OAK RIDGE CITY COUNCIL MEETING
Municipal Building Courtroom

June 10, 2019 - 7:00 p.m.

AGENDA

I. INVOCATION

Pastor Mike Harbin, Royce Baptist Church

II. PLEDGE OF ALLEGIANCE

Elizabeth O'Toole, Oak Ridge High School Naval JROTC

III. ROLL CALL

IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

a. Recognition of Katherine Shannon, 8th Grade Jefferson Middle School art student, for design of logo for new senior transportation program

b. Presentation by Randy Brackins, Chairman of the Tennessee Professional Standards Committee for the Tennessee Association of Chiefs of Police (TACP)

c. Recognition of ORNL Federal Credit Union for Bissell Park pavilion improvements and presentation of proclamation

Proclamations

a. A proclamation designating June 15, 2019 as Elder Abuse Awareness Day

V. SPECIAL REPORTS

(NONE)

VI. CONSENT AGENDA

a. Approval of May 13, 2019 City Council regular meeting minutes

b. Approval of May 24, 2019 City Council special meeting minutes

c. Approval of May 28, 2019 City Council special meeting minutes

d. Transmittal of Report on Debt Obligation – State Form CT-0253 on $3,288,000 State Revolving Loan Fund

e. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO WASTE MANAGEMENT FOR DISPOSAL OF BIOSOLIDS AT THE CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $140,000.00.

f. A RESOLUTION MAKING AWARDS TO ALTERNATE STAFFING, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $100,000.00.

g. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $450,000.00.

h. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR EMERGENCY STREET RESURFACING FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $230,000.00.

i. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2020 IN THE ESTIMATED AMOUNT OF $421,000.00.

j. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY FOR FISCAL YEAR 2020 IN THE AMOUNT OF $29,188.68.

k. A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AWARDS TO STOWERS, BOBCAT, CONTRACTORS MACHINERY, UNITED RENTALS, NORTRAX, AND OTHER SUITABLE COMPANIES FOR AS NEEDED HEAVY EQUIPMENT RENTAL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $95,000.00.

l. A RESOLUTION APPROVING THE CLASSIFICATION PLAN AND COMPENSATION PLAN UPDATES FOR FISCAL YEAR 2020, AS RECOMMENDED BY THE CITY MANAGER AND REVIEWED BY THE PERSONNEL ADVISORY BOARD.

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

(NONE)

VIII. FINAL ADOPTION OF ORDINANCES

a. AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS. **(Public Hearing is required.)**

IX. RESOLUTIONS

a. A RESOLUTION TO APPROVE MASTER AGREEMENTS WITH TWO PURCHASING COOPERATIVES TO ALLOW THE CITY TO BECOME A PARTICIPATING MEMBER OF BOTH COOPERATIVES, AND AUTHORIZING THE PURCHASE OF FURNITURE FROM THE PURCHASING COOPERATIVES FOR THE SENIOR CENTER IN AN AMOUNT NOT TO EXCEED $100,000.00.

b. A RESOLUTION AUTHORIZING THE PURCHASE OF CHLORINE BRIQUETTES FOR THE OUTDOOR SWIMMING POOL FROM DUFFIELD AQUATICS, INC., ANDERSON, SOUTH CAROLINA, IN AN AMOUNT NOT TO EXCEED $46,953.72.

c. A RESOLUTION AWARDING A CONTRACT (FY2019-130) TO GOLF NOW, LLC, ORLANDO, FLORIDA, FOR A POINT-OF-SALE SYSTEM FOR TENNESSEE CENTENNIAL GOLF COURSE.

d. A RESOLUTION AUTHORIZING THE PURCHASE OF ALUMINUM STOCK AND HARDWARE FROM FRAZIER WELDING & STEEL CO., INC., KNOXVILLE, TENNESSEE, AS THE MATERIALS FOR FABRICATION OF A FENCE AT BLANKENSHIP FIELD IN AN AMOUNT NOT TO EXCEED $34,274.70, SUBJECT TO ACCEPTANCE OF THE SUPPLIER'S QUOTE FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION.

e. 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 YEARS 2020 AND 2021 IN AN AMOUNT NOT TO EXCEED $96,000.00 PER FISCAL YEAR.

f. A RESOLUTION TO ENCUMBER ALL REMAINING UNSPENT BUDGETED FUNDS AT THE END OF FISCAL YEAR 2019 IN THE FOLLOWING GENERAL FUND ACTIVITIES: 845 INFORMATION SERVICES, 862 FINANCE, AND 951 STORMWATER.

g. A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2020 IN THE AMOUNT OF $54,000.

h. A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2020 IN THE AMOUNT OF $54,000.

X. APPEARANCE OF CITIZENS

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

i. Confirmation of the nomination of Alan L. Liby as Commissioner of the Oak Ridge Utility District to serve a five year term commencing on July 1, 2019

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

RECREATION & PARKS DEPARTMENT MEMORANDUM
19-10

DATE: May 29, 2019

TO: Mark S. Watson, City Manager

FROM: Jonathan W. Hetrick, Recreation & Parks Director

SUBJECT: PUBLIC RECOGNITION – ORNL FCU CONTRIBUTIONS TO ENHANCE THE QUALITY OF LIFE IN THE CITY OF OAK RIDGE AND PRESENTATION OF PROCLAMATION

Introduction
An item for the agenda is the public recognition of ORNL Federal Credit Union for their sponsorship of the free concert program, The Summer Concert Series, and their recently completed improvements to the Civic Center Amphitheater in AK Bissell Park. Councilmember Dodson also requested that the attached proclamation be prepared for consideration by City Council.

Funding
No funding is associated with this item.

Consideration
In 2018, ORNL Federal Credit Union, under the leadership of President and CEO Colin Anderson, collaborated with WDVX Radio Station to present a free concert series in Oak Ridge for the benefit of residents and visitors. In 2019, The Summer Concert Series will continue to grow and improve with the performances of more well-known and popular artists and bands.

In order to provide a more attractive and comfortable performance setting, ORNL FCU has donated to the City much-needed maintenance and improvements to the amphitheater. These improvements include pressure washing and painting of the structure and the installation of new shade sails. The shade sails protect performers on the stage from the heat and glare of the setting sun. ORNL FCU's maintenance and improvements benefit The Summer Concert Series as well as many other activities at the amphitheater, including the Community Band concerts, the Secret City Festival and various special events.

Recommendation
Public recognition of the contributions of ORNL FCU to the community and approval of the attached proclamation is recommended.

Jonathan W. Hetrick

Attachments:
Proclamation

City Manager's Comments:

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

Mark S Watson 6-6-19
Mark S. Watson Date

PROCLAMATION

WHEREAS, in 2018, ORNL Federal Credit Union, under the leadership of President and CEO Colin Anderson, collaborated with WDVX Radio to present a free concert series in Oak Ridge for the benefit of residents and visitors; and

WHEREAS, in 2019, the Summer Concert Series will continue to grow with the performances of well-known artists and bands, such as Jim Lauderdale Band, Steve Gulley and New Pinnacle, The Travelin' McCourys, Circus No. 9, Ricky Skaggs and Kentucky Thunder, Blue Moon Rising, Molly Tuttle, and the Alex Leach Band; and

WHEREAS, ORNL Federal Credit Union has graciously donated to the City much-needed maintenance and improvements to the amphitheater; and

WHEREAS, improvements include pressure washing and painting of the structure and the installation of new shade sails, which protect performers from the heat and glare; and

WHEREAS, the improvements benefit the Summer Concert Series as well as many other activities at the amphitheater, including the Community Band concerts, the Secret City Festival and various special events; and

WHEREAS, ORNL FCU continues to demonstrate its generosity and commitment to the Oak Ridge community.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE, that the City of Oak Ridge recognizes

ORNL FEDERAL CREDIT UNION

and express our gratitude for the continued contribution made by this institution and its employees to improve the quality of life in our city.

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 10th day of June in the year 2019.

_____

WARREN L. GOOCH, MAYOR

CITY CLERK MEMORANDUM
19-11

DATE: June 4, 2019

TO: Honorable Mayor and Members of City Council

FROM: Mary Beth Hickman, City Clerk

SUBJECT: PROCLAMATION FOR THE JUNE 10, 2019 CITY COUNCIL MEETING AGENDA

The following proclamation is presented for the June 10, 2019 City Council meeting for the City Council's consideration:

A proclamation designating June 15, 2019 as Elder Abuse Awareness Day

This request was submitted by Oak Ridge Police Chief Robin Smith to designate June 15, 2019 as Elder Abuse Awareness Day. Detective Wendy Zolkowski is leading an effort to increase awareness in the City of Oak Ridge of elder abuse and its impact on the City's most vulnerable adults. Prior to Elder Abuse Awareness Day, the Oak Ridge Police Department is holding its "Ask an Officer" Quarterly meeting on Wednesday, June 12, 2019 from 1:00 to 3:00 p.m. at the Oak Ridge Senior Center to discuss elder abuse and scams affecting our Oak Ridge seniors. All residents are being encouraged to wear purple on June 15th in order to show support for this effort.

Mary Beth Hickman

Mary Beth Hickman

Attachment:
Proclamation designating June 15, 2019 as Elder Abuse Awareness Day

PROCLAMATION

WHEREAS, World Elder Abuse Awareness Day is held on June 15th and is an annual international United Nations observance day; and

WHEREAS, this observance represents one day in the year when the entire world voices its opposition to the abuse and suffering inflicted upon vulnerable adults, and seniors citizens; and

WHEREAS, with a growing global population of elderly people, and as longevity increases, abuse of the vulnerable adults and elderly is an increasing and serious problem that affects health and human rights; and

WHEREAS, approximately one in ten elderly seniors experience some form of abuse, with an annual loss of 36.5 billion dollars, a figure that is expected to increase as the global population of people aged sixty and older will more than double by 2050; and

WHEREAS, elderly people are particularly vulnerable to abuse and neglect due to fear, infirmity and isolation, with a 1/3 chance of dying sooner if victimized; and

WHEREAS, ahead of World Elder Abuse Awareness Day, the Oak Ridge Police Department is holding its "Ask an Officer" Quarterly meeting on Wednesday, June 12, 2019 from 1:00 to 3:00 p.m. at the Oak Ridge Senior Center to discuss elder abuse and scams affecting our Oak Ridge Seniors; and

WHEREAS, the Oak Ridge Police Department is demonstrating its commitment to protecting the well-being of our vulnerable adults and senior citizens by recognizing World Elder Abuse Awareness Day.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE, that June 15, 2019 be proclaimed

ELDER ABUSE AWARENESS DAY

in the City of Oak Ridge, Tennessee, and that all citizens be encouraged to support the efforts of the Oak Ridge Police Department to draw attention to the ever-growing problem of elder abuse and to protect the well-being of our older residents by wearing purple to show their support for this effort.

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 10th day of June in the year 2019.

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WARREN L. GOOCH, MAYOR

CONSENT AGENDA

OAK RIDGE CITY COUNCIL MEETING
Municipal Building Courtroom

May 13, 2019

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on May 13, 2019 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

INVOCATION

The invocation was given by Rabbi Victor Rashkovsky of the Jewish Congregation of Oak Ridge..

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Ellen Smith.

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 Derrick Hammond; Councilmember Charles J. Hope, Jr.; and Councilmember Ellen Smith.

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

PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

Recognition of Mira Kimmelman and presentation of proclamation
Mayor Gooch recognized the accomplishments of the late Mira Kimmelman, and presented a proclamation to Rabbi Victor Rashkovsky, who accepted on behalf of Ms. Kimmelman's family.

Recognition of Ellen Reid and presentation of proclamation
Mayor Gooch recognized Ellen Reid as the winner of the 2019 Pulitzer Prize in Music and presented a proclamation to her parents, Randy and Karen Reid. Mr. Reid read a statement of thanks from Ellen.

Recognition of Young Southeast Asian Fellow Smey Taing
City Manager Mark Watson recognized Smey Taing, who has been visiting the City during the past month as part of an exchange program between the International City Manager's Association and the United States Department of State.

Proclamations

A proclamation designating May 31-June 1, 2019 as Flatwater Tales Storytelling Festival Weekend.
Councilmember Smith moved for approval of the proclamation, and Councilmember Hope seconded. The proclamation was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

A proclamation designating May 12-18, 2019 as Police Week and May 15, 2019 as Police Memorial Day.
Mayor Pro Tem Chinn moved for approval of the proclamation, and Councilmember Dodson seconded. The proclamation was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

A proclamation designating May 19-25, 2019 as Public Works Week.
Councilmember Dodson moved for approval of the proclamation, and Councilmember Hope seconded. The proclamation was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

A proclamation designating June 7-8, 2019 as Secret City Festival Time
Councilmember Smith moved for approval of the proclamation, and Councilmember Dodson seconded. The proclamation was approved unanimously by voice vote with Councilmembers Callison, Dodson, Hammond, Hope, Smith, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye."

Mayor Gooch moved to suspend the rules to call up the following item out of order, and Mayor Pro Tem Chinn seconded:

AN ORDINANCE TO AMEND THE MAIN STREET OAK RIDGE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN TO REMOVE MULTI-FAMILY USES AND AN EXISTING ACCESS POINT AND TO ADD NEW RETAIL USES, SIDEWALKS, OPEN SPACE, AND FUTURE PHASES OF DEVELOPMENT; SAID PROPERTY IS BORDERED BY RUTGERS AVENUE, SOUTH ILLINOIS AVENUE, SOUTH TULANE AVENUE, AND OAK RIDGE TURNPIKE AND CONTAINS PARCELS 003.00, 003.04, 003.05, 003.06, 003.08, 003.09, 003.10, 003.11, 003.12, 003.13, AND 036.00, TAX MAP 099L, GROUP A, (APPROXIMATELY 58.54 ACRES), WITH NO CHANGE TO THE ZONING DISTRICT WHICH REMAINS UB-2/PUD, UNIFIED GENERAL BUSINESS WITH A PLANNED UNIT DEVELOPMENT OVERLAY. **(Public Hearing is required.)**

The motion to suspend the rules was approved unanimously.

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

Steve Whitson, Chair of the Oak Ridge Municipal Planning Commission, 235 Park Meade Place, Oak Ridge, stated that a fantastic work session was held with the Planning Commission and representatives from RealtyLink. He stated that all conditions that had been discussed have been met and recommended approval of the ordinance.

Parker Hardy, President of the Oak Ridge Chamber of Commerce, 123 Amanda Drive, Oak Ridge, spoke in support of the ordinance and stated that time is of the essence in getting the project completed.

Matt Bailey, 17 Riverside Drive, Oak Ridge, stated that it is time for Oak Ridge to start promoting itself.

Mike Mahathy, 113 Fallberry Street, Oak Ridge, stated that trust should be placed in RealtyLink as the experts on mall development and that they should be allowed to do their job and complete the project.

Seeing no additional citizens wishing to speak, Mayor Gooch moved to close the public hearing, and Councilmember Dodson seconded. The motion was approved unanimously by voice vote.

Councilmember Smith stated her opposition to the ordinance because she is concerned that the physical configuration of the project will tie the City's hands in the future with respect to development.

Councilmember Hope stated that a shopping center is a catalyst to the downtown area and that he is glad that the developers agreed to emphasize Wilson Street.

Councilmember Hammond stated that the developer has done everything that has been asked, and that his prior "no" vote was due to his feelings that a significant opportunity remained for further discussion.

Councilmember Dodson stated his support for a viable entrance on Rutgers Avenue, and an additional emphasis on green space that the developer has committed to.

Mayor Gooch stated his support for the ordinance as well as his feeling that the Main Street project is vitally important to our city.

Mayor Pro Tem Chinn stated his support for the ordinance and the project and pointed out that the properties adjacent to the mall will also be enhanced by future development.

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

SPECIAL REPORTS

Resolution No. 5-33-2019

A RESOLUTION APPROVING THE CITY BLUEPRINT AS A "LIVING" PLAN TO GUIDE CITY COUNCIL AND THE OAK RIDGE MUNICIPAL PLANNING COMMISSION IN THEIR EFFORTS TO ENCOURAGE AND MAINTAIN QUALITY COMMUNITY GROWTH AND DEVELOPMENT IN OAK RIDGE.

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

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

CONSENT AGENDA

The following item was removed from the agenda for consideration at a later meeting:

A RESOLUTION APPROVING A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR MAINTENANCE OF STATE HIGHWAYS WITHIN THE CORPORATE CITY LIMITS WHEREBY THE CITY IS REIMBURSED BY TDOT FOR SAID SERVICES IN THE AMOUNT OF $139,627.05.

Councilmember Callison moved for approval of the Consent Agenda, and Councilmember Hope seconded.

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

Approval of the April 8, 2019 City Council regular meeting minutes

Resolution No. 5-34-2019

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF OAK RIDGE A CERTIFICATE OF GOOD MORAL CHARACTER FOR BARBARA PARMAN, FRATERNAL ORDER OF EAGLES 2514, 1650 OAK RIDGE TURNPIKE.

Resolution No. 5-35-2019

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., NASHVILLE, TENNESSEE, FOR ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED $360,000.00 FOR DEVELOPING PLANS FOR PHASE II OF THE OAK RIDGE SIGNAL TIMING OPTIMIZATION PROGRAM.

Resolution No. 5-36-2019

A RESOLUTION AUTHORIZING THE CITY TO SUBMIT DOCUMENTATION TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) TO FINALIZE THE CITY'S AWARD OF CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) PROGRAM FUNDS FOR PHASE III OF THE CITY'S SIGNAL TIMING OPTIMIZATION.

Resolution No. 5-37-2019
A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MOTOROLA SOLUTIONS, SALT LAKE CITY, UTAH, FOR MAINTENANCE SERVICES FOR THE PUBLIC SAFETY COMPUTER SYSTEM FOR MAY 1, 2019 THROUGH APRIL 30, 2020 IN THE AMOUNT OF $57,141.87.

Resolution No. 5-38-2019
A RESOLUTION WAIVING COMPETITIVE BIDS AND AUTHORIZING THE CITY TO PURCHASE A FARO ULTRA-PORTABLE FOCUS LASER SCANNER IN AN AMOUNT NOT TO EXCEED $40,000.00.

Resolution No. 5-39-2019
A RESOLUTION AWARDING A CONTRACT (FY2020-001) TO SWEEPING CORPORATION OF AMERICA, INC., NASHVILLE, TENNESSEE, FOR STREET SWEEPING IN AN AMOUNT NOT TO EXCEED $92,604.38.

Resolution No. 5-40-2019
A RESOLUTION MAKING AWARD TO STAFFING SOLUTIONS FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT FOR FISCAL YEAR 2019 IN AN AMOUNT NOT TO
EXCEED $42,000.00.

FINAL ADOPTION OF ORDINANCES

Ordinance No. 16-2019
AN ORDINANCE TO AMEND TITLE 12, TITLED "BUILDING, UTILITY, ETC. CODES," CHAPTER 12, TITLED "ENERGY CONSERVATION CODE," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, BY DELETING SECTION 12-1201, TITLED "ENERGY CONSERVATION CODE ADOPTED," IN ITS ENTIRETY AND SUBSTITUTING THEREFOR A NEW SECTION 12-1201, TITLED "ENERGY CONSERVATION CODE ADOPTED," AND BY CREATING A NEW SECTION 12-1202, TITLED "AMENDMENTS," ALL FOR THE PURPOSE OF ADOPTING THE 2018 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE FOR COMPLIANCE WITH TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE, DIVISION OF FIRE PREVENTION, REQUIREMENTS.

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

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

RESOLUTIONS

Resolution No. 5-41-2019
A RESOLUTION APPROVING A RESALE RATE SCHEDULE AGREEMENT WITH THE TENNESSEE VALLEY AUTHORITY (TVA) WHICH ADOPTS A NEW SUPPLEMENTAL RESIDENTIAL RATE SCHEDULE (SRS) APPLICABLE TO CERTAIN RESIDENTIAL STRUCTURES.

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

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

Resolution No. 5-42-2019
A RESOLUTION AWARDING A CONTRACT (FY2020-003) TO OLAMETER CORPORATION, MATTHEWS, NORTH CAROLINA, TO PROVIDE ELECTRIC AND WATER METER READING SERVICES IN AN AMOUNT NOT TO EXCEED $778,980.10.

Councilmember Smith moved for approval of the resolution, and Councilmember Smith seconded. Utility Business Office Manager Marlene Bannon 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."

Resolution No. 4-30-2019
A RESOLUTION AWARDING A CONTRACT (FY2019-100) TO DESIGN & CONSTRUCTION SERVICES, INC., KNOXVILLE, TENNESSEE, FOR THE PURCHASE AND INSTALLATION OF A SAMPLING PLATFORM AT THE DIGESTERS AT THE TURTLE PARK WASTEWATER TREATMENT PLANT IN AN AMOUNT NOT TO EXCEED $49,481.00.

Councilmember Smith moved for approval of the resolution, and Councilmember Callison seconded. Operations Manager Patrick Berge 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."

Resolution No. 5-43-2019
A RESOLUTION AWARDING A CONTRACT (FY2019-164) TO HENLEY ROOFING, INC., HEISKELL, TENNESSEE, FOR ROOF REPLACEMENT AT ROBERTSVILLE MIDDLE SCHOOL IN AN AMOUNT NOT TO EXCEED $1,230.000.00.

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

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

APPEARANCE OF CITIZENS

Rose Weaver, 142 Hendrix Drive, Oak Ridge, addressed Council to request that the City put in place a policy to provide greater opportunities for minority contractors.

ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

Elections/Appointments

Appointment of City Council representative to Youth Advisory Board Screening Panel
Councilmember Hope moved that Councilmember Jim Dodson be re-appointed as the City Council representative on the Youth Advisory Board Screening Panel, and Mayor Pro Tem Chinn seconded. The motion was approved unanimously by voice vote.

Announcements

Scheduling

City Manager Mark Watson informed Council the work session on May 21, 2019 would be preceded by a special meeting, and that the Budget and Finance Committee would meet on May 15th at 4:00 p.m.

COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

Councilmember Hammond stated that he would like the City to be proactive about eliminating historical barriers with respect to minority employment opportunities.

SUMMARY OF CURRENT EVENTS

CITY MANAGER'S REPORT

City Manager Mark Watson provided an update to Council on the progress of the construction of the Pre-K and the Senior Center.

CITY ATTORNEY'S REPORT

City Attorney Ken Krushenski reported that a lawsuit pending in the courts pertaining to revenues from liquor-by-the-drink has been decided in favor of the municipalities and that he would provide them with more information in the near future.

ADJOURNMENT: 8:41 p.m.

OAK RIDGE CITY COUNCIL MEETING
Municipal Building Courtroom

May 24, 2019

Minutes

A special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 12:00 p.m. on May 24, 2019 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

ROLL CALL

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

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

FINAL ADOPTION OF ORDINANCES

Ordinance No. 17-2019
AN ORDINANCE TO AMEND THE MAIN STREET OAK RIDGE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN TO REMOVE MULTI-FAMILY USES AND AN EXISTING ACCESS POINT AND TO ADD NEW RETAIL USES, SIDEWALKS, OPEN SPACE, AND FUTURE PHASES OF DEVELOPMENT; SAID PROPERTY IS BORDERED BY RUTGERS AVENUE, SOUTH ILLINOIS AVENUE, SOUTH TULANE AVENUE, AND OAK RIDGE TURNPIKE AND CONTAINS PARCELS 003.00, 003.04, 003.05, 003.06, 003.08, 003.09, 003.10, 003.11, 003.12, 003.13, AND 036.00, TAX MAP 099L, GROUP A, (APPROXIMATELY 58.54 ACRES), WITH NO CHANGE TO THE ZONING DISTRICT WHICH REMAINS UB-2/PUD, UNIFIED GENERAL BUSINESS WITH A PLANNED UNIT DEVELOPMENT OVERLAY.

Mayor Pro Tem Chinn moved for adoption of the ordinance, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the ordinance, and Community Development Director Wayne Blasius answered questions from Council.

The ordinance was adopted by board vote with Councilmembers Callison, Dodson, Hammond, Hope, Mayor Gooch and Mayor Pro Tem Chinn voting "Aye," and Councilmember Smith voting "No."

RESOLUTIONS

Resolution No. 5-44-2019
A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT WITH TN OAK RIDGE RUTGERS, LLC, REGARDING THE MAIN STREET OAK RIDGE PLANNED UNIT DEVELOPMENT.

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

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

Resolution No. 5-45-2019
A RESOLUTION APPROVING A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR MAINTENANCE OF STATE HIGHWAYS WITHIN THE CORPORATE CITY LIMITS WHEREBY THE CITY IS REIMBURSED BY TDOT FOR SAID SERVICES IN THE AMOUNT OF $151,282.65.

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

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

Resolution No. 5-46-2019
A RESOLUTION AWARDING A CONTRACT (FY2020-002) TO SEELBACH AND COMPANY, LLC, LAWRENCEVILLE, GEORGIA, FOR TREE PRUNING, TREE REMOVAL, AND BRUSH CONTROL SERVICES FOR FISCAL YEAR 2020 AND FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED $2,347,537.00.

Mayor Pro Tem Chinn moved for approval of the resolution, and Councilmember Callison seconded. Lily Seabolt with the Electric Department 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."

Resolution No. 5-47-2019
A RESOLUTION APPROVING THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION'S CONSULTANT SELECTION POLICY FOR THE OAK RIDGE GATEWAY PROJECT.

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 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."

ADJOURNMENT: 12:26 p.m.

OAK RIDGE CITY COUNCIL SPECIAL MEETING
Municipal Building Courtroom

May 28, 2019

Minutes

The special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 6:00 p.m. on May 28, 2019 in the Courtroom of the Municipal Building with Warren L. Gooch presiding.

ROLL CALL

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

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

CITY MANAGER'S REPORT

Presentation and transmittal of the City of Oak Ridge's Proposed Budget for Fiscal Year 2020 by Mark S. Watson, City Manager.

City Manager Mark Watson presented the FY 2020 budget to the City Council and answered questions from Councilmembers.

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

ADJOURNMENT

The meeting adjourned at 7:07 p.m.

FINANCE DEPARTMENT MEMORANDUM
19-08

DATE: June 5, 2019

TO: Mark S. Watson, City Manager

FROM: Janice E. McGinnis, Finance Director

SUBJECT: Transmittal of Report on Debt Obligation – State Form CT-0253 on $3,288,000 State Revolving Fund Loan

Attached is State Form CT-0253 Report on Debt Obligation for transmittal to City Council for the City's $3,288,000 State Revolving Fund Loan DWF 2019-216 issued for design and engineering costs for the new water treatment plant and related infrastructure. The resolution authorizing this loan was approved at the April 8, 2019 City Council meeting. For all city debt issuances, the State requires Form CT-0253 to be completed and provided to the governing body at a public meeting and filed with the Office of State and Local Finance.

The loan was approved by the Tennessee Local Development Authority on May 9, 2019. The interest rate on the loan is 1.08% and there is a .08% state administrative fee, for a total rate of 1.16% on the 5 year loan. This is a draw loan, whereby, loan proceeds are drawn as work progresses to reimburse the City for applicable expenditures. Interest and fee payments on the amount drawn begin when the first drawdown of loan proceeds are received by the City. Principal payments begin once the engineering project becomes substantially complete. The principal amortization schedule, item 10 of the report, is based on the amortization and anticipated payment schedule of the full $3,288,000. It is anticipated that principal payments will begin in mid-fiscal 2021.

City staff will be available to answer questions regarding the information contained on the CT-0253 forms at the June 10, 2019 City Council meeting. The information provided is for transparency regarding debt transactions; no action is required by City Council.

Attachment

Janice McGinnis

Janice McGinnis

cc: Honorable Mayor and Members of City Council

State Form No. CT-0253
Revised Effective 1/1/14

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:

Name: City of Oak Ridge

Address: P.O. Box 1
Oak Ridge, TN 37831-0001

Debt Issue Name: State Revolving Fund Loan Oak Ridge DWF 19-216

If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

2. Face Amount: $ 3,288,000.00

Premium/Discount: $

3. Interest Cost: 1.0800 % ☑ Tax-exempt ☐ Taxable

☑ TIC ☐ NIC

☐ Variable: Index _____ plus _____ basis points; or

☐ Variable: Remarketing Agent _____

☐ Other: _____

4. Debt Obligation:

☐ TRAN ☐ RAN ☐ CON

☐ BAN ☐ CRAN ☐ GAN

☐ Bond ☑ Loan Agreement ☐ Capital Lease

If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").

5. Ratings:

☑ Unrated

Moody's _____ Standard & Poor's _____ Fitch _____

6. Purpose:

		BRIEF DESCRIPTION
☐ General Government	%	
☐ Education	%	
☑ Utilities	100.00 %	Design and Engineering New Water Treatment Plant
☐ Other	%	
☐ Refunding/Renewal	%	

7. Security:

☐ General Obligation ☑ General Obligation + Revenue/Tax

☐ Revenue ☐ Tax Increment Financing (TIF)

☐ Annual Appropriation (Capital Lease Only) ☐ Other (Describe): _____

8. Type of Sale:

☐ Competitive Public Sale ☐ Interfund Loan _____

☐ Negotiated Sale ☑ Loan Program State Revolving Fund Loan

☐ Informal Bid

9. Date:

Dated Date: 05/09/2019 Issue/Closing Date: 05/09/2019

State Form No. CT-0253
Revised Effective 1/1/14

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	$ 320,871.00	1.0800 %		$	%
2022	$ 646,962.00	1.0800 %		$	%
2023	$ 653,984.00	1.0800 %		$	%
2024	$ 661,082.00	1.0800 %		$	%
2025	$ 668,257.00	1.0800 %		$	%
2026	$ 336,844.00	1.0800 %		$	%
	$	%		$	%
	$	%		$	%
	$	%		$	%
	$	%		$	%
	$	%		$	%

If more space is needed, attach an additional sheet.

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

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

11. Cost of Issuance and Professionals:

☐ No costs or professionals

	AMOUNT (Round to nearest $)	FIRM NAME
Financial Advisor Fees	$ 0	
Legal Fees	$ 0	
Bond Counsel	$ 0	
Issuer's Counsel	$ 0	
Trustee's Counsel	$ 0	
Bank Counsel	$ 0	
Disclosure Counsel	$ 0	
_____	$ 0	
Paying Agent Fees	$ 0	
Registrar Fees	$ 0	
Trustee Fees	$ 0	
Remarketing Agent Fees	$ 0	
Liquidity Fees	$ 0	
Rating Agency Fees	$ 0	
Credit Enhancement Fees	$ 0	
Bank Closing Costs	$ 0	
Underwriter's Discount _____%		
Take Down	$ 0	
Management Fee	$ 0	
Risk Premium	$ 0	
Underwriter's Counsel	$ 0	
Other expenses	$ 0	
Printing and Advertising Fees	$ 146	Notice Of Public Meeting Advertisement
Issuer/Administrator Program Fees	$ 0	
Real Estate Fees	$ 0	
Sponsorship/Referral Fee	$ 0	
Other Costs _____	$ 0	
TOTAL COSTS	$ **146**	

State Form No. CT-0253
Revised Effective 1/1/14

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:

☐ No Recurring Costs

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

13. Disclosure Document / Official Statement:

☑ None Prepared

☐ EMMA link _____ or

☐ Copy attached

14. Continuing Disclosure Obligations:

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

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

If yes to either question, date that disclosure is due 12 months after fiscal year end

Name and title of person responsible for compliance Janice McGinnis, Finance Director

15. Written Debt Management Policy:

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

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

16. Written Derivative Management Policy:

☑ No derivative

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

Date of Letter of Compliance for derivative _____

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

17. Submission of Report:

To the Governing Body: on 06/06/2019 and presented at public meeting held on 06/10/2019

Copy to Director to OSLF: on 06/11/2019 either by:

☐ Mail to:
Cordell Hull Building
425 Fifth Avenue North, 4th Floor
Nashville, TN 37243-3400

OR

☑ Email to:
SLF.PublicDebtForm@cot.tn.gov

18. Signatures:

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	Warren L. Gooch	Janice McGinnis
Title	Mayor	Finance Director
Firm		City of Oak Ridge
Email	wgooch@oakridgetn.gov	jmcginnis@oakridgetn.gov
Date	06/10/2019	06/05/2019

PUBLIC WORKS DEPARTMENT MEMORANDUM
19-50

DATE: May 29, 2019

TO: Mark S. Watson, City Manager

FROM: Shira A. McWaters, P.E., Public Works Director

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

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the disposal of recycled biosolids generated at the Wastewater Treatment Plant to Waste Management, Chestnut Ridge Landfill, during the period of July 1, 2019 through June 30, 2020, in the not to exceed amount of $140,000.

Funding

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

Background

Chestnut Ridge Landfill, owned and operated by Waste Management, is an approved solid waste landfill. It is the closest landfill to the Wastewater Treatment Plant, and is in Anderson County. Below is a table of the biosolids disposal costs and approximate tons for FY2016 through April 30, 2019.

	FY2016	FY2017	FY2018	FY2019 as of 4/30/2019
Annual Cost	$109,345	$149,640	$127,069	$96,961
Cost per Ton	$31.75	$32.70	$33.52	$34.86
Approximate Tons	3,444	4,576	3,791	2,781
Monthly Average Tons	287	381	316	278
Percent Change from Prior FY	11%	33%	-17%	-12%

Based on a monthly average of 278 tons, the estimated final tonnage for FY2019 is anticipated to be 3,337 tons. The estimated final cost for FY2019 is approximately $116,328.

Recommendation

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

Shira A. McWaters

Shira A. McWaters, P.E.

Attachment:
Resolution

City Manager's Comments:

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

Mark S Watson

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO WASTE MANAGEMENT FOR DISPOSAL OF BIOSOLIDS AT THE CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $140,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Waste Management for disposal of the City's biosolids at the Chestnut Ridge Landfill for the Public Works Department for FY2020 (July 1, 2019 through June 30, 2020), based on a unit rate of $34.86 per ton and in an amount not to exceed $140,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PUBLIC WORKS DEPARTMENT MEMORANDUM
19-49

DATE: May 29, 2019

TO: Mark S. Watson, City Manager

FROM: Shira A. McWaters, P.E., Public Works Director

SUBJECT: **ANNUAL ORDER – TEMPORARY WORKERS**

Introduction

An item for City Council's consideration is a recommendation for the annual renewal option for the authority to expend funds for the provision of temporary workers to be utilized by the Public Works Department, during the period of July 1, 2019 through June 30, 2020, in the not to exceed amount of $100,000.

Funding

Funding for temporary maintenance workers for the Public Works Department is available in multiple activities in the FY2020 budget, including but not limited to facilities, State Street Aid, and in the case of office workers, Supervision and Engineering. The temporary maintenance workers are listed on the daily labor distribution form, with their time allocated to the job they performed along with the City employees, both using the City's work order system and charged to the appropriate budgets.

Background

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

Historically, the temporary worker program has been utilized for vacant positions, long-term injuries, special projects, and to supplement work crews. During the past five (5) years, the use of temps has been primarily to supplement the Work Pool crews.

Generally, the Public Works Department utilizes one to two temps on average during the course of a fiscal year. The weekly cost for two (2) temps is approximately $1,210 or $62,920 annually. To permanently hire these vacant positions would cost the City approximately $50,000 per position. If Staff is required to eliminate the temp worker program, residents could be impacted with delays in repairing streets and sidewalks, and other projects that require additional labor.

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

Conclusion

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

Shira A. McWaters

Shira A. McWaters, P.E.

City Manager's Comments:

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

Mark S Watson

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION MAKING AWARDS TO ALTERNATE STAFFING, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $100,000.00.

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

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

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

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

WHEREAS, the City Manager recommends award be made to Alternate Staffing, Inc., for as needed temporary general labor employment services for FY2020, and to allow awards to other qualified companies when more technical skill sets are needed for temporary workers for the Public Works Department.

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

That the recommendations of the City Manager are approved and award is hereby made to Alternate Staffing, Inc., Knoxville, Tennessee, for furnishing as needed general labor temporary workers and to other qualified companies that participated in the City's Request for Proposals process for furnishing as needed temporary workers when more technical skill sets are needed; said services for the Public Works Department for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) in an amount not to exceed $100,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PUBLIC WORKS DEPARTMENT MEMORANDUM
19-52

DATE: May 29, 2019

TO: Mark S. Watson, City Manager

FROM: Shira A. McWaters, P.E., Public Works Director

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

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of chemicals to be utilized at the Water Treatment Plant during the period of July 1, 2019 through June 30, 2020, in the not to exceed amount of $450,000.

Funding

Funding is available in the FY2020 Water Works budget.

Background

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

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

In accordance with our water contract with DOE, the costs associated with the purchase and use of chemicals at the Water Treatment Plant are split 50/50.

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

Chemical	FY2017	FY2018	FY2019 (Estimated)	3 Year Average
Sodium Hypochlorite	N/A	N/A	$37,500	$185,700*
Chlorine	$ 38,120	$ 30,251	$ 22,088	NA
Phosphate	$ 42,240	$ 63,360	$ 42,240	$49,280
Polymer	$117,070	$ 99,233	$ 86,809	$101,037
3 Year Total	$197,430	$237,839	$188,638	$336,017

*Estimated annual cost

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

Recommendation

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

Shira A. McWaters

Shira A. McWaters, P.E.

City Manager's Comments:

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

Mark S. Watson

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $450,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to The Dycho Co., Specialized Operations Services, Inc., Nalco Company, and other qualified providers for the furnishing of chemicals for the Water Treatment Plant for FY2020 (July 1, 2019 through June 30, 2020), in an amount not to exceed $450,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PUBLIC WORKS DEPARTMENT MEMORANDUM
19-53

DATE: May 31, 2019

TO: Mark S. Watson, City Manager

FROM: Shira A. McWaters, P.E., Public Works Director

SUBJECT: **ANNUAL ORDER – STREET RESURFACING EMERGENCY SERVICE**

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the provision of street resurfacing emergency service for the Public Works Department, during the period of July 1, 2019 through June 30, 2020, in the not to exceed amount of $230,000.

Funding

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

Background

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

FY2017	FY2018	FY2019 (projected)
$210,855	$219,413	$13,950

Recommendation

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

Shira A. McWaters

Shira A. McWaters

City Manager's Comments:

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

Mark S Watson

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR EMERGENCY STREET RESURFACING FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $230,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Rogers Group, Inc.; PRI of East Tennessee, J.G. Mullins Construction Company; and other qualified providers for emergency street resurfacing for the Public Works Department for FY2020 (July 1, 2019 through June 30, 2020), in an amount not to exceed $230,000.00

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FINANCE DEPARTMENT MEMORANDUM
19-05

DATE: May 21, 2019

TO: Mark S. Watson, City Manager

THROUGH: Janice E. McGinnis, Finance Director

FROM: Lyn Majeski, Purchasing Manager

SUBJECT: BEST PROVIDER COMMODITY REQUIREMENTS FOR FISCAL YEAR 2020

Introduction
An item for City Council's consideration is a recommendation for authorizing the approval of the City's fuel requirements in the total estimated amount of **$421,000**.

Funding
Funds are budgeted in FY 2020.

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

UNLEADED AND DIESEL FUEL
Fuel located at the Central Service Complex and at Heritage Center is considered warehouse stock. The City of Oak Ridge has had an excellent long-term relationship with the vendor, Mansfield Oil Company. The City continues to receive the lowest rack price available from Mansfield. The pricing structure the City receives from Mansfield is no longer available with new contracts. Mansfield continues to honor our pricing due to our long-term relationship with them. As in the past, this pricing is less than the current State Contract pricing. Maintaining this relationship has been very beneficial to the City through the years and has insured fuel to be available for our fleet even during fuel shortages, as was the not the case for other area entities during the 2008 fuel shortage. A contract customer receives priority treatment versus a spot customer. Mansfield has many options to provide fuel, not just one provider, their network includes access to most major refiners, terminals and transportation companies. Mansfield has a large network of haulers which enables them more availability to get us a haul when we need it. During extreme working conditions, i.e. running trucks continuously after a bad storm, fuel has always been available for our fleet. This vendor saves staff hours each month by monitoring and shipping fuel as needed. City fuel costs have historically fluctuated on an annual basis, as demonstrated by the table on the following page. Estimated fuel cost for FY19 is an increase of only 1.0% from FY18. Due to yearly fluctuations, staff has averaged the last six years for FY20 projected cost for this commodity. The total estimated amount is **$421,000.**

YEAR	GALLONS	AMOUNT	DOLLAR CHANGE
FY14	232,153	$666,414	-2.5 %
FY15	224,888	$457,606	-31.3 %
FY16	214,932	$308,485	-32.6 %
FY17	215,479	$325,951	+9.5 %
FY18	210,436	$382,944	+17.5 %
Est. FY19	218,000	$384,000	+1.0 %

Recommendation

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

Lyn Majeski

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

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2020 IN THE ESTIMATED AMOUNT OF $421,000.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, the City has a long-term relationship with Mansfield Oil Company for furnishing unleaded and diesel fuel and continues to receive the lowest rack price available which is less than current state contract pricing; and

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

WHEREAS, due to yearly fluctuations, staff has averaged the last six years of fuel costs to project the cost for this commodity for FY2020 and, for that reason, the amount is listed as estimated; and

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Mansfield Oil Company for the furnishing of unleaded and diesel fuel for FY2020 (July 1, 2019 through June 30, 2020) in the estimated amount of $421,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FINANCE MEMORANDUM

19-06

DATE: June 4, 2019

TO: Mark S. Watson, City Manager

FROM: Janice E. McGinnis, Finance Director

SUBJECT: JD EDWARDS SOFTWARE ANNUAL MAINTENANCE

Introduction

An item for City Council's consideration is a renewal of the annual maintenance agreement with ORACLE in the amount of $29,188.68 for the JD Edwards financial software system utilized by the City. ORACLE purchased the JD Edwards software systems in 2005.

Funding

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

Background

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

Recommendation

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

Attachment

Janice McGinnis

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

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY FOR FISCAL YEAR 2020 IN THE AMOUNT OF $29,188.68.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020) that do not lend themselves to the normal competitive bidding procedure; and

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

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

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

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to Oracle America, Inc., for the furnishing of annual maintenance services to the City's financial software system for FY2020 (July 1, 2019 through June 30, 2020), in the amount of $29,188.68.

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 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PUBLIC WORKS DEPARTMENT MEMORANDUM
19-51

DATE: May 31, 2019

TO: Mark S. Watson, City Manager

FROM: Shira A. McWaters, P.E., Public Works Director

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

Introduction

An item for City Council consideration is a recommendation for the authority to expend funds for the rental of heavy equipment by the Public Works Department, during the period of July 1, 2019 through June 30, 2020, in the not to exceed amount of $95,000.

Funding

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

Background

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

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

FY2017	FY2018	FY2019 (projected)
$55,622	$93,742	$95,000

Recommendation

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

Shira A. McWaters

Shira A. McWaters, P.E.

Attachment:
Resolution

City Manager's Comments:

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

Mark S Watson

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AWARDS TO STOWERS, BOBCAT, CONTRACTORS MACHINERY, UNITED RENTALS, NORTRAX, AND OTHER SUITABLE COMPANIES FOR AS NEEDED HEAVY EQUIPMENT RENTAL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED $95,000.00.

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

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

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

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

That the recommendation of the City Manager that competitive bids be waived is approved and awards are hereby made to Stowers, Bobcat, Contractors Machinery, United Rentals, Nortrax, and other suitable companies for as needed heavy equipment rental for the Public Works Department for FY2020 (July 1, 2019 through June 30, 2020), in an amount not to exceed $95,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PERSONNEL DEPARTMENT MEMORANDUM
19-079

DATE: June 5, 2019

TO: Mark Watson, City Manager

FROM: Bruce M. Applegate, Director of Administrative Services

SUBJECT: FISCAL YEAR 2020 CLASSIFICATION PLAN AND COMPENSATION PLAN UPDATE

Introduction

An item for the agenda is a resolution approving updates to the City's Classification Plan and Compensation Plan. The updates include recommendations made by the Personnel Advisory Board over the last six months and the incorporation of the Fiscal Year 2020 Budget proposals. The attached Classification Plan and Compensation Plan require adoption by resolution and reflect all changes that have been brought before the City Manager as recommended for adoption by the Personnel Advisory Board.

Funding

Funding for this item has been included in the proposed FY 2020 Budget.

Background

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

Due to the complexity and fiscal impacts of the recommended changes City staff have rolled out the required ordinance and resolution adjustments through a multi-phase approach, beginning October 8, 2017. Phases 1 - 5 have been reviewed and implemented over the last two years through the efforts of City Council, the Personnel Advisory Board, and City staff. Phase 6, the proposed Year 3 Fire Schedule, has been funded in the Fiscal Year 2020 Budget, and integrated into the attached Fiscal Year 2020 Compensation Plan.

Adoption of the Year 3 Fire Schedule will bring the multi-phase transition to the 2017 Classification and Compensation schedule to a close.

Classification Plan Update

City staff routinely present the Personnel Advisory Board proposed adjustments to both the City's Classification Plan and City's Compensation Plan throughout the year. Article 4.2 of the Personnel Plan requires the proposed changes are to be officially approved by City Council through resolution.

Adjustments to the Classification Plan represent an increase of one new position.

New position(s) added to the Classification Plan include(s): Grants and Compliance Coordinator (1212, Grade N).

The following positions received title change: FireFighter EMT Trainee (Exp) (3018, Grade A2) replaces FireFighter Trainee(Exp) (3018, Grade A2).

The following positions had a change in Pay Grade: Director of Administrative Services (1801, Grade V) replaces Director of Administrative Services (1801, Grade U), and Fire Captain-Paramedic(2080) (3009, Grade F2A) replaces Fire Captain-Paramedic(2080) (3009, Grade F1A).

Compensation Plan Update

The attached Compensation Plan has been amended to incorporate the above listed Classification Plan position changes, Year 3 Fire Schedule, and minor housekeeping adjustments (Grade renumbering, omitted step inclusions, rounding adjustments, and correction of scrivener's errors) recommended by the Personnel Advisory Board.

Recommendation

The Personnel Advisory Board met January 24, 2019, March 7, 2019, and June 5, 2019 to review all recommended updates to the attached Fiscal Year 2020 Classification and Compensation Plans. The Board voted during the June 5, 2019 meeting to 1.) Approve the consolidated plans reflecting all changes made to the Fiscal Year 2020 Classification and Compensation Plans and 2.) Formally submit the documents to City Council for adoption. The motions to approve updates to both the 2020 Classification Plan and 2020 Compensation Plan, and submit to City Council were unanimously supported.

Staff recommends adoption of the attached resolution that will approve an updated Classification and Compensation Plan for Fiscal Year 2020.

Bruce M. Applegate
Director of Administrative Services

Attachments: Fiscal Year 2020 Classification Plan
Fiscal Year 2020 Compensation Plan
Resolution

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

6-5-19

Date

		CLASSIFICATION PLAN - FY 2020						
CLASS CODE	SALARY RANGE	CLASS TITLE	FLSA		CLASS CODE	SALARY RANGE	CLASS TITLE	FLSA
1000		**ADMINISTRATIVE SERIES**					**PERSONNEL SERVICES**	
		CITY ADMINISTRATION			1801	V	Director of Administrative Services	E
1003	N	City Clerk	E		1802	Q	Human Resources Manager	E
1004	I	Deputy City Clerk II	N		1803	O	Human Resources/Risk Program Administrator	E
1005	G	Deputy City Clerk I	N		1805	O	Human Resources Benefits Administrator	E
1006	D	Administrative Intern III	N		1806	K	Human Resources Associate	N
1007	C	Administrative Intern II	N					
1008	B	Administrative Intern I	N		2000		**LIBRARY SERIES**	
		OFFICE & ADMINISTRATIVE SERVICES			2001	U	Library Director	E
1101	M	Executive Associate	N		2002	O	Library Operations Manager	E
1105	M	Court Clerk	N		2004	M	Librarian	N
1107	G	Deputy Court Clerk	N		2005	H	Library Assistant	N
1108	I	Printing Services Specialist	N		2008	E	Library Clerk	N
1110	K	Administrative Associate IV	N		2009	A	Library Page	N
1109	J	Administrative Associate III	N					
1104	I	Administrative Associate II	N		3000		**PUBLIC SAFETY SERIES**	
1103	G	Administrative Associate I	N					
							FIRE OPERATIONS	
		FINANCE & ACCOUNTING			3001	W	Fire Chief	E
					3003	T	Assistant Chief of Operations	E
1201	V	Finance Director	E		3002	T	Fire Marshal	E
1215	T	Accounting Manager	E		3005	G1	Battalion Chief	N
1202	P	Purchasing Manager	E		3012	E1	Fire Projects Officer	N
1204	P	Utility Business Manager	E		3006	F1	Fire Captain-EMT	N
1304	M	Purchasing & Inventory Specialist	N		3009	F2	Fire Captain-Paramedic	N
1212	N	Grants and Compliance Coordinator	N		3006	F1A	Fire Captain-EMT(2080)	N
1209	O	Accountant III	E		3009	F2A	Fire Captain-Paramedic(2080)	N
1206	N	Accountant II	N		3007	B1	Fire Fighter I/Engineer	N
1203	M	Accountant I	N		3013	B2	Fire Fighter II/Engineer	N
1207	K	Utility Account Analyst II	N		3014	C1	Fire Fighter I/Engineer - EMT	N
1210	J	Utility Account Analyst I	N		3015	C2	Fire Fighter II/Engineer -EMT	N
1208	I	Utility Service Technician	N		3016	D1	Fire Fighter I/Engineer - Paramedic	N
1211	G	Customer Service Representative	N		3017	D2	Fire Fighter II/Engineer -Paramedic	N
1306	F	Warehouse Specialist	N		3008	A1	Fire Fighter - Trainee(no exp)	N
1305	J	Fiscal Associate III	N		3018	A2	Fire Fighter EMT Trainee	N
1307	I	Fiscal Associate II	N		3019	A3	Fire Fighter Paramedic Trainee	N
1308	G	Fiscal Associate I	N		3020	M	Fire Inspector	N
		LEGAL SERVICES					POLICE OPERATIONS	
1401	U	Senior Staff Attorney	E		3021	W	Police Chief	E
1402	R	Staff Attorney	E		3022	T	Deputy Police Chief	E
1403	M	Paralegal	N		3023	T	Police Captain	E
					3024	Q	Police Lieutenant	N
		COMMUNITY DEVELOPMENT			3025	N	Police Sergeant	N
					3027	J	Police Officer	N
1503	U	Community Development Director	E		3028	I	Police Officer Trainee	N
1503	Q	Community Development Specialist	E					
1505	P	Senior Planner	E				POLICE ADMINISTRATION	
1507	O	Code Enforcement Supervisor	E		3031	K	Crime Analyst	N
1506	M	Planner	N		3033	H	Public Safety Dispatcher	N
1508	M	Senior Code Enforcement Inspector	N		3035	L	Records Specialist Quality Control Supervisor	N
1509	K	Code Enforcement Inspector	N		3036	G	Records Specialist	N
1510	I	Mapping Technician	N		3038	B	School Crossing Guard	N
1511	I	Permit Associate	N					
1512	K	GIS Technician	N				ANIMAL CONTROL	
					3041	J	Animal Control Supervisor	N
		INFORMATION SERVICES			3042	H	Animal Control Officer	N
					3043	D	Animal Shelter Attendant	N
1701	V	Govt' Affairs & Information Services Director	E					
1702	T	IS Systems Manager	E					
1703	R	Systems Development Administrator	E					
1711	P	System Administrator	E					
1704	N	Public Safety System Administrator	E					
1706	N	Network Server Technician	E					
1712	P	GIS Coordinator	E					
1705	N	GIS Analyst	E					
1707	I	IS Specialist I	N					
1710	K	IS Specialist II	E					
1712	L	Web & Database Developer	E					
1708	M	Sr. Communications Specialist	E					
1709	L	Communications Specialist	E					

		CLASSIFICATION PLAN -FY 2020 (Continued)						
CLASS CODE	SALARY RANGE	CLASS TITLE	FLSA		CLASS CODE	SALARY RANGE	CLASS TITLE	FLSA
4000		**RECREATION & PARKS SERIES**			6000		**PUBLIC WORKS OPERATIONS SERIES**	
		RECREATION PROGRAM OPERATIONS					ENGINEERING	
4001	U	Recreation & Parks Director	E		6011	T	City Engineer	E
4103	O	Recreation Manager II	E		6012	R	Senior Civil Engineer	E
4003	N	Recreation Manager I	E		6013	Q	Civil Engineer	E
4004	L	Recreation Program Supervisor	N		6014	O	Civil Project Manager	E
4012	L	Recreation Program Specialist	N		6015	K	Civil Project Specialist	N
4005	J	Recreation Program Coordinator	N		6016	K	Engineer Project Inspector	N
4008	F	Recreation Assistant II	N		6017	M	Stormwater Program Coordinator	E
4011	E	Recreation Assitant I	N		6018	L	Planning Technician	N
4006	B	Senior Recreation Leader	N					
4010	A	Recreation Leader	N				TREATMENT PLANT OPERATIONS	
					6022	Q	Water Works Plant Maintenance Supervisor	E
		PARK MAINTENANCE OPERATIONS	N		6023	O	Treatment Plant Operations Supervisor	N
4021	O	Parks Maintenance Manager	N		6024	J	Senior Treatment Plant Operator	N
4020	J	Parks Maintenance Crew Chief	N		6025	I	Treatment Plant Operator	N
4022	I	Park Technician III	N		6026	H	Treatment Plant Apprentice II (WW)	N
4023	H	Park Technician II	N		6028	G	Treatment Plant Operator Technician	N
4024	E	Park Technician I	N		6027	G	Treatment Plant Maintenance Apprentice I (WW)	N
		AQUATICS PROGRAM OPERATIONS					TREATMENT PLANT MAINTENANCE	
4012	D	Pool Supervisor	N		6032	M	Treatment Plant Maintenance Foreman	N
4013	B	Senior Lifeguard	N		6036	L	Treatment Plant Control Specialist	N
4014	A	Lifeguard	N		6033	K	Treatment Plant Machinist	N
					6035	I	Treatment Plant Maintenance Technician	N
5000		**ELECTRIC OPERATIONS SERIES**			6038	H	Treatment Plant Maintenance Apprentice II	N
					6037	G	Treatment Plant Maintenance Apprentice I	N
		ELECTRIC DEPARTMENT ADMINISTRATION			6041	O	Environmental Compliance Specialist	E
5001	W	Electric Director	E		6043	L	Laboratory Technician II	N
5011	T	Electric Engineer Manager	E		6042	J	Laboratory Technician I	N
5021	T1	Electric Operations Manager	E					
5028	P	Senior Engineering Technician	E				UTILITY MAINTENANCE	
5029	O	Engineering Technician	E		6011	Q	Utilities O & M Manager	E
5034	R	Electric Operations Technology Specialist	E		6010	N	Utility O & M Field Supervisor	E
					6052	K	Utility Maintenance Foreman	N
		ELECTRICAL ENGINEERING			6053	K	Street Maintenance Foreman	N
5013	R	Electric Engineer	E		6054	J	Maintenance Specialist - Utility	N
5014	Q	Electric Project Manager	E		6154	J	Maintenance Specialist - Streets	N
5015	N	Electric Project Specialist	N		6254	J	Maintenance Specialist - Water	N
					6354	J	Maintenance Specialist - WW	N
		ELECTRIC LINE MAINTENANCE OPERATIONS			6454	J	Maintenance Specialist - General	N
5022	S1	Electric Operations Supervisor	N		6055	H	Equipment Operator II (Streets)	N
5023	R1	Electric Line Supervisor	N		6155	H	Equipment Operator II (Water)	N
5024	CC	Electric Line Technician	N		6255	H	Equipment Operator II (WW)	N
5025	BB	Electric Line Technician - Apprentice	N		6059	G	Equipment Operator I (Streets)	N
5026	AA	Electric Line Technician - Trainee	N		6159	G	Equipment Operator I (Water)	N
					6157	F	Utility Line Locator Technician	N
		TECHNICAL SERVICES			6056	F	Utility Maintenance Tech III	N
5031	S1	Technical Services Supervisor	N		6057	E	Utility Maintenance Tech II	N
5032	R1	Substation Maintenance Supervisor	N		6058	D	Utility Maintenance Tech I	N
5035	R1	Power Utility Program Supervisor	N					
5036	M	Power System GIS Analyst	N				FACILITIES MAINTENANCE	
5037	L	Right of Way Specialist	N		6071	K	General Maintenance Foreman	N
					6072	L	HVAC Technician	N
		TRAFFIC SIGNAL MAINTENANCE			6074	L	Plumber	N
5052	O	Senior Traffic Signal Technician	N		6075	F	Facilities Maintenance Technician III	N
5053	L	Traffic Signal Technician	N		6076	E	Facilities Maintenance Technician II	N
					6077	D	Facilities Maintenance Technician I	N
6000		**PUBLIC WORKS OPERATIONS SERIES**			6073	J	Maintenance Specialist - Facilities	N
					6076	J	Maintenance Specialist - Signs & Marking	N
		PUBLIC WORKS ADMINISTRATION						
6001	W	Public Works Director	E				FLEET MAINTENANCE	
6003	T	Public Works Utility Manager	E		6081	Q	Street and Fleet Maintenance Manager	E
6002	T	Public Works Operations & Division Manager	E		6082	M	Fleet Maintenance Foreman	N
					6087	L	Fleet Mechanic III	N
					6086	K	Fleet Mechanic II	N
					6083	J	Fleet Mechanic I	N
					6084	I	Fleet Technician II	N
					6085	F	Fleet Technician I	N

Pay Grade	Recommended Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Range	Final
A	LIBRARY PAGE		$9.06	$9.24	$9.42	$9.61	$9.80	$10.00	$10.20		$12.23
A	LIFEGUARD		$18,844.80	$19,219.20	$19,593.60	$19,988.80	$20,384.00	$20,800.00	$21,216.00		$25,438.40
A	RECREATION LEADER										
B	ADMINISTRATIVE INTERN I		$9.96	$10.16	$10.37	$10.57	$10.78	$11.00	$11.22		$13.45
B	SCHOOL CROSSING GUARD		$20,716.80	$21,132.80	$21,569.60	$21,985.60	$22,422.40	$22,880.00	$23,337.60		$27,976.00
B	SENIOR LIFEGUARD										
B	SENIOR RECREATION LEADER										
C	ADMINISTRATIVE INTERN II		$10.96	$11.18	$11.40	$11.63	$11.86	$12.10	$12.34		$14.80
			$22,796.80	$23,254.40	$23,712.00	$24,190.40	$24,668.80	$25,168.00	$25,667.20		$30,784.00
D	ADMINISTRATIVE INTERN III		$12.06	$12.30	$12.54	$12.79	$13.05	$13.31	$13.58		$16.27
D	ANIMAL SHELTER ATTENDANT		$25,084.80	$25,584.00	$26,083.20	$26,603.20	$27,144.00	$27,684.80	$28,246.40		$33,841.60
D	FACILIITIES MAINTENANCE TECHNICIAN I										
D	POOL SUPERVISOR										
D	UTILITY MAINTENANCE TECH I										
E	FACILIITIES MAINTENANCE TECHNICIAN II		$12.90	$13.16	$13.42	$13.69	$13.96	$14.24	$14.53		$17.41
E	LIBRARY CLERK		$26,832.00	$27,372.80	$27,913.60	$28,475.20	$29,036.80	$29,619.20	$30,222.40		$36,212.80
E	PARKS TECHNICIAN I										
E	RECREATION ASSISTANT I										
E	UTILITY MAINTENANCE TECH II										
F	FACILIITIES MAINTENANCE TECHNICIAN III		$13.80	$14.08	$14.36	$14.65	$14.94	$15.24	$15.54		$18.63
F	FLEET TECHNICIAN I		$28,704.00	$29,286.40	$29,868.80	$30,472.00	$31,075.20	$31,699.20	$32,323.20		$38,750.40
F	RECREATION ASSISTANT II										
F	UTILITY LINE LOCATOR TECHNICIAN										
F	UTILITY MAINTENANCE TECH III										
F	WAREHOUSE SPECIALIST										
G	ADMINISTRATIVE ASSOCIATE I		$14.77	$15.06	$15.36	$15.67	$15.99	$16.31	$16.63		$19.94
G	CUSTOMER SERVICE REPRESENTATIVE		$30,721.60	$31,324.80	$31,948.80	$32,593.60	$33,259.20	$33,924.80	$34,590.40		$41,475.20
G	DEPUTY CITY CLERK I										
G	DEPUTY COURT CLERK										
G	EQUIPMENT OPERATOR I										
G	FISCAL ASSOCIATE I										
G	RECORDS SPECIALIST										
G	TREATMENT PLANT MAINTENANCE APPRENTICE I										
G	TREATMENT PLANT OPERATOR TECHNICIAN										
H	ANIMAL CONTROL OFFICER		$15.95	$16.27	$16.59	$16.93	$17.26	$17.61	$17.96		$21.53
H	EQUIPMENT OPERATOR II		$33,176.00	$33,841.60	$34,507.20	$35,214.40	$35,900.80	$36,628.80	$37,356.80		$44,782.40

H	LIBRARY ASSISTANT										
H	PARKS TECHNICIAN II										
H	PUBLIC SAFETY DISPATCHER										
H	TREATMENT PLANT APPRENTICE II										
I	ADMINISTRATIVE ASSOCIATE II		$17.39	$17.73	$18.09	$18.45	$18.82	$19.19	$19.58		$23.47
I	DEPUTY CITY CLERK II		$36,171.20	$36,878.40	$37,627.20	$38,376.00	$39,145.60	$39,915.20	$40,726.40		$48,817.60
I	FISCAL ASSOCIATE II										
I	FLEET TECHNICIAN II										
I	IS SPECIALIST I										
I	MAPPING TECHNICIAN										
I	PARKS TECHNICIAN III										
I	PERMIT ASSOCIATE										
I	POLICE OFFICER TRAINEE										
I	PRINTING SERVICES SPECIALIST										
I	TREATMENT PLANT MAINTENANCE TECHNICIAN										
I	TREATMENT PLANT OPERATOR										
I	UTILITIES SERVICE TECHNICIAN										
J	ADMINISTRATIVE ASSOCIATE III		$18.78	$19.15	$19.53	$19.93	$20.32	$20.73	$21.14		$25.35
J	ANIMAL CONTROL SUPERVISOR		$39,062.40	$39,832.00	$40,622.40	$41,454.40	$42,265.60	$43,118.40	$43,971.20		$52,728.00
J	FISCAL ASSOCIATE III										
J	FLEET MECHANIC I										
J	LABORATORY TECHNICIAN I										
J	MAINTENANCE SPECIALIST-FACILITIES										
J	MAINTENANCE SPECIALIST-GENERAL										
J	MAINTENANCE SPECIALIST-SIGNS & MARKINGS										
J	MAINTENANCE SPECIALIST-STREETS										
J	MAINTENANCE SPECIALIST-UTILITY										
J	MAINTENANCE SPECIALIST-WATER										
J	MAINTENANCE SPECIALIST-WW										
J	PARKS MAINTNEANCE CREW CHIEF										
J	POLICE OFFICER/INVESTIGATOR										
J	RECREATION PROGRAM COORDINATOR										
J	SR TREATMENT PLANT OPERATOR										
J	UTILITY ACCOUNT ANALYST I										
K	ADMINISTRATIVE ASSOCIATE IV		$20.28	$20.68	$21.10	$21.52	$21.95	$22.39	$22.84		$27.38
K	CIVIL PROJECT SPECIALIST		$42,182.40	$43,014.40	$43,888.00	$44,761.60	$45,656.00	$46,571.20	$47,507.20		$56,950.40
K	CODE ENFORCEMENT INSPECTOR										
K	CRIME ANALYST										
K	ENGINEER PROJECT INSPECTOR										
K	FLEET MECHANIC II										
K	GENERAL MAINTENANCE FOREMAN										
K	GIS TECHNICIAN										
K	HUMAN RESOURCES ASSOCIATE										
K	IS SPECIALIST II										
K	STREET MAINTENANCE FOREMAN										

K	TREATMENT PLANT MACHINIST										
K	UTILITY ACCOUNT ANALYST II										
K	UTILITY MAINTENANCE FOREMAN										
L	COMMUNICATIONS SPECIALIST		$21.49	$21.92	$22.36	$22.81	$23.27	$23.73	$24.21		$29.02
L	FLEET MECHANIC III		$44,699.20	$45,593.60	$46,508.80	$47,444.80	$48,401.60	$49,358.40	$50,356.80		$60,361.60
L	HVAC TECHNICIAN										
L	LABORATORY TECHNICIAN II										
L	PLANNING TECHNICIAN										
L	PLUMBER										
L	RECORD SPECIALIST QUALITY CONTROL SUPERVISOR										
L	RECREATION PROGRAM SPECIALIST										
L	RECREATION PROGRAM SUPERVISOR										
L	RIGHT OF WAY SPECIALIST										
L	TRAFFIC SIGNAL TECHNICIAN										
L	TREATMENT PLANT CONTROL SPECIALIST										
L	WEB & DATABASE DEVELOPER										
M	ACCOUNTANT I		$22.78	$23.24	$23.70	$24.18	$24.66	$25.16	$25.66		$30.76
M	POWER SYSTEM GIS ANALYST		$47,382.40	$48,339.20	$49,296.00	$50,294.40	$51,292.80	$52,332.80	$53,372.80		$63,980.80
M	COURT CLERK										
M	EXECUTIVE ASSOCIATE										
M	FIRE INSPECTOR										
M	FLEET MAINTENANCE FOREMAN										
M	LIBRARIAN										
M	PARALEGAL										
M	PLANNER										
M	PURCHASING & INVENTORY SPECIALIST										
M	SR CODE ENFORCEMENT INSPECTOR										
M	SR. COMMUNICATIONS SPECIALIST										
M	STORMWATER PROGRAM COORDINATOR										
M	TREATMENT PLANT MAINTENANCE FOREMAN										
N	ACCOUNTANT II		$24.61	$25.10	$25.60	$26.11	$26.64	$27.17	$27.71		$33.22
N	CITY CLERK		$51,188.80	$52,208.00	$53,248.00	$54,308.80	$55,411.20	$56,513.60	$57,636.80		$69,097.60
N	ELECTRIC PROJECT SPECIALIST										
N	GIS ANALYST										
N	GRANTS AND COMPLIANCE COORDINATOR										
N	NETWORK/SERVER TECHNICIAN										
N	POLICE SERGEANT										
N	PUBLIC SAFETY SYSTEM ADMINISTRATOR										
N	RECREATION MANAGER I										
N	UTILITY O & M FIELD SUPERVISOR										
O	ACCOUNTANT III		$26.58	$27.11	$27.65	$28.20	$28.77	$29.34	$29.93		$35.88
O	CIVIL PROJECT MANAGER		$55,286.40	$56,388.80	$57,512.00	$58,656.00	$59,841.60	$61,027.20	$62,254.40		$74,630.40
O	CODE ENFORCEMENT SUPERVISOR										
O	ENVIRONMENTAL COMPLIANCE SPECIALIST										

O	ENGINEERING TECHNICIAN										
O	HR BENEFITS ADMINISTRATOR										
O	HR/RISK PROGRAM ADMINISTRATOR										
O	LIBRARY OPERATIONS MANAGER										
O	PARKS MAINTENANCE MANAGER										
O	RECREATION MANAGER II										
O	SR TRAFFIC SIGNAL TECHNICIAN										
O	TREATMENT PLANT OPERATIONS SUPERVISOR										
P	GIS COORDINATOR		$28.70	$29.28	$29.86	$30.46	$31.07	$31.69	$32.32		$38.75
P	PURCHASING MANAGER		$59,696.00	$60,902.40	$62,108.80	$63,356.80	$64,625.60	$65,915.20	$67,225.60		$80,600.00
P	SR ENGINEERING TECHNICIAN										
P	SR PLANNER(AICP)										
P	SYSTEM ADMINISTRATOR										
P	UTILITY BUSINESS MANAGER										
Q	CIVIL ENGINEER		$31.57	$32.20	$32.85	$33.50	$34.17	$34.86	$35.56		$42.62
Q	ELECTRIC PROJECT MANAGER		$65,665.60	$66,976.00	$68,328.00	$69,680.00	$71,073.60	$72,508.80	$73,964.80		$88,649.60
Q	COMMUNITY DEVELOPMENT SPECIALIST										
Q	HUMAN RESOURCES MANAGER										
Q	POLICE LIEUTENANT										
Q	STREET & FLEET MAINTENANCE MANAGER										
Q	UTILITIES O&M MANAGER										
Q	WATER WORKS PLANT MAINTENANCE SUPERVISOR										
R	ELECTRIC ENGINEER		$34.10	$34.78	$35.48	$36.18	$36.91	$37.65	$38.40		$46.03
R	ELECTRIC OPERATIONS TECHNOLOGY SPECIALIST		$70,928.00	$72,342.40	$73,798.40	$75,254.40	$76,772.80	$78,312.00	$79,872.00		$95,742.40
R	POWER UTILITY PROGRAM SUPERVISOR										
R	SR CIVIL ENGINEER										
R	STAFF ATTORNEY										
R	SUBSTATION MAINTENANCE SUPERVISOR										
R	SYSTEMS DEVELOPMENT ADMINISTRATOR										
S			$36.83	$37.56	$38.31	$39.08	$39.86	$40.66	$41.47		$49.71
S			$76,606.40	$78,124.80	$79,684.80	$81,286.40	$82,908.80	$84,572.80	$86,257.60		$103,396.80
T	ACCOUNTING MANAGER		$38.67	$39.44	$40.23	$41.03	$41.85	$42.69	$43.55		$50.27
T	ASSISTANT CHIEF OF OPERATIONS		$80,433.60	$82,035.20	$83,678.40	$85,342.40	$87,048.00	$88,795.20	$90,584.00		$104,561.60
T	CITY ENGINEER										
T	DEPUTY POLICE CHIEF										
T	ELECTRIC ENGINEER MANAGER										
T	FIRE MARSHAL										
T	IS SYSTEMS MANAGER										
T	POLICE CAPTAIN										
T	PW OPERATIONS & DIVISION MANAGER										
T	PW UTILITY MANAGER										
U	COMMUNITY DEVELOPMENT DIRECTOR		$41.76	$42.60	$43.45	$44.32	$45.20	$46.11	$47.03		$54.29

U	LIBRARY DIRECTOR		$86,860.80	$88,608.00	$90,376.00	$92,185.60	$94,016.00	$95,908.80	$97,822.40		$112,923.20
U	RECREATION & PARKS DIRECTOR										
U	SR STAFF ATTORNEY										
V	DIRECTOR OF ADMINISTRATIVE SERVICES		$45.94	$46.85	$47.79	$48.75	$49.72	$50.72	$51.73		$59.72
V	FINANCE DIRECTOR		$95,555.20	$97,448.00	$99,403.20	$101,400.00	$103,417.60	$105,497.60	$107,598.40		$124,217.60
V	IS & GOVT AFFAIRS DIRECTOR										
W	ELECTRIC DIRECTOR		$51.45	$52.48	$53.53	$54.60	$55.69	$56.80	$57.94		$66.88
W	FIRE CHIEF		$107,016.00	$109,158.40	$111,342.40	$113,568.00	$115,835.20	$118,144.00	$120,515.20		$139,110.40
W	POLICE CHIEF										
W	PUBLIC WORKS DIRECTOR										
AAA	CITY ATTORNEY		$57.86					$62.48			$69.43
			$120,348.80					$129,958.40			$144,414.40
BBB	CITY MANAGER		$71.16					$76.85			$85.39
			$148,012.80					$159,848.00			$177,611.20

Fire Department

New Pay Grade	Recommended Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Range	Final
A1	FireFighter Trainee(No Exp)		$12.01	$12.25							
			$34,973.12	$35,672.00							
A2	FireFighter EMT Trainee		$12.37	$12.62							
			$36,021.44	$36,749.44							
A3	FireFighter Paramedic Trainee		$12.74	$13.00							
			$37,098.88	$37,856.00							
B1	FIREFIGHTER I-ENGINEER		$12.36	$12.61	$12.86	$13.12	$13.38	$13.65	$13.92		$16.69
			$35,992.32	$36,720.32	$37,448.32	$38,205.44	$38,962.56	$39,748.80	$40,535.04		$48,601.28
B2	FIREFIGHTER II/ENGINEER		$12.61	$12.86	$13.12	$13.38	$13.65	$13.92	$14.20		$16.79
			$36,720.32	$37,448.32	$38,205.44	$38,962.56	$39,748.80	$40,535.04	$41,350.40		$48,892.48
C1	FIREFIGHTER I-EMT/ENGINEER		$13.63	$13.90	$14.18	$14.46	$14.75	$15.05	$15.35		$18.40
			$39,690.56	$40,476.80	$41,292.16	$42,107.52	$42,952.00	$43,825.60	$44,699.20		$53,580.80
C2	FIREFIGHTER II-EMT/ENGINEER		$13.90	$14.18	$14.46	$14.75	$15.05	$15.35	$15.66		$18.76
			$40,476.80	$41,292.16	$42,107.52	$42,952.00	$43,825.60	$44,699.20	$45,601.92		$54,629.12
D1	FIREFIGHTER I-PARAMEDIC/ENGINEER		$14.99	$15.29	$15.60	$15.91	$16.23	$16.55	$16.89		$20.99
			$43,650.88	$44,524.48	$45,427.20	$46,329.92	$47,261.76	$48,193.60	$49,183.68		$61,122.88
D2	FIREFIGHTER II-PARAMEDIC/ENGINEER		$15.29	$15.60	$15.91	$16.23	$16.55	$16.89	$17.22		$22.28
			$44,524.48	$45,427.20	$46,329.92	$47,261.76	$48,193.60	$49,183.68	$50,144.64		$64,879.36
E1	FIRE PROJECTS OFFICER		$15.74	$16.06	$16.38	$16.71	$17.04	$17.38	$17.73		$22.04
			$45,834.88	$46,766.72	$47,698.56	$48,659.52	$49,620.48	$50,610.56	$51,629.76		$64,180.48
F1	FIRE CAPTAIN-EMT		$18.97	$19.35	$19.74	$20.13	$20.53	$20.94	$21.36		$25.61
			$55,240.64	$56,347.20	$57,482.88	$58,618.56	$59,783.36	$60,977.28	$62,200.32		$74,576.32
F2	FIRE CAPTAIN-PARAMEDIC		$19.84	$20.23	$20.64	$21.05	$21.47	$21.90	$22.34		$26.78
			$57,774.08	$58,909.76	$60,103.68	$61,297.60	$62,520.64	$63,772.80	$65,054.08		$77,983.36
F1A	FIRE CAPTAIN-EMT		$25.19	$25.69	$26.21	$26.73	$27.27	$27.81	$28.37		$34.01
2080			$52,395.20	$53,435.20	$54,516.80	$55,598.40	$56,721.60	$57,844.80	$59,009.60		$70,740.80
F2A	FIRE CAPTAIN-PARAMEDIC		$26.70	$27.23	$27.78	$28.33	$28.90	$29.48	$30.07		$36.05
2080			$55,536.00	$56,638.40	$57,782.40	$58,926.40	$60,112.00	$61,318.40	$62,545.60		$74,984.00
G1	BATTALION CHIEF-PARAMEDIC		$23.80	$24.28	$24.77	$25.26	$25.77	$26.28	$26.81		$32.13
			$69,305.60	$70,703.36	$72,130.24	$73,557.12	$75,042.24	$76,527.36	$78,070.72		$93,562.56

New Pay Grade	Recommended Title	Hire1/Step 1	Hire 2/ Step 2	Year 2/Step 3	Range
AA	Electric Line Tech Trainee	$17.39	$19.48	$21.57	
		$36,171.20	$40,518.40	$44,865.60	
BB	Electric Line Tech Apprentice	$25.74	$27.93	$29.91	
		$53,539.20	$58,094.40	$62,212.80	
CC	Electric Line Technician	$34.08	$36.23	$38.26	$45.92
		$70,886.40	$75,358.40	$79,580.80	$95,513.60

New Pay Grade	Recommended Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Range	Final
R1	ELECTRIC LINE SUPERVISOR		$40.18	$40.99	$41.81	$42.65	$43.51	$44.39	$45.28		$48.83
R1	POWER UTILITY PROGRAM SUPERVISOR		$83,574.40	$85,259.20	$86,964.80	$88,712.00	$90,500.80	$92,331.20	$94,182.40		$101,566.40
R1	SUBSTATION MAINTENANCE SUPERVISOR										
S1	TECHNICAL SERVICES SUPERVISOR		$42.19	$43.04	$43.90	$44.78	$45.68	$46.60	$47.54		$51.26
S1	ELECTRIC OPERATIONS SUPERVISOR		$87,755.20	$89,523.20	$91,312.00	$93,142.40	$95,014.40	$96,928.00	$98,883.20		$106,620.80
S1											
S1											
T1	ELECTRIC OPERATIONS MANAGER		$44.30	$45.19	$46.10	$47.03	$47.97	$48.93	$49.91		$53.83
			$92,144.00	$93,995.20	$95,888.00	$97,822.40	$99,777.60	$101,774.40	$103,812.80		$111,966.40

NUMBER _____

RESOLUTION

A RESOLUTION APPROVING THE CLASSIFICATION PLAN AND COMPENSATION PLAN UPDATES FOR FISCAL YEAR 2020, AS RECOMMENDED BY THE CITY MANAGER AND REVIEWED BY THE PERSONNEL ADVISORY BOARD.

WHEREAS, the City periodically needs to make modifications in its Classification Plan because of key staffing changes, increased responsibilities of some employees, and new positions that are necessary to better carry out the functions of various departments in providing services to Oak Ridge citizens; and

WHEREAS, Article 4, Section 4.2, of the Personnel Plan (adopted by Ordinance No. 27-85, as amended) specifies that the Classification Plan shall consist of classes submitted by the City Manager, reviewed by the Personnel Advisory Board, and adopted by City Council by resolution as part of the fiscal year budget process; and

WHEREAS, on June 5, 2019, the Personnel Advisory Board reviewed the Classification Plan and Compensation Plan updates for Fiscal Year 2020; and

WHEREAS, the Compensation Plan for Fiscal Year 2020 incorporates the final phase (Year 3) of implementation for the Fire Department Pay Grade Schedule, which phased approach was approved by Resolution 9-100-2017; and

WHEREAS, the City Manager recommends approval of the Classification Plan and Compensation Plan updates for Fiscal Year 2020.

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

That the recommendation of the City Manager is approved and the attached Classification Plan and Compensation Plan updates for Fiscal Year 2020 are hereby adopted effective June 30, 2019.

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PUBLIC HEARING AND FINAL ADOPTION (BUDGET ORDINANCE)

CITY COUNCIL MEMORANDUM
19-14

DATE: May 31, 2019

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: ADOPTION OF THE APPROPRIATION ORDINANCE FOR FY2020

Introduction

An item for City Council's consideration is the fiscal 2020 Budget Appropriation Ordinance reflecting appropriations for the various City Funds as presented in the proposed budget document. The presented property tax rate is $2.56 per $100 of assessed valuation as outlined in Section 2 of the Ordinance, which is a 2-cent tax increase over the fiscal 2019 tax rate of $2.54. Each cent on the property tax rate generates approximately $80,000 in revenue.

Review

The appropriation ordinance reflects the budgeted expenditures of City and School Funds including debt servicing, utility funds and special revenue funds of $210,500,459. Of this amount, the General Fund budget represents $26,285,369 for municipal expenditures.

For fiscal 2020, the Oak Ridge Schools have requested an operating transfer from the City at the same level as fiscal 2019 at $15,493,963.

Scheduling

First reading of the appropriation ordinance will occur at the June 3, 2019 City Council meeting, with second reading occurring the following Monday, June 10, 2019. The City has advertised for two (2) public hearings to occur as part of the consideration of the ordinance with the June 10, 2019 public hearing serving as the official Charter requirement.

Recommendation

Adoption of the attached ordinance is recommended.

Mark S. Watson

Mark S. Watson

Attachment:
Ordinance

ORDINANCE NO._____

TITLE

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

WHEREAS, the City Manager, in accordance with the requirements of Article V, Section 10, of the Charter of the City of Oak Ridge, has submitted to City Council a proposed budget prior to the beginning of the fiscal year upon which a public hearing was held on June 3, 2019 and June 10, 2019 as required by law; and

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

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

Section 1. The budget for the fiscal year beginning July 1, 2019 submitted to City Council by the City Manager, is hereby adopted.

Section 2. In order to provide revenue for municipal purposes, there is hereby imposed on the value of all property within the City of Oak Ridge as such value has been ascertained by the taxing authority of the City, a levy at the rate of $2.56 upon each One Hundred Dollars' ($100.00) worth of assessed value of all taxable property, this levy to be the tax rate for the year 2019. This levy shall also be imposed upon such assessments as may be certified for tax purposes to the City of Oak Ridge by the Public Service Commission of the State of Tennessee.

Section 3. In accordance with Article V, Section 13, of the Charter of the City of Oak Ridge, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2020:

General Fund, Municipal Operations	$ 26,285,369
Debt Service (Bond and Interest Redemption Fund)	$ 9,758,650
State Street Aid Fund	$ 2,841,000
Drug Enforcement Program Fund	$ 255,200
General Purpose School Fund	$ 66,080,055
Capital Projects Fund	$ 23,406,966
Solid Waste Fund	$ 2,989,545
West End Fund	$ 2,957,179

Section 4. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2020 and are provided for informational purposes:

Electric Fund	$ 55,202,335
Waterworks Fund	$ 19,931,178
Emergency Communications District Fund	$ 792,982

Section 5. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2020 and are provided for informational purposes:

To General Fund For Tax Equivalent	
From Electric Fund	$ 1,675,500
From Waterworks Fund	$ 1,732,000
To General Purpose School Fund for Operations	
From General Fund	$ 15,493,963
To Debt Service Fund	
From General Fund	$ 4,970,000
From General Purpose School Fund	$ 287,205
To Capital Projects Fund	
From General Fund	$ 900,000
To State Street Aid Fund	
From General Fund	$ 730,000
To Solid Waste Fund	
From General Fund	$ 890,000

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

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

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

Section 9. This Ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

Publication Date:	05/24/2019
Public Hearing:	06/03/2019
First Reading:	06/03/2019
Publication Date:	06/06/2019
Public Hearing:	
Second Reading:	
Publication Date:	
Effective Date:	

RESOLUTIONS

RECREATION & PARKS DEPARTMENT MEMORANDUM
19-07

DATE: May 24, 2019

TO: Mark S. Watson, City Manager

FROM: Jonathan W. Hetrick, Recreation & Parks Director

SUBJECT: SENIOR CENTER FURNITURE PURCHASE

Introduction

An item for the agenda is the purchase of furniture for the new Senior Center, which is now under construction and scheduled for completion by October 1, 2019. The furniture purchase will be coordinated through Genesis Interiors of Sevierville, TN. Furniture will be acquired from Genesis Interiors and two purchasing cooperatives, National IPA/OMNIA Partners, Public Sector and The Interlocal Purchasing System (TIPS) for an amount not to exceed $99,965.44.

Funding

Funding of $100,000 for this item is included in the bond issue for the Senior Center construction project.

Consideration

Once construction is complete, the new Senior Center building will require furniture for the many activities that will take place there. The attached furniture package has been recommended by Studio Four, the architectural firm contracted by the City for the project.

Purchase of the furniture through the co-ops also requires the approval of Council for the City to enter into purchasing agreements with National IPA/OMNIA Partners, Public Sector and The Interlocal Purchasing System (TIPS).

Recommendation

Approval of the attached ordinance is recommended.

Jonathan W. Hetrick

Attachments: Resolution
Studio Four Furniture Package Quote
Genesis Interiors Vendor PO List

City Manager's Comments:

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

Mark S. Watson 6-5-19
Mark S. Watson Date

NUMBER _____

RESOLUTION

A RESOLUTION TO APPROVE MASTER AGREEMENTS WITH TWO PURCHASING COOPERATIVES TO ALLOW THE CITY TO BECOME A PARTICIPATING MEMBER OF BOTH COOPERATIVES, AND AUTHORIZING THE PURCHASE OF FURNITURE FROM THE PURCHASING COOPERATIVES FOR THE SENIOR CENTER IN AN AMOUNT NOT TO EXCEED $100,000.00.

WHEREAS, Tennessee Code Annotated §12-3-1205(b) provides that local governments may participate in cooperative purchasing agreements by adopting a resolution accepting the terms of the master agreement; and

WHEREAS, the City desires to become a participating member in National Intergovernmental Purchase Alliance (National IPA) and U.S. Communities Government Purchasing Alliance now known as OMNIA Partners, Public Sector; and

WHEREAS, the City also desires to become a participating member in The Interlocal Purchasing System (TIPS); and

WHEREAS, the City desires to enter into the necessary agreements with both purchasing cooperatives; and

WHEREAS, the City desires to utilize both purchasing cooperatives to purchase furniture for the Senior Center, which is scheduled for completion in October 2019; and

WHEREAS, the City Manager recommends the City become participating members in both purchasing cooperatives and utilize their pricing for the purchase of furniture for the Senior Center.

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

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the necessary membership agreements with (1) National Intergovernmental Purchase Alliance (National IPA) and U.S. Communities Government Purchasing Alliance now known as OMNIA Partners, Public Sector, and (2) The Interlocal Purchasing System (TIPS), thereby allowing the City to become a participating member with contract purchasing benefits in accordance with the terms and conditions of their applicable contracts.

BE IT FURTHER RESOLVED that the City is hereby authorized to purchase furniture for the Senior Center from both purchasing cooperatives in a collective amount not to exceed $100,000.00.

BE IT FURTHER RESOLVED that the City's architect for the Senior Center project, Studio Four Design, Inc., is utilizing the services of Genesis Interiors in Sevierville, Tennessee, and the City is authorized to arrange for the purchase of the furniture through Genesis Interiors.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

PROJECT TITLE PAGE

Oak Ridge Senior Center

Furniture Package

1405 Oak Ridge Turnpike, Oak Ridge, TN

FFE Budget | **April 19, 2019** | **S4D Project Number: 16069.00**

SUBTOTAL		**$92,907.64**
CONTINGENCY	10%	
TAX	9.75%	
PRICE INCREASE EST	5.00%	
DELIVERY/INSTALLATION		**$7,057.80**
PROJECT TOTAL		**$99,965.44**

ROOM #	SPACE NAME	DESCRIPTION	QTY	$ UNIT PRICE	$ EXT PRICE
100	Air Lock				
					$0.00
			SPACE TOTAL		**$0.00**
101	Vestibule				
					$0.00
			SPACE TOTAL		**$0.00**
102	Lobby Lounge				
		Lounge Chair	2	$810.75	$1,621.50
		Side Table	1	$611.94	$611.94
			SPACE TOTAL		**$2,233.44**
103	Sprink. Riser				
					$0.00
			SPACE TOTAL		**$0.00**
104	Reception				
		Task Chair	2	$460.24	$920.48
		Mobile Pedestal	3	$404.67	$1,214.01
		CPU Holder	2	$48.30	$96.60
		Monitor Arm	2	$118.22	$236.44
			SPACE TOTAL		**$2,467.53**
105	Office				
		Desk	1	$3,910.40	$3,910.40
		Guest Chair	2	$238.92	$477.84
		Task Chair	1	$460.24	$460.24
		CPU Holder	1	$48.30	$48.30
		Monitor Arm	1	$118.22	$118.22
			SPACE TOTAL		**$5,015.00**
106	Gallery				
					$0.00
			SPACE TOTAL		**$0.00**

107	Billiards Parlor				
		Cushions	5	$151.61	$758.05
		Cocktail Table	3	$731.32	$2,193.96
		Low Table	2	$684.32	$1,368.64
		Card Table	2	$943.93	$1,887.86
		Card Chair - Padded	8	$238.92	$1,911.36
		Stools	10	$652.83	$6,528.30
			SPACE TOTAL		$14,648.17
108	Women's				
					$0.00
			SPACE TOTAL		$0.00
109	Storage				
					$0.00
			SPACE TOTAL		$0.00
110	Storage				
					$0.00
			SPACE TOTAL		$0.00
111	Craft Room				
		Card Table	3	$943.93	$2,831.79
		Card Chair - Plastic	12	$138.16	$1,657.92
			SPACE TOTAL		$4,489.71
112	Exercise Space				
					$0.00
			SPACE TOTAL		$0.00
113	Lounge				
		Recliner w/ Lift	2	$1,230.30	$2,460.60
		Side Table	4	$611.94	$2,447.76
		Club Chair	2	$702.90	$1,405.80
		Lounge Chair	4	$810.75	$3,243.00
			SPACE TOTAL		$9,557.16
114	Meeting Room				
		Meeting Table	9	$899.55	$8,095.95
		Meeting Chair - Padded	18	$238.92	$4,300.56
			SPACE TOTAL		$12,396.51
115	Meeting Room				
		Card Table	3	$943.93	$2,831.79
		Card Chair - Padded	12	$238.92	$2,867.04
			SPACE TOTAL		$5,698.83
116	Elec/IT				
			SPACE TOTAL		$0.00
117	Concourse				
			SPACE TOTAL		$0.00
118	Kitchen				
		Stainless Table on Casters	2	$464.71	$929.42
			SPACE TOTAL		$929.42
119	Storage				
					$0.00
			SPACE TOTAL		$0.00

120	Janitor				
			SPACE TOTAL		$0.00

121	Men's				
					$0.00
			SPACE TOTAL		$0.00

122	Conference/Activity Space				
		Meeting Table	21	$899.55	$18,890.55
		Round Table Top	3	$586.94	$1,760.82
		Meeting Table Cart	3	$834.38	$2,503.14
		Meeting Chair - Cart	6	$175.56	$1,053.36
		Meeting Chair - Plastic	100	$112.64	$11,264.00
			SPACE TOTAL		$35,471.87

122	Patio Seating				
		Tables	0		$0.00
		Chairs	0		$0.00
			SPACE TOTAL		$0.00

① Billiards Rendering

Client Notes

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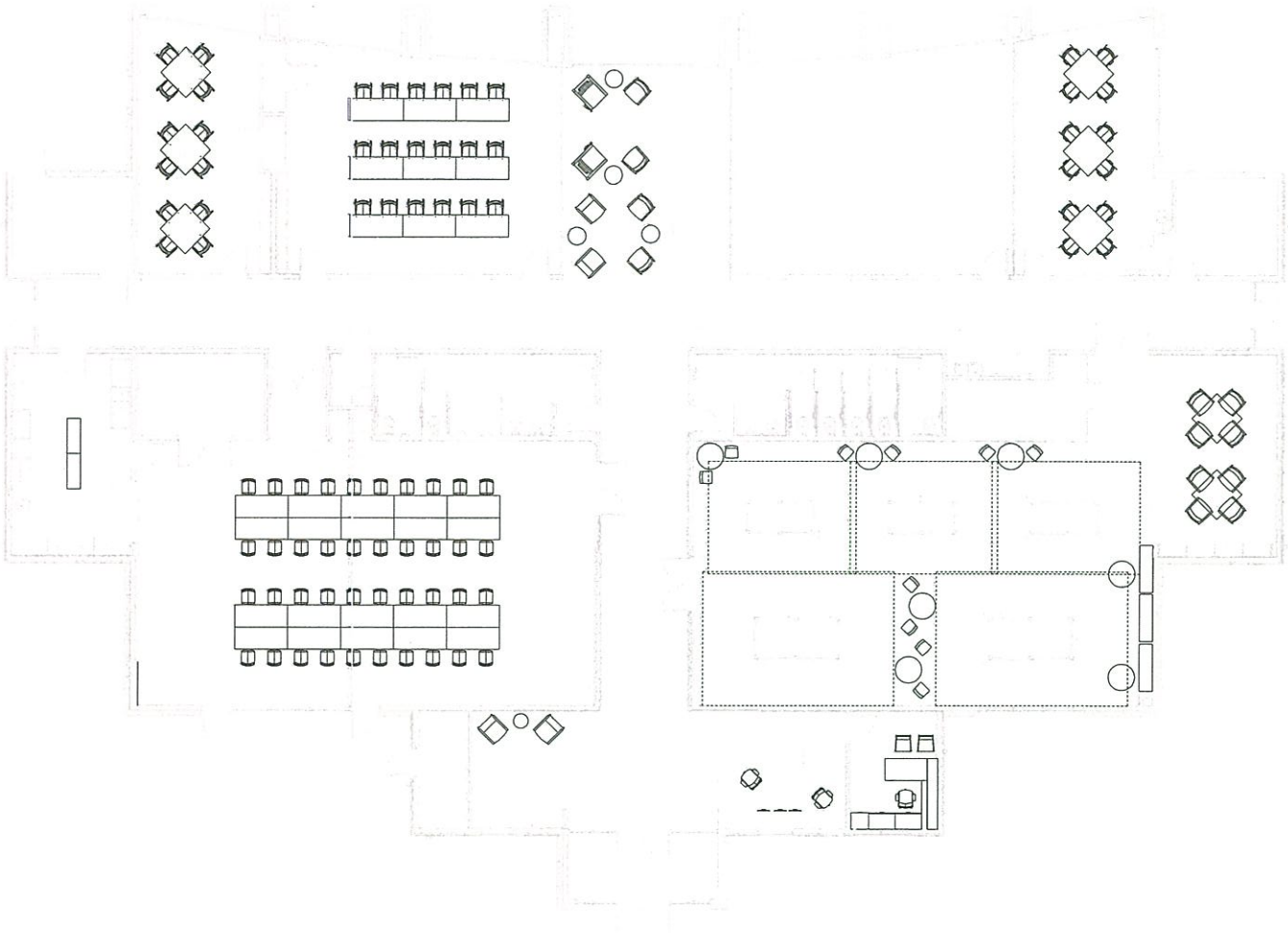


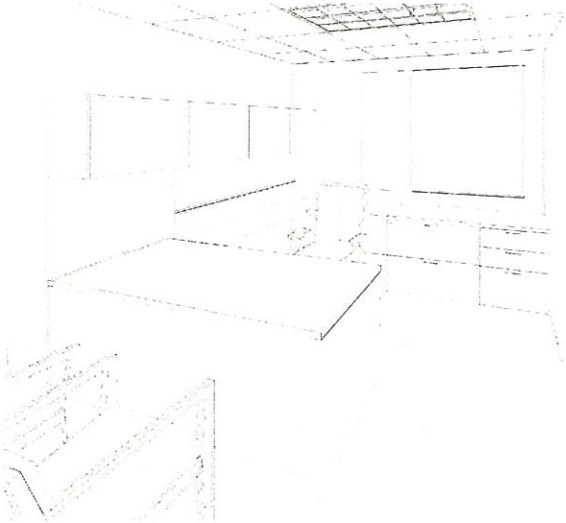
Oak Ridge Senior Center

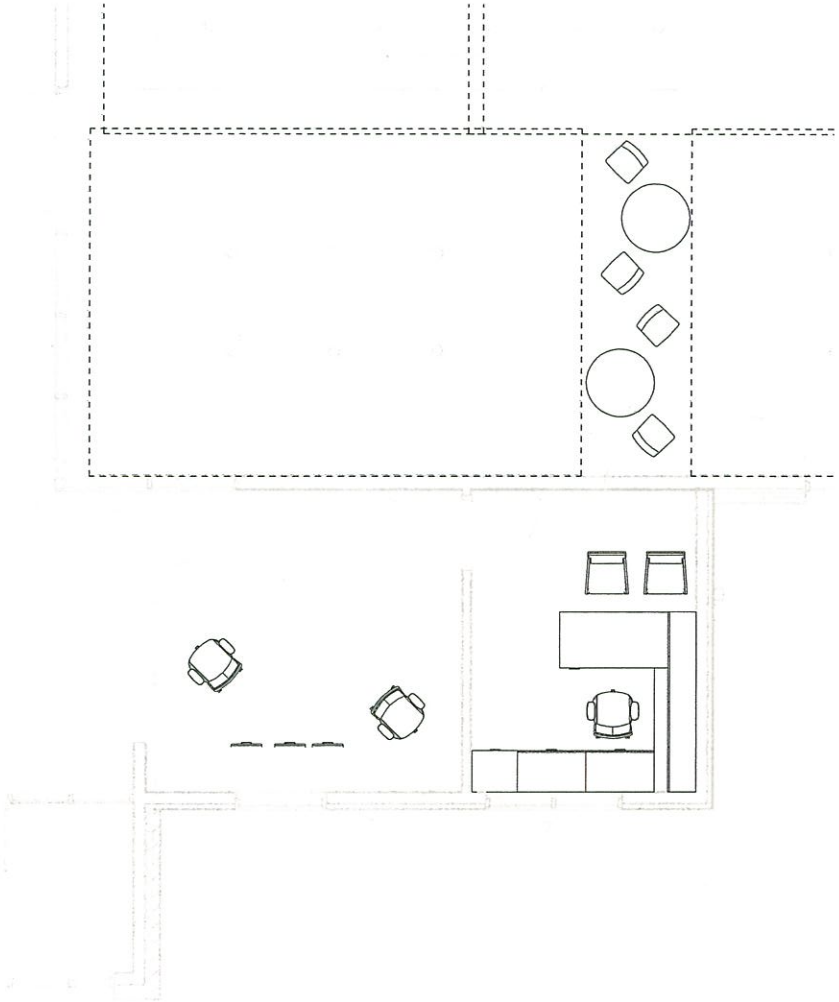
Furniture Design Package April 1, 2019

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Office Furniture





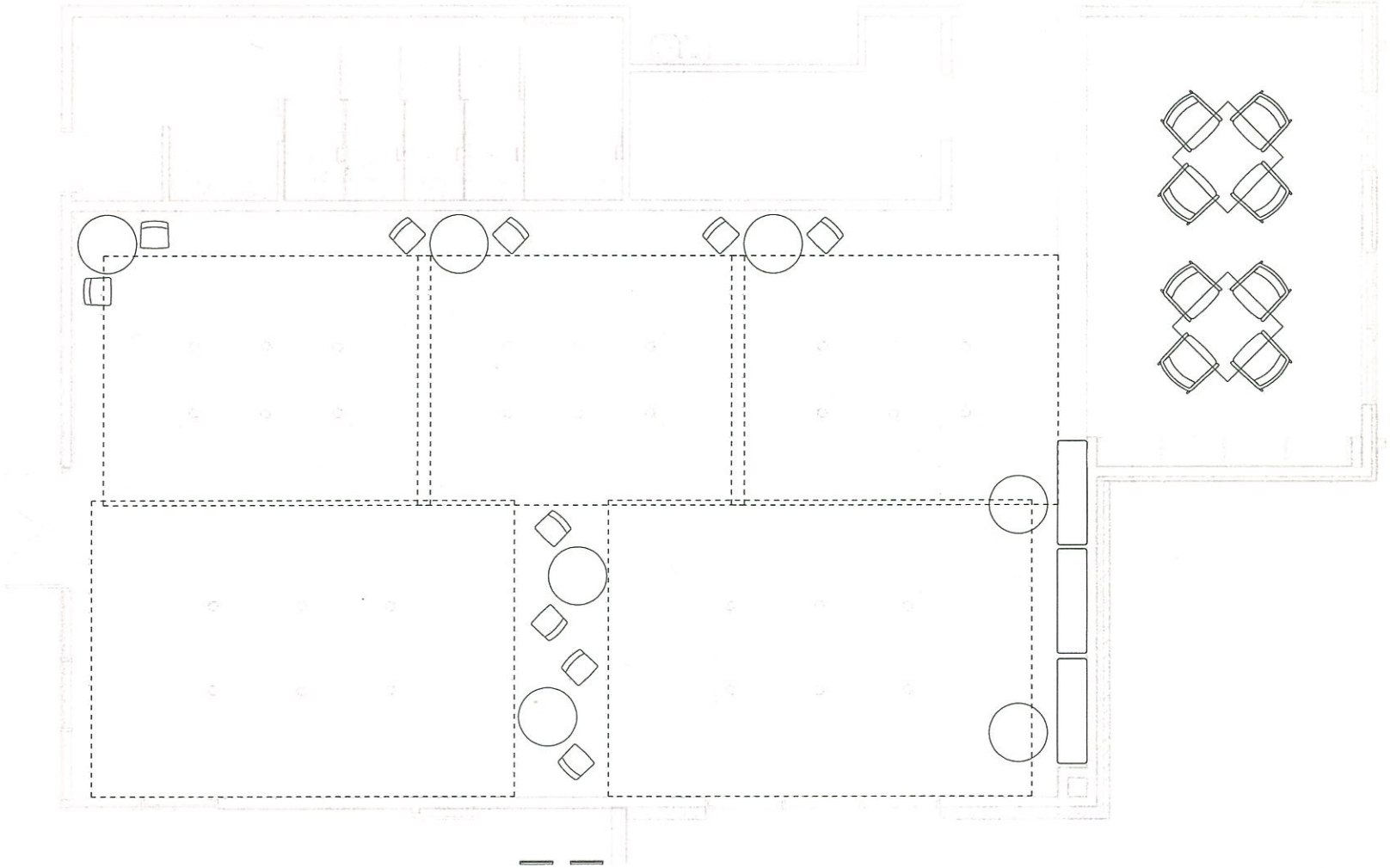
Oak Ridge Senior Center

Furniture Design Package - April 2018

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Billiards Game Furniture



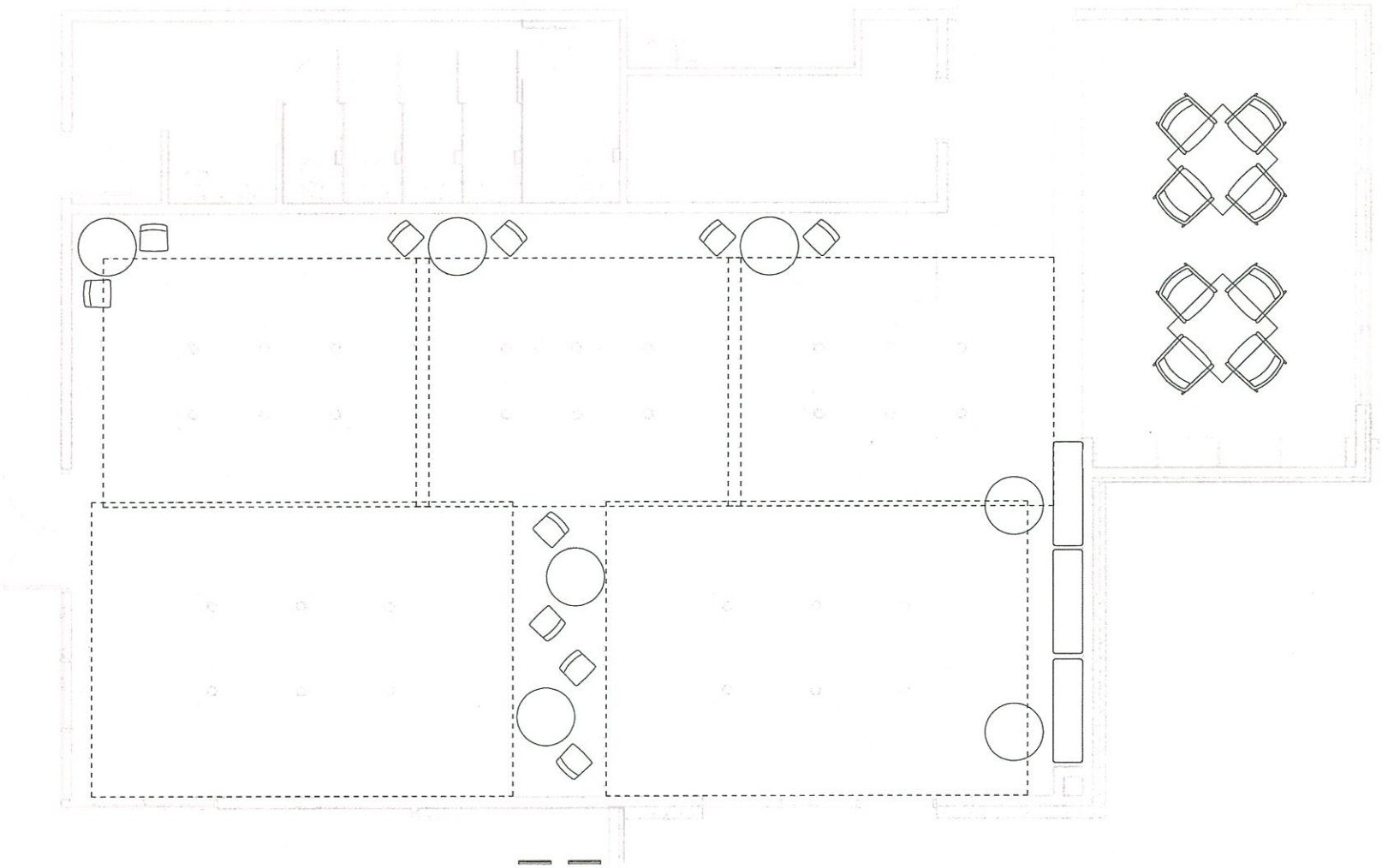
Oak Ridge Senior Center

Furniture Design Package - April 5, 2013

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Billiards Game Furniture



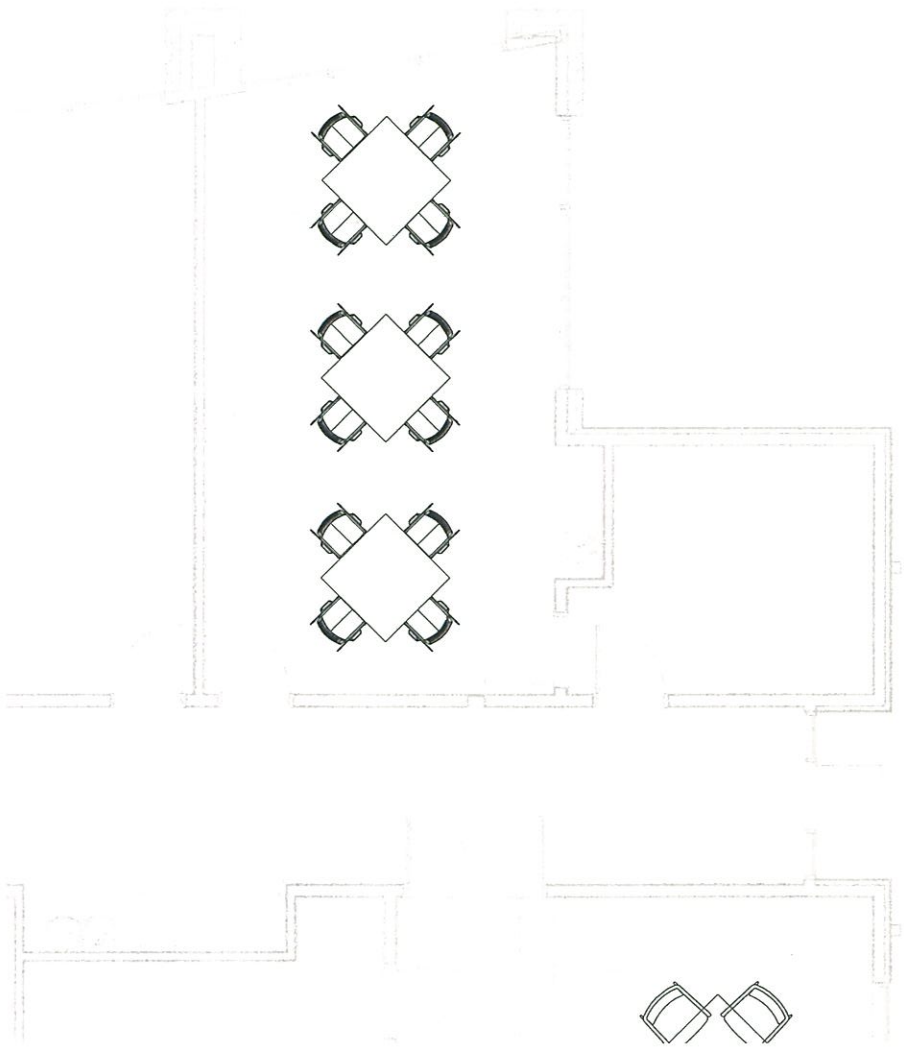
Oak Ridge Senior Center

Furniture Design Package - April 1, 2019

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Craft Furniture



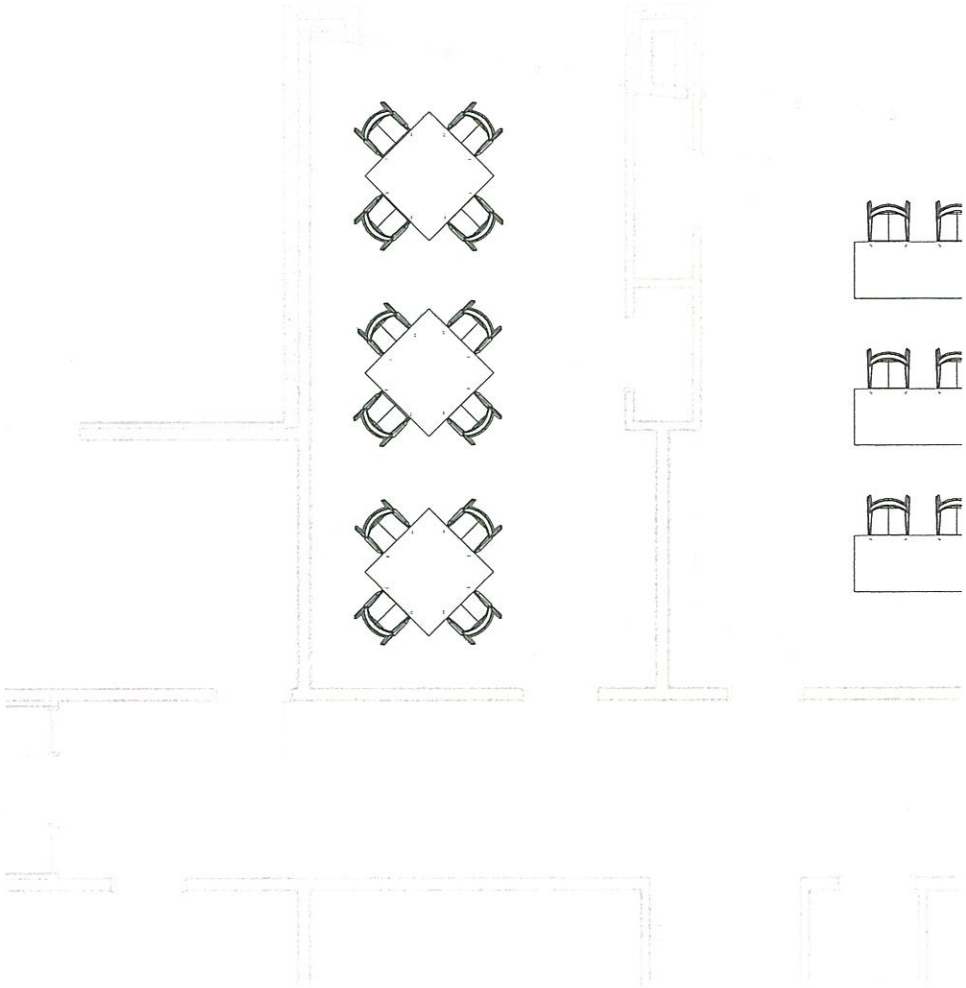
Oak Ridge Senior Center

Furniture Design Package - April 2019

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Multipurpose Furniture



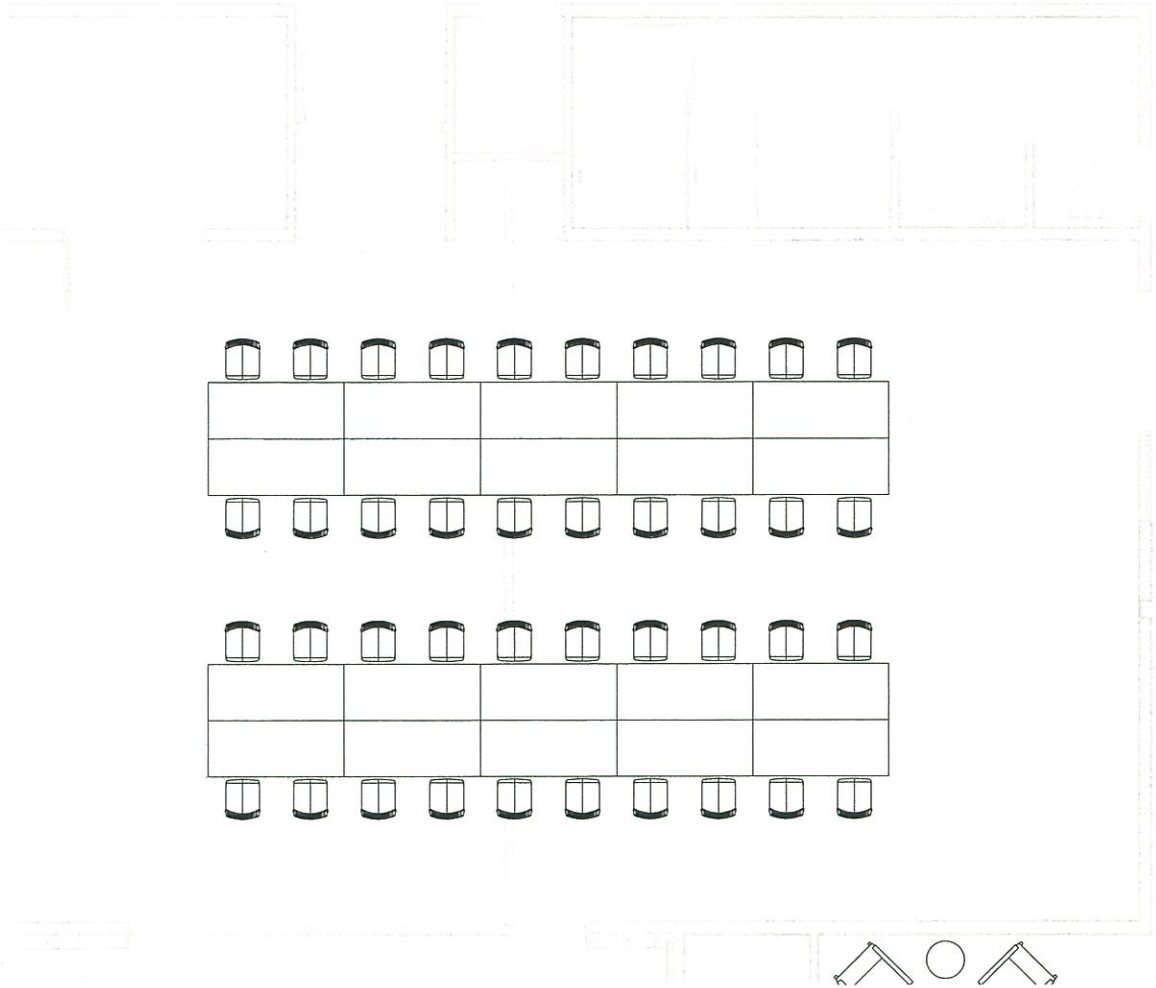
Oak Ridge Senior Center

Furniture Design Package: April 2019

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Multipurpose / Banquet Furniture



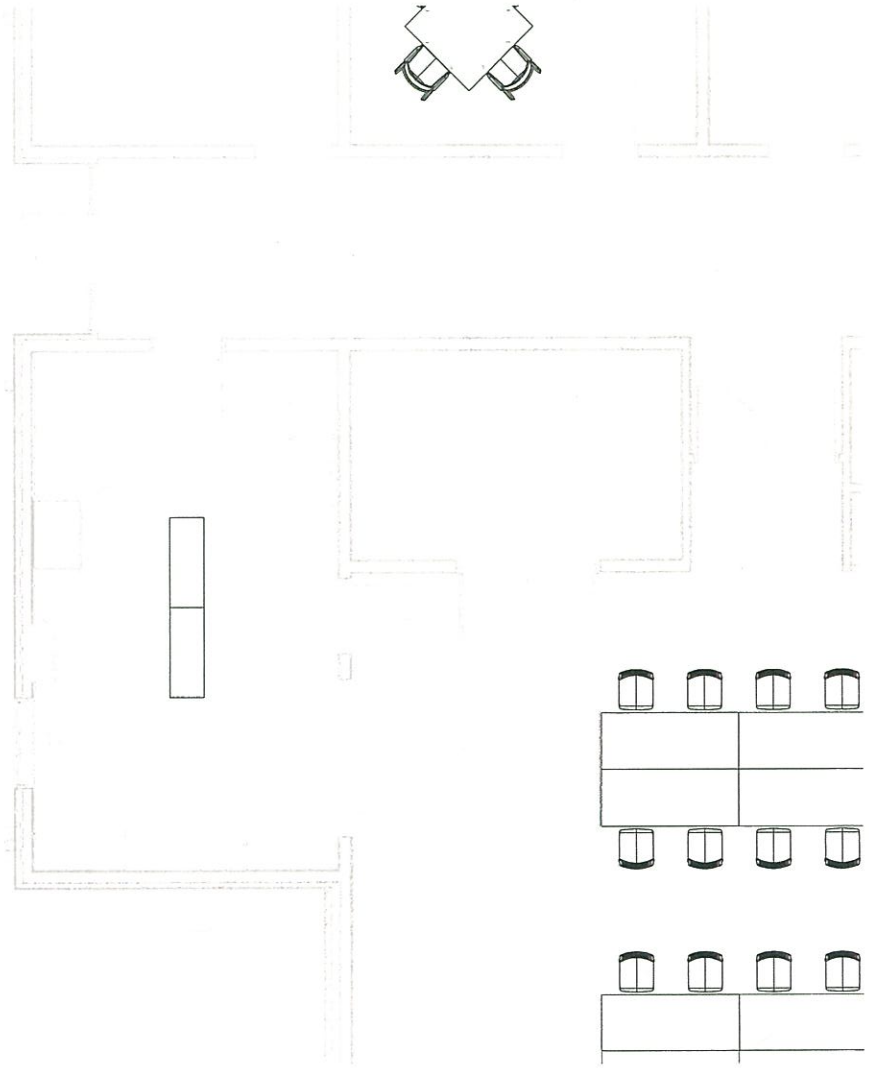
Oak Ridge Senior Center

Furniture Design Package - April 1, 2014

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Kitchen Furniture



Oak Ridge Senior Center

Furniture Design Package - April 1, 2019

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

Furniture Selections

Lobby & Lounge Chairs

Lobby & Lounge Table

Lounge Club Chair

Lounge Recliner

Craft Chairs

Multipurpose Chairs

Meeting Room Chairs

Billiards Stools

Folding Tables

Kitchen Carts

Billiards Cocktail Tables

OAK RIDGE SENIOR CENTER

Furniture Design Package

STUDIO FOUR DESIGN

PLANNING GRAPHICS ARCHITECTURE + INTERIORS

RECREATION & PARKS DEPARTMENT MEMORANDUM
19-06

DATE: May 24, 2019

TO: Mark S. Watson, City Manager

FROM: Jonathan W. Hetrick, Recreation & Parks Director

SUBJECT: OUTDOOR POOL CHLORINE SUPPLY FY2020

Introduction

An item for the agenda is approval to purchase chlorine briquettes for the Outdoor Pool from Duffield Aquatics, Inc. of Anderson, SC in an amount not to exceed $46,953.72.

Funding

Funding for this purchase is included in the FY2020 General Fund budget for the Outdoor Pool.

Consideration

In 2018, department staff were advised that the supplier of gaseous chlorine for water treatment at the outdoor pool would no longer provide that product for the pool operation. Staff explored every possible avenue for an alternate supplier, with no success. Staff then evaluated alternatives for water treatment at the pool. After extensive research, chlorine briquettes were determined to be the most effective and reliable alternative.

On April 10, 2019, proposals for chlorine briquette feeder systems were opened. Pulsar chlorine feeders were determined to best meet the criteria of the Request for Proposals. Pulsar chlorine briquettes will be purchased under State Contract #105. The Aquatics staff estimate that the pool will require three hundred and sixty (360) fifty-pound buckets of briquettes for the FY 2020 season (July, August, May and June) at a cost of $42,685.20. Because there is no historical data on consumption using a briquette feed system at this pool and usage can vary depending on weather and other variables, staff are requesting a ten (10) percent contingency ($4,268.52) during the first full year of operation.

Recommendation

Approval of the purchase is recommended.

Jonathan W. Hetrick

Attachments: Resolution
Duffield Aquatics Quote # DUFQ37261

City Manager's Comments:

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

Mark S Watson 6-5-19

Mark S. Watson Date

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE PURCHASE OF CHLORINE BRIQUETTES FOR THE OUTDOOR SWIMMING POOL FROM DUFFIELD AQUATICS, INC., ANDERSON, SOUTH CAROLINA, IN AN AMOUNT NOT TO EXCEED $46,953.72.

WHEREAS, the Oak Ridge Municipal (Outdoor) Swimming Pool is in need of chlorine for continued safe pool operations; and

WHEREAS, the City's supplier of chemicals for the Water Treatment Plant was the City's supplier of gaseous chlorine for the pool; however, the company gave notice last year that such product would no longer be supplied; and

WHEREAS, after extensive research, the City has selected chlorine briquettes as the most effective and reliable alternative to gaseous chlorine; and

WHEREAS, a state contract is available from Duffield Aquatics, Inc., Anderson, South Carolina, for the purchase; and

WHEREAS, the City Manager recommends the purchase using state contract pricing.

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 spend up to $46,953.72 for the purchase of chlorine briquettes for use at the Oak Ridge Municipal (Outdoor) Swimming Pool using state contract pricing through Duffield Aquatics, Inc., Anderson South Carolina, for Fiscal Year 2020 *July 1, 2019 through June 30, 2020).

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 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

RECREATION & PARKS DEPARTMENT MEMORANDUM
19-08

DATE: May 24, 2019

TO: Mark S. Watson, City Manager

FROM: Jonathan W. Hetrick, Recreation & Parks Director

SUBJECT: PURCHASE OF POINT-OF-SALE SOFTWARE PACKAGE FOR CENTENNIAL GOLF COURSE

Introduction

An item for the agenda is the provision of a point-of-sale software package for Centennial Golf Course by Golf Now, LLC of Orlando, FL. The package includes point-of-sale software, hardware, online presence for purchasing tee times, email and text marketing, and course website with 24/7 support.

Funding

This item will be funded through a trade/commission agreement with the proposed vendor. The course will provide three tee times each day to the vendor to sell. In return, the City will receive necessary software and hardware to support golf course reservations and marketing operations. The vendor will pay a commission to the City of 33% of all of those tee times sold. The vendor will have the opportunity to sell other tee times at the course on behalf of the City. The City will collect 100% of those greens fees and cart fees. The vendor will charge a $2.49 service fee for each tee time they sell, 50% of which will be paid to the City.

Consideration

Centennial Golf Course currently works with two (2) vendors (EZ Links and Golf Now) for point-of-sale and website support. Vendors currently provide their services in exchange for two (2) tee times each day (four (4) tee times total). No commission is paid to the City under the current agreements. The point-of-sale software currently used by the course from EZLinks is outdated and will no longer be supported by EZLinks after July 1, 2019. As a result, The City issued a Request for Proposals for new point of sale software. After evaluating the four proposals submitted, staff recommends the selection of Golf Now to provide point of sale and website support services for the golf course.

Recommendation

Approval of the attached resolution is recommended.

Jonathan W. Hetrick

Attachments: Resolution

City Manager's Comments:

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

Mark S Watson 6-5-19

Mark S. Watson Date

NUMBER _____

RESOLUTION

A RESOLUTION AWARDING A CONTRACT (FY2019-130) TO GOLF NOW, LLC, ORLANDO, FLORIDA, FOR A POINT-OF-SALE SYSTEM FOR TENNESSEE CENTENNIAL GOLF COURSE.

WHEREAS, the City issued a Request for Proposals for a point-of-sale system for software, hardware, online presence for purchasing tee times, email and text marking, and course website with 24-7 support for Tennessee Centennial Golf Course; and

WHEREAS, proposals were received on March 14, 2019 with Golf Now, LLC, Orlando, Florida, providing the best proposal for the services needed; and

WHEREAS, this contract will be funded through a trade/commission arrangement whereby Golf Now, LLC, will receive three (3) tee times per day to sell with the City receiving back one-third of the sale of those tee times as commission; and

WHEREAS, depending upon the number of tee times sold over the contract term, the value (two-thirds of the tee time sales being retained by the contractor) of the trade/commission arrangement could exceed the City Manager's signature limit and, therefore, this contract is being brought to City Council for approval; and

WHEREAS, the City Manager recommends award be made to Golf Now, LLC.

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 Golf Now, LLC, 7580 Golf Channel Drive, Orlando, Florida 32819, for a point-of-sale system for Tennessee Centennial Golf Course; said award in strict accordance with Contract FY2019-130, the required specifications, and the contractor's proposal.

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 June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

RECREATION & PARKS DEPARTMENT MEMORANDUM
19-09

DATE: May 24, 2019

TO: Mark S. Watson, City Manager

FROM: Jonathan W. Hetrick, Recreation & Parks Director

SUBJECT: FENCE MATERIALS PURCHASE – BLANKENSHIP FIELD

Introduction

An item for the agenda is the purchase of aluminum stock and hardware from Frazier Welding & Steel Co., Inc., Knoxville, Tennessee, to be fabricated into a fence to surround Blankenship Field in an amount not to exceed $34,274.70.

Funding

A portion of the funding for this purchase, in the amount of $11,856.00, is included in the LPRF Grant awarded to the City for the Blankenship Field Renovation Project. The Blankenship Foundation will provide the balance of the funds.

Consideration

The materials acquired through this purchase will be used to fabricate aluminum fencing to surround the playing surface at Blankenship Football Field. Fabrication of the fence will be donated to the project by Anderson County Commissioner Tim Isbell and Rocky Top TN Marketing and Manufacturing.

Recommendation

Approval of the attached resolution is recommended pending acceptance of the quote by the Tennessee Department of Environment and Conservation.

Jonathan W. Hetrick

Attachments: Resolution
Abstract
Bid Process Form

City Manager's Comments:

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

Mark S Watson 6-5-19

Mark S. Watson Date

CITY OF OAK RIDGE, TENNESSEE
Abstract of Bids

RFQ 162966
OPENING DATE: May 22, 2019 2:00 P.M.

FOR --- Fence Material - Blankenship Field			BIDDER: Frazier Welding & Steel Co., Inc. 917 Cooper Street Knoxville, TN 37917		BIDDER:		BIDDER:		BIDDER:	
DESCRIPTION	ITEM		UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
FURNISH ALL MATERIAL REQUIRED FOR FENCE MATERIAL AT BLANKENSHIP FIELD PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE RECREATION & PARKS DEPARTMENT	1			$ 34,274.70						
TOTAL PRICE				$ 34,274.70		$ -		$ -		$ -
TERMS				Net 30						
DELIVERY				PER CONTRACT						
F.O.B.				JOB SITE						
VIA				CONTRACTOR						

OTHER BIDDERS CONTACTED:
See Bid Process Form

BIDS OPENED AND RECORDED BY---
Lyn Majeski
Lyn Majeski
Purchasing Manager

REASON FOR AWARD

ONLY BID RECEIVED	X
LOW PRICE	
BETTER OR REQUIRED SERVICES	
EARLY DELIVERY	
LOWEST TOTAL COST	

RECOMMEND AWARD BE MADE TO:

Frazier Welding & Steel Co., Inc.
917 Cooper Street
Knoxville, TN 37917

BIDS REVIEWED BY---
Janice McGinnis
Janice McGinnis
Finance Director

BID PROCESS FORM

BID NAME RFQ 162966

DESCRIPTION Fence Material - Blankenship Field

CITY COUNCIL MEETING June 10, 2019

BIDDERS CONTACTED (CONTACT INFORMATION)

Company	Name	Address	City, State ZIP	Phone	Email	Contacted Via
Frazier Welding & Steel Co. Inc	Brian F. Dunn	917 Cooper Street	Knoxville, TN 37917	865-524-3011	frazierwelding@bellsouth.net	[e-mail]
Specialty Metals & Supply	Chris	2547 Scottish Pike	Knoxville, TN 37920	865-609-1007	chris@specialty-metals.net	[e-mail]
East Tennessee Steel Supply		420 Ryder Lane	Morristown, TN 37815	423-587-3500	tnsales@tnsteel.com	[e-mail]
ADI Metal, Inc.		2930 SW 2nd Avenue	Fort Lauderdale, FL 33315	866-825-9271	sales@adimetal.com	[e-mail]
kloeckner metals		650 Butler Street	Murfreesboro, TN 37127	615-849-8800	mzumbrum@kloecknermetal.com	[e-mail]
						[e-mail]
						[e-mail]
						[e-mail]
						[e-mail]
						[e-mail]

BIDDERS WHO CONTACTED THE CITY AFTER ADVERTISED (CONTACT INFORMATION)

BIDS RECEIVED

Frazier Welding & Steel Co. Inc

ADVERTISEMENT

The City of Oak Ridge advertised this bid on the Finance Department's Departmental Webpage for a duration of 7 days.

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE PURCHASE OF ALUMINUM STOCK AND HARDWARE FROM FRAZIER WELDING & STEEL CO., INC., KNOXVILLE, TENNESSEE, AS THE MATERIALS FOR FABRICATION OF A FENCE AT BLANKENSHIP FIELD IN AN AMOUNT NOT TO EXCEED $34,274.70, SUBJECT TO ACCEPTANCE OF THE SUPPLIER'S QUOTE FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION.

WHEREAS, the City and the Blankenship Field Revitalization Foundation desire to install an aluminum fence surrounding the playing surface as part of the Blankenship Field Revitalization Project; and

WHEREAS, grant funds in the amount of $11,856.00 are allocated from the Tennessee Department of Environment and Conservation (TDEC) for a fence at Blankenship Field; and

WHEREAS, bids were received and publicly opened on May 22, 2019, with Frazier Welding & Steel Co., Inc., Knoxville, Tennessee, submitting the sole bid; and

WHEREAS, the City has submitted the bid to TDEC for acceptance; and

WHEREAS, the remaining cost of the materials will be paid by the Blankenship Field Revitalization Foundation; and

WHEREAS, the City Manager recommends acceptance of the bid provided approval of the purchase is received from TDEC.

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 Frazier Welding & Steel Co., Inc., 917 Cooper Street, Knoxville, Tennessee 37917, for furnishing aluminum stock and hardware for the Recreation and Parks Department; said award in strict accordance with Request No. 162966, the required specifications, and the bid as publicly opened on May 22, 2019, and in an amount not to exceed $34,274.70.

BE IT FURTHER RESOLVED that City Council's approval is contingent upon approval of the bid from the Tennessee Department of Environment and Conservation for partial funding utilizing grant funds.

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

POLICE DEPARTMENT MEMORANDUM
19-03

DATE: May 21, 2019

TO: Mark S. Watson, City Manager

FROM: Charles R. Smith, Chief of Police

SUBJECT: PROPOSAL FOR VETERINARY SERVICES FOR THE OAK RIDGE ANIMAL SHELTER

Introduction

An item for the agenda, a resolution approving an agreement with Dr. Matt Jinks, DVM, to provide professional veterinary services for the City of Oak Ridge Animal Shelter, in an amount not to exceed $96,000.00.

Funding

Funds are assigned to the Professional and Contractual Services line of the Animal Control budget. In addition to a base salary of $5,500 per month ($66,000 per year), Dr. Jinks shall be compensated $50 for each spay/neuter procedure performed, to be funded by adoption fees. In Calendar Year 2018, Dr. Jinks performed 430 procedures – approximately 36 per month. Compensation for spay/neuter procedures shall not exceed $30,000 per year. Total compensation for one (1) fiscal year under this agreement shall not exceed $96,000 without advance written approval from the city.

Consideration

The Oak Ridge Police Department submitted an RFP for Veterinary Services as requested. Only one (1) proposal was submitted during the RFP for veterinary services. Dr. Matt Jinks, DVM, the current veterinarian contracted by the City of Oak Ridge, submitted the only proposal. Dr. Jinks has been under contract with the City since 2009 and has served as the City's full time veterinarian since 2013.

Recommendation

Approval of the attached resolution is recommended.

Charles R. Smith, Chief of Police

Attachments: Resolution

City Manager's Comments:

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

Mark S Watson 6-5-19

Mark S. Watson Date

NUMBER _____

RESOLUTION

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 YEARS 2020 AND 2021 IN AN AMOUNT NOT TO EXCEED $96,000.00 PER FISCAL YEAR.

WHEREAS, the City owns and operates the Oak Ridge Animal Shelter; and

WHEREAS, the Animal Shelter is in need of a full-time veterinarian to provide spay and neuter services and rabies vaccinations for adopted animals and to provide other services such as animal examinations, maintaining an inventory of medical supplies and drugs, and assisting the City in obtaining a clinic license for the Animal Shelter; and

WHEREAS, the current contract for veterinary services expires June 30, 2019, therefore, the City issued a Request for Proposals for the services; and

WHEREAS, Dr. Matt Jinks submitted the sole proposal for said services; and

WHEREAS, Dr. Jinks has been the City's full-time veterinarian at the Animal Shelter since FY2013 and was a part-time veterinarian at the Animal Shelter prior to that time for a number of years; and

WHEREAS, the proposed contract is for a two-year term (July 1, 2019 through June 30, 2021), with up to two (2) additional two-year renewal options at the City's sole option; and

WHEREAS, the City Manager recommends approval of a professional services agreement with Dr. Jinks to provide such services.

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

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into a professional services agreement with Dr. Matt Jinks, Maryville, Tennessee, to provide veterinary and other related services at the Oak Ridge Animal Shelter for a base compensation of $5,500.00 per month and supplemental compensation of $50.00 per adopted animal spayed or neutered; said agreement for Fiscal Years 2020 and 2021 (July 1, 2019 through June 30, 2021) in an amount not to exceed $96,000.00 per fiscal year.

BE IT FURTHER RESOLVED that said agreement provides for up to two (2) additional two-year terms at the City's sole option, which renewals allow for a cost of living adjustment based upon the Consumer Price Index.

BE IT FURTHER RESOLVED that the City Manager may authorize renewals of this agreement if budgeted funds allow.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

FINANCE DEPARTMENT MEMORANDUM

19-07

DATE: June 4, 2019

TO: Mark S. Watson, City Manager

FROM: Janice E. McGinnis, Finance Director

SUBJECT: ENCUMBRANCES FISCAL 2019 YEAR END

Introduction

An item for City Council's consideration is a resolution to encumber all remaining unspent budgeted funds at the end of fiscal 2019 in General Fund activities 845 Information Services (IS), 862 Finance and 951 Stormwater.

Funding

This action will allow remaining unspent budgeted fiscal 2019 funds to be combined with fiscal 2020 budgeted funding to finance specific projects and/or allow for higher spending levels for some programs as outlined below.

Review

845 Information Services (IS) – Remaining unspent budgeted funding will primarily be from employee vacancies and unspent funding for technology consultants. The encumbrance of remaining unspent fiscal 2019 IS budgeted funds will allow for this funding to be combined and utilized with fiscal 2020 budgeted funding for consulting services and other costs related to the purchase and installation of utility billing, financial and other related software.

862 Finance – Remaining unspent budgeted funding will primarily be from employee vacancies during the fiscal year and unspent software costs. To date, the software focus has been on the installation of the Customer Information System (CIS), which is the utility and tax billing and related systems. During fiscal 2020, the focus will shift to the Financial Management System (FMS) which includes the financial and cost accounting portions of the software transition. Since the Finance Department's budgeted costs are primarily for personnel the utilization of encumbered funds from vacancies due to staffing turnover has allowed the department to make much needed security and other improvements to the City warehouse, which is under the management of the Finance Department, and purchase other items such as the folding machine for the transition away from post cards for utility and tax bills to a letter sized bill. This encumbrance will provide support for the FMS software conversion as well other departmental needs.

951 Stormwater - The Public Works Department continues to actively map stormwater drainage and assets. With this data, combined with an improved citizen complaint tracking system, they are preparing a prioritized list of projects requiring replacement or rehabilitation. In addition, the Department is pursuing the completion of an assessment of future stormwater program costs related to the desired level of service, evaluate alternatives to fund future improvements, assess the feasibility of implementing improvements and recommendations for implementation. The Stormwater Program Funding Project will be completed in FY20. Additionally, while many of the rehab/replacement projects will be completed in-house, the department is looking to combine and contract out projects that are larger in size and scope so that Stormwater projects can be completed in a more expeditious manner. Some of these identified projects will be completed in FY20 and are dependent on the number of projects that can be completed within available funding levels.

Recommendation

Staff recommends approval of the attached resolution. This action will allow remaining unspent fiscal 2019 funds to be combined with fiscal 2020 funding to accomplish some much needed projects. In particular, the encumbering of these funds allows for the carryforward of unspent funds to next fiscal year for projects that will have a higher level of expenditures, such as that related to the city-wide software transition.

Janice McGinnis

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

Mark S. Watson

6-5-19

Date

NUMBER _____

RESOLUTION

A RESOLUTION TO ENCUMBER ALL REMAINING UNSPENT BUDGETED FUNDS AT THE END OF FISCAL YEAR 2019 IN THE FOLLOWING GENERAL FUND ACTIVITIES: 845 INFORMATION SERVICES, 862 FINANCE, AND 951 STORMWATER.

WHEREAS, it is anticipated that an amount of budgeted funds will remain in the General Fund budget at the end of Fiscal Year 2019; and

WHEREAS, the City desires to encumber all remaining unspent budgeted funds in the following General Fund activities: 845 Information Services, 862 Finance, and 951 Stormwater; and

WHEREAS, said funds will be combined with Fiscal Year 2020 budgeted funds to finance specific projects and/or to allow for higher spending levels for certain programs as designated by the City Manager.

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

That all available residual budgeted funds in certain General Fund FY2019 activities (845 Information Services, 862 Finance, and 951 Stormwater) are hereby encumbered for FY2020 for payment toward specific projects and/or to allow for higher spending levels for certain programs as designated by the City Manager.

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

CITY COUNCIL MEMORANDUM
19-16

DATE: June 5, 2019

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: APPROVAL OF AN ECONOMIC SERVICES AGREEMENT WITH RAY EVANS FOR FY2020

Introduction

An item for Council's consideration is the renewal of a contract with Ray Evans as a private consultant for economic development services in the amount of $54,000. The contract period shall be for the new fiscal year beginning July 1, 2019 through June 30, 2020.

Funding

The funding for this contract is accounted for in the City of Oak Ridge General Fund with contributions provided by the Electric and Waterworks Funds.

Background:

Ray Evans has serve as an economic development consultant to the City Manager since 2012. The purpose of his services has been to assist the City Manager in implementing the major economic development projects of the City. These have included the Aubrey's/Panera project along Illinois Avenue, the Oak Ridge Main Street project and the AMSE museum. The next phase of Main Street will utilize Mr. Evan's services and technical expertise in developing a series of new stores in the project area. Mr. Evans has also assisted the City Manager with financial details and reviews of agreements associated with tax increment districts in the City. Mr. Evans has also assisted the Industrial Development Board (IDB) on analyzing and reviewing proposed developments in these districts of the City.

Recommendation

Mr. Evans has assisted private sector development with ombudsman-type services that have enabled implementation in a swift and timely manner. With anticipated upcoming projects, his services will be of great benefit in the coming year. Approval of the attached resolution and contract in the amount of $54,000 is recommended.

Mark S Watson

Mark S. Watson

Attachment:
Resolution

Current contract

FY2019-004

AGREEMENT
(Economic Development Support Services)

This Agreement entered into this 11th day of June 2018, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and Ray Evans, 107 Amanda Place, Oak Ridge, Tennessee 37830, hereinafter referred to as "Mr. Evans."

WITNESSETH:

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

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

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

1. SCOPE OF SERVICES

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

A. To assist and advise the City Manager on City-related details of proposed economic development projects in Oak Ridge, particularly retail, public projects, and land development issues.

B. Assist in the further and development of the Main Street-Oak Ridge project and available AMSE site as required.

C. Coordinate and respond to out of town developers with necessary community information and with assistance to City contractor Steve Jones and the Oak Ridge Chamber of Commerce.

D. Serve and assist the City Manager as City point person for Phase II and III project implementation issues with Main Street Oak Ridge properties and progress analysis of City TIF Programs.

E. Advise the City Manager on strategic land development approaches for developing retail activity in Oak Ridge, encouraging sustainability of small businesses, and coordination with City departments.

F. Implement necessary site preparation and infrastructure improvements to Horizon Center Industrial Park Developments in support of the Industrial Development Board (IDB) as requested.

G. Advise the City Manager on riverfront development projects.

H. Conduct meetings with the City Manager at least monthly, participate in Diamond team meetings, and provide any requested reports.

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

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2018 and shall terminate on June 30, 2019, unless terminated earlier by the City under Section 13.

3. COMPENSATION

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

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

4. ASSISTANCE FROM CITY

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

5. NO DISCRIMINATION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

8. AMENDMENTS

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

9. ASSIGNMENT

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

10. COMPLIANCE WITH APPLICABLE LAWS

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

11. INDEPENDENT CONTRACTORS

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

12. NOTICE

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

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

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

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

13. TERMINATION

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

14. GOVERNING LAW

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

APPROVED AS TO FORM AND LEGALITY:

City Attorney

CITY OF OAK RIDGE, TENNESSEE

Mayor

RAY EVANS

Signature

Approved by Resolution 10-56-2018

NUMBER _____

RESOLUTION

A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2020 IN THE AMOUNT OF $54,000.00.

WHEREAS, by Resolution 6-56-2018, City Council approved an agreement with Ray Evans for economic development services for Fiscal Year 2019 (July 1, 2018 through June 30, 2019) in the amount of $54,000.00, which agreement expires on June 30, 2019; and

WHEREAS, Mr. Evans has been providing economic development services to the City since 2012; and

WHEREAS, the City Manager recommends continuing this contractual relationship and entering into an agreement with Mr. Evans for Fiscal Year 2020 for various economic development services, including technical expertise relating to the continued development of Main Street Oak Ridge.

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 for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) with Ray Evans for economic development services in the amount of $54,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

CITY COUNCIL MEMORANDUM
19-15

DATE: June 5, 2019

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: APPROVAL OF AN ECONOMIC SERVICES AGREEMENT WITH STEVE JONES FOR FY2020

Introduction

An item for Council's consideration is the renewal of a contract with Steve Jones as a private consultant for economic development major recruitment in the amount of $54,000. The contract period shall be for the new fiscal year beginning July 1, 2019 through June 30, 2020.

Funding

The funding for this contract is accounted for in the City of Oak Ridge General Fund with contributions provided by the Electric and Waterworks Funds.

Background

Steve Jones has served as an economic consultant to the City Manager since 2013. Due to time constraints, the City Manager identified a need to be in constant contact with state level officials and regional economic development groups to coordinate possible recruitment in Oak Ridge. From responding to proposals and meeting with inquiring clients, the agreement with Steve Jones has re-established the City of Oak Ridge as an important player in diversifying the economic prospects and existing businesses of the community.

Mr. Jones has consistently reported progress to the Oak Ridge Industrial Development Board and completes assignments from the City Manager. Mr. Jones is presently working on the development of new marketing material for distribution to prospective clients. This past year, Mr. Jones was integrally involved with the analysis of our Oak Ridge work force and most recently has spent considerable time with various data center prospects. Mr. Jones has also advised on prospect electrical power needs to the Oak Ridge Electric Department involved with the development of the Horizon and Heritage Industrial Parks. Although now in the early stages of development, I would attribute the development of the Project Coqui medical isotope project as part of the fruits of Mr. Jones work and constant engagement with the client.

Recommendation

The services of Mr. Jones have been a great asset to the City Manager's office. Using Mr. Jones' resources and contacts, we have been able to be in the game in the recruitment of new businesses to Oak Ridge. Approval of the attached resolution and contract in the amount of $54,000 is recommended.

Mark S Watson

Mark S. Watson

Attachment:
Resolution

Current Contract

FY2019-005

AGREEMENT
(Economic Development Support Services)

This Agreement entered into this 11th day of June 2018, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and James S. (Steve) Jones, 320 Maple Street, Clinton, Tennessee 37716, hereinafter referred to as "Mr. Jones."

WITNESSETH:

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

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

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

1. SCOPE OF SERVICES

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

A. To assist and advise the City Manager on recruitment and solicitation of state sponsored and locally developed economic development projects and those related to UPF, SMRs, carbon fiber, and industrial related logistics entities.

B. Engage in implementation and location of new industry to Oak Ridge.

C. Serve as a chief City point-of-contact for industrial and commercial projects in Oak Ridge.

D. Recruit and visit potential clients when necessary as coordinated with the City Manager.

E. Serve as a City liaison and contact point to State agencies and regional economic development officials engaged in East Tennessee/Oak Ridge economic recruitment.

F. Devise paths forward for buildout development of Horizon and Heritage Centers through assessments of infrastructure needs, financial impact modeling, and identifying eligible grant programs.

G. Coordinate with the City's Government Affairs Information Services Director about any necessary programs or regulatory assistance and.

H. Coordinate any successful recruitments with Ray Evans, a consultant for the City, on future details required by the recruited company to construct and locate on particular sites in Oak Ridge.

I. Strategize with the City Manager on future ways to enhance City industrial capacities, stimulate job creation, and diversify industrial/commercial capacities.

J. Submit RFPs to State economic inquiries.

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

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2018 and shall terminate on June 30, 2019, unless terminated earlier by the City under Section 13.

3. COMPENSATION

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

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

4. ASSISTANCE FROM CITY

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

5. NO DISCRIMINATION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

8. AMENDMENTS

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

9. ASSIGNMENT

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

10. COMPLIANCE WITH APPLICABLE LAWS

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

11. INDEPENDENT CONTRACTORS

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

12. NOTICE

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

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

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

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

13. TERMINATION

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

14. GOVERNING LAW

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

APPROVED AS TO FORM AND LEGALITY:

City Attorney

CITY OF OAK RIDGE, TENNESSEE

Mayor

JAMES S. (STEVE) JONES

Signature

Approved by Resolution 6-57-2018

NUMBER _____

RESOLUTION

A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2020 IN THE AMOUNT OF $54,000.00.

WHEREAS, by Resolution 6-57-2018, City Council authorized an agreement with Steve Jones for economic development services for Fiscal Year 2019 (July 1, 2018 through June 30, 2019) in the amount of $54,000.00, which agreement expires on June 30, 2019; and

WHEREAS, Mr. Jones has been providing economic development services to the City since 2013, with particular focus on industrial projects; and

WHEREAS, the City Manager recommends continuing this contractual relationship and entering into an agreement with Mr. Jones for Fiscal Year 2020 for various economic development services, including serving as the City's point-of-contact for industrial projects.

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

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into an agreement for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) with Steve Jones for economic development services in the amount of $54,000.00.

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

This the 10th day of June 2019.

APPROVED AS TO FORM AND LEGALITY:

Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

ELECTIONS AND APPOINTMENTS

CITY COUNCIL MEMORANDUM
19-19

DATE: June 4, 2019

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: CONFIRMATION OF NOMINATION BY ORUD BOARD OF COMMISSIONERS

The attached communication from the Oak Ridge Utility District (ORUD) Board of Commissioners nominates Alan L. Liby to succeed himself as a Commissioner of the Utility District and petitions City Council to confirm his nomination. I met with the ORUD Board of Commissioners on May 29, 2019 and join with them in recommending the reappointment of Mr. Liby to fill the five-year term beginning July 1, 2019 and ending June 30, 2024.

Mark S Watson

Mark S. Watson

Attachment

TO THE HONORABLE MAYOR AND CITY COUNCIL OF OAK RIDGE, TENNESSEE

1. That, by Chapter 503 of the 1951 Private Acts of the State Tennessee, there was created a municipal corporation designated as "Oak Ridge Utility District,"

2. That, pursuant to Section 3 of said Chapter 503, as amended, the Board of Commissioners of Oak Ridge Utility District and the City Manager of the City of Oak Ridge have duly approved nominations for the appointment of Commissioner's and successor Commissioners to serve on the Board of Commissioners of Oak Ridge Utility District, which have been submitted to the City Council of the City of Oak Ridge for approval, and which have been duly approved by the City Council of the City of Oak Ridge, as follows:

    a. Alan L. Liby was duly nominated and re-appointed to a five-year term beginning July 1, 2014 and expiring June 30, 2019.

    b. Dr. Thomas L. Clary, III, was duly nominated and re-appointed to a five-year term beginning July 1, 2015 and expiring on June 30, 2020.

    c. James E. Rushton was duly nominated and re-appointed to a five-year term beginning July 1, 2016 and expiring June 30, 2021.

    d. Nancy S. Riser was duly nominated and re-appointed to a five-year beginning July 1, 2017 and expiring June 30, 2022.

    e. James W. Charles, III, was duly nominated and re-appointed to a five-year term beginning July 1, 2018 and expiring June 30, 2023.

3. That, on June 30, 2019, the term of Alan L. Liby, expires, thereby creating a vacancy in the membership of the Board of Commissioners of Oak Ridge Utility District.

4. That Section 3 of said Chapter 503, as amended, provides that whenever a vacancy occurs, a successor shall be nominated by a majority vote of the remaining members of the Board of Commissioners and the City Manager; then the name of the person so nominated shall be submitted to the City Council of Oak Ridge, Tennessee, for approval; then within twenty days from the submission of such name to the City Council, the Council shall act upon the nomination and advise the District thereof.

5. That pursuant to Section 3 of said Chapter 503, as amended, Alan L. Liby, of Oak Ridge, Tennessee, has been duly nominated to fill the vacancy created by the expiration of his current term, beginning July 1, 2019 and expiring on June 30, 2024, such nomination being made by a majority vote of the remaining members of the Board of Commissioners of Oak Ridge Utility District and the City Manager of Oak Ridge, Tennessee, as evidenced by the Resolution attached hereto.

Wherefore, the undersigned Petitioners pray that Oak Ridge City Council confirm the nomination of Alan L. Liby, as Commissioner of the Oak Ridge Utility District to serve a five-year term beginning July 1, 2019 and ending June 30, 2024, as authorized by Chapter 503 of the 1951 Private Acts of Tennessee, as amended.

RESPECTFULLY SUBMITTED THIS 29th DAY OF MAY, 2019,

BOARD OF COMMISSIONERS OF OAK RIDGE UTILITY DISTRICT:

James E. Rushton, Secretary

Dr. Thomas L. Clary, III, Commissioner

James W. Charles, III, Commissioner

Nancy S. Riser, Commissioner

CITY OF OAK RIDGE, TENNESSEE:

Mark Watson, City Manager

APPROVED BY OAK RIDGE CITY COUNCIL
THE _____ DAY of JUNE, 2019,

MAYOR

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

Kenneth Krushenski, City Attorney

James T. Normand, ORUD Attorney