award in strict accordance with Request No. 157819 the required specifications, and the bid as publicly opened on May 22, 2018, and in the amount of \$58,000.00.

To Premier Truck Group of Knoxville, Knoxville, Tennessee, for furnishing one (1) single axel dump truck for the Electric Department; said award in strict accordance with Request No. 157816 the required specifications, and the bid as publicly opened on May 22, 2018, and in the amount of \$81,410.00.

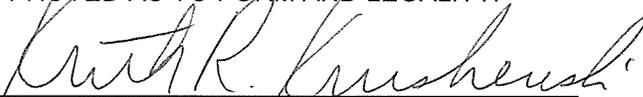
To the state contract vendor for the furnishing of one (1) AWD Chevrolet Traverse for the Electric Department in the amount of \$31,200.70.

To the state contract vendor for the furnishing of one (1) 4WD Ford Explorer for the Electric Department in the amount of \$27,291.00.

Said bids in the grand total amount of \$307,270.61.

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

ELECTRIC DEPARTMENT MEMORANDUM
18-29

DATE: August 3, 2018
TO: Mark S. Watson, City Manager
FROM: Jack L. Suggs, Electric Director
SUBJECT: PURCHASE OF SCADA SYSTEM EQUIPMENT

Introduction

An item for City Council's consideration is a resolution approving the purchase of electronic equipment to be used in the establishment of a SCADA system to NovaTech, LLC, Lenexa, Kansas, in the amount of \$94,410.00

Funding

Funding is through the Electric Fund.

Review

The Electric Department is beginning the roll out of an elementary Supervisory Control and Data Acquisition (SCADA) system at two of its substations. After review of available technologies and options, the City's consultants and staff believe that a system developed by NovaTech most closely matches the needs of the Department.

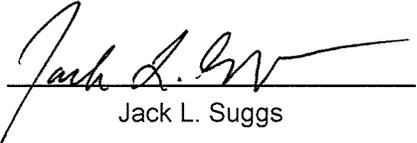
The SCADA system is made up of various components which are installed at the substations and then connected to compatible devices such as the voltage regulators, circuit breakers and relays. This purchase provides for the controlling equipment for Substation 900, located on Blair Road and Substation 400 located, on Lafayette Drive as well as equipment for the master, or control, station that will be installed at the Central Services Complex.

Staff is limiting our initial work to two substations for the purpose of learning the installation and operational nuances of the equipment. We plan on expanding the system over the next few years to all substations and eventually to equipment located in the field. We believe that this measured, deliberate rollout of the technology will benefit our system without disrupting operations.

Council should expect a series of purchases and contracts to occur over the next few years as additional substations are brought on line. Eventually, we will also build out a full dispatch and control facility.

Recommendation

Staff recommends approval of the attached resolution.



Jack L. Suggs

cc: Margaret Elgin, P.E.

City Manager's Comments:

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



Mark S. Watson

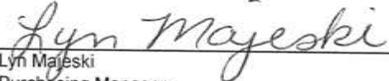
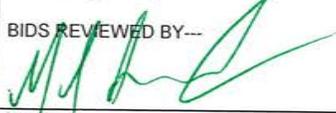
8-6-18

Date

CITY OF OAK RIDGE, TENNESSEE
Abstract of Bids

RFQ 158068

OPENING DATE: JULY 10, 2018 2:00 P.M.

FOR ---		SUBSTATIONS 400 AND 900 SCADA SYSTEM PROCUREMENT		BIDDER: NovaTech, LLC 13555 West 107th Street Lenexa, KS 66215		BIDDER: KVA Inc. 3307 Brushy Creek Road Greer, SC 29650		BIDDER:		BIDDER:	
DESCRIPTION		ITEM	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF A SCADA SYSTEM FOR SUBSTATIONS 400 AND 900 PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARATMENT											
MASTER STATION EQUIPMENT		1	\$	7,285.00	\$	6,768.00					
SUB 400 MATERIALS & MISC. EQUIPMENT		2	\$	37,325.00	\$	38,644.00					
SUB 900 MATERIALS & MISC. EQUIPMENT		3	\$	49,800.00	\$	42,986.00					
SHIPPED LOOSE EQUIPMENT (KVA Inc. Only)					\$	7,428.00					
TOTAL PRICE			\$	94,410.00	\$	95,826.00	\$	-	\$	-	
TERMS			NET 30		NET 30						
DELIVERY			10 WEEKS ARO		12-14 WEEKS ARO						
F.O.B.			OAK RIDGE		OAK RIDGE						
VIA			BEST WAY		BEST WAY						
OTHER BIDDERS CONTACTED: See Bid Process Form							BIDS OPENED AND RECORDED BY---				
							 Lyn Majeski Purchasing Manager				
REASON FOR AWARD							RECOMMEND AWARD BE MADE TO:				
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>							NovaTech, LLC 13555 West 107th Street Lenexa, KS 66215				
							BIDS REVIEWED BY---				
							 Michael Williford Accounting Division Manager				

BID PROCESS FORM



BID NAME RFQ 158068 **DESCRIPTION** Substations 400 and 900 - SCADA System Procurement

CITY COUNCIL MEETING August 13, 2018

BIDDERS CONTACTED (CONTACT INFORMATION)

<u>Company</u>	<u>Name</u>	<u>Address</u>	<u>City, State ZIP</u>	<u>Phone</u>	<u>Email</u>	<u>Contacted Via</u>
NovaTech, LLC	Kevin Johnson	13555 West 107th Street	Lenexa, KS 66215	570-498-4409	kevin.johnson@novatechweb.com	[e-mail]
Utility Sales Agency, Inc.	Scott Weber	1612 Westgate Circle, Ste 216	Brentwood, TN 37027	615-324-9351	scott@utilitysales.com	[e-mail]
KVA Inc.	Tony Burns	3307 Brushy Creek Road	Greer, SC 29650	864-801-4430	tburns@KVA-emc.com	[e-mail]

BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED (CONTACT INFORMATION)

BIDS RECEIVED FROM BIDDERS CONTACTED DIRECTLY BY THE ENGINEER

NovaTech, LLC and KVA Inc.

BIDS RECEIVED FROM BIDDERS NOT DIRECTLY CONTACTED BY THE ENGINEER

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

ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 34 days.

RESOLUTION

A RESOLUTION AUTHORIZING THE PURCHASE OF SCADA SYSTEM CONTROLLERS FOR TWO SUBSTATIONS FROM NOVATECH, LLC, LENEXA, KANSAS, IN THE AMOUNT OF \$94,410.00.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the purchase of Supervisory Control and Data Acquisition (SCADA) system controllers for two substations; and

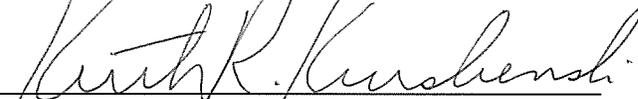
WHEREAS, bids were received and publicly opened on July 10, 2018, with NovaTech, LLC, submitting the lowest and best bid; which bid the City Manager recommends be accepted.

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 NovaTech, LLC, 13555 West 107th Street, Lenexa, Kansas 66215, for the furnishing of Supervisory Control and Data Acquisition (SCADA) system controllers which provide controlling equipment for Substations 400 and 900 and equipment for the master control station to be installed at the Central Services Complex; said award in strict accordance with Request No. 158068, the required specifications, and the bid as received and publicly opened on July 10, 2018, and in the amount of \$94,410.00.

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

18-39

DATE: July 25, 2018
TO: Mark S. Watson, City Manager
FROM: Wayne Blasius *WB*
SUBJECT: CONTRACT EXTENSION FOR TEMPORARY CONTRACTOR JAMES SPENCER

Introduction

An item for City Council's consideration is an extension of the contract for James Spencer, who has been providing, in a part-time, temporary capacity, planning services to the Community Development Department.

Funding

The proposed extension will be funded by unused budgeted payroll from position being vacated. A budgetary savings will be achieved because the Community Development Department will not be paying employment benefits for the contract employee.

Background

The Oak Ridge planning staff, in the Department of Community Development, includes only two full-time positions. One of our planners is resigning to pursue a second master's degree at UT-Knoxville, leaving us with a fifty-percent (50%) staff shortage until a replacement can be hired. It is impossible to provide responses to citizens and developers on rezoning requests, site plan reviews, and other permitting with a fifty-percent reduction in staff. These reviews and approvals are closely linked to city growth, development and tax generation – therefore leaving the position vacant during the rehiring process will hurt developers and taxpayers.

We have a cost-saving temporary solution available. Last year, while replacing another vacant position, we contracted, on a part-time, temporary basis with Mr. James Spencer, retired director of the former UT Graduate School of Planning. This helped us bridge the gap, while saving over \$10,000 during the interim. Because that contract is approaching the \$25,000 limit available for the manager's discretion, we are requesting council approval of a contract amendment, increasing the ceiling to \$37,500, so that Mr. Spencer can again help us bridge the gap. If the permanent position can be filled more quickly, we will not use this full amount. The cost of the temporary contract employee will be less than that of the full time, permanent position, during this interim period.

Recommendation

Approval of the attached resolution to increase the contract ceiling price for the services of James Spencer to an amount not to exceed \$37,500.00 is recommended.



Wayne Blasius, Community Development Director

City Manager's Comments:

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

Mark S. Watson
Mark S. Watson

8-6-18
Date

RESOLUTION

A RESOLUTION AUTHORIZING AN ADDITIONAL \$12,500.00 IN COMPENSATION FOR JAMES A. SPENCER, KNOXVILLE, TENNESSEE, TO PROVIDE AS-NEEDED PLANNING SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT FOR A TOTAL NOT TO EXCEED AMOUNT OF \$37,500.00.

WHEREAS, on September 25, 2017, the City Manager authorized an agreement with James A. Spencer, Knoxville, Tennessee, in an amount up to \$25,000.00 to provide as-needed planning services for the Community Development to assist with the workload due to a vacant position; and

WHEREAS, Mr. Spencer, retired director of the former UT Graduate School of Planning, has provided satisfactory services to the Community Development Department during the interim phase of hiring a new planner, with primary focus on the City's Blueprint project; and

WHEREAS, the other planner has recently resigned to pursue higher educational opportunities which places the Community Development Department at a fifty percent (50%) shortage in the planning division until a replacement can be hired; and

WHEREAS, Mr. Spencer has agreed to continue to provide as-needed planning services; and

WHEREAS, Mr. Spencer's contracted amount of \$25,000.00 is close to reaching its limit, and additional compensation requires City Council approval; and

WHEREAS, the City Manager recommends authorization to add \$12,500.00 in additional compensation to Mr. Spencer's agreement to assist with the workload until a new planner can be hired.

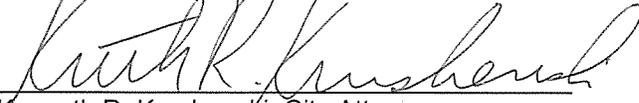
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City Manager is hereby authorized to amend the agreement with James A. Spencer, Knoxville, Tennessee, for as-needed planning services for the Community Development Department to add \$12,500.00 in compensation for a total not to exceed amount of \$37,500.00.

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

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

CITY CLERK MEMORANDUM
18-21

DATE: July 26, 2018
TO: Mark S. Watson, City Manager
FROM: Mary Beth Hickman, City Clerk
SUBJECT: PREVENT CHILD ABUSE TENNESSEE, HEALTHY START OF ANDERSON COUNTY

Introduction

An item for City Council's consideration is a resolution approving a grant agreement and authorizing the disbursement of \$26,850.00 to Prevent Child Abuse Tennessee for use in the Healthy Start of Anderson County Program.

Funding

City Council approved funding of \$31,850 for the grant with the adoption of the FY2019 budget. This is the 17th year that a grant for the Healthy Start Program has been included in the City's budget. However, at the June 11, 2018 meeting, City Council directed the City Manager to realign budget funds in order to fund a third School Resource Officer (SRO). As part of that realignment, the allocation to Prevent Child Abuse Tennessee would decrease by \$5,000 to \$26,850.

Background

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

Prevent Child Abuse Tennessee has 501(c)(3) status and has agreed to provide oversight of financial matters, including yearly audits, as required by the City's guidelines. A funding request was submitted to the City on July 24, 2018 and is attached in its entirety.

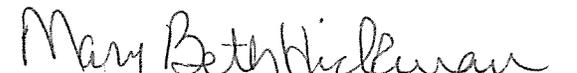
Consideration

Healthy Start has received a grant of \$31,850 as awarded in FY2018 budget deliberations. This amount has remained at \$31,850 in recent years. The realignment of funds in the FY2019 budget decreases the grant amount to \$26,850.

A copy of the organizations' financial statements and independent auditors' report ending June 30, 2017 is on file in the City Clerk's office and are available for the Council's review. Financial statements and the independent auditors' report ending June 30, 2018 are forthcoming. Recent documentation must be received from the organization prior to the disbursement of funds under the grant agreement for FY2019.

Recommendation

Staff recommends approval of the attached resolution to disburse \$26,850 to Prevent Child Abuse Tennessee, Healthy Start of Anderson County upon completion of all terms listed in the FY2018 grant agreement.



Mary Beth Hickman, City Clerk

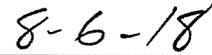
Attachments:
Funding Request
Resolution

City Manager's Comments:

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



Mark S. Watson



Date

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

July 24, 2018

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

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

Telephone: (865) 483-7377

Fax: (865) 220-5632

Contact Person: Kristen Rector
Kristen.rector@pcat.org

Healthy Families Tennessee of Anderson County Funding Request

Funding Request:

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

Purpose of Funding Request:

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

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

According to the 2016 Kids Count Report, Anderson County has the 11th highest number of

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

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

Description of Agency:

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

In 2010, Healthy Start of Anderson County was almost forced to shut its doors due to budget deficits. Instead of suspending much needed services to new moms in Anderson County, the program was absorbed by PCAT's Healthy Families Tennessee program. PCAT's home visitation program is the largest in the state of the Tennessee, providing home visitation services in 15 counties. The transition to becoming a program of PCAT strengthened the program sustainability and quality of services for caregivers and children in Oak Ridge.

Services Offered:

Our continuum of services for families in Oak Ridge includes many different access points for families depending on their level of need. Each program focuses on empowering parents and adults to build safe, stable and nurturing environments for children, laying the foundation for lifelong health and a productive life. In our largest program, Health Families Tennessee, we work with vulnerable parents. Home visitors teach parents how to keep their infants safe,

nurturing parenting skills and connect families to services in their community; all through regular weekly visits in clients' homes. Caregivers can enroll in the program prenatally or before their child is three months old. We served 34 families in Anderson County in the last fiscal year in this program.

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

PCAT uses **Darkness to Light's Stewards of Children** training to teach adults how to prevent, recognize and react responsibly to child sexual abuse. PCAT facilitates Stewards of Children training opportunities for nonprofit organizations, schools, businesses, congregations and parents in the Oak Ridge area. Last year the Oak Ridge office provided child sexual abuse prevention training for over 400 individuals in the East Region. Trainings were provided for faculty at Oak Ridge High School, Oak Ridge Preschool, Staff of Girls Inc., Choices Resource Center in Oak Ridge, faculty and staff of Anderson County Schools and Anderson County Head Start.

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

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

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

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

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

Healthy Families is proven to:

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

Audit Requirements:

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

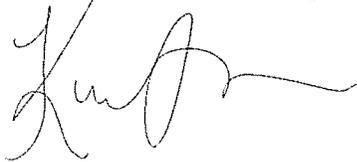
Prevent Child Abuse Tennessee agrees to provide future audit reports to the City of Oak Ridge before December 31 of each year.



Signature of Authorized Official

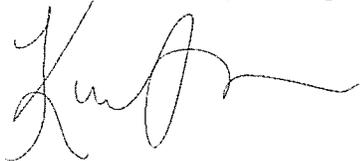
Reporting Requirements:

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



Signature of Authorized Official

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



Signature of Authorized Official

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



Signature of Authorized Official

PROGRAM HISTORY

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

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

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

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

All participants in our home visitation programs have experienced adversity through homelessness, poverty, unemployment, domestic violence, substance abuse, mental illness, teen parenting, and/or single parenting. In the Healthy Families TN program in Anderson County, 76% graduated from high school, 29% earn less than \$15,000 a year and 47% are single parents. 21% of the parents are 19 or younger. Participants in the program often have learned abusive parenting patterns from their own caregivers. Approximately 38% of the parents/caregivers served through PCAT report experiencing abuse by a person within their family, and 53% of participants in Anderson County had three or more Adverse Childhood Experiences, putting them at higher risk for long-term health, economic and social problems. Twenty years of

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

Last year, 82 family members received regular visits from their home visitor. This year, our goal is to serve 40 families in the program and do a greater number of family assessments which identify family strengths, coping skills, family and community supports and stressors.

Current Statistics supporting Healthy Families TN for Oak Ridge families.

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

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

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

- Anderson County ranks in the bottom half (48 out of 95 counties) of Tennessee's 95 counties for infant mortality (in the first year of life) and 85th in child deaths per 100,000. Healthy Families TN home visitors observe infant sleeping environments first hand while visiting in homes. This provides Healthy Families the unique opportunity to save infant lives by providing in home education on safe sleep environments. In situations where families do not have or cannot afford a safe sleeping environment, Healthy Families can provide one.

The best thing we can do in response to overcoming these issues is to work hard to prevent child abuse and neglect in the next generation of children. Parents need more information about how their baby's brain develops and how to build a safe, stable, nurturing environment for their child. Every parent in Tennessee needs access to a Healthy Families Tennessee home visitor. In fact, *Kids Count State of the Child in Tennessee*, released 2017 recommends the expansion and delivery of evidence based home visiting programs as one of four key strategies to improve early childhood outcomes. Evidence based home visiting, provided by Healthy Families Tennessee, provides the essential information and support to parents to make sure children get a great start with the skills needed to learn. The program enhances family functioning by reducing risk and building protective factors.

PROGRAM RESULTS

The following data are for all Healthy Families Tennessee clients: (using the national guidelines

for evidenced based programs set up by the federal Maternal, Infant, and Early Childhood Home Visitation Program) Benchmarks are used to define short and long-term outcomes.

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

PROGRESS MADE TOWARD ACHIEVING BENCHMARK

Current Report Period: (2017)

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

- Total number of referrals received for the program:30 referrals.
- Total Target Population screened: 30 families.
- Number of Positive screens receiving parent survey: 24 families.
- Number of Families that enrolled in the program: 23 families.
- Total of individuals participated in the program: 82

NARRATIVE.

Current Report Period: (2017)

1. 87% of babies had regular contact with their medical provider.
2. 12 of our mothers screened positive for depression. All 12 mothers received a referral for mental health services.
3. 70% of our babies had health insurance.
4. 78% of mothers who enrolled prenatally received regular prenatal care.
5. 94% of primary caregivers had health insurance.

Benchmark # 2 – Reductions in child maltreatment

PROGRESS MADE TOWARD ACHIEVING BENCHMARK

Current Report Period: (2016)

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

- No Oak Ridge or Anderson County families were reported to CPS in the past year. One of these families was a resident of Oak Ridge. The two Anderson County cases are still under investigation and the Oak Ridge case was resolved with the child remaining in the home.
- Since the program began in April 1998, there have been less than 15 reports of child abuse and neglect for families participating in the program. Of the approximately 530 families involved in the program, only 7 children have been removed from the home due to neglect; none have been removed for severe abuse.

Benchmark # 3 – Improved child development and school readiness.

PROGRESS MADE TOWARD ACHIEVING BENCHMARK

Current Report Period: (2017)

We use the Ages and Stages Questionnaire to evaluate a child's communication, language and emergent literacy at six month intervals. The tool is evidenced based.

- **Ages and Stages Questionnaire Data.**
 - Between four and six months, 100% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).
 - Between 9-12 months, 100% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).
 - At 18 months and beyond, 100% of children scored above the cutoff score in all areas of development measured (communication, gross motor, fine motor, problem solving, and personal social).

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

Benchmark # 4 – Improved family economic self sufficiency

PROGRESS MADE TOWARD ACHIEVING GOAL(S).

Current Report Period:

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

- 74% of the families in Healthy Families Tennessee this year had at least one parent who was working or in school.
- 79% of the families served had incomes at or below the federal poverty level.

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

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

topics:

- Mitigating Parental Stress through Yoga
- Importance of Early Parent/Child bonding activities.

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

- **Mental health issues:** 29% of mothers in the program have been sexually abused at some point which often leads to mental health issues. A majority of parents have high Adverse Childhood Experiences (ACE) scores indicating increased incidence of mental health issues.
- **Education:** 76% of our primary caregivers have completed a high school education.
- **Childcare:** Access to child care is always an issue with the mothers in the program. Anderson County Early Head Start is a tremendous resource for them.
- **Housing:** Access to stable and affordable housing - Mothers who are over 18 years of age struggle to live on their own. Many are eligible for public housing but have no experience managing a household and little knowledge of available housing resources. Healthy Families Home Visitors provide local housing information and referrals.
- **Transportation:** A few of our families have cars but struggle with cost of gas and maintenance.
- **Employment:** 71% of our families have at least one parent with part time employment. Most are employed in the fast food sector.

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

PROGRAM BUDGET/REVENUE

Annual Healthy Families Tennessee projected program budget is: **\$146,833**
(Includes 2 full time staff)

Revenue:

United Way of Anderson County	\$ 13,000
City of Oak Ridge request	\$ 31,850
Government Grants	\$75,981
PCAT unrestricted funds	\$ 26,002

TOTAL REVENUE

\$ 146,833

Request from City of Oak Ridge,

\$31,850

CLIENTS BY LOCATIONS

Over the past year, a total of 34 Anderson County families were served by Healthy Families. Of those 34, 12 (35%) resided in Oak Ridge.

ADDITIONAL ACTIVITIES

Board/Committee membership

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

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

RESOLUTION

A RESOLUTION APPROVING A FY2019 GRANT AGREEMENT WITH PREVENT CHILD ABUSE TENNESSEE FOR USE IN THE HEALTHY START OF ANDERSON COUNTY PROGRAM AND AUTHORIZING THE DISBURSEMENT OF BUDGETED FUNDS IN THE AMOUNT OF \$26,850.00 FOR THIS PURPOSE.

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

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

WHEREAS, City Council adopted the Fiscal Year 2019 budget for the City of Oak Ridge, which budget contains an appropriation of \$31,850.00 as a grant for the Prevent Child Abuse Tennessee, Healthy Start of Anderson County; and

WHEREAS, said budgeted funds were decreased by \$5,000.00 as part of City Council's direction to the City Manager to realign budgeted funds in order to fund a third school resource officer; and

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

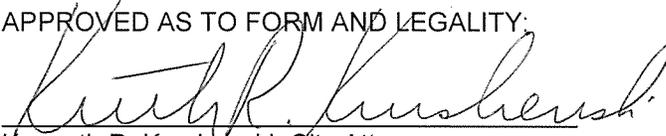
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the grant agreement is approved and the City Manager is hereby authorized and directed to disburse budgeted funds in the amount of \$26,850.00 to Prevent Child Abuse Tennessee for use in the Healthy Start of Anderson County Program, contingent upon submittal the required final expenditure report and any associated documentation as required by the FY2018 grant agreement.

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

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

COMMUNITY DEVELOPMENT MEMORANDUM

18-40

DATE: July 27, 2018
TO: Mark S. Watson, City Manager
FROM: Matt Widner through Wayne Blasius *MW* *WB*
SUBJECT: T.H.D.A. HOME GRANT ADMINISTRATION SERVICES

Introduction

An item for City Council's consideration is a Resolution approving an agreement with Community Development Partners, LLC, (C.D.P.) to administer the City's Tennessee Housing Development Agency (T.H.D.A.) Home Grant Program in an amount not to exceed \$30,000.00.

Funding

FY16 T.H.D.A. Home Program has contracted with the City of Oak Ridge for a total amount of \$500,000.00. \$30,000.00 has been allocated for grant administration.

Background

On July 13, 2016, City Council passed Resolution #6-41-2016 to accept \$500,000.00 from the Tennessee Housing Development Agency (T.H.D.A.) as part of T.H.D.A.'s Home Grant Program. The FY16 City's Home Grant began on July 1, 2016 with an ending date of June 30, 2019. As a result of unforeseen starting delays and staffing turnover, the Community Development Department solicited three grant administration service requests for proposal (RFP) on March 27, 2018 to administer the program for the budgeted amount of \$30,000.00. The City of Oak Ridge will be required to request an FY16 grant extension from T.H.D.A. in January, 2019 due to insufficient time remaining on the grant contract.

On April 10, 2018, the City received one R.F.P. for administrative services from Community Development Partners, LLC (C.D.P.). C.D.P. is a preferred provider for T.H.D.A. and has provided numerous municipal references supporting their experience as a HOME Grant Administrator. It is estimated that approximately 11 homes will benefit from this program. C.D.P. is aware of the grant timeline and has accepted the City's late starting condition and is willing to work with to City to obtain the needed extension and ultimate fulfillment of grant objectives.

Recommendation

Approval of the attached resolution is recommended.

Attachment(s):
Resolution #6-41-2016
Community Development Partners Proposal
Resolution

U. W. Wicker
Name

City Manager's Comments:

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

Mark S. Watson
Mark S. Watson

8-6-18
Date

RESOLUTION

A RESOLUTION AUTHORIZING THE CITY TO ACCEPT A \$500,000.00 GRANT FROM THE TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA) AS PART OF THDA'S HOME GRANT PROGRAM.

WHEREAS, the Tennessee Housing Development Agency (THDA) administers the federally funded HOME grant program to promote the production, preservation and rehabilitation of housing for low-income households; and

WHEREAS, THDA annually awards HOME funds through a competitive application process to cities, counties and non-profit agencies; and

WHEREAS, the City is eligible to receive \$500,000.00 in HOME grant funds from THDA, which grants requires no matching funds; and

WHEREAS, the City Manager recommends acceptance of said grant.

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

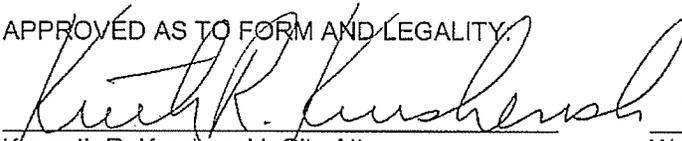
That the recommendation of the City Manager is approved and the Mayor is hereby authorized to accept a \$500,000.00 grant from the Tennessee Housing Development Agency (THDA) as part of THDA's HOME grant program to promote the rehabilitation of housing for low-income households in Oak Ridge.

BE IT FURTHER RESOLVED that it is the City's intent to utilize said grant funds as part of the Make Oak Ridge Energy Efficient (MORE²) program.

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

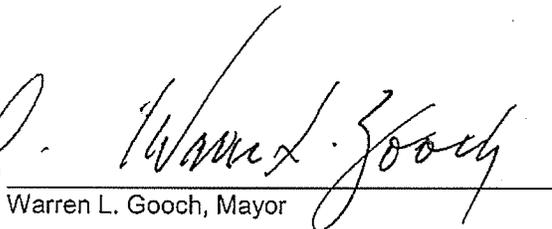
This the 13th day of June 2016.

APPROVED AS TO FORM AND LEGALITY.



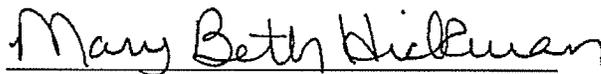
Kenneth R. Krushenski

Kenneth R. Krushenski, City Attorney



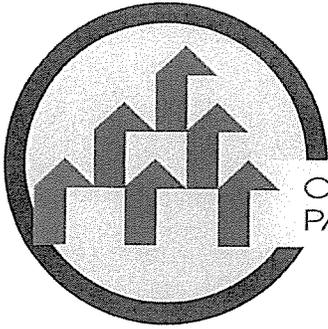
Warren L. Gooch

Warren L. Gooch, Mayor



Mary Beth Hickman

Mary Beth Hickman, City Clerk



COMMUNITY DEVELOPMENT
PARTNERS, LLC

April 10, 2018

Matthew Widner
Community Development Specialist
City of Oak Ridge
P.O. Box 1
Oak Ridge, TN 37831

RE: Request for Proposal - Administrative Services
FY 2015-2016 HOME Program
City of Oak Ridge

Dear Mr. Widner:

Community Development Partners, LLC is pleased to respond to your most recent solicitation for administration services in relation to your upcoming projects. The partners of Community Development Partners, LLC have worked with grant programs for several years and have done extensive work with grant and loan projects. We have assisted municipalities throughout Mississippi and Tennessee and have a first-rate record of managing and implementing projects. Community Development Partners, LLC feel that we have the qualifications to best perform the services you have requested.

Enclosed, you will find our proposal to provide the services requested. Included in this proposal is a list of the persons most familiar with the quality of our work. Please do not hesitate to call any of these persons.

Community Development Partners, LLC looks forward to working with the City of Oak Ridge in developing your community. Should you have any questions or need any additional information, please do not hesitate to give me a call at (615) 386-0222.

Sincerely,

Mattie Cushman
Vice President

Enclosure

**COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL TO PROVIDE
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)
ADMINISTRATION SERVICES
CITY OF OAK RIDGE, TN**

Community Development Partners, LLC is an administrative and financial management consulting firm that was established in 1994 for the purpose of providing project development, grant writing and management services for City and County Governments, Nonprofit Organizations, and private entities. With 24 years of experience in both grant application preparation and project administration, Community Development Partners, LLC is pleased to submit our qualifications statement. We look forward to working with your community as partners in the implementation of your HOME project.

QUALIFICATIONS Availability of Key Personnel

Community Development Partners, LLC (CDP) has a staff of five Project Managers and three technical support personnel who have extensive experience in administering HOME projects. If selected, the persons that would be involved in implementing the HOME project are:

Mr. William Sanders, Jr.
President
BA Business Administration
25 Years Application Preparation and Grants Management Experience

Ms. Mattie Cushman
Vice President
MA Public Administration
30 Years Application Preparation and Grants Management Experience

Ms. Lynn Manning-Scarborough
Sr. Project Consultant
Certified Draftsman/Civil
14 years Application Preparation Grants/Project Management Experience

Mr. Chris Oelgoetz
Project Manager
BA Urban Studies
14 years Application Preparation Grants/Project Management Experience

Ms. Heather Allen
Project Manager
BS Family Finance, Housing & Policy
8 years Housing Experience

Resumes are included as an attachment to this proposal.

COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL FOR CITY OF OAK RIDGE HOME ADMINISTRATION SERVICES

Mr. Sanders, Ms. Cushman, and Ms. Manning-Scarbrough, have expertise in the following areas of project management:

- Housing Rehabilitation
- Real Property Acquisition
- Relocation
- Fair Housing
- Contract Management
- Equal Opportunity
- Citizen Participation
- Labor Standards Administration
- Financial Management
- Records Management

HOME PROGRAM EXPERIENCE

To date, the staff of Community Development Partners, LLC has managed over 170 HOME Projects.

See following list of HOME Projects:

**COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL FOR CITY OF OAK RIDGE HOME ADMINISTRATION SERVICES**

1992 HOME Projects:

Town of Henning
Town of Maury City
City of Milan
City of Trenton

1993 HOME Projects:

Town of Huntingdon
City of Lexington
City of Luttrell
Town of Obion
Union County

1994 HOME Projects:

City of Blaine
City of Camden
City of Dyersburg
Grainger County
City of Bells
City of Puryear
Town of Senatobia, MS
Upper Tennessee Human
Development Agency

1995 HOME Projects:

Town of Alamo
Town of Crowder, MS

1996 HOME Projects:

City of Ashland City
Town of Coldwater, MS
City of Bells
Crockett County
Town of Graysville
City of Lebanon
Town of Maury City
Town of Oneida
City of Ripley
Williamson County
Wilson County
Wilson County Civic League

1997 HOME Projects:

City of Clifton
City of Covington
Town of Crowder, MS
Haywood County
City of Luttrell
Wilson County Civic League

1998 HOME Projects:

Benton County, MS
Town of Rogersville
Sevier County

1999 HOME Projects:

Town of Jonesborough
Town of Halls
Town of Obion
Sumner County
Cheatham County
Town of Nolensville

2000 HOME Projects:

City of Alamo
City of Bells
Alcorn County, MS
Chester County
City of Covington
Decatur County
Town of Farmington, MS
Town of Rogersville
Town of Tellico Plains
Wilson County
Southwest Human Resource Agency

2001 HOME Projects:

Town of Selmer
City of Moscow
City of Gallaway
Town of Rossville
City of Martin
Town of Oakland
Town of Adamsville
Town of Oliver Springs
City of Clifton
City of Luttrell

2002 HOME Projects:

City of Dyersburg
Town of Rogersville
Sevier County
Town of Pittman Center
Town of Halls
Town of Gates
Town of Jonesborough
Town of Mason

2003 HOME Projects:

Alcorn County, MS
City of Blaine
Benton County
City of Bolivar
Town of Bruceton
City of Camden
City of Clarksburg
Town of Crowder, MS
City of Fayetteville
Town of Farmington, MS
Grainger County
Hardeman County

2004 HOME Projects:

City of McEwen
Town of Oneida
Town of Renova, MS
Southwest Human Resource Agency
Town of Tellico Plains
City of Fairview
Wilson County
Town of Winfield
City of Covington
Town of New Tazewell
Crockett County
Monroe County

2005 HOME Projects:

Haywood County
City of Luttrell
Martin Housing Authority
Town of Oakdale
Town of Oliver Springs
City of Plainview
City of Sunbright
Union County
Town of Brighton
Cheatham County

2006 HOME Projects:

Town of Adamsville
Town of Centreville, MS
Town of Gates
Town of Halls
Lake County
City of Newport
Sevier County
City of White House
Town of Woodville, MS

2007 HOME Projects:

Grainger County
Town of Beulah, MS
Town of Pleasant View
City of Bean Station
City of Fayetteville
City of Blaine

2008 HOME Projects:

City of Bells
City of Church Hill
Crockett County
City of Friendship
City of Hernando, MS
City of Maury City
City of McEwen
Monroe County
Town of New Tazewell

**COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL FOR CITY OF OAK RIDGE HOME ADMINISTRATION SERVICES**

Town of Oneida	Lake County	2015/16 HOME Projects:
Town of Rogersville	Town of Mason	Town of Huntsville
Southwest Human Resource Agency	Sevier County	City of LaFollette
Town of Tazewell	Wilson County	City of Luttrell
Town of Tellico Plains		Town of Caryville
City of Waverly	2011 HOME Projects:	City of Friendsville
Wilson County	Town of Bruceton	City of Loudon
Town of Winfield	Town of Henning	Town of New Market
	Town of Huntingdon	Scott County
	Town of Jonesborough	
2009 HOME Projects:	2012/2013 HOME Projects:	2017 HOME Projects:
Town of Adamsville	City of Newport	City of Gatlinburg
City of Dyersburg	City of Alcoa	City of Newport
City of Newport	Cocke County	Town of Halls
Town of Oakdale		Town of Obion
Town of Oliver Springs	2014 HOME Projects:	Lauderdale County
City of Sunbright	City of Kingston	Haywood County
Tipton County	Town of Dandridge	City of Harriman
Union County	City of Lenoir City	City of Dyersburg
2010 HOME Projects:	Sevier County	
Town of Brighton		
City of LaFollette		

These HOME projects have been administered in accordance with the implementation guidelines schedule set by Funding Agencies. The personnel of Community Development Partners have a proven record of implementing HOME projects on schedule.

The services that have been and will be provided for these projects include.

- Project Coordination
- Coordination of Housing Rehabilitation Activities
- Coordination of Relocation Activities (If needed)
- Citizen Participation
- Financial Management Activities
- Fair Housing & Equal Opportunity Activities
- Labor Standards Administration (If needed)
- Project Files Design and Maintenance
- Project Close-Out Activities

FAMILIARITY WITH THE LOCAL GOVERNMENT'S HOME PROJECT

Ms. Cushman, Ms. Manning-Scarborough, and Mr. Sanders have previously worked with the State of Tennessee through both the CDBG and HOME programs. They are familiar with housing programs and guidelines in Tennessee and would like to work with the City of Oak Ridge for its housing needs. CDP has managed several East Tennessee HOME projects and is very familiar with housing conditions in the local area.

COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL FOR CITY OF OAK RIDGE HOME ADMINISTRATION SERVICES

INSPECTION

CDP will assist the City of Oak Ridge in following the procurement requirements for a qualified Rehab Coordinator, as well as a Lead-Based Paint Inspection Firm. Once procured, CDP will work directly with the inspectors selected by the Town in the implementation of the project. CDP currently has a list of qualified lead-based paint inspectors that we have worked with on previous HOME projects.

OTHER SPECIAL QUALIFICATIONS

Along with the above-mentioned information, there are other qualifications, which outline the experience, background, and capabilities that Community Development Partners can provide.

- Successfully managed over 170 HOME projects, and completed these projects on schedule and in accordance with applicable regulations.
- The partners of Community Development Partners had the experience of implementing a contract with the State of Tennessee Housing Development Agency to assist in the development of not-for-profit organizations. This contract was to assist these organizations in applying for and administering state and federally funded programs to further the development of new and innovative housing initiatives across the State.
- Community Development Partners provides services to local governments mainly in Tennessee and Mississippi.
- Professional services are available in all aspects of project management, coordination and control.
- Being neither engaged in engineering, architectural, or construction services Community Development Partners completely avoids any potential conflict of interest in managing project activities.
- Only personnel extensively experienced and qualified in the Grants Administration field will be utilized in the implementation of a HOME Program project.

REFERENCES

Provided below are the names of persons most familiar with Community Development Partners' experience and capabilities in administering and implementing all activities for HOME projects.

**COMMUNITY DEVELOPMENT PARTNERS, LLC
PROPOSAL FOR CITY OF OAK RIDGE HOME ADMINISTRATION SERVICES**

TENNESSEE

Mayor Eugene Pugh
Town of Halls
208 North Church Street
Halls, Tennessee

(731) 836-9653

Mayor Jack Lay
Town of Oneida
P.O. Box 4237
Oneida, Tennessee 37841

(423) 569-4295

Mr. Mark Sandidge
City of Church Hill
P.O. Box 366
Church Hill, Tennessee 37642

(423) 357-6161

Should you have any questions or need additional information, please do not hesitate to contact Ms. Cushman or Mr. Sanders at the address and phone number below:

Community Development Partners, LLC
P.O. Box 210437
Nashville, TN 37221
(615) 386-0222



Mattie Cushman
Vice President

April 10, 2018

Date

Enclosures

RESOLUTION

A RESOLUTION APPROVING AN AGREEMENT WITH COMMUNITY DEVELOPMENT PARTNERS, LLC, TO ADMINISTER THE CITY'S TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA) HOME GRANT PROGRAM IN AN AMOUNT NOT TO EXCEED \$30,000.00.

WHEREAS, the Tennessee Housing Development Agency (THDA) administers the federally funded HOME grant program to promote the production, preservation, and rehabilitation of housing for low-income households; and

WHEREAS, by Resolution 6-41-2016 City Council accepted a \$500,000.00 HOME grant from THDA, which grant expires on June 30, 2019; and

WHEREAS, due to staffing turnover and unforeseen starting delays, the Community Development Department issued a Request for Proposals on March 27, 2018, for administration of the grant program; and

WHEREAS, Community Development Partners, LLC, a preferred provider for THDA with experience in providing HOME grant administration, submitted the sole proposal which proposal the City Manager recommends be accepted; and

WHEREAS, Community Development Partners, LLC, is aware of the late starting of this grant and is willing to work with the City to obtain an extension from THDA.

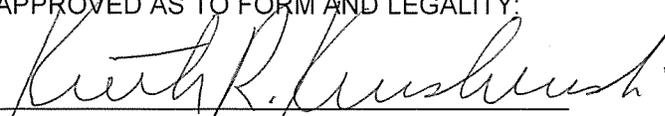
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into an agreement with Community Development Partners, LLC, to administer the City's \$500,000.00 HOME program grant from the Tennessee Housing Development Agency (THDA), said agreement in an amount not to exceed \$30,000.00 per the budgeted allocation for grant administration in the grant agreement.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the appropriate legal instruments to accomplish the same and is authorized to submit documentation necessary to request an extension of the grant term from THDA.

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:


Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

CITY CLERK MEMORANDUM
18-22

DATE: August 2, 2018
TO: Mark S. Watson, City Manager
FROM: Mary Beth Hickman, City Clerk
SUBJECT: RESOLUTION AUTHORIZING A LETTER OF SUPPORT FOR YWCA GRANT APPLICATION THROUGH TRINITY HEALTH FOUNDATION

Introduction

An item for City Council's consideration is a resolution authorizing a letter of support for the YWCA Knoxville and the Tennessee Valley's application to the Trinity Health Foundation for a Phase II grant for *Healthy Girls Today, Strong Families Tomorrow*. The request was submitted by Maggie McNally, Director of Anderson County Services for the YWCA, through Mayor Warren Gooch and Mayor Pro Tem Rick Chinn.

Funding

There are no city funds being requested as part of the letter of support.

Background

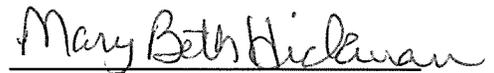
Attached to this memorandum is a letter from Maggie McNally, Director of Anderson County Services for the YWCA Knoxville and the Tennessee Valley, for a letter of support for that agency's application to the Trinity Health Foundation for a Phase II grant for *Healthy Girls Today, Strong Families Tomorrow*. This grant would provide funding for a violence prevention program for middle school girls that would address needs of young women in the Oak Ridge community and help them grow into strong, healthy adults. With funding from the Trinity Health Foundation grant, the YWCA would be able to develop and implement this program in Oak Ridge and Anderson County.

Recommendation

Adoption of the attached resolution authorizing transmittal of a letter of support is recommended.

Attachments:

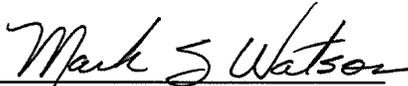
Letter of support request from Maggie McNally
Resolution



Mary Beth Hickman, City Clerk

City Manager's Comments:

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



Mark S. Watson

8-6-18

Date

YWCA IS ON A MISSION

Maggie McNally
YWCA Knoxville and the Tennessee Valley
420 West Clinch Ave.
Knoxville, TN 37902
865-523-6126

August 2, 2018

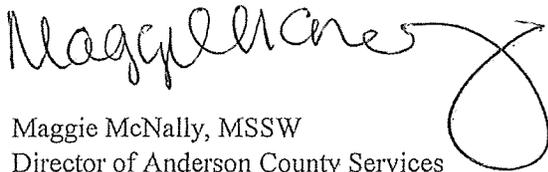
Mayor Warren Gooch
200 South Tulane Avenue
P.O. Box 1
Oak Ridge, TN 37831

Mayor Gooch,

The YWCA Knoxville and the Tennessee Valley is requesting a letter of support for our application to the Trinity Health Foundation. The application is a Phase II grant for *Healthy Girls Today, Strong Families Tomorrow*. This project will create a unique program to address needs of young women in our community and help them grow into strong, healthy adults. With funding from the Trinity Health Foundation Grant, the YWCA will be able to develop and implement this program in Oak Ridge and Anderson County.

Please feel free to contact me if you need any further information.

Sincerely,



Maggie McNally, MSSW
Director of Anderson County Services
YWCA Knoxville and the Tennessee Valley
mmcnally@ywcaknox.com
423-484-5843

eliminating racism
empowering women

ywca

Knoxville & the Tennessee Valley

Downtown

420 West Clinch Avenue
Knoxville, TN 37902
P 865.523.6126 F 865.637.5263
ywcaknox.com

**Phyllis Wheatley
Community Center**

124 South Cruze Avenue
Knoxville, TN 37915
P 865.546.0651 F 865.522.8095

**Oak Ridge/
Anderson County**

1660 Oak Ridge Turnpike
Oak Ridge, TN 37830
P 865.556.2148



Community Partner

RESOLUTION

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A LETTER OF LOCAL GOVERNMENT SUPPORT FOR THE YWCA KNOXVILLE AND THE TENNESSEE VALLEY'S APPLICATION TO THE TRINITY HEALTH FOUNDATION FOR A PHASE II GRANT FOR *HEALTHY GIRLS TODAY, STRONG FAMILIES TOMORROW*.

WHEREAS, Trinity Health Foundation of East Tennessee is a non-profit organization charged with improving the physical, emotional, and spiritual health of the contiguous nine-county region that borders and includes Knox County; and

WHEREAS, YWCA Knoxville and the Tennessee Valley, a non-profit organization which now serves Oak Ridge and Anderson County, has received a Phase I grant from Trinity Health Foundation for a project known as *Healthy Girls Today, Strong Families Tomorrow*; and

WHEREAS, YWCA Knoxville and the Tennessee Valley is now seeking a Phase II grant from Trinity Health Foundation to expand *Healthy Girls Today, Strong Families Tomorrow* into Oak Ridge and Anderson County by utilizing said funding for a violence prevention program for middle school girls that would address the needs of young women in the Oak Ridge community and help them grow into strong, healthy adults; and

WHEREAS, YWCA Knoxville and the Tennessee Valley has requested a letter of support from the City of Oak Ridge for said grant request, which letter does not involve any city funds.

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

That the Mayor is hereby authorized to sign a letter of local government support for the YWCA Knoxville and the Tennessee Valley as part of their efforts to obtain a Phase II grant from Trinity Health Foundation to expand the *Healthy Girls Today, Strong Families Tomorrow* program into Oak Ridge and Anderson County.

This the 13th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**ELECTIONS
AND
APPOINTMENTS**

MAYOR'S MEMORANDUM
18-03

DATE: July 27, 2018
TO: Members of City Council
FROM: Warren L. Gooch, Mayor
SUBJECT: APPOINTMENTS TO BUDGET AND FINANCE COMMITTEE

At the August 13, 2018 City Council meeting, City Council will be asked to confirm appointments to the Budget and Finance Committee.

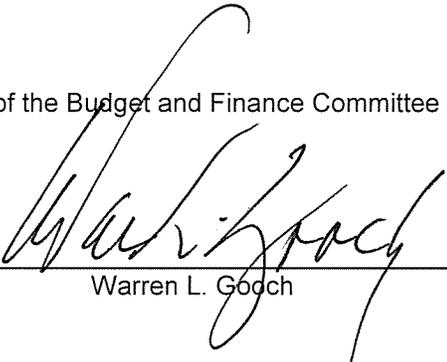
With the adoption of Resolution 09-90-2014, City Council reestablished the Budget and Finance Committee with the mission to assist City Council in providing guidance to the City Manager with respect to budget preparation, as required by Article V, Section 10 of the City Charter.

The FY2018 Budget and Finance Committee was comprised of Kelly Callison, Chair, Mayor Pro Tem Rick Chinn, and Ellen Smith. For FY2019, I am making no changes and thus the following composition is recommended:

Budget and Finance Committee

Kelly Callison, Chair
Rick Chinn
Ellen Smith

It is the Mayor's recommendation to confirm the appointment of the Budget and Finance Committee as presented above.



Warren L. Gooch