

CITY CLERK MEMORANDUM
18-26

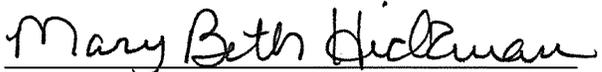
DATE: September 7, 2018
TO: Honorable Mayor and Members of City Council
FROM: Mary Beth Hickman, City Clerk
SUBJECT: ADDITIONS TO THE SEPTEMBER 10, 2018 CITY COUNCIL AGENDA

Since the agenda's posting on Wednesday, September 5, 2018, city staff has two additional items to include on the September 10, 2018 City Council agenda and in its packet.

Attached is a memorandum from Finance Director Janice McGinnis, along with a copy of the proposed resolution. This item will be Item (f) under Resolutions.

- A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR AN OPERATING ASSISTANCE GRANT TO REIMBURSE THE CITY FOR UP TO EIGHTY PERCENT (80%) OF THE NET OPERATING EXPENSES OF THE CITY'S PUBLIC TRANSPORTATION PROGRAM IN AN AMOUNT NOT TO EXCEED \$170,500.
- A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MOTOROLA COMMUNICATIONS AND ELECTRONICS, INC., FOR FURNISHING OF MAINTENANCE OF THE 800 MHZ TRUNKED COMMUNICATIONS SYSTEM'S INFRASTRUCTURE IN AN AMOUNT NOT TO EXCEED \$36,663.00.

City Council will need to consider an amendment to formally add the aforementioned items to the agenda.



Mary Beth Hickman

cc: Mark S. Watson, City Manager
Kenneth R. Krushenski, City Attorney
Department Directors

FINANCE DEPARTMENT MEMORANDUM

18-12

DATE: September 6, 2018
TO: Mark S. Watson, City Manager
FROM: Janice E. McGinnis, Finance Director
SUBJECT: TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) OPERATING ASSISTANCE GRANT

Introduction

An item for City Council's consideration is a resolution authorizing the City of Oak Ridge to approve a TDOT public transit operating assistance grant. The City has received this grant since 1993.

Funding

The State has awarded \$170,500 in operational funding to the City of Oak Ridge for public transit program for the grant period July 1, 2018 through June 30, 2019. This is a grant reimbursement program based on usage by ETHRA demand driven services. The State grant reimbursement amount continues to be 80% of allowable expenditures for this grant period. The City's anticipated grant match of \$35,075 will be funded from restricted use state-shared special petroleum products tax proceeds.

Background

Demand Responsive Transit System: The City's Demand Responsive System was created in 1993 to provide transportation service to all persons within the corporate limits of Oak Ridge. Riders can utilize the City's disabled-accessible minibuses to travel to their medical appointments, places of employment, shopping centers and social venues. The average number of annual trips for the last 5 fiscal years is 6,860. In fiscal 2018, there were 7,003 trips with 49% of the passenger trips for individuals in wheelchairs.

By Resolution 8-76-2013, City Council authorized the City to enter into a contract with the East Tennessee Human Resources Agency (ETHRA) for management of the City's transit system. ETHRA is responsible for the daily operations and management of the system. This contract was for an initial one-year term beginning on November 1, 2013 and provides for up to nine (9) additional one-year terms at the City's option and subject to grant funding. The maximum annual compensation under the contract is \$175,373.

ETHRA provides the fully ADA-compliant and wheelchair lift equipped buses for this program. A minimum of two vehicles are required to be in service at all times during service hours. The vehicles currently operate six days a week, Monday through Saturday, from 8:00 a.m. until 4:30 p.m. ETHRA is responsible for maintenance, at its expense, of the vehicles in accordance with manufacturers and state maintenance standards and also provides fuel for operation of the vehicles.

Passengers are picked up and delivered anywhere within the City limits for only \$2.00 per one-way trip, or \$4.00 round trip. Rides are scheduled one day in advance by calling 865-482-2785. Routine trips can be scheduled for a standing appointment.

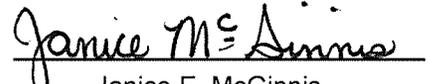
NOTE: Transportation Assistance Program: Historically, this grant program has funded a portion of the costs for the City's Transportation Assistance Program (taxi coupon program) administered through the Oak Ridge Senior Center. The City of Oak Ridge has been advised that use of grant proceeds for the taxi coupon program is under review by the State. Resolution will need to occur prior to next year's grant. The taxi coupon program will not utilize these proceeds during fiscal year 2019, but will be funded from the state shared tax proceeds.

The City currently receives approximately \$59,000 annually in state-shared special petroleum products tax proceeds. The City's 20% grant match to the transit program operated by ETHRA would be \$35,075, leaving approximately \$23,925 in remaining tax proceeds. Over the past four years, the City's costs for the taxi coupon program have declined from \$30,030 in fiscal 2015 to \$16,388 in fiscal 2018 due to decreased coupon sales. The City's costs for the program for the past three years has been below \$23,925 and the reduced coupon sales level is anticipated to continue in fiscal 2019. Coupons are good for a City fiscal year and sales have already occurred for coupons valid from July 1, 2018 to June 30, 2019. Currently, the City plans to continue the program through fiscal 2019 and for Senior Center staff to review the program and its ongoing viability along with alternate programs that would provide a similar assistance to the senior citizen and handicapped individuals the program serves.

Recommendation

Staff recommends approval of the grant acceptance in order to continue the ETHRA demand responsive transit system program funding.

Attachment


Janice E. McGinnis

City Manager's Comments:

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


Mark S. Watson


Date

RESOLUTION

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR AN OPERATING ASSISTANCE GRANT TO REIMBURSE THE CITY FOR UP TO EIGHTY PERCENT (80%) OF THE NET OPERATING EXPENSES OF THE CITY'S PUBLIC TRANSPORTATION PROGRAM IN AN AMOUNT NOT TO EXCEED \$170,500.00.

WHEREAS, the City has implemented a public transportation program including a demand-responsive transit system and a transportation assistance program; and

WHEREAS, the Tennessee Department of Transportation (TDOT) has grant monies available under its Operating Assistance Grant program and has allocated funding in an amount not to exceed \$170,500.00 to reimburse the City for a portion of the operating expenses for the City's transit system; and

WHEREAS, by Resolution 8-76-2013, City Council authorized the City to enter into a contract with the East Tennessee Human Resources Agency (ETHRA) for management of the City's transit system, which contract is renewable for up to nine (9) additional one-year terms contingent upon the City's receipt of grant funding from TDOT for partial funding of the City's operating expenses for the transit program; and

WHEREAS, the City Manager recommends acceptance of the TDOT grant which will allow continued operation of the City's transit system.

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 accept an Operating Assistance Grant from the Tennessee Department of Transportation to reimburse the City for up to eighty percent (80%) of the net operating expenses of the City's Public Transportation Program in an amount not to exceed \$170,500.00.

BE IT FURTHER RESOLVED that, upon approval of grant funding, the contract with ETHRA will be renewed for the fifth renewal option term (July 1, 2018 through June 30, 2019); and

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

This the 10th day of September 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**OAK RIDGE POLICE DEPARTMENT MEMORANDUM
18-150**

DATE: September 6, 2018
TO: Mark S. Watson, City Manager
FROM: Charles R. Smith, Acting Chief of Police
SUBJECT: MOTOROLA SYSTEMS ANNUAL MAINTENANCE AGREEMENT

Introduction

An item for City Council's consideration is a resolution waiving competitive bids and making an award to Motorola Communications and Electronics, Inc., for furnishing of maintenance of the 800 MHZ trunked communications system's infrastructure in an amount not to exceed \$36,663.00.

Funding

This agreement is funded as part of the Emergency Communications District Fund.

Background

The City has held an agreement with Motorola for a number of years to provide maintenance to a communications system that is critical to providing 911 services to the citizens of Oak Ridge. Based on the critical nature of this communications system, it is imperative that the maintenance contract does not lapse as costs would be significant if a failure were to occur with no contract in place. Advantageously, customers who are on a maintenance agreement plan receive service before non-contractual customers.

Also, City employees rely on the communication system to perform their daily tasks and it would create a crisis situation if the Emergency Communications Center was unable to communicate with Public Safety and other departments. Another advantage to this agreement with Motorola is the familiarity and reliability of having a single consistent vender. City staff has been pleased with agreement that remained in place, as well as the services that have been provided by this company.

Due to the City currently in the process of joining the Tennessee Valley Regional Communications System (TVRCS), this annual maintenance agreement will only cover the City's existing infrastructure. This agreement will be paid on a monthly basis at a cost of \$3,055.25. The agreement will be canceled when the new system is in place.

Recommendation

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

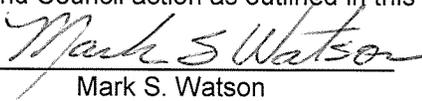


Charles R. Smith, Acting Chief of Police

Attachment: Resolution

City Manager's Comments:

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

 9/6/18
Mark S. Watson Date

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MOTOROLA COMMUNICATIONS AND ELECTRONICS, INC., FOR FURNISHING OF MAINTENANCE OF THE 800 MHZ TRUNKED COMMUNICATIONS SYSTEM'S INFRASTRUCTURE IN AN AMOUNT NOT TO EXCEED \$36,663.00.

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

WHEREAS, Motorola is the current supplier of and provides maintenance for all infrastructure, including the tower site, and all individual radios and equipment for Police, Fire, and other City departments; and

WHEREAS, it is critical that maintenance of the 800 MHz Trunked Communications System's infrastructure remain with Motorola for compatibility purposes, local 24/7 service, and it is critical to not have a lapse in service due to higher costs if an incident were to occur outside of a maintenance contract; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Motorola Communications and Electronics, Inc., for maintenance of the 800 MHz Trunked Communication System's infrastructure.

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 Motorola Communications and Electronics, Inc., for the furnishing of maintenance of the 800 MHz Trunked Communications System's infrastructure from October 1, 2018 through September 30, 2019, unless cancelled sooner, in an amount not to exceed \$36,663.00.

BE IT FURTHER RESOLVED that the City is currently in the process of joining the Tennessee Valley Regional Communications System, and that the agreement with Motorola will be cancelled when the new system is in place.

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

This the 10th day of September 2018.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk