

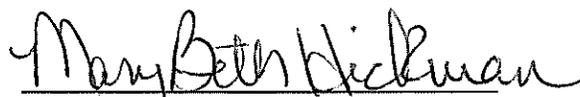
**CITY CLERK MEMORANDUM**  
**20-05**

DATE: March 20, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: SPECIAL MEETING OF CITY COUNCIL

At the request of City Manager Mark Watson, and in accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, Tennessee, a special meeting of City Council is hereby called for **Monday, March 23, 2020 at Noon** in the Municipal Building Courtroom, 200 S. Tulane Avenue. The meeting will be limited to consideration of the following:

- A RESOLUTION APPROVING AN ADOPTING A MAYORAL EXECUTIVE ORDER DATED MARCH 23, 2020 DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE.
- A RESOLUTION CONFIRMING THE CITY MANAGER'S MANAGEMENT OF EMERGENCY LEAVE FOR CITY EMPLOYEES AS AUTHORIZED IN POLICY NUMBER F-378, SECTION 2.4.1 OF THE CITY'S ADMINISTRATIVE POLICY AND PROCEDURE MANUAL.
- A RESOLUTION APPROVING VARIOUS EMERGENCY MEASURES BY THE CITY OF OAK RIDGE IN RESPONSE TO THE IMPACT OF THE COVID-19 VIRUS INCLUDING THE SUSPENSION OF DISCONNECTION FOR NON-PAYMENT OF UTILITY CUSTOMERS FOR UP TO 90 DAYS AND THE EXECUTION OF A CONTRACT WITH AID TO DISTRESSED FAMILIES OF APPALACHIAN COUNTIES, INC. IN THE AMOUNT OF \$100,000 TO ASSIST CITY OF OAK RIDGE RESIDENTS WHO HAVE BEEN IMPACTED BY THE VIRUS WITH PAYMENT OF THEIR UTILITY BILLS.
- A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOCAL HOTELS REGARDING ESSENTIAL EMPLOYEE STAYS.
- QUESTIONS AND ANSWERS ON CITY OPERATIONS BY CITY MANAGER AND SENIOR STAFF.
- DISCUSSION AND ACTION ON A SCHEDULE FOR ONGOING AND FUTURE SPECIAL MEETINGS.

In accordance with the City Charter, matters transacted at this special meeting shall be limited to the subjects recited in the notice of the meeting.

  
Mary Beth Hickman

cc: Mark S. Watson, City Manager  
Kenneth R. Krushenski, City Attorney  
Department Directors  
The Oak Ridger  
Oak Ridge Today  
The Knoxville News Sentinel  
BBB Communications

**ADMINISTRATIVE MEMORANDUM**  
**20-02**

DATE: March 20, 2020  
TO: Mary Beth Hickman, City Clerk  
FROM: Mark S. Watson, City Manager  
SUBJECT: SPECIAL CITY COUNCIL MEETING

In accordance with Article II, Section 2 of the Charter of the City of Oak Ridge, you are hereby requested to call a special meeting of the Oak Ridge City Council for Monday, March 23, 2020 at Noon in the Municipal Building Courtroom, 200 S. Tulane Avenue. This meeting will be limited to consideration of the following:

- A RESOLUTION APPROVING AN ADOPTING A MAYORAL EXECUTIVE ORDER DATED MARCH 23, 2020 DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE.
- A RESOLUTION CONFIRMING THE CITY MANAGER'S MANAGEMENT OF EMERGENCY LEAVE FOR CITY EMPLOYEES AS AUTHORIZED IN POLICY NUMBER F-378, SECTION 2.4.1 OF THE CITY'S ADMINISTRATIVE POLICY AND PROCEDURE MANUAL.
- A RESOLUTION APPROVING VARIOUS EMERGENCY MEASURES BY THE CITY OF OAK RIDGE IN RESPONSE TO THE IMPACT OF THE COVID-19 VIRUS INCLUDING THE SUSPENSION OF DISCONNECTION FOR NON-PAYMENT OF UTILITY CUSTOMERS FOR UP TO 90 DAYS AND THE EXECUTION OF A CONTRACT WITH AID TO DISTRESSED FAMILIES OF APPALACHIAN COUNTIES, INC. IN THE AMOUNT OF \$100,000 TO ASSIST CITY OF OAK RIDGE RESIDENTS WHO HAVE BEEN IMPACTED BY THE VIRUS WITH PAYMENT OF THEIR UTILITY BILLS.
- A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOCAL HOTELS REGARDING ESSENTIAL EMPLOYEE STAYS.
- QUESTIONS AND ANSWERS ON CITY OPERATIONS BY CITY MANAGER AND SENIOR STAFF
- DISCUSSION AND ACTION ON A SCHEDULE FOR ONGOING AND FUTURE SPECIAL MEETINGS.



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Mark S. Watson

**OAK RIDGE CITY COUNCIL  
SPECIAL MEETING**

Municipal Building Courtroom  
Monday, March 23, 2020

12:00 p.m.

AGENDA

- I. ROLL CALL
- II. ITEMS FOR CONSIDERATION
  - a. A RESOLUTION APPROVING AN ADOPTING A MAYORAL EXECUTIVE ORDER DATED MARCH 23, 2020 DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE.
  - b. A RESOLUTION CONFIRMING THE CITY MANAGER'S MANAGEMENT OF EMERGENCY LEAVE FOR CITY EMPLOYEES AS AUTHORIZED IN POLICY NUMBER F-378, SECTION 2.4.1 OF THE CITY'S ADMINISTRATIVE POLICY AND PROCEDURE MANUAL.
  - c. A RESOLUTION APPROVING VARIOUS EMERGENCY MEASURES BY THE CITY OF OAK RIDGE IN RESPONSE TO THE IMPACT OF THE COVID-19 VIRUS INCLUDING THE SUSPENSION OF DISCONNECTION FOR NON-PAYMENT OF UTILITY CUSTOMERS FOR UP TO 90 DAYS AND THE EXECUTION OF A CONTRACT WITH AID TO DISTRESSED FAMILIES OF APPALACHIAN COUNTIES, INC. IN THE AMOUNT OF \$100,000 TO ASSIST CITY OF OAK RIDGE RESIDENTS WHO HAVE BEEN IMPACTED BY THE VIRUS WITH PAYMENT OF THEIR UTILITY BILLS.
  - d. A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOCAL HOTELS REGARDING ESSENTIAL EMPLOYEE STAYS.
  - e. QUESTIONS AND ANSWERS ON CITY OPERATIONS BY CITY MANAGER AND SENIOR STAFF
  - f. DISCUSSION AND ACTION ON A SCHEDULE FOR ONGOING AND FUTURE SPECIAL MEETINGS.
- III. ADJOURNMENT

**CITY COUNCIL MEMORANDUM**  
**20-10**

DATE: March 20, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: RESOLUTION OF EMERGENCY

Introduction

An item for City Council's consideration is a resolution establishing the City of Oak Ridge as a city in a critical situation associated with the COVID-19 virus.

Funding

As with any natural disaster, cities will need to expend funds for the recovery of the City from disaster impacts. The ability to recover costs from federal and state sources after the disaster is possible and the City must be prepared to address any possibilities to keep the City of Oak Ridge economically and safely viable. The City will be required to purchase and expend on salaries, supplies, and materials to address impacts of the emergency.

Background

The City of Oak Ridge is faced with the challenge of getting through this health crisis. However, Oak Ridge has just received guidance from the Federal Emergency Management Agency that your expenses related to the COVID-19 outbreak may be eligible for reimbursement through FEMA's disaster assistance program outside of the need for the state government to declare a state of emergency before funds can be tapped. FEMA currently has over \$500 million in available balances in the Disaster Relief Fund (DRF) Base to support all 56 States and Territories for COVID-19 response efforts, including for direct Federal assistance, temporary facilities, commodities, equipment, and emergency operation costs. On March 20, 2020, the state of Tennessee and the counties of Anderson and Roane were part of a disaster declaration by the United States Small Business Administration, which will make available assistance to businesses, private nonprofits, homeowners, and renters.

At this point the City needs to be prepared for taking necessary actions that will be part of this emergency. The declaration of emergency will confirm that the actions taken under this urgent need are recognized by the City and will possibly require assistance at state and federal levels in accordance with National Incident Management System measures (NIMS).

Recommendation

The City Manager recommends approval of the attached resolution.



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Mark S. Watson

Attachments:  
Executive Order  
Resolution

**RESOLUTION****A RESOLUTION APPROVING AND ADOPTING A MAYORAL EXECUTIVE ORDER DATED MARCH 23, 2020 DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE**

**WHEREAS**, Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus that can result in mild or severe symptoms, including fever, cough, and shortness of breath, and can lead to serious illness or death, particularly in the case of older adults and persons with serious chronic medical conditions; and

**WHEREAS**, in late 2019, a significant outbreak of COVID-19 occurred, and this disease has since spread to many countries; and

**WHEREAS**, to date, according to the Tennessee Department of Health there have been 98 cases of COVID-19 identified in the State of Tennessee; and

**WHEREAS**, on January 16, 2020, the Tennessee Department of Health activated the State Health Operations Center (SHOC), and on January 21, 2020, following CDC guidance, the Department designated COVID-19 as a reportable disease in Tennessee; and

**WHEREAS**, on January 31, 2020, the U.S. Secretary of Health and Human Services declared a public health emergency to aid the nation's healthcare community in responding to COVID-19; and

**WHEREAS**, on March 4, 2020, Governor Bill Lee of the State of Tennessee announced the formation of a Coronavirus Task Force to enhance Tennessee's coordinated efforts to prevent, identify, and treat potential cases of COVID-19; and

**WHEREAS**, on March 4, 2020, the first case of COVID-19 in the State of Tennessee was identified, and several additional confirmed or presumptively positive cases of COVID-19 have since been identified in Tennessee; and

**WHEREAS**, on March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic; and

**WHEREAS**, several states, counties, and cities throughout the country have declared states of emergency to facilitate their responses to COVID-19; and

**WHEREAS**, a state of emergency has been declared through Executive Order #14 issued March 12, 2020, by Governor Bill Lee of the State of Tennessee in connection with the COVID-19 disease outbreak; and

**WHEREAS**, the spread and identification of additional cases of COVID-19 in Tennessee is likely to continue, and therefore, taking proactive steps to prevent a substantial risk to public health and safety is paramount; and

**WHEREAS**, the City Manager of Oak Ridge deems it is advisable to be pro-active in adopting local measures to prevent the spread of COVID-19, and to aid in its containment should it spread to Oak Ridge; and

**WHEREAS**, the Mayor, the City Manager, and the City Council of Oak Ridge have a responsibility to take all reasonably possible actions to ensure public health, safety, and welfare of the City and its residents in the event of an infectious disease pandemic; and

**WHEREAS**, empirical medical evidence and expert reports strongly indicate and advise that the spread of the COVID-19 disease is effectively slowed by frequent hand washing, social distancing, self-quarantine, and the reduction of public interactions and gatherings of groups of people; and

**WHEREAS**, the provisions of this Order are necessary to maximize efforts to protect the health and safety of City employees and all Oak Ridge residents and visitors; and

**WHEREAS**, the City government desires and intends to continue to provide exemplary government services of the highest quality to Oak Ridge residents and visitors while dealing effectively with the challenges presented by the pandemic through a reasoned, flexible response and pro-active steps to stem the spread of the pandemic and lessen its impact on public health, safety, and welfare, and on local economic activity; and

**WHEREAS**, Tennessee Code Annotated §58-2-101 et. seq. including, but not limited to, §58-2-110 and §58-8-104 and §38-9-101 et. seq. provides the City Mayor with the power and authority to declare a local state of emergency, to include in cases of disease outbreaks and epidemics; and

**WHEREAS**, Tennessee state law, and the City Charter confer general police powers upon the City, and authorizes the City to act and to regulate in the interests of public health and welfare; and

**WHEREAS**, the City Council finds that the Mayor's Executive Order is in the public interest and serves public health and welfare.

**NOW, THEREFORE**, the Mayor's Executive Order Dated March 23, 2020 DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE, attached hereto and incorporated herein, is hereby approved and adopted, effective as of this 23<sup>rd</sup> day of March 2020.

**BE IT FURTHER RESOLVED** that the Mayor shall have the authority to extend this Executive Order as the need arises in seven (7) day increments and to sign any and all legal documents pertaining thereto.

This the 23<sup>rd</sup> day of March 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk



# **EXECUTIVE ORDER**

## **OF WARREN L. GOOCH**

### **MAYOR OF THE CITY OF OAK RIDGE**

**March 23, 2020**

**AN ORDER DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS IN ORDER TO PREVENT THE SPREAD OF, AND TO FACILITATE THE CONTAINMENT OF, THE COVID-19 DISEASE**

**WHEREAS**, Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus that can result in mild or severe symptoms, including fever, cough, and shortness of breath, and can lead to serious illness or death, particularly in the case of older adults and persons with serious chronic medical conditions; and

**WHEREAS**, in late 2019, a significant outbreak of COVID-19 occurred, and this disease has since spread to many countries; and

**WHEREAS**, to date, according to the Tennessee Department of Health there have been 98 cases of COVID-19 identified in the State of Tennessee; and

**WHEREAS**, on January 16, 2020, the Tennessee Department of Health activated the State Health Operations Center (SHOC), and on January 21, 2020, following CDC guidance, the Department designated COVID-19 as a reportable disease in Tennessee; and

**WHEREAS**, on January 31, 2020, the U.S. Secretary of Health and Human Services declared a public health emergency to aid the nation's healthcare community in responding to COVID-19; and

**WHEREAS**, on March 4, 2020, Governor Bill Lee of the State of Tennessee announced the formation of a Coronavirus Task Force to enhance Tennessee's coordinated efforts to prevent, identify, and treat potential cases of COVID-19; and

**WHEREAS**, on March 4, 2020, the first case of COVID-19 in the State of Tennessee was identified, and several additional confirmed or presumptively positive cases of COVID-19 have since been identified in Tennessee; and

**WHEREAS**, on March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic; and

**WHEREAS**, several states, counties, and cities throughout the country have declared states of emergency to facilitate their responses to COVID-19; and

**WHEREAS**, a state of emergency has been declared through Executive Order #14 issued March 12, 2020, by Governor Bill Lee of the State of Tennessee in connection with the COVID-19 disease outbreak; and

**WHEREAS**, the spread and identification of additional cases of COVID-19 in Tennessee is likely to continue, and therefore, taking proactive steps to prevent a substantial risk to public health and safety is paramount; and

**WHEREAS**, the City Manager of Oak Ridge deems it is advisable to be pro-active in adopting local measures to prevent the spread of COVID-19, and to aid in its containment should it spread to Oak Ridge; and

**WHEREAS**, the Mayor, the City Manager, and the City Council of Oak Ridge have a responsibility to take all reasonably possible actions to ensure public health, safety, and welfare of the City and its residents in the event of an infectious disease pandemic; and

**WHEREAS**, empirical medical evidence and expert reports strongly indicate and advise that the spread of the COVID-19 disease is effectively slowed by frequent hand washing, social distancing, self-quarantine, and the reduction of public interactions and gatherings of groups of people; and

**WHEREAS**, the provisions of this Order are necessary to maximize efforts to protect the health and safety of City employees and all Oak Ridge residents and visitors; and

**WHEREAS**, the City government desires and intends to continue to provide exemplary government services of the highest quality to Oak Ridge residents and visitors while dealing effectively with the challenges presented by the pandemic through a reasoned, flexible response and pro-active steps to stem the spread of the pandemic and lessen its impact on public health, safety, and welfare, and on local economic activity; and

**WHEREAS**, Tennessee Code Annotated §58-2-101 et. seq. including, but not limited to, §58-2-110 and §58-8-104 and §38-9-101 et. seq. provides the City Mayor with the power and authority to declare a local state of emergency, to include in cases of disease outbreaks and epidemics; and

**WHEREAS**, Tennessee state law, and the City Charter confer general police powers upon the City, and authorizes the City to act and to regulate in the interests of public health and welfare; and

**WHEREAS**, Tennessee Code Annotated §58-2-110 and §58-8-104 provides the City Mayor with the power and authority to declare a local state of emergency, to include in cases of disease outbreaks and epidemics, which shall have an immediate effect when declared for a period of seven (7) days, but may have continuing effect beyond seven (7) days in seven (7) day increments upon approval by the City Council; and

**WHEREAS**, the City Council finds that the Mayor's Executive Order is in the public interest and serves public health and welfare.

**NOW, THEREFORE**, I, Warren L. Gooch, Mayor of the City of Oak Ridge, Tennessee, by virtue of the power and authority vested in me by the Charter for the City of Oak Ridge, Tennessee, the City Code, and laws of the State of Tennessee, do hereby declare a state of emergency exists in the City of Oak Ridge to facilitate an effective response to prevent the spread of COVID-19 and to aid in its containment, and do hereby order the following:

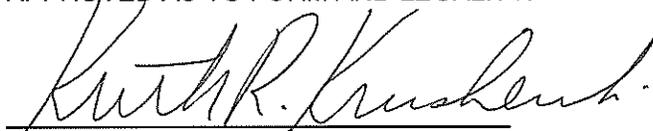
1. The City Manager is authorized to direct all Department Heads to be pro-active and are authorized to take any lawful action pertaining to their departments they deem necessary to effectuate the provisions of this Executive Order and Declaration of a Local State of Emergency, in furtherance

of the purpose of preventing the spread of the COVID-19 disease, or aiding in its suppression or in the treatment of City residents, visitors, and employees, while continuing to provide and maintain City services. A copy of the update from the City Manager on the Coronavirus precautions for City facilities dated March 20, 2020 is attached as Exhibit A to this Executive Order and incorporated herein.

2. All members of the public and businesses are strongly encouraged to follow and comply with guidance and directives issued by the federal CDC and state and local departments of health.
3. All members of the public are strongly encouraged to remain calm, to resist panic purchasing, consider their neighbors who have need, and to look after and help those most at risk to this pandemic to include the elderly and those with suppressed immune systems. .
4. This Executive Order and Declaration of a Local State of Emergency shall remain in force and effect, and shall continue, in seven (7) day increments as approved by City Council Resolution #\_\_\_\_\_ dated March 23, 2020, unless sooner terminated, or extended, by written amendment hereof, or by subsequent written order issued, in accordance with law.

**IN WITNESS WHEREOF**, I have subscribed by signature and caused the Seal of the City of Oak Ridge to be affixed this \_\_\_\_\_ day of March 2020.

APPROVED AS TO FORM AND LEGALITY:



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

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

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



## **Update from the City Manager on Coronavirus (COVID-19)**

**OAK RIDGE, Tenn.** (March 20, 2020) – An important update from City Manager Mark Watson, on the Coronavirus (COVID-19): The public health situation is rapidly changing, here are the latest updates affecting city facilities.

**Note: Financial transactions can be handled electronically and via mail. If you need to meet someone, you can call the department's extension directly. Phone numbers are listed under each department below.**

### **MUNICIPAL BUILDING (Updated 3/20/20)**

- For the safety of our employees and the public, the City of Oak Ridge Municipal Building will be closed to the public until further notice effective Monday, March 23.
- Departmental services are still on-going, and this precaution should help limit exposure to these employees.
- If you need to reach a department, call the number listed below for each department or **[click here for a list of all departments.](#)**
- All meetings for boards and commissions are canceled until further notice.

### **UTILITIES (Updated 3/20/20)**

**865-425-3400**

- The lobby to the Utilities Business Office (UBO) is closed until further notice.
- Customers should make payments online or make arrangements by calling (865) 425-3400.
- The closing is expected to continue for several weeks.

### **CENTRAL SERVICES COMPLEX (Updated 3/18/20)**

**(865) 425-1875**

- For the safety of our employees and the public, the CSC building is closed to the public until further notice.
- Public Works and Electrical Department services are still on-going, and this precaution should help limit exposure to these employees.
- If you need to reach Public Works, please call 865-425-1875 and for the Electric Department, call 865-425-1803.

### **FIRE DEPARTMENT (Updated 3/20/20)**

**(865) 425-3520**

- All citizen visits and tours to fire stations and headquarters have been suspended.
- Fire administration may be reached via phone at (865) 425-3520.

# Exhibit A

### **POLICE DEPARTMENT (Updated 3/20/20)**

**(865) 425-3504**

- The main entrance to the police department is closed to the public.
- To file police reports, citizens should call the police department for guidance at (865) 425-3504.
- Crime tips can still be made online.

### **ANIMAL CONTROL (Updated 3/18/20)**

**(865) 425-3423**

- Oak Ridge Animal Shelter is temporarily closed to the public to ensure the safety and health of animals, employees, volunteers and visitors.
- Animal Control will continue to respond to animal emergencies.
- Adoptions and owner reclaims must be scheduled by calling (865) 425-3423.

### **SENIOR CENTER**

**(865) 425-3999**

- The Senior Center closed on Monday, March 16, 2020, until further notice.
- As a result, the ETHRA Senior Nutrition Congregate Meal program (on-site meals) was also suspended.
- The ETHRA Senior Nutrition Program Home Delivered Meals ("Meals On Wheels") will continue.
- The MyRide program is suspended until further notice.

### **RECREATION CENTER & SCARBORO COMMUNITY CENTER (Updated 3/20/20)**

**(865) 425-3450**

- The Recreation Center and Scarborough Community Center will close to the public on Saturday, March 21 at 6 p.m. until further notice.
- The Eggspo egg hunt, scheduled for Saturday, April 4 is cancelled. It may be rescheduled at a later date.
- Other programs and activities may be subject to postponement or cancellation as the situation develops.
- Restrooms at the following parks will be closed until further notice:
  - The Baseball Complex
  - Big Turtle Park
  - Carl Yearwood Park
  - Melton Lake Park

### **CENTENNIAL GOLF COURSE (Updated 3/17/20)**

**(865) 425-3450**

- Water coolers at the Centennial Golf Course will remain off the course for the foreseeable future.
- All restrooms on the golf course have been closed.
- Ball washers and putting green flags have been removed.

### **CITY COURT (Updated 3/20/20)**

**(865) 425-3536**

- All City Court hearings for the month of March will be postponed.

- The City Court Clerk's office is open for payment via mail. Citizens can send money orders or personal checks to:  
**City of Oak Ridge - City Courts**  
**P.O. Box 1**  
**Oak Ridge, TN 37831**
- If a payment is past due, only money orders or a cashier's check is accepted.
- If you have any questions about what is owed, please call (865) 425-3536.

**LIBRARY (Updated 3/20/20)**

**(865) 425-3455**

- Library will close to the public at 6 p.m., Saturday March 21 until further notice.
- Saturday will be the last day library patrons will be able to pick up materials they have put on hold.
- All due dates have been extended for nine weeks.
- Library card privileges will not expire during this time so that all patrons can more easily access our online resources.
- Our library staff is currently looking for ways we can continue to provide access to information and resources without endangering anyone's health.
- Please check the library's website and [Facebook page](#) for updates as we create these services.
- As always, our online collection of e-books, audiobooks, streaming video, and learning resources will remain available through our website and our online catalog.

**COMMUNITY DEVELOPMENT (Updated 3/20/20)**

**(865) 425-3585**

- No in-person assistance.
- Applications for building, planning, and zoning are encouraged and will be accepted via phone or email.

For more information, contact the City Manager's office at 865-425-3550.

**###**



**Media Contact:**  
 Lauren Gray  
 Senior Communications Specialist  
 (865) 425-3576  
[lgray@oakridgetn.gov](mailto:lgray@oakridgetn.gov)

**CITY COUNCIL MEMORANDUM**  
**20-08**

DATE: March 20, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: PERSONNEL USE OF EMERGENCY LEAVE PAY

Introduction

An item for City Council's consideration is a resolution to authorize the use of emergency leave by City personnel pursuant to Policy Number F-378, section 2.4.1 of the Administrative Policies and Procedures of the City of Oak Ridge.

Funding

Each City employee earns and sets aside, a portion of general leave for emergency situations until a minimum of 480 hours (672 hours for Fire Department station-based employees) is reached. Usage of emergency leave allows the employee to be paid their regular hourly rate during times of serious illnesses and family emergencies. Departmental budgets include full funding for employee wages and benefits, which includes wage payments to employees on an eligible leave status.

Background

The City Manager recommends that the use of section 2.4.1 allows using these hours in emergency situations. It is recommended that allowed use of these banked hours will ensure salary payment to city employees during this emergency if required to be used in situations such as quarantine for 14 days or requirements to assist with family emergencies.

New employees who have not reached usable levels yet will be able to utilize 80 hours and earn back the advanced hours in the future. For those with less than 80 hours of general leave, the difference will be advanced and earned back to the bank.

Additionally, the City Manager will allow employees with large leave banks to donate to a City organization leave bank to which employees can ask for additional hours upon review of the Personnel Director.

Recommendation

Due to the emergency, the City Manager recommends approval of the attached resolution.



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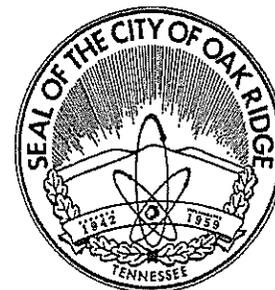
Mark S. Watson

Attachments:

Policy Number F-278, section 2.4.1 of the Administrative Policy and Procedure Manual  
Resolution

# CITY OF OAK RIDGE, TENNESSEE

## ADMINISTRATIVE POLICY AND PROCEDURE MANUAL



Policy: General Leave Sharing

Number #: F-378

Effective Date: March 13, 2020

Revision #: 5

- 1.0 POLICY STATEMENT: It is the policy of the City of Oak Ridge to permit employees to “donate” their accumulated General Leave to other employees for emergency purposes.
- 2.0 PROCEDURES: Each Department Director will determine if the particular need of the employee who has exhausted the established leave resources is of such a nature to justify permitting other employees to “donate” accumulated general leave hours. This determination should include not only a review of the current situation but also a review of past leave usage by the employee. The Department Director will then seek the approval of the Personnel Director prior to advising employees in writing of the leave sharing determination. The determination will include the parameters under which the leave is to be used.
- 2.1 Donating General Leave
- 2.1.1 The employee wishing to donate general leave must have the required amount of Emergency Leave; 672 hours for station-based Fire Department personnel and 480 hours for all other employees.
- 2.1.2 The employee donating General Leave must have a minimum balance of three (3) weeks General Leave after the donation.
- 2.1.3 The employee desiring to donate leave shall use the standard request form (Form 2-1-10) for leave sharing and shall send it to the Personnel Department on a pay period basis.
- 2.2 Receiving Donated General Leave
- 2.2.1 To be eligible to receive donated General Leave, an employee must be employed with the City for a minimum of twenty-six (26) full pay periods, the equivalent of one year.
- 2.2.2 An employee is eligible to receive a maximum amount of four (4) work weeks of donated General Leave per calendar year. A “work week” corresponds with the employee’s position in the organization, and their approved weekly hours, set by ordinance.
- 2.2.3 An employee is eligible to receive donated General Leave only after they have exhausted all other forms of leave.
- 2.3 No Obligation or Coercion to Donate
- Employees are under no obligation to donate leave and are not to be solicited, coerced or intimidated into such a donation. Those employees who are donating leave will not

receive certification from the City that any leave donated to a fellow employee was a charitable contribution.

## 2.4 Exceptions

2.4.1 In times of federal, state, or local emergencies (ex. COVID-19), the City Manager is authorized to waive or reduce the banked leave requirements for the donating employee. Similarly, the City Manager may waive or reduce the employment history requirements for the receiving employee.

2.4.2 If unusual circumstances exist that do not fall under §2.4.1 above, the City Manager may waive the requirements for donating General Leave and may permit an employee to receive more than four (4) work weeks of donated General Leave.

3.0 RESPONSIBILITY: It is the responsibility of each Department Director to ensure that the provisions of this policy are communicated to all departmental employees, and to ensure that all departmental leave sharing requests are in compliance with this policy. It is the responsibility of the Personnel Department to ensure that all leave sharing requests are in compliance with this policy, and to make the necessary adjustments in the leave records of both employees donating leave and the employees receiving leave.

APPROVED:



Mark S. Watson  
City Manager

Original: 2/20/1991

Revisions: 3/1/1995; 9/1/2006; 4/12/2011; 12/21/2018; 3/13/2020

Attachment: Form 4-12-11

**RESOLUTION**

**A RESOLUTION CONFIRMING THE CITY MANAGER'S MANAGEMENT OF EMERGENCY LEAVE FOR CITY EMPLOYEES AS AUTHORIZED IN POLICY NUMBER F-378, SECTION 2.4.1 OF THE CITY'S ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

**WHEREAS**, each City employee has earned and set aside a portion of general leave for emergency situations; and

**WHEREAS**, usage of emergency leave allows the employee to be paid their regular hourly rate during times of serious illness and family emergencies; and

**WHEREAS**, the City Manager recommends that the use of section 2.4.1 allows using these hours in emergency situations; and

**WHEREAS**, allowing the use of these banked hours will ensure salary payment to City employees during this emergency if required to be used in situation such as quarantine for 14 days or requirements to assist with family emergencies; and

**WHEREAS**, new employees who have not reached usable levels yet will be able to utilize 80 hours and earn back the advanced hours in the future. For those with less than 80 hours of general leave, the difference will be advanced and earned back to the bank; and

**WHEREAS**, the City Manager will allow employees with large leave banks to donate to a City organization leave bank to which employees can ask for additional hours upon review of the Personnel Director.

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

The recommendation of the City Manager is approved and the City Manager is authorized to approve the use of emergency leave by City employees in his discretion and as set out in the City's Administrative Policy and Procedure Manual, Policy Number F-378, Section 2.4.1.

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

This the 23<sup>rd</sup> day of March 2020.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

## ELECTRIC DEPARTMENT MEMORANDUM

20-07

**DATE:** March 19, 2020  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** UTILITY BUSINESS OFFICE EMERGENCY ACTIONS RELATED TO COVID-19

Attached is a resolution approving emergency measures by the City in response to the impact of COVID-19 on our community. These include specifically, the suspension of disconnections for non-payment of utility customers for up to 90 days and approval to enter into a contract in the amount of \$100,000 with ADFAC to supply utility assistance with City of Oak Ridge Electric Department residential customers.

### Funding

The suspension of disconnects for non-payment will have an unknown but significant negative impact on the utility funds, including water, wastewater and refuse. Staff will be tracking this impact and working with TVA to reduce impact on the system. The execution of the recommended contract will be funded solely by the Electric Fund, in accordance with de-minimis guidelines provided by TVA.

### Background

The nation-wide measures taken to date to reduce the spread of the COVID-19 infection has dramatically impacted many in our community. Hotel occupancy has plummeted to historically low levels while restaurants and entertainment venues have closed or reduced hours and services. As a result, many of these enterprises are struggling to meet their financial obligations. Many employees in these industries have been laid off or had their working hours slashed to levels where they are financially unable to meet their basic financial obligations.

Complicating the situation, schools have closed leaving children at home, sometimes by themselves, and some service agencies have closed their doors while they see to the wellbeing of their staff.

This situation is widespread and affecting employers and employees all across the Country. Utilities across East Tennessee have started to adapt to the new reality, working to help their customers through the difficult few months ahead.

In examining the issues in Oak Ridge, there are two items recommended by staff to help address this situation.

First, it is recommended that we suspend all utility disconnections for up to ninety days.

Most utilities in our area have suspended disconnects for non-payment for a substantial period. This is done in recognition that persons who are confined at home, and especially those with children, require utilities for their continued health and welfare. This is an issue not only for the

individual, but also for the community at large. The same thing can be said about the shutdown of commercial or industrial accounts. While the loss of one business is a tragedy, the loss of several accounts is a community disaster.

It is unknown at this time how long the current situation will last. If 90 days are not sufficient for the community to begin to re-cover from this event, staff will re-approach the Council with a new recommendation.

There are potentially extreme negative consequences to ceasing disconnects. Although we are working closely with TVA concerning our payments to them, we should expect that our expenses will continue. In response, staff proposed delaying expenditures related to the technology roadmap programs. We have also cut back on non-force account maintenance programs. These steps will have negative consequences over time but, they can be sustained for a few months.

The action of not terminating no pay accounts will initially will be considered positive by the community. There are, however, extremely negative impacts as well. At the end of the 60 – 90 day period of not disconnecting for non-payment, it is not unreasonable to expect that a few thousand accounts will be in arrears and in danger of disconnection. We will be reaching out to our customers asking that they pay what they are able and reminding them that utility cost are not being waived, but simply delayed and that there will be a significant impact at the end of the period. Regardless, our actions at the end of the period will be considered draconian.

There are two additional measures we can take to help with the problem. First, at the end of the period, we can adopt a policy of allowing "payment plans" for commercial accounts- something which is not allowed now. Using this process, we would require a 25% of bill payment and the remainder would be spread over several months. As long as the customer keeps the account current and meets the agreed upon payment plan amount, the account would stay active.

For residential customers, in addition to allowing payment plans, staff is also recommending a cash infusion into our social support mechanisms, which brings us to our second recommendation.

The second recommendation is to execute a contract with ADFAC to help our residents who have been impacted by the virus. TVA has agreed in this case to allow the City of Oak Ridge Electric Fund to make a \$100,000 contribution to be used to support our customers.

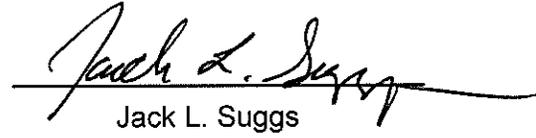
As before, making this contribution without impacting the rates overall will require delaying aspects of the Technology Roadmap Project. Specifically, a computer server room planned for the Central Services Complex will be delayed for at least six months. The Automatic Meter Reading system will also be delayed for several months. Given the TVA Partnership Credit and these delays, we should be able to absorb this donation into the Electric Fund.

Staff has been in contact with ADFAC who has agreed in concept to enter an agreement with the City to provide such services. In essence, depending on demand and situation, ADFAC would help pay outstanding balances of City of Oak Ridge utility customers who can demonstrate that they were either laid off or had their working hours significantly impacted by the COVID-19 situation. The contract would limit the donations to the funds available, less an administrative fee equivalent to that in the existing contract.

The attached resolution provides authorization for the Mayor to execute a contract with ADFAC which accomplished these objectives.

Recommendation

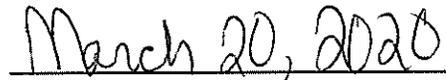
Staff recommends approval of the attached resolution.

  
Jack L. Suggs

**City Manager's Comments:**

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

  
Mark S. Watson

  
Date

**RESOLUTION**

**A RESOLUTION APPROVING VARIOUS EMERGENCY MEASURES BY THE CITY OF OAK RIDGE IN RESPONSE TO THE IMPACT OF THE COVID-19 VIRUS INCLUDING THE SUSPENSION OF DISCONNECTION FOR NON-PAYMENT OF UTILITY CUSTOMERS FOR UP TO 90 DAYS AND THE EXECUTION OF A CONTRACT WITH AID TO DISTRESSED FAMILIES OF APPALACHIAN COUNTIES, INC. IN THE AMOUNT OF \$100,000.00 TO ASSIST CITY OF OAK RIDGE RESIDENTS WHO HAVE BEEN IMPACTED BY THE VIRUS WITH PAYMENT OF THEIR UTILITY BILLS**

**WHEREAS**, the nation-wide measures taken to date to reduce the spread of the COVID-19 infection has dramatically impacted many in our community.

**WHEREAS**, hotel occupancy has plummeted to historically low levels while restaurants and entertainment venues have closed or reduced hours and services; and

**WHEREAS**, as a result, many of these enterprises are struggling to meet their financial obligations. Many employees in these industries have been laid off or had their working hours slashed to levels where they are financially unable to meet their basic financial obligation; and

**WHEREAS**, utilities across East Tennessee have started to adapt to the new reality, working to help their customers through the difficult few months ahead; and

**WHEREAS**, most utilities in our area have suspended disconnects for non-payment for a substantial period. This is done in recognition that persons who are confined at home, and especially those with children, require utilities for their continued health and welfare; and

**WHEREAS**, staff recommends that the city suspend utility disconnections for up to 90 days.

**WHEREAS**, for residential customers, in addition to allowing payment plans, staff is also recommending a cash infusion into our social support mechanisms; and

**WHEREAS**, TVA has agreed in this case to allow the City of Oak Ridge Electric Fund to make a \$100,000 contribution to be used to support our customers; and

**WHEREAS**, staff has been in contact with Aid to Distressed Families of Appalachian Counties, Inc. (ADFAC) who has agreed in concept to enter an agreement with the City to provide such services; and

**WHEREAS**, depending on demand and situation, ADFAC would help pay outstanding balances of City of Oak Ridge utility customers who can demonstrate that they were either laid off or had their working hours significantly impacted by the COVID-19 situation; and

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

That the recommendation of the City Manager and Electric Department Director be approved and utility disconnections for up to 90 days are allowed.

**BE IT FURTHER RESOLVED**, that due to the COVID-19 virus emergency competitive bids be waived and the City is authorized to enter into an agreement with Aid to Distressed Families of Appalachian Counties, Inc. in the amount of \$100,000.00 to administer and implement a program to aid and assist City of Oak Ridge residents who have been impacted by the COVID-19 virus with payment of their utility bills.

**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 23<sup>rd</sup> day of March 2020.

APPROVED AS TO FORM AND LEGALITY:

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

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Warren L. Gooch, Mayor

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Mary Beth Hickman, City Clerk

**CITY COUNCIL MEMORANDUM  
20-09**

DATE: March 20, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: HOTEL ROOM RENTAL AUTHORIZATION

Introduction

An item for City Council's consideration is a resolution to authorize the City Manager to negotiate and utilize a uniform rate for hotel rooms for essential employees during the COVID-19 outbreak.

Funding

The Finance Director and staff are estimating a peak demand need for as many as 120 rooms for specific essential positions within the City. Explore Oak Ridge has assisted with contact to the hotels for an agreed upon hotel rate for all hotels in the City. As the virus outbreak gets more severe usage of the rooms will gear up to retain essential city employees in town. Estimate usage will start with 1,000 room nights at \$65 per night for \$65,000. Tax ID will be used to eliminate hotel taxes at this time. Additional room allocation will be brought to the City Council as need further develops, if needed.

Background

During an emergency, essential city employees are required for major functions such as operation of the Water and Wastewater Plant, Fire and Police Personnel, Electrical services and other units of government. As seen during snow events, we have held employees over for preparation. In the case of the COVID-19 virus, we need to keep many vocations isolated and near the community. We would like the City Department leaders to have the discretion of holding employees within the City.

With the assistance of Explore Oak Ridge, the Oak Ridge hotels have agreed to a uniform rate for the City. This rate is \$65 regardless of which hotel is used in the City. This will financially assist them during this downturn and allow greater preparedness for us in our emergency response. We stress that these uses will only be employees in good health and not quarantined individuals. Rooms will be used in an amount not to exceed the 1,000 room nights.

Recommendation

The City Manager recommends approval of this appropriation and authorization.



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Mark S. Watson

Attachments:  
Resolution

**RESOLUTION**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOCAL HOTELS REGARDING ESSENTIAL EMPLOYEE STAYS**

**WHEREAS**, During an emergency, essential city employees are required for major functions such as operation of the Water and Wastewater Plant, Fire and Police Personnel, Electrical services and other units of government; and

**WHEREAS**, as seen during snow events, we have held employees over for preparation; and

**WHEREAS**, in the case of the COVID-19 virus, we need to keep many vocations isolated and near the community, with the City Department leaders to have the discretion of holding employees within the City; and

**WHEREAS**, with the assistance of Explore Oak Ridge, the Oak Ridge hotels have agreed to a uniform rate for the City. This rate is \$65.00 regardless of which hotel is used in the City; and

**WHEREAS**, rooms will be used in an amount not to exceed the 1,000 room nights for a total of \$65,000.00.

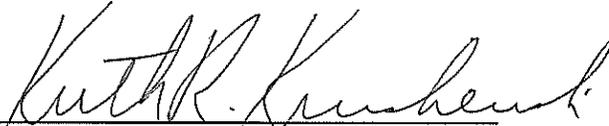
**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:**

The recommendation of the City Manager is approved and the City Manager is authorized to negotiate and utilize a uniform rate for hotel rooms for essential City employees in an amount not to exceed \$65,000.00.

**BE IT FURTHER RESOLVED**, that the City Manager is authorized to execute the appropriate instruments to accomplish the same

This the 23<sup>rd</sup> day of March 2020.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

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

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