

## OAK RIDGE CITY COUNCIL MEETING

Municipal Building Courtroom

July 13, 2020 - 7:00 p.m.

### AGENDA

I. ELECTION OF TEMPORARY CHAIR

II. INVOCATION

Pastor Steve Sherman, First Christian Church

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

Recognition of Oak Ridge Police Department Sergeant John Thomas, Officer Garrett Robbins, and Officer Christina Askren for their dedicated service to the community.

Proclamations

a. A proclamation designating July, 2020 as National Parks and Recreation Month

VI. SPECIAL REPORTS

(NONE)

VII. CONSENT AGENDA

- a. Approval of June 8, 2020 City Council regular meeting minutes
- b. Approval of June 15, 2020 City Council special meeting minutes
- c. Approval of June 22, 2020 City Council special meeting minutes
- d. Confirmation of sixteen (16) members to the Youth Advisory Board, as selected by the YAB Screening Panel, for one-year terms of office commencing on August 1, 2020.
- e. A RESOLUTION MAKING AN AWARD TO EMERGENCY VEHICLE SPECIALIST, INC., NASHVILLE, TENNESSEE, THROUGH THE H-GAC PURCHASING COOPERATIVE FOR FURNISHING VEHICLE RESCUE EXTRICATION EQUIPMENT FOR THE FIRE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$48,000.00.
- f. A RESOLUTION AUTHORIZING AN AWARD TO MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, THROUGH THE FIRE RESCUE GPO, A PURCHASING COOPERATIVE, FOR FURNISHING PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS FOR FIRE DEPARTMENT STATION-BASED EMPLOYEES FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$90,000.00.
- g. A RESOLUTION TO APPROVE UPDATED RULES AND PROCEDURES FOR THE OAK RIDGE BEER PERMIT BOARD.

- h. A RESOLUTION MAKING AWARD TO QUALIFIED TEMPORARY EMPLOYMENT COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR CITY DEPARTMENTS (EXCLUSIVE OF THE PUBLIC WORKS DEPARTMENT) FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$100,000.00.
- i. A RESOLUTION AWARDED BIDS IN AN AMOUNT NOT TO EXCEED \$1,900,120.00 FOR THE ANNUAL ORDER OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2021.
- j. A RESOLUTION AUTHORIZING THE APPLICATION AND ACCEPTANCE OF A GRANT FROM THE TENNESSEE DEPARTMENT OF TOURIST DEVELOPMENT IN AN AMOUNT UP TO \$75,000.00 FOR IMPROVEMENTS TO THE BOAT RAMP AT MELTON LAKE PARK.
- k. A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT A LOCAL GOVERNMENT SUPPORT GRANT FROM THE STATE OF TENNESSEE IN THE ESTIMATED AMOUNT OF \$672,390.00.

VIII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

- a. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF THE FOLLOWING PARCELS WHICH ARE ALL LOCATED ON SUMMIT DRIVE AND CONTAINED WITHIN ANDERSON COUNTY TAX MAP 106G, GROUP A: PARCELS 002.01, 002.21, 002.22, AND 002.23, APPROXIMATELY 11.95 ACRES, FROM O-2, OFFICE, TO R-4-C, MULTIPLE FAMILY RESIDENTIAL DISTRICT; PARCELS 002.02, 002.10, AND 002.25, APPROXIMATELY 21.77 ACRES, FROM O-2, OFFICE, AND IND-2, INDUSTRIAL DISTRICT, TO R-4-C, MULTIPLE FAMILY RESIDENTIAL DISTRICT; AND PARCELS 002.20 AND 002.24, APPROXIMATELY 48.99 ACRES, FROM IND-2, INDUSTRIAL DISTRICT, TO R-2, LOW DENSITY RESIDENTIAL DISTRICT. **(Public hearing is required.)**
- b. AN ORDINANCE TO AMEND TITLE 11, TITLED "MUNICIPAL OFFENSES," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, BY AMENDING SECTION 11-111, CURRENTLY A DELETED SECTION, AND SUBSTITUTING THEREFOR A NEW SECTION 11-111, TITLED "SMOKING AT PLAYGROUNDS PROHIBITED," TO PROHIBIT SMOKING AT PLAYGROUNDS.

IX. FINAL ADOPTION OF ORDINANCES

- a. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF AN APPROXIMATE 201.917 ACRE PORTION OF FOREST CREEK VILLAGE SUBDIVISION (FORMERLY RARITY OAKS SUBDIVISION), FROM R-1-B, SINGLE FAMILY RESIDENTIAL, TO R-1-C, SINGLE FAMILY RESIDENTIAL. **(Public hearing is required.)**
- b. AN ORDINANCE TO REPEAL ORDINANCE NO. 5-11 WHICH ADOPTED THE RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER, AND TO ADOPT NEW RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER WITHIN THE CITY OF OAK RIDGE, TENNESSEE.

- X. RESOLUTIONS
  - a. A RESOLUTION AMENDING THE PY2019/FY2020 ANNUAL ACTION PLAN TO INCORPORATE ADDITIONAL FUNDING AND REALLOCATING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR PY2019/FY2020. **(Public hearing is required.)**
  - b. A RESOLUTION ESTABLISHING THE CITY'S TAX RATE AT \$2.3136, WHICH IS THE EQUALIZED/CERTIFIED TAX RATE AS DETERMINED BY THE STATE OF TENNESSEE.
- XI. APPEARANCE OF CITIZENS
- XII. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING
  - a. Elections/Appointments
  - b. Announcements
  - c. Scheduling
- XIII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS
- XIV. SUMMARY OF CURRENT EVENTS
  - a. CITY MANAGER'S REPORT
  - b. CITY ATTORNEY'S REPORT
- XV. ADJOURNMENT

# PROCLAMATIONS

**CITY CLERK MEMORANDUM**  
**20-12**

DATE: July 7, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: PROCLAMATIONS FOR THE JULY 13, 2020 CITY COUNCIL MEETING AGENDA

The following proclamation is presented for the July 13, 2020 City Council meeting for the City Council's consideration:

A proclamation designating July, 2020 as Parks and Recreation Month

This request was submitted by Jon Hetrick, Recreation and Parks Director, to designate July, 2020 as Parks and Recreation Month as proclaimed by the United States House of Representatives.

  
Mary Beth Hickman

Attachment:  
Proclamation

# PROCLAMATION

**WHEREAS**, parks and recreation programs are an integral part of communities throughout this country, including the City of Oak Ridge; and

**WHEREAS**, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens; and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**WHEREAS**, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and recreation areas are fundamental to the environmental well-being of our community; and

**WHEREAS**, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the United States House of Representatives has designated July as Parks and Recreation Month; and

**WHEREAS**, the City of Oak Ridge recognizes the benefits derived from parks and recreation resources.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that the month of July, 2020 be proclaimed

## PARKS AND RECREATION MONTH

in the City of Oak Ridge, Tennessee, and that all citizens be encouraged to recognize the benefits derived from parks and recreation resources.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this 13<sup>th</sup> day of July in the year 2020.

---

**WARREN L. GOOCH, MAYOR**

# CONSENT AGENDA

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

June 8, 2020

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on June 8, 2020 in the Municipal Building Courtroom with Mayor Warren Gooch presiding.

**INVOCATION**

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

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

Also present were Mark S. Watson, City Manager; Ken Krushenski, City Attorney; and Mary Beth Hickman, City Clerk.

**PROCLAMATIONS AND PUBLIC RECOGNITIONS**

Public Recognitions

Councilmember Derrick Hammond led Councilmembers in recognizing the organizers of and participants in the peaceful protest march and rally on June 2, 2020. Councilmember Dodson also praised Trevor King, one of the organizers of the event, who is a former student.

Proclamations

*A proclamation honoring Tom and Donna Sullivan, owners of the Hot Bagel Company, on the occasion of their retirement.*

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

*A proclamation honoring Parker Hardy, President of the Oak Ridge Chamber of Commerce, on the occasion of his retirement.*

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

**SPECIAL REPORTS**

*Presentation and Transmittal of the City of Oak Ridge proposed budget for Fiscal Year 2021 by Mark S. Watson, City Manager.*

City Manager Mark Watson presented the Fiscal Year 2021 budget and answered questions from Council. The presentation was received for the record, and no action was taken.

**CONSENT AGENDA**

Councilmember Smith requested that the following items be removed from the Consent Agenda for discussion:

A RESOLUTION TO APPROVE PARTICIPATION IN THE TENNESSEE VALLEY AUTHORITY'S (TVA) HOME UPLIFT PROGRAM (HUP) WHICH OFFERS WEATHERIZATION AND SIMPLE HOME REPAIRS FOR LOW INCOME, SINGLE-FAMILY HOUSEHOLDS.

A RESOLUTION AMENDING THE CITY'S MULTIMODAL ACCESS GRANT (SIDEWALK IMPROVEMENTS PROJECT) FROM THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION TO EXTEND THE COMPLETION DATE UNTIL OCTOBER 3, 2021.

Councilmember Dodson moved for approval of the Consent Agenda as amended, and Councilmember Callison 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 May 11, 2020 City Council regular meeting minutes

Confirmation of the nomination of Dr. Thomas L. Clary, III as Commissioner of the Oak Ridge Utility District

**Resolution No. 6-50-2020**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2021 IN THE ESTIMATED AMOUNT OF \$405,000.00.

**Resolution No. 6-51-2020**

A RESOLUTION AWARDED A CONTRACT TO BAKER & TAYLOR, LLC, CHARLOTTE, NORTH CAROLINA, FOR THE PURCHASE OF BOOKS FOR THE OAK RIDGE PUBLIC LIBRARY IN AN AMOUNT NOT TO EXCEED \$65,000.00 FOR FISCAL YEAR 2021 WITH UP TO NINE (9) ADDITIONAL FISCAL-YEAR RENEWAL OPTIONS.

**Resolution No. 6-52-2020**

A RESOLUTION TO APPLY FOR, AND ACCEPT IF AWARDED, A CARES GRANT ADMINISTERED THROUGH THE TENNESSEE STATE LIBRARY AND ARCHIVES IN AN AMOUNT NOT TO EXCEED \$20,000.00, WITH NO LOCAL MATCH REQUIREMENT.

**Resolution No. 6-53-2020**

A RESOLUTION AUTHORIZING THE CITY TO CONTINUE PARTICIPATION IN THE EAST TENNESSEE ECONOMIC DEVELOPMENT AGENCY, WITH ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$26,116.00 FOR THE 2020 CALENDAR YEAR.

**Resolution No. 6-54-2020**

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 2021 IN THE AMOUNT OF \$30,356.22.

**Resolution No. 6-55-2020**

A RESOLUTION MAKING AWARD TO FLEXIBLE STAFFING SERVICES OF TENNESSEE, INC., AND OTHER QUALIFIED COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$100,000.00.

**Resolution No. 6-56-2020**

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 2021 IN AN AMOUNT NOT TO EXCEED \$230,000.00.

**Resolution No. 6-57-2020**

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 2021 IN AN AMOUNT NOT TO EXCEED \$95,000.00.

**Resolution No. 6-58-2020**

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE BEST PROVIDERS FOR FURNISHING CHEMICALS FOR THE WATER TREATMENT PLANT FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$400,000.00.

**Resolution No. 6-59-2020**

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 2021 IN AN AMOUNT NOT TO EXCEED \$180,000.00.

**Resolution No. 6-60-2020**

A RESOLUTION AWARDED A CONTRACT TO CMG HEALTHWORKS, OAK RIDGE, TENNESSEE, TO PROVIDE EMPLOYEE MEDICAL EVALUATIONS, DRUG AND ALCOHOL TESTING, AND HAZMAT MEDICAL TESTING SERVICES FOR THE PERSONNEL DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$75,000.00.

Action was then taken on the two items that were removed from the Consent Agenda.

**Resolution No. 6-61-2020**

A RESOLUTION TO APPROVE PARTICIPATION IN THE TENNESSEE VALLEY AUTHORITY'S (TVA) HOME UPLIFT PROGRAM (HUP) WHICH OFFERS WEATHERIZATION AND SIMPLE HOME REPAIRS FOR LOW INCOME, SINGLE-FAMILY HOUSEHOLDS.

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

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

**Resolution No. 6-62-2020**

A RESOLUTION AMENDING THE CITY'S MULTIMODAL ACCESS GRANT (SIDEWALK IMPROVEMENTS PROJECT) FROM THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION TO EXTEND THE COMPLETION DATE UNTIL OCTOBER 3, 2021.

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

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

**PUBLIC HEARINGS AND FIRST READING OF ORDINANCES**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF AN APPROXIMATE 201.917 ACRE PORTION OF FOREST CREEK VILLAGE SUBDIVISION (FORMERLY RARITY OAKS SUBDIVISION), FROM R-1-B, SINGLE FAMILY RESIDENTIAL, TO R-1-C, SINGLE FAMILY RESIDENTIAL. **(Public hearing will be held on second reading**

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

AN ORDINANCE TO REPEAL ORDINANCE NO. 5-11 WHICH ADOPTED THE RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER, AND TO ADOPT NEW RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER WITHIN THE CITY OF OAK RIDGE, TENNESSEE.

Mayor Pro Tem Chinn moved for approval of the ordinance, and Councilmember Callison seconded. Electric Department Director Jack Suggs and Eric Ault, Right-of-Way Infrastructure Coordinator provided an overview of the ordinance and answered questions from Council.

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

**FINAL ADOPTION OF ORDINANCES**

**Ordinance No. 3-2020**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY ADDING A DEFINITION FOR SELF-STORAGE FACILITY IN ARTICLE II, TITLED "DEFINITIONS"; BY CREATING A NEW SECTION 3.37, TITLED "SELF-STORAGE FACILITIES"; BY MODIFYING SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," SUBSECTION (C)(5) TO ALLOW SELF-STORAGE FACILITIES AS A USE REQUIRING A SPECIAL EXCEPTION; TO MODIFY SECTION 7.05, TITLED "B-3, ROADSIDE BUSINESS DISTRICTS," TO ADD SUBSECTION (A)(8) TO ALLOW SELF-STORAGE AS A PERMITTED PRINCIPAL USE; TO MODIFY SECTION 8.01, TITLED "IND-1, INDUSTRIAL DISTRICTS," TO CHANGE SUBSECTION (B)(2) TO ALLOW SELF-STORAGE FACILITIES AS A PERMITTED PRINCIPAL USE; AND TO MODIFY SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO ADD A NEW SUBSECTION (F)(1)(I) REGARDING SELF-STORAGE FACILITIES.

Councilmember Smith moved for adoption of the ordinance, and Councilmember Hammond seconded. Community Development Director Wayne Blasius provided an overview of the ordinance and answered questions from Council.

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

Jay Adams, 105 Cottage Court, Oak Ridge, spoke in opposition to the ordinance due to the language pertaining to self-storage facilities.

Jerry Wheeler, 500 Scarboro Road, Oak Ridge, spoke in opposition to the ordinance due to the language pertaining to self-storage facilities.

Mayor Pro Tem Chinn moved to close the public hearing, and Councilmember Callison seconded. The motion passed unanimously.

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

## **RESOLUTIONS**

### **Resolution No. 6-63-2020**

A RESOLUTION APPROVING THE PURCHASE OF AN EASEMENT MACHINE FOR THE PUBLIC WORKS DEPARTMENT FROM JET-VAC EQUIPMENT COMPANY, LLC, SOUTH CAROLINA, THROUGH THE PURCHASING COOPERATIVE SOURCEWELL IN AN AMOUNT NOT TO EXCEED \$70,647.00.

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

### **Resolution No. 6-64-2020**

A RESOLUTION TO AMEND RESOLUTION 6-48-2019 TO INCREASE THE "NOT TO EXCEED" AMOUNT FOR DISPOSAL OF BIOSOLIDS AT THE WASTE MANAGEMENT CHESTNUT RIDGE LANDFILL FOR THE PUBLIC WORKS DEPARTMENT FOR FISCAL YEAR 2020 BY \$55,000.00.

Mayor Pro Tem Chinn 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**

Doug Colclasure, 103 Monticello Road, Oak Ridge, submitted the following comments prior to the meeting to be shared during this time:

"Oak Ridge City Council members and other government leaders reacted with intense outrage upon learning of the UPF project plans to clear cut the top of Pine Ridge for a power line permanently destroying this beauty and natural asset. At a public meeting in December 2017 the UPF Project Manager and TVA were criticized in an hour long meeting at the Central Services conference room for being so insensitive to the values Oak Ridge citizens place on our Natural Assets. Natural Asset values that have been even further confirmed in the City Blueprint unanimously adopted by City Council in May 2019.

And now fast forward two years later and CORED (City Electric Department) is proposing a power line RoW along the North Boundary Greenway for additional electric service to Horizon Center. This proposed routing will require clear cutting a minimum 50' RoW for approximately one mile along a pristine city licensed greenway trail that has a forest canopy undisturbed for over 75 years. In this instance, unlike the UPF project, there are routing options that would save the greenway.

An economic analysis of the recreational and natural resource values of the undisturbed greenway would almost certainly confirm that other options are less costly. As it is now the greenway RoW is considered free --i.e. the undisturbed forest canopy has no value. On a hot summer day like today this shaded greenway has even greater value. See attached picture. And as we have seen our greenways have taken on increasing appreciation during the pandemic restrictions the past 3 months.

Has there been further consideration of contracting with the University of Tennessee school of economics to perform an environmental/recreational economic analysis (impact cost) of this proposed routing compared to other less environmentally damaging options?"

City Manager Mark Watson replied to Mr. Colclasure's question by stating that no cost/benefit analysis to look at other routes besides those that were looked at in prior years.

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

#### **Announcements**

Mayor Pro Tem Chinn commended the Public Works Department for solving a sewer issue on Emory Valley Road in a timely and efficient manner.

#### **Scheduling**

City Manager Mark Watson stated that the upcoming City Council work session would focus on additional discussion pertaining to the FY21 budget, and there would be no Budget and Finance Committee meeting in June. The City Manager also stated there would be two special called meetings, one on June 15<sup>th</sup> and one on June 22<sup>nd</sup> to hold the public hearing and vote on the appropriations ordinance.

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

Councilmember Dodson requested that discussion of broadband internet be held at the upcoming work session.

Councilmember Smith requested that a discussion on racial equity be included in the upcoming work session agenda.

Councilmember Hammond requested an update on the wastewater pond in the Scarboro area and on the progress on responses to the census. Councilmember Smith suggested that a response phone number be added to the next census mailing to try to capture the responses of citizens who may not have access to the internet.

### **SUMMARY OF CURRENT EVENTS**

#### **CITY MANAGER'S REPORT**

City Manager Mark Watson informed Council that there will be an upcoming Industrial Development Board meeting to discuss an incentive package for a data processing center that intends to locate at the Summit.

The City Manager also briefed Council on an upcoming open house with TVA representatives to discuss issues affecting Anderson County. The open house will be held at the Doubletree Hotel on July 23, 2020.

#### **CITY ATTORNEY'S REPORT**

City Attorney Ken Krushenski reported that the Industrial Development Board has a special called meeting for June 9, 2020 at 4:00 p.m. and that it will be a virtual meeting.

**ADJOURNMENT:** 8:40 p.m.

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

June 15, 2020

Minutes

A special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on June 15, 2020 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; Janice McGinnis, Finance Director, and Mary Beth Hickman, City Clerk.

**PUBLIC HEARING AND FIRST READING OF ORDINANCES**

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

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

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

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

Mayor Gooch requested that the April sales tax report be submitted to Council as soon as it is received.

Mayor Pro Tem Chinn inquired if there is any way of determining the Department of Energy portion of sales tax in relation to other sales tax.

Councilmember Smith stated that at this time of uncertainty, it is hard to believe that the city is looking at such a good budget and asked for numbers on how much of the city's reserves are being used.

Councilmember Hope requested a mid-year update on the status of expenditures.

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

**ADJOURNMENT:** 8:07 p.m.

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

June 22, 2020

Minutes

A special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on June 22, 2020 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; Janice McGinnis, Finance Director, and Mary Beth Hickman, City Clerk.

**FINAL ADOPTION OF ORDINANCES**

**Ordinance No. 4-2020**

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

A substitute ordinance was brought forward which included language stating that the certified tax rate had not yet been provided by the state.

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

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

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

Robert Rutkowski, 37 Outer Drive, Oak Ridge, submitted comments prior to the meeting via email questioning statements in the newspaper that the tax rate for next year would be the same when, after a reassessment, the tax rate has to be modified so that the same amount of taxes would be collected as previously. City Manager Watson responded that the city was requesting a budget with the same rate as last year, but the purpose of the substitute ordinance is to allow for the certified tax rate from the state.

Seeing no citizen who wished to speak in person during the public hearing, Councilmember Dodson moved to close the public hearing, and Mayor Pro Tem Chinn seconded. The motion passed unanimously by voice vote.

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

**RESOLUTIONS**

**Resolution No. 6-65-2020**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS WITH DESIGNATING ENTITIES AND INDIVIDUALS FOR BUDGETED SERVICES FOR FISCAL YEAR 2021.

Councilmember Hammond moved for approval of the resolution, and Councilmember Callison seconded. 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:** 7:11 p.m.

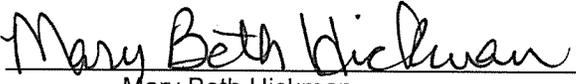
**CITY CLERK MEMORANDUM**  
**20-13**

DATE: July 7, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: CONFIRMATION OF SIXTEEN (16) MEMBERS TO THE YOUTH ADVISORY BOARD

An item for City Council's consideration is the confirmation of sixteen (16) members to the Youth Advisory Board. These applicants were selected by the Youth Advisory Board Screening Panel for one-year terms of office commencing on August 1, 2020.

The City Clerk's office received twenty-one (21) applications for sixteen (16) positions on the Youth Advisory Board. The Youth Advisory Board Screening Panel met on June 25, 2020 and selected the youth listed in the attached memorandum from Matt Reedy, Recreation Manager of Center, Camps, Programs, and the Youth Advisory Board.

Confirmation of the sixteen (16) members listed in the attached memorandum is recommended.

  
Mary Beth Hickman  
Mary Beth Hickman

Attachments:  
Youth Advisory Board Memorandum  
Report from Youth Advisory Board Screening Panel



YOUTH ADVISORY BOARD MEMORANDUM

DATE: June 26, 2020  
TO: Beth Hickman, City Clerk  
FROM: Matt Reedy, Advisor to the YAB  
SUBJECT: Youth Advisory Board Screening Panel

The City Youth Advisory Board Screening Panel for the 2020-2021 term of office consisted of City Council member Jim Dodson, ORHS staff member Connie Wilson, and Recreation and Parks Department staff member Matt Reedy. The YAB Screening Panel has selected the following sixteen students to recommend to City Council for appointment to the 2020-2021 Youth Advisory Board. The applications are attached to be included in the agenda for the July 13, 2020 meeting of the Oak Ridge City Council.

The YAB Screening Panel recommends these students to serve a one-year term on the 2020-2021 City of Oak Ridge Youth Advisory Board:

Imagine' Aklin	Aaliya Herron	Abby Magee
Bryson Brown	Jina Jiang	Kira Palau
Jayden Ellis	Siena Jobkar	Selena Piercy
Maggie Froning	Asa Lee	Alexandra Shanafield
Kayelon Graham	Emmett Lee	Gabe Weber

If there are any questions about this statement from the Youth Advisory Board, contact City-Staff Liaison Matt Reedy at 425-3442.

Thank you,

Matt Reedy  
Recreation Manager of Centers, Camps, Programs, and YAB



## YAB Screening Panel

DATE: 6/25/20

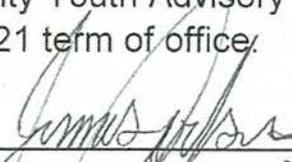
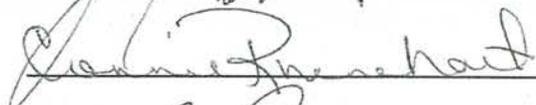
- |                         |                               |
|-------------------------|-------------------------------|
| 1 <u>Jayden Ellis</u>   | 9 <u>Alexandra Shanafield</u> |
| 2 <u>Maggie Froning</u> | 10 <u>Imagine Aklin</u>       |
| 3 <u>Jina Jiang</u>     | 11 <u>Bryson Brown</u>        |
| 4 <u>Siena Jobkar</u>   | 12 <u>Kayelon Graham</u>      |
| 5 <u>Asa Lee</u>        | 13 <u>Emmett Lee</u>          |
| 6 <u>Abby Magee</u>     | 14 <u>Gabe Weber</u>          |
| 7 <u>Alyssa Naudin</u>  | 15 <u>Aaliyah Herron</u>      |
| 8 <u>Kira Palau</u>     | 16 <u>Selena Piercy</u>       |

We, the YAB Screening Panel, recommend the 16 students  
above to serve on the City Youth Advisory Board  
for the 2020-2021 term of office.

Councilman Jim Dodson

ORHS Staff Connie Rhinehart

City Staff Matt Reedy

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

INTER-DEPARTMENTAL MEMORANDUM  
FIRE DEPARTMENT HEADQUARTERS  
HQ-20-0011

DATE: June 16, 2020  
TO: Mark S. Watson, City Manager  
FROM: R. Darryl Kerley, Fire Chief  
SUBJECT: VEHICLE EXTRICATION EQUIPMENT

Introduction

Attached for City Council's consideration is a resolution authorizing the Fire Department to purchase vehicle rescue extrication equipment from Emergency Vehicle Specialist, Inc., located in Nashville, Tennessee, utilizing the Houston-Galveston Area Council (H-GAC) Purchasing Cooperative approved last year by City Council. The total estimated cost will not exceed \$ 48,000.00

Funding

Funds for the purchase are available in the current year's equipment replacement fund paid for by the Department of Energy (DOE), for replacement of equipment at the West End Fire Station 4. Purchasing through the H-GAC cooperative will allow the Fire Department to purchase additional equipment over the next two years, ensuring equipment continuity by using the same vendor through the cooperative purchasing agreement.

Background

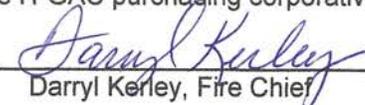
The current vehicle extrication equipment being carried on the fire department rescue vehicle was provided to the department through the transition of Fire Station 4 into the City. Some of the equipment being replaced is more than 25 years old and has serious maintenance issues with limited parts available for repairs. Some of the equipment being replaced came from a grant from Anderson County Office of Emergency Management 15 years ago. The equipment has been heavily used for vehicle rescue and training operations and is beginning to have failures during use. Oak Ridge Fire Department has paid to have all of the equipment maintained, serviced, and rebuilt over the last 15 years, but now believes the equipment should be replaced for three reasons.

1. The most important factor in replacement of the equipment is time and failure. The department has experienced several performance failures in the past three years with this equipment. Although the tools have been rebuilt and tested, there is concern that a failure could occur during an actual rescue.
2. The 25 year old equipment is not designed to cut through some of the materials used in today's vehicle safety design. Today's new vehicle extrication equipment has been redesigned to make these important cuts in the vehicle safety systems in order to extricate a trapped victim.
3. Some of the equipment belongs to the Anderson County Office of Emergency Management (ACOEM) and the ACOEM Director has already recalled much of the equipment assigned to the Oak Ridge Fire Department and has indicated he may need this equipment returned also.

All of the Oak Ridge Fire Department vehicle extrication equipment, with the exception of the equipment transitioned to the City from the Department of Energy (DOE) in 2007, is owned by the ACOEM and is more than 15 years old. The equipment transitioned from DOE is more than 25 years old and needs to be replaced this year. The purchase request is to replace the basic equipment needed for the initial response (Rescue 40 from fire station 4) to motor vehicle accidents and complex rescue events. Next year, the remainder of the equipment on the other emergency response apparatus will also need to be replaced if funds are available.

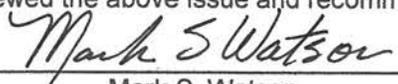
Recommendation

City staff recommends approval of the resolution to purchase the vehicle extrication equipment for Rescue 40 stationed at fire station 4 and paid for with DOE funds, utilizing the H-GAC purchasing cooperative.

  
Darryl Kerley, Fire Chief

City Manager's Comments:

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

  
Mark S. Watson

  
Date

**RESOLUTION**

A RESOLUTION MAKING AN AWARD TO EMERGENCY VEHICLE SPECIALIST, INC., NASHVILLE, TENNESSEE, THROUGH THE H-GAC PURCHASING COOPERATIVE FOR FURNISHING VEHICLE RESCUE EXTRICATION EQUIPMENT FOR THE FIRE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$48,000.00.

WHEREAS, by Resolution 8-86-2019, City Council authorized the City's participation in the Houston-Galveston Area Council (H-GAC) purchasing cooperative as permitted by Tennessee Code Annotated §12-3-1205(b); and

WHEREAS, the City desires to utilize H-GAC to purchase vehicle rescue extrication equipment to replace current aging equipment that has experienced performance failures and is not designed to cut through today's vehicle materials; and

WHEREAS, funds are available in the Equipment Replacement Fund for this purchase; and

WHEREAS, the City Manager recommends award be made to Emergency Vehicle Specialist, Inc., Nashville, Tennessee, through H-GAC, for vehicle rescue extrication equipment for the Fire Department.

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 purchase vehicle rescue extrication equipment for the Fire Department from Emergency Vehicle Specialist, Inc., Nashville, Tennessee, through Houston-Galveston Area Council (H-GAC) purchasing cooperative, in an amount not to exceed \$48,000.00.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

FIRE DEPARTMENT MEMORANDUM

HQ-20-014

**DATE:** June 16, 2020  
**TO:** Mark S. Watson, City Manager  
**FROM:** Darryl Kerley, Fire Chief  
**SUBJECT:** Annual Order for Personal Protective Equipment

Introduction

An item for City Council's consideration is an accompanying resolution authorizing the Fire Department to purchase personal protective equipment (Fire Bunker Gear) and uniforms for the 70 station based employees, and miscellaneous fire equipment from Municipal Emergency Services, Inc., located in Charlotte, North Carolina. The total estimated cost will not to exceed \$ 90,000.00.

Funding

The funds required to accomplish the equipment purchases are currently available is the FY21 Fire Department budget.

Background

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

The PPE and uniforms are placed out for bid every 5 years to meet the changes in equipment standards and to keep the equipment standardized within the department. The Protective equipment (Bunker Gear) is purchased from a qualified Government Purchasing Organization (GPO) bid package in accordance with state and local purchasing requirements.

Recommendation

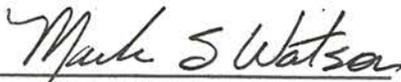
Staff recommends approval of the attached resolution.

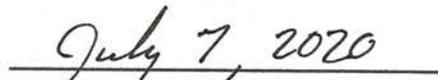
Attachment:  
Resolution

  
\_\_\_\_\_  
Darryl Kerley, Fire Chief

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION AUTHORIZING AN AWARD TO MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, THROUGH THE FIRE RESCUE GPO, A PURCHASING COOPERATIVE, FOR FURNISHING PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS FOR FIRE DEPARTMENT STATION-BASED EMPLOYEES FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$90,000.00.

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, by Resolution 7-67-2019, City Council authorized the City's participation in Fire Rescue GPO, which is a purchasing cooperative program of NPPGov providing fire departments with access to publicly solicited contracts; and

WHEREAS, the City desires to utilize Fire Rescue GPO to purchase personal protective equipment (fire bunker gear) and uniforms for Fire Department station-based employees for Fiscal Year 2021; and

WHEREAS, for compliance with National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) recommendations, the Fire Department will need to purchase twelve (12) to fourteen (14) sets of personal protective equipment and uniforms for Fire Department station-based employees in Fiscal Year 2021; and

WHEREAS, the City Manager recommends award be made to Municipal Emergency Services, Inc., Charlotte, North Carolina, through Fire Rescue GPO, for personal protective equipment and uniforms for Fire Department station-based employees for Fiscal Year 2021.

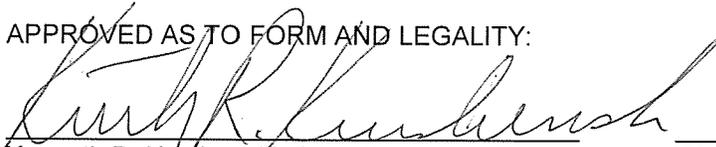
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase personal protective equipment and uniforms for Fire Department station-based employees for Fiscal Year 2021 (July 1, 2020 through June 30, 2021) from Municipal Emergency Services, Inc., Charlotte, North Carolina, through Fire Rescue GPO, in an amount not to exceed \$90,000.00.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**CITY MANAGER'S OFFICE MEMORANDUM  
20-01**

DATE: June 23, 2020  
TO: Mark S. Watson, City Manager  
FROM: Andrew M. Sibold, Assistant to the City Manager  
SUBJECT: UPDATE TO OAK RIDGE BEER PERMIT BOARD'S RULES AND PROCEDURES

Introduction

An item for the agenda is a resolution to approve updated Rules and Procedures for the Oak Ridge Beer Permit Board (the "Board").

Funding

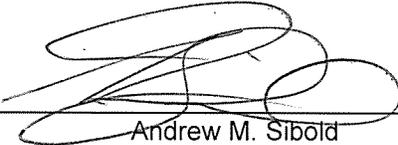
No funding is associated with this item.

Background

The Board's Rules and Procedures were last updated in 2015. On June 3, 2020, the Board voted unanimously to approve updates to the Board's Rules and Procedures, transferring the staff liaison responsibilities from the Legal Department to the City Manager's Office. A copy of the proposed updates to the Board's Rules and Procedures is attached.

Recommendation

Approval of the attached resolution is recommended.

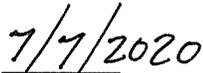
  
\_\_\_\_\_  
Andrew M. Sibold

Attachments: Bold-Strikethrough of Proposed Change  
Proposed Resolution

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

## BOLD/STRIKETHROUGH OF PROPOSED CHANGES

### OAK RIDGE BEER PERMIT BOARD RULES AND PROCEDURES

The following rules duly adopted by the Oak Ridge Beer Permit Board (the "Board") shall govern the procedures before the Board in all proceedings for granting or revoking permits for the sale of beer and all other actions by the Board:

#### 1. Officers of the Board

- A. The Chairperson of the Board shall be the person duly elected to that office. The Chairperson's term of office shall be for one year, and his or her successor shall be elected at the first meeting of the Board held in the month of January of each year. Whenever a vacancy occurs in the office of Chairperson, the Board shall elect one of its members to fill out the unexpired portion of the term.
- B. The Chairperson of the Board shall preside at all meetings of the Board and shall have a vote on all matters, but no veto power. In the Chairperson's absence, a Chairperson Pro Tem shall be elected by the members present, provided there is a quorum, who shall preside for that meeting.
- C. The Secretary of the Board shall be the person duly elected to that office. The Secretary's term of office shall be for one year and his or her successor shall be elected at the first meeting of the Board held in the month of January of each year. Whenever a vacancy occurs in the office of Secretary, the Board shall elect one of its members to fill out the unexpired portion of the term.
- D. The Secretary shall assist the Chairperson in any manner requested and shall attest by his or her signature to the correctness of the minutes which shall be kept in the custody of the City Clerk and shall be available for public inspection at all times.
- E. In the absence of the Secretary, the Board shall fill the office temporarily in the same manner as the office of the Chairperson is filled when he or she is absent.

#### 2. Meetings

- A. The Oak Ridge Beer Permit Board shall hold regular meetings as needed with such meetings taking place in a City-owned facility.
- B. Special meetings of the Board may be held upon request of the Chairperson or any two members of the Board. Said call shall be made by personal notices sent by the Secretary or the ~~Legal Department~~ **City Manager's Office**, at least three days before the time of convening said meetings, which call or notice shall specify the objects and purposes for which said special meeting is called, and no other business but that embraced by said call shall be transacted during the sitting of said special meeting.
- C. Ten (10) days notice of a hearing on each application for a permit shall be made by publishing the same in a newspaper of general circulation.
- D. All Board meetings shall be open to the public and citizens shall have a reasonable opportunity to be heard. The Board shall exercise its powers only at public meetings.
- E. A quorum shall consist of four members of the Board and no action may be taken in the absence of a quorum.

- F. The concurring vote of a majority of the members present shall be necessary to the approving or revocation of any permit or any other matters duly before the Board.

3. Applications

- A. All applications for permits shall be made on a form prescribed by the Board's staff liaison and shall be completed in full for each business location and shall be signed and sworn to by the applicant or applicants before they will be considered by the Board.
- B. Each application shall indicate clearly the class of permit desired as such classes are defined in Chapter 4, Article III of the Code of Ordinances, City of Oak Ridge, Tennessee.
- C. All applications shall be filed with the ~~Legal Department~~City Manager's Office, and the date of filing shall be noted thereon and no permits or notarized supplements thereto shall be considered by the Board until it has been so filed.
- D. All applications on file in the ~~Legal Department~~City Manager's Office shall be open for examination as other public records. Only one notarized copy needs to be filed by the applicant. The ~~Legal Department~~City Manager's Office shall provide the Board with a copy of all applications by placing said applications in the Board's agenda packet.
- E. No application, having been once filed, shall be withdrawn or removed from the custody of the ~~Legal Department~~City Manager's Office.
- F. ~~Each applicant shall be notified by mail by the Legal Department at least two (2) days prior to the meeting and the~~The applicant must be present to have the application considered unless the ordinance provides for another person to stand in the place of the applicant at the meeting.
- G. Any person shall be competent to testify for or against any application, but no evidence shall be received either for or against an application except in person and in the presence of the applicant, unless the applicant shall waive such right.
- H. The action of the Board shall be noted upon the application in each instance and shall be certified to by the Secretary. If the application is approved for a permit by the Board, the City Manager shall thereupon issue such permit to the applicant within a reasonable amount of time.
- I. No applicant for a beer permit at a given location shall apply again for a beer permit at said given location within the six-month period immediately following the Board's refusal to grant such permit, except that any applicant so refused a permit may file a new application to be heard at the Board's next regularly scheduled meeting following the denial of said permit, provided that the aggrieved applicant has sufficient new information to submit which might alter the original decision of the Board.

4. Show Cause Hearings

- A. No notice of a show cause hearing shall be issued to any permittee for the suspension or revocation of any permit until it shall have been authorized at a duly constituted meeting of the Board.
- B. Not less than ten (10) days written notice of any suspension or revocation procedure shall be given unto the permit holder whose permit is the subject of the show cause

hearing. Such notice shall be served by an Oak Ridge Police Department officer who shall deliver a copy of the same to the permit holder if he or she may be found or by leaving a copy of the same at his or her place of business. Due return shall be made by the person serving the same.

- C. The Board will interpret Code of Ordinances, City of Oak Ridge, Tennessee, Chapter 4, Article III in such manner as to hold the owner or operator of a place of business authorized hereunder to sell beer solely responsible not only for the sale of beer to minors on the premises, but it shall also be his or her responsibility to prevent the consumption of beer by minors on the premises when the same may have been legally purchased by others. This obligation shall extend to all the premises, both inside and outside any building located thereon, and shall apply to minors occupying or riding in any type of vehicle. As is provided in state law and city ordinance, the burden of ascertaining the age of any minor customer or consumer shall be upon the owner or operator of such place of business.
- D. Procedure in show cause hearings shall be conducted as nearly in accordance with the procedure in judicial tribunals as practicable.

5. Permits

- A. The ~~Legal Department~~**City Manager's Office** shall keep a current list of all valid beer permits.
- B. On revocation of any beer permit, it shall be the duty of the ~~Legal Department~~**City Manager's Office** to immediately issue pick-up orders, and the permit shall be picked up as soon as practicable after the Board's action.

6. Photograph of Owner/Manager

~~A. Upon approval of an application for a beer permit, the Board shall require a photograph of the owner(s) to be taken by the Oak Ridge Police Department officer in attendance at the meeting, or by another individual should an officer be absent. For establishments owned by corporations or other large organizations, the owner representative present at the Board meeting shall be photographed. The purpose of the photograph is to assist the Oak Ridge Police Department during its inspections of establishments with beer permits for compliance with the requirements of the City Code and the Board.~~

~~B. Upon approval of an application for manager approval, the Board shall require a photograph of the manager(s) to be taken by the Oak Ridge Police Department officer in attendance at the meeting, or by another individual should an officer not be absent. The purpose of the photograph is to assist the Oak Ridge Police Department during its inspections of establishments with beer permits for compliance with the requirements of the City Code and the Board.~~

76. Amendments

The rules and procedures may be amended by a vote of ~~five (5)~~**four (4)** members at any Board meeting and shall become effective after approval by City Council.

This the 3rd day of June 2020.

---

Wende Doolittle, Chairman  
Oak Ridge Beer Permit Board

Approved by Council by Resolution \_\_\_\_\_  
Effective date: July 13, 2020

**RESOLUTION**

A RESOLUTION TO APPROVE UPDATED RULES AND PROCEDURES FOR THE OAK RIDGE BEER PERMIT BOARD.

WHEREAS, by Resolution 2-11-2015, City Council approved updated Rules and Procedures to the Oak Ridge Beer Permit Board; and

WHEREAS, with the transfer of the staff liaison responsibilities to the City Manager's Office, the rules and procedures require amendment to reflect the correct department providing support; and

WHEREAS, the Board reviewed the rules and procedures for additional updates and, at their June 3, 2020 regular meeting, unanimously approved updated rules and procedures; and

WHEREAS, the rules and procedures require City Council approval to become effective, and the Board respectfully requests Council's approval.

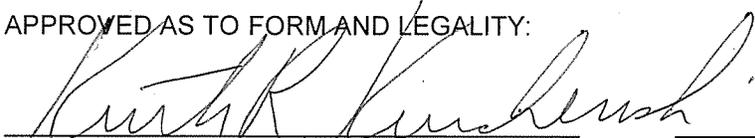
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the Oak Ridge Beer Permit Board is approved and the attached Rules and Procedures are hereby approved.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE BEER PERMIT BOARD  
RULES AND PROCEDURES

The following rules duly adopted by the Oak Ridge Beer Permit Board (the "Board") shall govern the procedures before the Board in all proceedings for granting or revoking permits for the sale of beer and all other actions by the Board:

1. Officers of the Board

- A. The Chairperson of the Board shall be the person duly elected to that office. The Chairperson's term of office shall be for one year, and his or her successor shall be elected at the first meeting of the Board held in the month of January of each year. Whenever a vacancy occurs in the office of Chairperson, the Board shall elect one of its members to fill out the unexpired portion of the term.
- B. The Chairperson of the Board shall preside at all meetings of the Board and shall have a vote on all matters, but no veto power. In the Chairperson's absence, a Chairperson Pro Tem shall be elected by the members present, provided there is a quorum, who shall preside for that meeting.
- C. The Secretary of the Board shall be the person duly elected to that office. The Secretary's term of office shall be for one year and his or her successor shall be elected at the first meeting of the Board held in the month of January of each year. Whenever a vacancy occurs in the office of Secretary, the Board shall elect one of its members to fill out the unexpired portion of the term.
- D. The Secretary shall assist the Chairperson in any manner requested and shall attest by his or her signature to the correctness of the minutes which shall be kept in the custody of the City Clerk and shall be available for public inspection at all times.
- E. In the absence of the Secretary, the Board shall fill the office temporarily in the same manner as the office of the Chairperson is filled when he or she is absent.

2. Meetings

- A. The Oak Ridge Beer Permit Board shall hold regular meetings as needed with such meetings taking place in a City-owned facility.
- B. Special meetings of the Board may be held upon request of the Chairperson or any two members of the Board. Said call shall be made by personal notices sent by the Secretary or the City Manager's Office, at least three days before the time of convening said meetings, which call or notice shall specify the objects and purposes for which said special meeting is called, and no other business but that embraced by said call shall be transacted during the sitting of said special meeting.
- C. Ten (10) days' notice of a hearing on each application for a permit shall be made by publishing the same in a newspaper of general circulation.
- D. All Board meetings shall be open to the public and citizens shall have a reasonable opportunity to be heard. The Board shall exercise its powers only at public meetings.
- E. A quorum shall consist of four members of the Board and no action may be taken in the absence of a quorum.

- F. The concurring vote of a majority of the members present shall be necessary to the approving or revocation of any permit or any other matters duly before the Board.

3. Applications

- A. All applications for permits shall be made on a form prescribed by the Board's staff liaison and shall be completed in full for each business location and shall be signed and sworn to by the applicant or applicants before they will be considered by the Board.
- B. Each application shall indicate clearly the class of permit desired as such classes are defined in Chapter 4, Article III of the Code of Ordinances, City of Oak Ridge, Tennessee.
- C. All applications shall be filed with the City Manager's Office, and the date of filing shall be noted thereon and no permits or notarized supplements thereto shall be considered by the Board until it has been so filed.
- D. All applications on file in the City Manager's Office shall be open for examination as other public records. Only one notarized copy needs to be filed by the applicant. The City Manager's Office shall provide the Board with a copy of all applications by placing said applications in the Board's agenda packet.
- E. No application, having been once filed, shall be withdrawn or removed from the custody of the City Manager's Office.
- F. The applicant must be present to have the application considered unless the ordinance provides for another person to stand in the place of the applicant at the meeting.
- G. Any person shall be competent to testify for or against any application, but no evidence shall be received either for or against an application except in person and in the presence of the applicant, unless the applicant shall waive such right.
- H. The action of the Board shall be noted upon the application in each instance and shall be certified to by the Secretary. If the application is approved for a permit by the Board, the City Manager shall thereupon issue such permit to the applicant within a reasonable amount of time.
- I. No applicant for a beer permit at a given location shall apply again for a beer permit at said given location within the six-month period immediately following the Board's refusal to grant such permit, except that any applicant so refused a permit may file a new application to be heard at the Board's next regularly scheduled meeting following the denial of said permit, provided that the aggrieved applicant has sufficient new information to submit which might alter the original decision of the Board.

4. Show Cause Hearings

- A. No notice of a show cause hearing shall be issued to any permittee for the suspension or revocation of any permit until it shall have been authorized at a duly constituted meeting of the Board.
- B. Not less than ten (10) days written notice of any suspension or revocation procedure shall be given unto the permit holder whose permit is the subject of the show cause hearing. Such notice shall be served by an Oak Ridge Police Department officer who shall deliver a copy of the same to the permit holder if he or she may be found or by

leaving a copy of the same at his or her place of business. Due return shall be made by the person serving the same.

- C. The Board will interpret Code of Ordinances, City of Oak Ridge, Tennessee, Chapter 4, Article III in such manner as to hold the owner or operator of a place of business authorized hereunder to sell beer solely responsible not only for the sale of beer to minors on the premises, but it shall also be his or her responsibility to prevent the consumption of beer by minors on the premises when the same may have been legally purchased by others. This obligation shall extend to all the premises, both inside and outside any building located thereon, and shall apply to minors occupying or riding in any type of vehicle. As is provided in state law and city ordinance, the burden of ascertaining the age of any minor customer or consumer shall be upon the owner or operator of such place of business.
- D. Procedure in show cause hearings shall be conducted as nearly in accordance with the procedure in judicial tribunals as practicable.

5. Permits

- A. The City Manager's Office shall keep a current list of all valid beer permits.
- B. On revocation of any beer permit, it shall be the duty of the City Manager's Office to immediately issue pick-up orders, and the permit shall be picked up as soon as practicable after the Board's action.

6. Amendments

The rules and procedures may be amended by a vote of four (4) members at any Board meeting and shall become effective after approval by City Council.

This the 3rd day of June 2020.

---

Wende Doolittle, Chairman  
Oak Ridge Beer Permit Board

Approved by Council by Resolution \_\_\_\_\_  
Effective date: July 13, 2020

**FINANCE DEPARTMENT MEMORANDUM**  
**20-07**

**DATE:** June 25, 2020  
**TO:** Mark S. Watson, City Manager  
**THROUGH:** Janice E. McGinnis, Finance Director   
Dallas Dyce, Accounting Manager   
**FROM:** Lyn Majeski, Purchasing Manager

**SUBJECT: ANNUAL ORDER – TEMPORARY EMPLOYMENT SERVICES**

Introduction

An item for City Council's consideration is a resolution authorizing the utilization of temporary employees in an amount not to exceed \$100,000.

Background/Analysis/Review/Consideration

Over the last twenty-five (25) years, the City has utilized temporary employees in clerical, technical and field crew positions. Temporary employees are used to perform duties in place of sick or injured employees, vacancies, seasonal duties and special projects. A Request for Proposal (RFP) was issued by the Finance Department for FY2017 and allowed four (4) additional one (1) year options to renew. Eight (8) companies submitted proposals for review and evaluation.

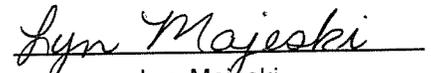
Seven proposals received for the supply of clerical/office temporary workers met the identified requirements. Department personnel can request specific certifications, resumes, and cost information from the Purchasing Manager and review them prior to hiring a temporary employee. Staff recommends utilizing the services of the following firms all located in Knoxville, TN – Flexible Staffing Services (formerly Alternate Staffing, Inc.) Temp Systems, Inc., Robert Half International (Accountemps and Office Team), Express Employment Professionals, ARG Professional Staffing, and Trojan Labor and Staffing Solutions, Oak Ridge, TN.

The above firms will generally meet the requirements of the City, however, other firms may be considered for hiring temporary workers when a specific or more technical skill set is needed.

From year to year the amount needed for temporary labor will vary depending on the needs of the city. If a department has a vacancy the funding for a temporary employee comes from the salary line. If a department has a project that is being funded and there is a need for a temporary employee(s) on the project the funding is covered in the cost of the project. If a temporary employee is needed for a City employee that is on extended leave then the cost of that temporary employee comes from the budget for that department. Each department monitors their budget and makes the adjustment(s) in spending as needed.

Recommendation

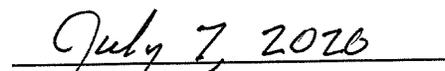
Staff recommends approval of the attached resolution as submitted.

  
Lyn Majeski

**City Manager's Comments:**

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

  
Mark S. Watson

  
Date

**RESOLUTION**

A RESOLUTION MAKING AWARD TO QUALIFIED TEMPORARY EMPLOYMENT COMPANIES FOR FURNISHING AS NEEDED TEMPORARY EMPLOYMENT SERVICES FOR CITY DEPARTMENTS (EXCLUSIVE OF THE PUBLIC WORKS DEPARTMENT) FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$100,000.00.

WHEREAS, the Finance Department issued a Request for Proposals (RFP) for FY2017 for as needed temporary employment services for clerical/office and general labor positions, which RFP included up to four (4) fiscal-year renewal options; and

WHEREAS, the following temporary employment companies met with City's requirements for the supply of clerical/office workers: Flexible Staffing Services of Tennessee, Inc. (formerly Alternate Staffing, Inc.); Temp Systems, Inc.; Robert Half International (Accountemps and Office Team); Express Employment Professionals; ARG Professional Staffing; and Trojan Labor and Staffing Solutions; and

WHEREAS, by Resolution 6-55-2020, City Council authorized the expenditure of up to \$100,000.00 for the Public Works Department for as-needed temporary employment services with various companies as a result of the same RFP; and

WHEREAS, it is anticipated the remaining City departments may utilize temporary services during FY2021 in an amount exceeding \$25,000.00 per department and, for that reason, the City Manager recommends an allocation up to \$100,000.00 for the remaining City departments to utilize for temporary employment services during FY2021.

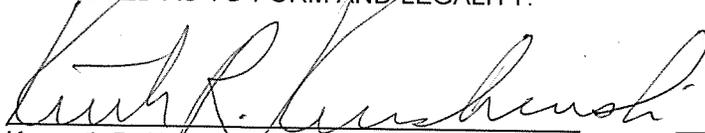
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Flexible Staffing Services of Tennessee, Inc. (formerly Alternate Staffing, Inc.); Temp Systems, Inc.; Robert Half International (Accountemps and Office Team); Express Employment Professionals; ARG Professional Staffing; Trojan Labor and Staffing Solutions; and other qualified companies for furnishing as needed temporary workers for Fiscal Year 2021 (July 1, 2020 through June 30, 2021) for all City departments (except for the Public Works Department) in an amount not to exceed \$100,000.00.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

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

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

**FINANCE DEPARTMENT MEMORANDUM**  
**20-06**

**DATE:** June 25, 2020

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

**THROUGH:** Janice E. McGinnis, Finance Director  
Dallas Dyce, Accounting Manager *DD*

**FROM:** Lyn Majeski, Purchasing Manager

**SUBJECT:** COMPETITIVELY BID COMMODITY REQUIREMENTS FOR FISCAL YEAR 2021

Introduction

An item for City Council's consideration is a resolution authorizing the approval of the City's routine commodity requirements in the not to exceed amount of **\$1,900,120**.

Funding

Funds are budgeted in Fiscal Year 2021.

Background/Analysis/Review/Consideration

The following three items are annual contract orders that effectively commit the City's full requirements for a specific commodity with the supplier for a specified period. The supplier agrees to meet the City's service requirements at the agreed upon price, generally fixed for the contract term. The supplier is ensured of a certain level of business activity at an estimated quantity and can adjust their inventory and service level accordingly. Delivery lead times are reduced and additional savings are achieved through paperwork and inventory reduction. The accompanying bid abstracts provide the bid quotation detail and explain the award recommendation.

WAREHOUSE STOCK STONE – REQUEST NUMBER 167888

The recommended supplier for base stone is Rogers Group, Inc. which provided the lowest bid. This product is delivered to the stockpile located at the Central Service Complex. The not to exceed amount for this product total **\$196,200**.

STONE PRODUCTS – REQUEST NUMBER 167889

The recommended supplier for these items is Rogers Group, Inc. which provided the lowest bid when pick up costs and/or delivery fees are included. The not to exceed amount for these products total **\$153,475**.

HOT MIX ASPHALT – REQUEST NUMBER 167890

The recommended supplier for this product is Rogers Group, Inc., which provided the lowest bid. When Rogers Group, Inc. cannot meet the City's requirement on any given day, staff will utilize secondary suppliers to fill those immediate needs. The not to exceed amount for these products total **\$305,445**.

The following ten items are warehouse stock. These items will be competitively bid and purchased on an as needed basis during the fiscal year. The following information is provided to further explain the evaluation and recommendation process.

FIRE HYDRANTS

Hydrants are included in warehouse stock. The price of hydrants has increased due to manufacturing costs. Each year, the Public Works Department purchases approximately 27 four foot bury hydrants for the City's hydrant replacement program and emergency use. The delivery for this item can be 4-6 weeks. City staff has standardized hydrants throughout the City. Hydrants will be procured through competitive bids from suppliers such as G & C Supply Company, Piping Supply, Consolidated Pipe & Supply Co., and Core & Main. These items will be competitively bid as needed. The not to exceed amount is **\$55,000**.

#### WATER METERS

Water meters are warehouse stock and are purchased for the Public Works Department on an as needed basis for the meter replacement program and for residential and commercial growth. City staff has standardized water meters throughout the city. Water meters will be procured through competitive bids from suppliers such as United Utilities, Southern Pipe & Supply Company, and HD Water Supply. The not to exceed amount is **\$75,000**.

#### ELECTRIC METERS

Electric meters are warehouse stock and are purchased for the Electric Department on an as needed basis for the meter replacement program and for residential and commercial growth. City staff has standardized electric meters throughout the city. Electric meters will be procured through competitive bids from suppliers such as Stuart C. Irby and Wesco Distribution, Inc. The not to exceed amount is **\$75,000**.

#### POLES

Poles are warehouse stock and include all sizes of wood and metal poles for use by the Electric Department. This item varies by the size and quantity required for certain jobs. Staff will attempt to order by the full truckload so that freight charges will be less than with partial loads. The poles will be procured through competitive bids from companies such as Thomasson Company, Baldwin Pole Company, Cox Industries, Inc., Power Supply Company, Wesco, Anixter, Stuart C. Irby. The not to exceed amount is **\$200,000**.

#### CABLES

This item includes OH (overhead) and URD (underground) cables in warehouse stock for use by the Electric Department. The increasing cost of metals has directly influenced the price of these items. These items will be procured through competitive bids from suppliers such as Stuart C. Irby Company, Wesco Distribution, Inc. and Power Supply Company. The not to exceed amount is **\$250,000**.

#### LED LIGHTS

LED Lights are included in warehouse stock for the Electric Department. These items will be procured through competitive bids from suppliers such as Wesco Distribution, Inc., Stuart C. Irby Company, Power Supply Company and Anixter. The not to exceed amount is **\$300,000**.

#### SWITCHGEARS

Switchgears are included in warehouse stock for use by the Electric Department. These items will be procured through competitive bids from suppliers such as Wesco Distribution, Inc., Graybar, Stokes Lighting Center, Customer Service Electric Supply and Kendall Electric, Inc. The not to exceed amount is **\$100,000**.

#### JUNCTIONS

Junctions are included in warehouse stock for use by the Electric Department. These items will be procured through competitive bids from suppliers such as Stuart C. Irby Company, Wesco Distribution, Inc. and Anixter. The not to exceed amount is **\$35,000**.

#### OVERHEAD SWITCHING DEVICES

Overhead Switching Devices are included in warehouse stock for use by the Electric Department. These items will be procured through competitive bids from suppliers such as Stuart C. Irby Company, Wesco Distribution, Inc. and Anixter. The not to exceed amount is **\$125,000**.

#### FIBER OPTIC

Fiber Optic is included in warehouse stock for the Electric Department. This item will be procured through competitive bids from suppliers such as Wesco Distribution, Inc., Stuart C. Irby Company, Power Supply Company, Border States and Anixter. The not to exceed amount is **\$30,000**.

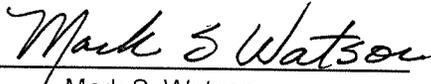
RECOMMENDATION

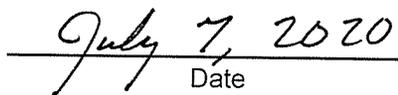
Staff recommends approval of the attached resolution as submitted.

  
\_\_\_\_\_  
Lyn Majeski

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

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

REQUEST NUMBER: 167888  
OPENING DATE: JUNE 18, 2020 2:00 P.M.

FOR --- WAREHOUSE STOCK STONE			BIDDER: Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830		BIDDER: Claiborne Hauling Contractors, LLC 6210 Rutledge Pike Knoxville, TN 37924		BIDDER: Vulcan Materials Company P.O. Box 7 Knoxville, TN 37901		BIDDER: Blue Water Industries 9509 Diggs Gap Road Heiskell, TN 37754		
DESCRIPTION	ITEM	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021 FOR WAREHOUSE STOCK STONE FOR USE BY VARIOUS CITY OF OAK RIDGE DEPARTMENTS.	1	12,000 TONS	\$ 16.35	\$ 196,200.00	\$ 17.25	\$ 207,000.00	\$ 23.50	\$ 282,000.00	\$ 24.25	\$ 291,000.00	
Advertised on the City's Website for 21 days			\$ 196,200.00		\$ 207,000.00		\$ 282,000.00		\$ 291,000.00		
TOTAL PRICE			\$ 196,200.00		\$ 207,000.00		\$ 282,000.00		\$ 291,000.00		
TERMS			NET 30 DAYS		NET 30 DAYS		15TH NET PROXY		25th DAY OF THE FOLLOWING MONTH		
DELIVERY			UPON REQUEST		AS NEEDED, 24 HOUR NOTICE		NEXT DAY		AS SCHEDULED		
F.O.B.			OAK RIDGE QUARRY		CLAIBORNE		CITY OF OAK RIDGE		CITY OF OAK RIDGE		
VIA			TRUCK		CLAIBORNE HAULING TRUCK		TANDEM TRUCK - 20 TON MIN.		TANDEM TRUCK - 20 TON MIN.		
OTHER BIDDERS CONTACTED:							BIDS OPENED AND RECORDED BY---				
							<i>Lyn Majeski</i>				
							Lyn Majeski Purchasing Manager				
REASON FOR AWARD:							RECOMMEND AWARD BE MADE TO:				
ONLY AVAILABLE SOURCE			<input type="checkbox"/>								
LOW PRICE			<input type="checkbox"/>								
BETTER OR REQUIRED DESIGN			<input type="checkbox"/>								
EARLY DELIVERY			<input type="checkbox"/>								
LOWEST TOTAL COST			<input checked="" type="checkbox"/>	Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830							
							BIDS REVIEWED BY---				
							<i>Dallas Dyce</i>				
							Dallas Dyce Accounting Manager				

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

REQUEST NUMBER: 167889  
OPENING DATE: JUNE 18, 2020 2:10 P.M.

FOR ---			BIDDER:		BIDDER:		BIDDER:		BIDDER:	
STONE PRODUCTS			Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830		Claiborne Hauling Contractors, LLC 6210 Rutledge Pike Knoxville, TN 37924		Vulcan Materials Company P.O. Box 7 Knoxville, TN 37901		Blue Water Industries 9509 Diggs Gap Road Heiskell, TN 37754	
DESCRIPTION	ITEM	TONS	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021 FOR CRUSHED AND GRADED STONE FOR THE CITY OF OAK RIDGE.										
BASE STONE - REQUIRED TO MEET TDOT BASE STONE REQUIREMENTS	1	7,000	\$ 13.25	\$ 92,750.00	\$ 12.40	\$ 86,800.00	\$ 18.00	\$ 126,000.00	\$ 19.25	\$ 134,750.00
#4 STONE - REQUIRED TO MEET TDOT FOR #2 GRADATION	2	300	\$ 15.25	\$ 4,575.00	\$ 15.40	\$ 4,620.00	\$ 21.00	\$ 6,300.00	\$ 22.25	\$ 6,675.00
#57 OR 1" STONE REQUIRED TO MEET TDOT #57 GRADATION	3	3,000	\$ 15.25	\$ 45,750.00	\$ 15.40	\$ 46,200.00	\$ 21.00	\$ 63,000.00	\$ 22.25	\$ 66,750.00
GRADED RIP RAP	4	400	\$ 17.50	\$ 7,000.00	\$ 19.40	\$ 7,760.00	\$ 25.00	\$ 10,000.00	\$ 23.75	\$ 9,500.00
SURGE RIP RAP	5	200	\$ 17.00	\$ 3,400.00	\$ 19.40	\$ 3,880.00	\$ 23.00	\$ 4,600.00	\$ 20.75	\$ 4,150.00
DELIVERY CHARGE PER TON OF ITEMS 1,2,3 & 4			\$ 3.10		\$ 4.85		\$ 5.50		\$ 6.25	
DELIVERY CHARGE PER TON OF ITEM 5			\$ 5.10		\$ 4.85		\$ 7.50		\$ 8.25	
<b>TOTAL PRICE</b>				<b>\$ 153,475.00</b>	<b>\$ 149,260.00</b>		<b>\$ 209,900.00</b>		<b>\$ 221,825.00</b>	
<b>TERMS</b>			<b>NET 30 DAYS</b>		<b>NET 30 DAYS</b>		<b>15TH NET PROXY</b>		<b>25th DAY OF THE FOLLOWING MONTH</b>	
<b>DELIVERY</b>			<b>UPON REQUEST</b>		<b>AS NEEDED - 24 HOUR NOTICE</b>		<b>NEXT DAY</b>		<b>AS SCHEDULED</b>	
<b>F.O.B.</b>			<b>OAK RIDGE QUARRY</b>		<b>CLAIBORNE</b>		<b>CITY OF OAK RIDGE</b>		<b>CITY OF OAK RIDGE</b>	
<b>VIA</b>			<b>TRUCK</b>		<b>CLAIBORNE HAULING TRUCK</b>		<b>TANDEM TRUCK - 20 TON MIN.</b>		<b>TANDEM TRUCK - 20 TON MIN.</b>	
OTHER BIDDERS CONTACTED:							BIDS OPENED AND RECORDED BY---			
							<i>Lyn Majeski</i>			
							Lyn Majeski Purchasing Manager			
<b>REASON FOR AWARD:</b>			<b>RECOMMEND AWARD BE MADE TO:</b>				BIDS REVIEWED BY---			
ONLY AVAILABLE SOURCE <input type="checkbox"/>			Rogers Group, Inc. 250 Union Valley Rd. Oak Ridge, TN 37830				<i>Dallas Dyce</i>			
LOW PRICE <input type="checkbox"/>							Dallas Dyce			
BETTER OR REQUIRED DESIGN <input type="checkbox"/>							Accounting Manager			
EARLY DELIVERY <input type="checkbox"/>										
LOWEST TOTAL COST <input checked="" type="checkbox"/>										

**CITY OF OAK RIDGE, TENNESSEE**

**Abstract of Bids**

REQUEST NUMBER: 167890  
 OPENING DATE: JUNE 18, 2020 2:20 P.M.

FOR --- HOT MIX ASPHALT			BIDDER: Rogers Group, Inc. 250 Union Valley Road Oak Ridge, TN 37830			BIDDER: Duracap Asphalt Paving Co., Inc. P.O. Box 53426 Knoxville, TN 37950-3426			BIDDER:		BIDDER:	
DESCRIPTION	ITEM	TONS		TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL		
ANNUAL CONTRACT ORDER FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021 FOR HOT MIX ASPHALT FOR THE CITY OF OAK RIDGE												
GRADE E, HOT MIX ASPHALTIC CONCRETE TDOT SECTION 411, PICKED UP BY CITY TRUCKS	1	2,200	\$ 78.00	\$ 171,600.00	\$ 87.50	\$ 192,500.00						
GRADE B, HOT MIX BITUMINOUS CONCRETE BASE MATERIAL TDOT SECTION 307, PICKED UP BY CITY TRUCKS	2	1,200	\$ 70.00	\$ 84,000.00	\$ 76.00	\$ 91,200.00						
GRADE C HOT MIX, TDOT SECTION 411 AND 307, PICKED UP BY CITY TRUCKS	3	300	\$ 76.15	\$ 22,845.00	\$ 87.50	\$ 26,250.00						
GRADE D HOT MIX, TDOT SECTION 411 AND 307, PICKED UP BY CITY TRUCKS	4	300	\$ 90.00	\$ 27,000.00	\$ 107.50	\$ 32,250.00						
DELIVERY CHARGE PER TON OF ITEM 1, 2, AND 3. MINIMUM 22 TON LOAD NOTE: ALL QUANTITIES ARE ESTIMATED	5		\$4.00/TON 22 Ton Minimal Haul		N/A		Note: Prices above based on June 2020 TDOT Asphalt Index of \$445.42 per Liquid Ton. Prices will be adjusted at Index in month of pick-up.					
Advertised on the City's Website for 21 days												
TOTAL PRICE				\$ 305,445.00					\$ 342,200.00			
TERMS				NET 30 DAYS					NET 10			
DELIVERY				AS available					N/A			
F.O.B.				ASPHALT PLANT					9509 DIGGS GAP ROAD HEISKELL, TN			
VIA				COR TRUCK					COR TRUCK			
OTHER BIDDERS CONTACTED: Vulcan Materials Company Blue Water Industries									BIDS OPENED AND RECORDED BY---			
									<i>Lyn Majeski</i>			
									Lyn Majeski Purchasing Manager			
REASON FOR AWARD:				RECOMMEND AWARD BE MADE TO:				BIDS REVIEWED BY---				
ONLY BID RECEIVED <input type="checkbox"/>				Rogers Group, Inc.				<i>Dallas Dyce</i>				
LOW PRICE <input type="checkbox"/>				250 Union Valley Road								
BETTER OR REQUIRED DESIGN <input type="checkbox"/>				Oak Ridge, TN 37830								
EARLY DELIVERY <input type="checkbox"/>												
LOWEST TOTAL COST <input checked="" type="checkbox"/>								Dallas Dyce Accounting Manager				

**RESOLUTION**

A RESOLUTION AWARDING BIDS IN AN AMOUNT NOT TO EXCEED \$1,900,120.00 FOR THE ANNUAL ORDER OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2021.

WHEREAS, the City of Oak Ridge has issued invitations to bid for the furnishing of various materials as required during Fiscal Year 2021 (July 1, 2020 through June 30, 2021) and has received competitive bids which were publicly opened; and

WHEREAS, other required materials, with an aggregate cost exceeding \$25,000.00 during Fiscal Year 2021, will be competitively bid during the year on an as-needed basis; and

WHEREAS, the City Manager recommends that awards be made based upon the competitive bids that have or will be received with the respective suppliers of materials hereinafter set forth.

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 awards are hereby made as follows for Fiscal Year 2021 (July 1, 2020 through June 30, 2021):

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of warehouse stock stone, in accordance with its bid as submitted and publicly opened on June 18, 2020, as shown on Request No. 167888, in an amount not to exceed \$196,200.00.

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of stone products when factoring in cost of pickup/delivery, in accordance with its bid as submitted and publicly opened on June 18, 2020, as shown on Request No. 167889, in an amount not to exceed \$153,475.00.

To Rogers Group, Inc., 250 Union Valley Road, Oak Ridge, Tennessee 37830, as the lowest bidder for the furnishing of hot mix asphalt, in accordance with its bid as submitted and publicly opened on June 18, 2020, as shown on Request No. 167890, in an amount not to exceed \$305,445.00.

To G & C Supply Company, Piping Supply, Consolidated Pipe & Supply Company, Core & Main, and other suitable companies after utilization of the City's competitive bid process as the suppliers of required warehouse stock fire hydrants, in an amount not to exceed \$55,000.00.

To United Utilities, Southern Pipe & Supply Company, HD Water Supply, and other suitable companies after utilization of the City's competitive bid process as the suppliers of required warehouse stock water meters, in an amount not to exceed \$75,000.00.

To Stuart C. Irby, Wesco Distribution Inc., and other suitable companies after utilization of the City's competitive bid process as the suppliers of required warehouse stock electric meters, in an amount not to exceed \$75,000.00.

To Thomasson Company, Baldwin Pole Company, Cox Industries Inc., Power Supply Company, Wesco, Anixter, Stuart C. Irby, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock wooden and metal poles, in an amount not to exceed \$200,000.00.

To Stuart C. Irby Company, Wesco Distribution Inc., Power Supply Company, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock overhead and underground cables for the Electric Department, in an amount not to exceed \$250,000.00.

To Wesco Distribution Inc., Stuart C. Irby Company, Power Supply Company, Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of warehouse stock LED lights for the Electric Department, in an amount not to exceed \$300,000.00.

To Wesco Distribution Inc., Graybar, Stokes Lighting Center, Customer Service Electric Supply, Kendall Electric Inc., and other suitable companies after utilization of the City's competitive bid process for the furnishing of switchgears for the Electric Department, in an amount not to exceed \$100,000.00.

To Stuart C. Irby Company, Wesco Distribution Inc., Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of junctions for the Electric Department, in an amount not to exceed \$35,000.00.

To Stuart C. Irby Company, Wesco Distribution Inc., Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of overhead switching devices for the Electric Department, in an amount not to exceed \$125,000.00.

To Wesco Distribution Inc., Stuart C. Irby Company, Power Supply Company, Border States, Anixter, and other suitable companies after utilization of the City's competitive bid process for the furnishing of fiber optic for the Electric Department, in an amount not to exceed \$30,000.00.

Said awards in the grand total amount not to exceed \$1,900,120.00.

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 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

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

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

**CITY COUNCIL MEMORANDUM**  
**20-17**

DATE: July 7, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: AUTHORIZATION TO APPLY FOR TENNESSEE TOURISM ENHANCEMENT GRANT

Introduction

An item for the agenda is a resolution authorizing the City Manager to apply for a Tennessee Tourism Enhancement Grant from the Tennessee Department of Tourist Development, and to accept said grant if awarded.

Funding

The City is eligible to receive up to \$75,000.00 in grant funds under the Tennessee Tourism Enhancement Grant program. Up to five percent (5%) of the grant can be used for administrative costs. The grant is based off of County Incentive Tiers calculated for the Tennessee Jobs Tax Credit. Both Anderson and Roane Counties are Tier 2 counties, which means the grant will provide for a 70/30 match of City funds spent on eligible projects. Budgeted funds are available for the required local match.

Background

The Tennessee Tourism Enhancement Grant reimburses up to \$75,000.00 in costs associated with additions/improvements of property designed to attract tourism. If awarded, this grant will be used to offset some of the costs associated with expanding the Melton Hill Lake public access boat ramp located at 173 Edgemoor Road. The expansion of the boat ramp will allow for both larger boats and multiple boats to be launched simultaneously, a key requirement to attract fishing tournaments and aquatic powersports to the City.

Recommendation

Approval of the attached resolution is recommended.

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

**RESOLUTION**

A RESOLUTION AUTHORIZING THE APPLICATION AND ACCEPTANCE OF A GRANT FROM THE TENNESSEE DEPARTMENT OF TOURIST DEVELOPMENT IN AN AMOUNT UP TO \$75,000.00 FOR IMPROVEMENTS TO THE BOAT RAMP AT MELTON LAKE PARK.

WHEREAS, the Tennessee Department of Tourist Development has available grant funds under the Tennessee Tourism Enhancement Grant program, which was developed to provide tourism infrastructure resources to enhance and improve the tourism economic impact in Tennessee counties; and

WHEREAS, grant funds are available up to \$75,000.00 with a required thirty percent (30%) local match; and

WHEREAS, the City desires to apply for a grant for improvements to Melton Lake Park to expand the boat ramp to allow for larger boats and multiple boats to be launched simultaneously, a key requirement to attract fishing tournaments and aquatic power sports to the City; and

WHEREAS, the City Manager requests approval to apply for and accept said grant if awarded.

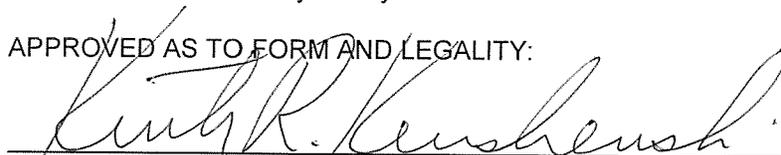
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

The City is hereby authorized to apply for, and accept if awarded, a Tourism Enhancement Grant from the Tennessee Department of Tourist Development in an amount up to \$75,000.00 for improvements to Melton Lake Park; said grant requiring a thirty percent (30%) local match.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

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

**CITY COUNCIL MEMORANDUM**  
**20-18**

DATE: July 8, 2020

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: AUTHORIZATION TO APPLY FOR AND ACCEPT A DIRECT APPROPRIATION GRANT FROM THE STATE OF TENNESSEE (LOCAL GOVERNMENT SUPPORT GRANT)

Introduction

An item for the agenda is a resolution authorizing the City Manager to apply for, and accept a Local Government Support Grant from the State of Tennessee in the estimated amount of \$672,390.00

Funding

No local match required. Notice of this direct appropriation grant was not received during the budget process. The City Manager will review proposed usage of these funds in future discussions with City Council and the Budget and Finance Committee.

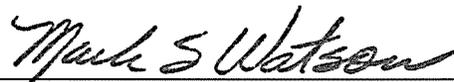
Background

The State of Tennessee's budget for the fiscal year beginning July 1, 2020 includes a direct appropriation grant payable to governmental entities upon application. The City has been advised by the State of Tennessee Department of Finance and Administration that the allocation for Oak Ridge is \$672,390.00. The direct appropriation grant is in response to local government needs and impact of COVID-19 and may be used to offset the loss of local revenue or supplement local revenue.

By current city policy, all grants require approval by City Council. The City Manager is seeking City Council's approval to apply for, and accept, the Local Government Support Grant from the State of Tennessee which is estimated to be in the amount of \$672,390.00.

Recommendation

Approval of the attached resolution is recommended.



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

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT A LOCAL GOVERNMENT SUPPORT GRANT FROM THE STATE OF TENNESSEE IN THE ESTIMATED AMOUNT OF \$672,390.00.

WHEREAS, the State of Tennessee's budget for the fiscal year beginning July 1, 2020 includes a direct appropriation grant payable to governmental entities upon application; and

WHEREAS, the City has been advised by the State of Tennessee Department of Finance and Administration that the allocation for Oak Ridge is \$672,390.00; and

WHEREAS, said grants are in response to local government needs and impact of COVID-19 and may be used to offset the loss of local revenue or supplement local revenue; and

WHEREAS, by current city policy, all grants require approval by City Council; and

WHEREAS, the City Manager recommends City Council give the City Manager authority to apply for, and accept, the direct appropriation grant.

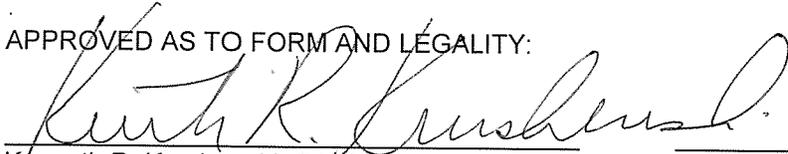
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and City Council hereby authorizes the City Manager to apply for and accept a Local Government Support Grant from the State of Tennessee in the estimated amount of \$672,390.00.

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 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

PUBLIC HEARINGS  
AND  
FIRST READING OF  
ORDINANCES

**COMMUNITY DEVELOPMENT MEMORANDUM**  
**20-47**

DATE: June 24, 2020  
TO: Mark S. Watson, City Manager  
THROUGH: Wayne E. Blasius, Community Development Director  
FROM: Jennifer L. Williams, Senior Planner  
SUBJECT: REZONING REQUEST – THE SUMMIT



Introduction

An item for City Council's consideration is an ordinance that will rezone Tax Map Parcels 106G A 2.01, 2.02, 2.10, 2.20, 2.21, 2.22, 2.23, 2.24, and 2.25 from their current designations of O-2 Office District and IND-2 Industrial District to R-2 Low Density Residential District and R-4-C Multiple Family District.

Funding

No funding is associated with this item.

Background/Description of Request

The request is to rezone Parcels 2.20 and 2.24 from IND-2 to R-2, and parcels 2.01, 2.02, 2.10, 2.21, 2.22, 2.23, and 2.25 from IND-2 and O-2 to R-4-C. The applicant, Mr. H.E. Bittle, is a potential purchaser of the property, which is currently owned by TN Bank. The applicant is requesting two different residential zoning designations for the property in order to develop a mix of multi-family and single family attached and detached housing.

This request will also require a Land Use Map amendment from the property's current designation of O-Office to R-Residential. Because of the 30-day public notice requirement for these amendments, the Land Use Map amendment resolution is scheduled for the August City Council meeting.

Analysis/Additional Considerations

This request is for a rezoning to R-2 and R-4-C; it is not a Planned Unit Development. Therefore, all development will be required to meet the Zoning Ordinance's existing standards in those districts. The uses permitted by right in each district are shown below. All of these uses would be permitted if the request is approved.

R-2 Permitted Principal Uses:

- Single family detached dwelling.
- Duplex.
- Single family attached dwellings with no more than four (4) contiguous units.
- Local government, state or federal uses, public utility building, etc.

R-4-C Permitted Principle Uses:

- Multiple Family Dwelling
- Townhouse
- Condominium

As far as the development of the site is concerned, the Summit property has access to sewer, water, and electrical facilities that were developed for the previously proposed industrial/office park. Much of the existing infrastructure has already been accepted by the City. And although modifications to those utilities may be required to serve residences, there is sufficient capacity available for development.

Road access is available to this site directly onto S Illinois Avenue and via the Centrifuge Way interchange. The interchange will allow residents to access S Illinois Avenue via the ramp/merge lane as opposed to turning directly onto the highway. The Centrifuge Way interchange as well as a large portion of Summit Drive have been accepted for perpetual maintenance by the City, but the part of the road that exits directly onto S Illinois Avenue remains private and cannot be accepted by the City without improvements. This portion of roadway would be maintained by the development.

The Planning Commission considered this request at their June 18, 2020 meeting. The Planning Commission unanimously recommended **approval** of this item.

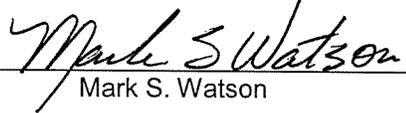
Recommendation

Approval of the attached ordinance is recommended.

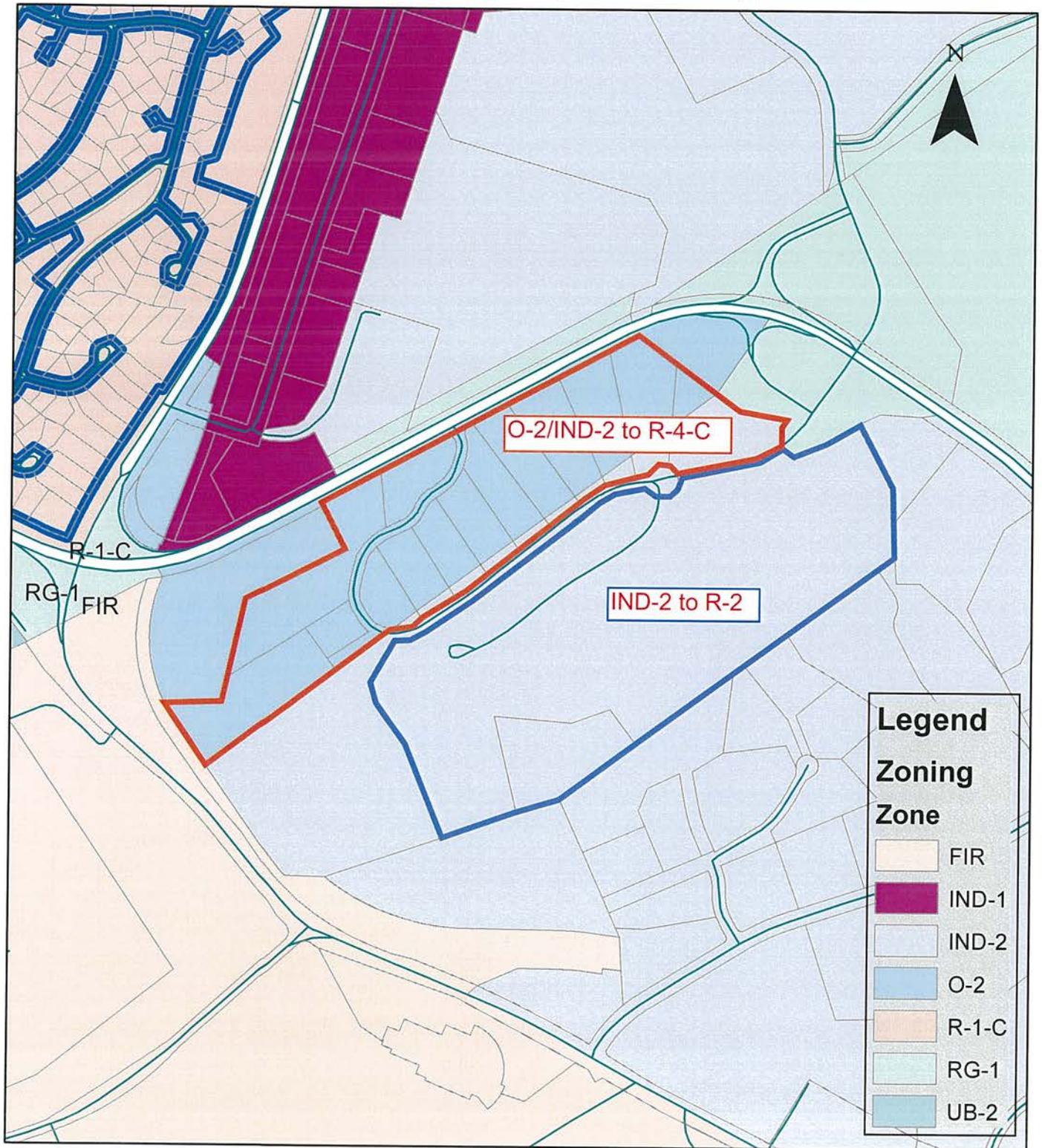


\_\_\_\_\_  
Jennifer L. Williams

Attachments: Map of area to be rezoned  
Proposed ordinance

**City Manager's Comments:**  
I have reviewed the above issue and recommend Council action as outlined in this document.  
  
Mark S. Watson  
  
Date

# Summit Property Rezoning



This map was prepared by the City of Oak Ridge Community Development Department. The map is for illustrative purposes only and is not an engineering map or survey.

**TITLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF THE FOLLOWING PARCELS WHICH ARE ALL LOCATED ON SUMMIT DRIVE AND CONTAINED WITHIN ANDERSON COUNTY TAX MAP 106G, GROUP A: PARCELS 002.01, 002.21, 002.22, AND 002.23, APPROXIMATELY 11.95 ACRES, FROM O-2, OFFICE, TO R-4-C, MULTIPLE FAMILY RESIDENTIAL DISTRICT; PARCELS 002.02, 002.10, AND 002.25, APPROXIMATELY 21.77 ACRES, FROM O-2, OFFICE, AND IND-2, INDUSTRIAL DISTRICT, TO R-4-C, MULTIPLE FAMILY RESIDENTIAL DISTRICT; AND PARCELS 002.20 AND 002.24, APPROXIMATELY 48.99 ACRES, FROM IND-2, INDUSTRIAL DISTRICT, TO R-2, LOW DENSITY RESIDENTIAL DISTRICT.

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

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

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

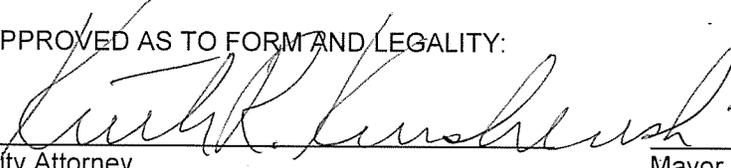
Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following:

<u>Parcel</u>	<u>Property Description</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
106G A 002.01 ± 00.83 acres	180 Summit Drive	O-2, Office	R-4-C, Multiple Family Residential
106G A 002.02 ± 15.39 acres	261 Summit Drive	O-2, Office, and IND-2, Industrial	R-4-C, Multiple Family Residential
106G A 002.10 ± 03.84 acres	341 Summit Drive	O-2, Office, and IND-2, Industrial	R-4-C, Multiple Family Residential
106G A 002.20 ± 45.08 acres	380 Summit Drive	IND-2, Industrial	R-2, Low Density Residential
106G A 002.21 ± 04.51 acres	120 Summit Drive	O-2, Office	R-4-C, Multiple Family Residential
106G A 002.22 ± 02.56 acres	100 Summit Drive	O-2, Office	R-4-C, Multiple Family Residential
106G A 002.23 ± 04.05 acres	Summit Drive	O-2, Office	R-4-C, Multiple Family Residential
106G A 002.24 ± 03.91 acres	Summit Drive	IND-2, Industrial	R-2, Low Density Residential
106G A 002.25 ± 02.54 acres	361 Summit Drive	O-2, Office, and IND-2, Industrial	R-4-C, Multiple Family Residential

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

Section 3. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Public Hearing: \_\_\_\_\_

First Reading: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**RECREATION & PARKS DEPARTMENT MEMORANDUM  
20-10**

DATE: June 25, 2020  
TO: Mark S. Watson, City Manager  
FROM: Jonathan W. Hetrick, Recreation & Parks Director  
SUBJECT: AN ORDINANCE AMENDMENT TO PROHIBIT SMOKING AT CITY-OWNED PLAYGROUNDS

Introduction

An item for the agenda is an ordinance to amend Section 11-111 of the City Code to prohibit smoking on the grounds of any City-owned playground.

Funding

No funding is associated with this item.

Consideration

City Council, by Resolution 3-24-2017, urged the General Assembly to repeal the preemption of local control to regulate smoking. On March 10, 2020, Governor Bill Lee signed Public Chapter 529 which amends Tennessee Code Annotated §39-17-1551 to allow local governments to prohibit smoking on the defined grounds of a playground by adopting a resolution or ordinance approved by a two-thirds vote of the legislative body of the local government.

Recommendation

Approval of the attached ordinance is recommended.

  
\_\_\_\_\_  
Jonathan W. Hetrick

Attachments: Ordinance

**City Manager's Comments:**

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

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

7/7/2020  
Date

TITLE

AN ORDINANCE TO AMEND TITLE 11, TITLED "MUNICIPAL OFFENSES," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, BY AMENDING SECTION 11-111, CURRENTLY A DELETED SECTION, AND SUBSTITUTING THEREFOR A NEW SECTION 11-111, TITLED "SMOKING AT PLAYGROUNDS PROHIBITED," TO PROHIBIT SMOKING AT PLAYGROUNDS.

WHEREAS, by Resolution 3-24-2017, City Council urged the General Assembly to repeal the preemption of local control to regulate smoking citing the Centers for Disease Control and Prevention's (CDC) Fact Sheet on the Health Effects of Secondhand Smoke and the U.S. Surgeon General's report, "*The Health Consequences of Involuntary Exposure to Tobacco Smoke*," and

WHEREAS, on March 10, 2020, Governor Bill Lee signed Public Chapter 529 which amends Tennessee Code Annotated §39-17-1551 to allow local governments to prohibit smoking on the grounds of a playground by adopting a resolution or ordinance approved by a two-thirds vote of the legislative body of the local government; and

WHEREAS, in light of the CDC's and U.S. Surgeon General's publications on secondhand smoke, City Council desires to establish an ordinance prohibiting smoking on the grounds of City-owned playgrounds.

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

Section 1. Title 11, titled, "Municipal Offenses," Chapter 1, titled "Miscellaneous," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended dedicating Section 11-111 to the prohibition of smoking on the grounds of playgrounds, said section to read as follows:

Section 11-111. Smoking at Playgrounds Prohibited.

- (1) It is a violation for any person to smoke on the grounds of any City-owned playground.
- (2) As used in this section:
  - A. "Playground" is any indoor or outdoor facility that is intended for recreation of children.
  - B. "Smoking" means the burning of a tobacco product, hemp product, or any other drug or substance, but does not include the use of a vapor product.
  - C. "Grounds" means the entire real property upon which a playground is located, as determined by the property lot lines, including the parking areas and any permanent or temporary restroom facilities.

Section 2. 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

First Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**FINAL ADOPTION  
OF  
ORDINANCES**

**COMMUNITY DEVELOPMENT MEMORANDUM**  
**20-34**

DATE: May 22, 2020  
TO: Mark S. Watson, City Manager  
THROUGH: Wayne E. Blasius, Community Development Director   
FROM: Jennifer L. Williams, Senior Planner  
SUBJECT: REZONING REQUEST – FOREST CREEK VILLAGE (FORMERLY RARITY OAKS)  
R-1-B TO R-1-C

Introduction

An item for City Council's consideration is an ordinance that will rezone all property currently zoned R-1-B in the Forest Creek Village subdivision to R-1-C.

Funding

No funding is associated with this item.

Background

The Rarity Oaks Subdivision was platted in 2006 with 90 lots. These 90 lots and most of the remaining acreage are zoned R-1-B, but an approximately 18.8 acre portion is zoned UB-2. Twenty-two of the 90 lots were sold to other owners after the 2006 plat, and the remaining property stayed in original developer's hands.

In 2018, the property was purchased by VT Investors. This developer group has rebranded the development to 'Forest Creek Village'. While in the process of talking to builders and determining house plans for their lots, the new developers ran into issues with lot sizes and setbacks. Upon further inspection by staff, it was determined that 27 of the 90 existing lots do not meet the minimum lot size requirement of the R-1-B district (14,000 square feet), and about 1/3 of the lots do not meet R-1-B's minimum lot width standards (100 feet). The smaller lots make the R-1-B setback requirements difficult to achieve. Therefore, a rezoning request for the subdivision has been submitted by the developer. This rezoning request does not include the ~18.8 acres currently zoned UB-2, where no change is proposed.

R-1-B/R-1-C Comparison

The chart below compares the zoning standards in the R-1-B District to the R-1-C District. Both are single family residential districts with the same allowed uses. The main difference is that the R-1-C district has slightly less restrictive dimensional and setback requirements for individual lots.

<b>Zoning Requirement</b>	<b>Current Zoning (R-1-B)</b>	<b>Proposed Zoning (R-1-C)</b>
Maximum Lot Coverage	25%	30%
Minimum Lot Size	14,000 square feet	8,000 square feet
Minimum Lot Width	100 feet	70 feet
Front Setback	30 feet	25 feet
Side Setback	Total 30 feet, minimum 12 feet	Total 20 feet, minimum 8 feet
Rear Setback	35 feet	30 feet

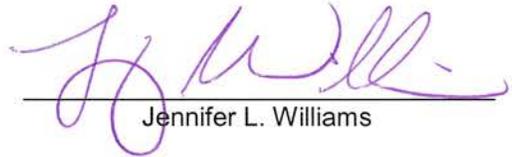
Additional Property Owners

The proposed rezoning request would involve rezoning 22 lots that are owned by entities/individuals other than the new developer. As mentioned earlier in the memo, 22 of the original 90 platted lots in Rarity Oaks Subdivision were sold to private owners. Currently, these 22 lots are owned by 13 different owners. These property owners were notified of the rezoning request by the City via certified mail sent February 27th. All 13 property owners signed for their notice, and none have attempted to contact city staff regarding the zoning change.

The Planning Commission considered this request at their May 21, 2020 meeting. The Planning Commission unanimously recommended **approval** of this item.

Recommendation

Approval of the attached ordinance is recommended.



Jennifer L. Williams

Attachments: Map of area to be rezoned  
Proposed ordinance

**City Manager's Comments:**

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

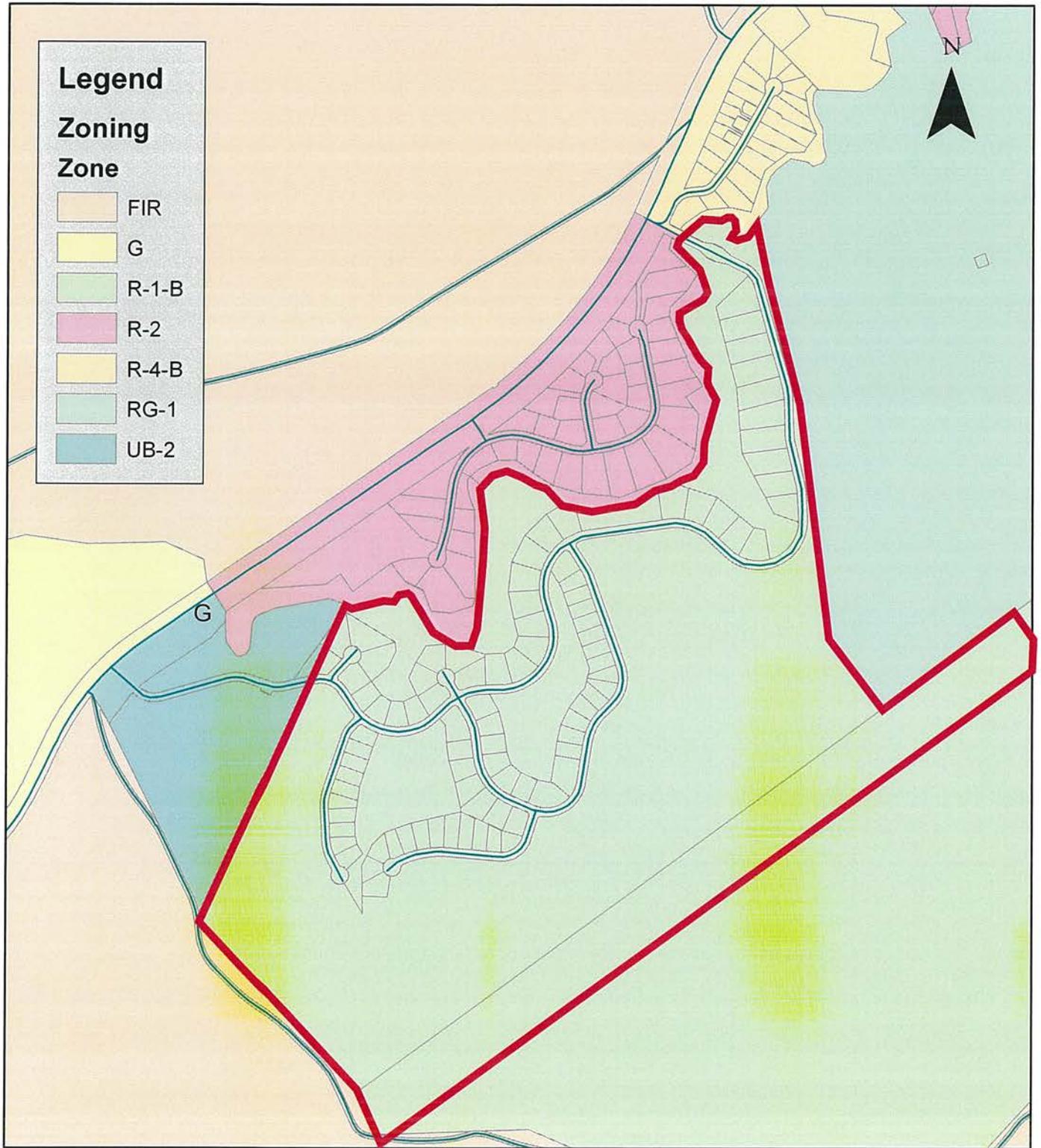


Mark S. Watson



Date

# Forest Creek Village Rezoning: R-1-B to R-1-C



## Legend

### Zoning Zone

- FIR
- G
- R-1-B
- R-2
- R-4-B
- RG-1
- UB-2

This map was prepared by the City of Oak Ridge Community Development Department. The map is for illustrative purposes only and is not an engineering map or survey.

Date: 5/22/2020

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF AN APPROXIMATE 201.917 ACRE PORTION OF FOREST CREEK VILLAGE SUBDIVISION (FORMERLY RARITY OAKS SUBDIVISION), FROM R-1-B, SINGLE FAMILY RESIDENTIAL, TO R-1-C, SINGLE FAMILY RESIDENTIAL.

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

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

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

Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following particulars for the Forest Creek Village Subdivision, which is bounded by the Oak Ridge Turnpike, Southwood Estates, the Oak Ridge Golf and Country Club, and the DOE Patrol Road:

<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
0015 001.05 (a portion) Open Space/Undeveloped	± 96.85	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 02.00 Open Space/Undeveloped	± 2.603	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 01.00 Open Space/Undeveloped	± 8.067	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 01.00 Open Space/Undeveloped	± 8.935	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 30.00 Open Space/Undeveloped	± 6.702	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 24.00 Open Space/Undeveloped	± 5.866	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015 07.01 Open Space/Undeveloped	± 33.83	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 20.00 Cherry Oak Drive	± 0.271	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 21.00 Cherry Oak Drive	± 0.253	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 22.00 Cherry Oak Drive	± 0.267	R-1-B, Single Family Residential	R-1-C, Single Family Residential

<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
015P A 23.00 Cherry Oak Drive	± 0.281	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 24.00 Cherry Oak Drive	± 0.25	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 25.00 Cherry Oak Drive	± 0.279	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 26.00 Cherry Oak Drive	± 0.267	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 27.00 Cherry Oak Drive	± 0.267	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 28.00 Cherry Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 29.00 Cherry Oak Drive	± 0.278	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 8.00 Willow Oak Drive	± 0.233	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 9.00 Willow Oak Drive	± 0.251	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 10.00 Willow Oak Drive	± 0.306	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 11.00 Willow Oak Drive	± 0.358	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 12.00 Willow Oak Drive	± 0.376	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 13.00 Willow Oak Drive	± 0.338	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 14.00 Willow Oak Drive	± 0.312	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 15.00 Willow Oak Drive	± 0.30	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 16.00 Willow Oak Drive	± 0.263	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 17.00 Willow Oak Drive	± 0.289	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 18.00 Willow Oak Drive	± 0.280	R-1-B, Single Family Residential	R-1-C, Single Family Residential

<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
015P A 19.00 Willow Oak Drive	± 0.386	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 01.00 Black Oak Drive	± 0.529	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 02.00 Black Oak Drive	± 0.337	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 03.00 Black Oak Drive	± 0.345	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 04.00 Black Oak Drive	± 0.414	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 05.00 Black Oak Drive	± 0.468	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 06.00 Black Oak Drive	± 0.389	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015P A 07.00 Black Oak Drive	± 0.362	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 01.00 Black Oak Drive	± 0.391	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 02.00 Black Oak Drive	± 0.260	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 03.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 04.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 05.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 06.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 07.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 08.00 Black Oak Drive	± 0.272	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 09.00 Black Oak Drive	± 0.250	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 10.00 Black Oak Drive	± 0.244	R-1-B, Single Family Residential	R-1-C, Single Family Residential

<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
015I E 11.00 Black Oak Drive	± 0.276	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 12.00 Black Oak Drive	± 0.291	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 13.00 Black Oak Drive	± 0.289	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 14.00 Black Oak Drive	± 0.283	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 15.00 Black Oak Drive	± 0.266	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 16.00 Black Oak Drive	± 0.606	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 17.00 Black Oak Drive	± 0.553	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 18.00 Black Oak Drive	± 0.339	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 19.00 Black Oak Drive	± 0.368	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I E 20.00 Black Oak Drive	± 0.347	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 21.00 Black Oak Drive	± 0.337	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 22.00 Black Oak Drive	± 0.345	R-1-B, Single Family Residential	R-1-C, Single Family Residential015I E 13.00
015I E 23.00 Black Oak Drive	± 0.416	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 03.00 Forest Creek Parkway	± 0.780	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 04.00 Forest Creek Parkway	± 0.720	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 05.00 Forest Creek Parkway	± 0.728	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 06.00 Forest Creek Parkway	± 0.737	R-1-B, Single Family Residential	R-1-C, Single Family Residential

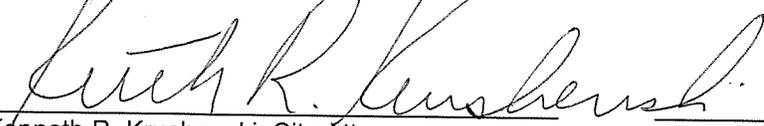
<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
015I C 07.00 Forest Creek Parkway	± 0.774	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 08.00 Forest Creek Parkway	± 0.754	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 09.00 Forest Creek Parkway	± 0.752	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 10.00 Forest Creek Parkway	± 0.711	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 11.00 Forest Creek Parkway	± 0.603	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 12.00 Forest Creek Parkway	± 0.458	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 13.00 Forest Creek Parkway	± 0.504	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 14.00 Forest Creek Parkway	± 0.513	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 15.00 Forest Creek Parkway	± 0.545	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 16.00 Forest Creek Parkway	± 0.557	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 17.00 Forest Creek Parkway	± 0.637	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I C 18.00 Forest Creek Parkway	± 1.323	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 02.00 Forest Creek Parkway	± 0.544	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 03.00 Forest Creek Parkway	± 0.541	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 04.00 Forest Creek Parkway	± 0.542	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 05.00 Forest Creek Parkway	± 0.550	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 06.00 Forest Creek Parkway	± 0.536	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 07.00 Forest Creek Parkway	± 0.510	R-1-B, Single Family Residential	R-1-C, Single Family Residential

<u>Property/Parcel Description</u>	<u>Acreage</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
015I D 08.00 Forest Creek Parkway	± 0.497	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 09.00 Forest Creek Parkway	± 0.493	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 10.00 Forest Creek Parkway	± 0.530	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 11.00 Forest Creek Parkway	± 0.503	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 12.00 Forest Creek Parkway	± 0.496	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 13.00 Forest Creek Parkway	± 0.436	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 14.00 Forest Creek Parkway	± 0.435	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 15.00 Forest Creek Parkway	± 0.411	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 16.00 Forest Creek Parkway	± 0.348	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 17.00 Forest Creek Parkway	± 0.340	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 18.00 Forest Creek Parkway	± 0.339	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 19.00 Forest Creek Parkway	± 0.346	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 20.00 Forest Creek Parkway	± 0.446	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 21.00 Forest Creek Parkway	± 0.625	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 22.00 Forest Creek Parkway	± 0.660	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 23.00 Forest Creek Parkway	± 0.559	R-1-B, Single Family Residential	R-1-C, Single Family Residential
015I D 24.00 Forest Creek Parkway	± 0.603	R-1-B, Single Family Residential	R-1-C, Single Family Residential

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

Section 3. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

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

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

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

First Reading: 06/08/2020  
Publication Date: 06/11/2020  
Public Hearing: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

## ELECTRIC DEPARTMENT MEMORANDUM

20-16

**DATE:** May 22, 2020  
**TO:** Mark S. Watson, City Manager  
**FROM:** Eric A. Ault, Process Improvement Specialist  
**THROUGH:** Jack L. Suggs, Electric Director  
**SUBJECT:** REVISIONS TO ELECTRIC RULES AND REGULATIONS ORDINANCE

### Introduction

An item for City Council's consideration is an ordinance replacing Ordinance Number 5-11 titled "Rules and Regulations Governing Electric Power Distribution", with a version that is updated to reflect the new policies and procedures that are enabled by the upcoming installation of the Cayenta Software Suite.

### Funding

There is no significant funding associated with this item.

### Consideration

The implementation of the Cayenta Software Suite that was purchased to update the financial management, enterprise management, and billing software for the City will enable the Utility Business Office to update its policies and procedures to better serve our constituents and better protect our assets. Doing so requires changes to the Rules and Regulations regarding electric power distribution.

Policy changes that require updating the Rules and Regulations include changing the customer utility bill. The bill will no longer be a post card, but will instead be a full sheet of paper containing detailed information on the customer's current as well as historic utility usage. The envelope will also provide a low cost method of communication with the public through inserted newsletters and/or bulletins.

The change to the utility bill will also include changes to the disconnect notice. Instead of a separate disconnect notice, customers will be informed of disconnection on the next bill following the delinquent payment period. In addition to streamlining our billing process, this change will result in substantial cost savings to the City. Currently, the City issues and mails 37,500 notices each year, with well over half sent to customers who receive multiple notices. By placing these notices on the bill, the printing and mailing cost can be eliminated.

Some instances will still result in a separate disconnect notice. An example of this would be for items such as returned checks.

Note that staff intends to continue to send separate notices throughout the reinstatement of normal policies after the suspension of disconnects due to the COVID-19 epidemic.

Some changes were necessary to fulfill the new billing schedule under the Cayenta Software Suite, such as the change to when penalties are billed. Other changes were made to give the City more flexibility when it comes to decisions such as extending the discount date for customers.

A few changes were made to correct minor errors within the current iteration of the Rules and Regulations.

Staff is recommending one change not related to the updates from the Cayenta Software Suite, the creation of 4.13 Renewable Generation Facilities. With the continued growth of home-based, renewable generation facilities such as solar panels, it is important that rules be created to ensure that they are safely and securely installed to protect the electric grid, residents, and city employees. Section 4.13 has been created in accordance with Tennessee Valley Authority (TVA) suggested practices regarding renewable generation facilities.

All changes proposed have been reviewed and approved by TVA. Should the Council choose to make changes to proposed documents; staff will resubmit those changes for TVA review. It is proposed that TVA review would take place between first and second reading.

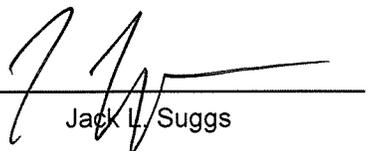
CHANGE	RATIONALE
2.3.1c Residential Deposit	Reduced the minimum required payment history for customers to not need to undergo mandatory deposit reevaluation.
Creation of 4.13 Renewable Generation Facilities	Policy was created to ensure household generation facilities are safely installed.
5.3 Billings	Extended the amount of time City Manager can extend discount date for customers.
5.4 Utility Bill	Redesign of the utility bill to provide customers with more information on their utility consumption and other programs.
9.1 Termination Notice Required	Updated to reflect moving away from the post card bills and the elimination of the separate termination notice.
9.1.1d The Notice Contents	Corrected to reference a different section of the Rules and Regulations.
9.1.1e The Notice Contents	Changed to reflect new billing policies needed to facilitate the Cayenta software
9.1.1f The Notice Contents	Changed to reflect new billing policies needed to facilitate the Cayenta Software and corrected reference a different section of the Rules and Regulations
9.3 Reinstatement of Utility Services	Changed to reflect new policy on how and when penalties are billed to accounts

Recommendation

Staff recommends approval of the adoption of the ordinance changes.



Eric A. Ault



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

cc: Marlene Bannon, Business Office Manager  
Margaret A. Elgin, Electric Engineering Manager

TITLE

AN ORDINANCE TO REPEAL ORDINANCE NO. 5-11 WHICH ADOPTED THE RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER, AND TO ADOPT NEW RULES AND REGULATIONS GOVERNING DISTRIBUTION OF ELECTRIC POWER WITHIN THE CITY OF OAK RIDGE, TENNESSEE.

WHEREAS, the City of Oak Ridge presently has rules and regulations governing distribution of electric power within the City of Oak Ridge; and

WHEREAS, the City desires to make changes to the present rules and regulations; and

WHEREAS, the new rules and regulations are recommended for adoption by City Council.

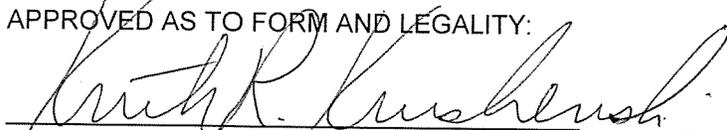
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Ordinance No. 5-11 which adopted and established the Rules and Regulations Governing Electric Power Distribution within the City of Oak Ridge is hereby repealed.

Section 2. There is hereby adopted and established Rules and Regulations Governing Electric Power Distribution within the City of Oak Ridge, which rules and regulations are attached hereto and incorporated herein as fully as if set forth verbatim.

Section 3. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

First Reading:	<u>06/08/2020</u>
Publication Date:	<u>06/11/2020</u>
Second Reading:	_____
Publication Date:	_____
Effective Date:	_____

**CITY OF OAK RIDGE  
OAK RIDGE, TENNESSEE  
RULES AND REGULATIONS  
GOVERNING  
ELECTRIC POWER DISTRIBUTION**

**1 GENERAL PROVISIONS**

**1.1 SCOPE**

These rules and regulations and the regularly established rate schedules are a part of all contracts for receiving electric service from the City of Oak Ridge, hereinafter referred to as "Distributor," and apply to all service received, whether the service is based upon contract, agreement, signed application, or otherwise.

**1.2 REVISIONS**

These rules and regulations may be revised, amended, supplemented, or otherwise changed from time to time. Such changes, when effective, shall have the same force as the present rules and regulations.

**1.3 SEVERABILITY**

If any clause, sentence, paragraph, section, or part of these rules and regulations or rate schedules shall be declared invalid or unconstitutional, it shall not affect the validity of the remaining parts of these rules and regulations or rate schedules.

**1.4 CONFLICT**

In case of conflict between any provision of any rate schedule and these Rules and Regulations, the rate schedule shall apply.

**1.5 POSTING AND FILING**

A copy of these Rules and Regulations together with copies of the Distributor's Schedule of Rates and Charges shall be kept open to inspection at the office of the Distributor and made available through the Distributor's web site or other electronic means when feasible.

**2 OBTAINING ELECTRIC SERVICE**

**2.1 APPLYING FOR SERVICE**

**2.1.1 Application for Service**

Prospective customers over eighteen (18) years of age, desiring electric service, shall make a formal request for service and may be required to complete an application for service and/or the Distributor's form of contract before service is supplied but, in the absence of a completed application or contract, the use of electricity shall bind the customer by the terms of Distributor's standard form of application for service. The completion of an application for service shall not obligate the Distributor to furnish the service for which application has been made. A

prospective customer under eighteen (18) years of age may apply for electric service with a letter from a co-signee (who qualifies as a valid customer under this section of the Rules and Regulations) guaranteeing payment for said utility service.

### **2.1.2 Ineligible Persons Due to Previous Service**

Utility service shall not be supplied to or benefit any prospective customer if that person has any outstanding and unpaid utility charges or installments arising from prior utility service that benefited the prospective customer. The Distributor shall, in the event service is not furnished, refund to the customer any deposits or fees accepted by Distributor in contemplation of the furnishing of such service.

### **2.1.3 Request for Service**

Any request for service shall include the following information:

- a) The name of the applicant;
- b) The service address to be supplied electric service and the billing address if different from the service address;
- c) The prior residential address of a prospective residential customer;
- d) The desired date for commencement of electric service;
- e) Name and address of employer if applicable;
- f) Two forms of valid identification for the sole purpose of establishing the identity of the prospective customer, one of which must be government issued and include a photo;
- g) Evidence that the applicant has the right to effect service at the address, in a form acceptable to the Distributor; and
- h) Indication as to whether the applicant or other person(s) will be directly utilizing the service at the service address or the service is to the benefit of a third party.

## **2.2 CONNECTION CHARGES**

Whenever a connection order is issued for the connection of a service, an order for service to a new customer, service is transferred from one customer's name to another, or service that has been discontinued is reinstated, the Distributor shall charge a nonrefundable connection charge specified in the Distributor's fee schedule to cover the expense of this connection. When more than one utility service is involved in a single connection order, not more than one charge will be made. Additional charges may be levied, however, if multiple trips are required to accomplish the connection.

Upon request of the customer, connection charges can be applied to the first bill.

## **2.3 DEPOSITS**

### **2.3.1 Residential**

- a) Deposits for new residential service will be established by Council Resolution. The amount of the deposit shall not exceed twice the average maximum bill of customers in the residential class.

- b) Deposits for an individual customer may be reduced or eliminated based on a review of the risk of default posed by the person obtaining or benefiting from the service. The City Manager shall develop and maintain a written policy for the reduction or waiver of deposits which shall be available for inspection at the Utility Business Office.
- c) The City Manager may develop a policy regarding residential customers with an acceptable payment history who have been customers of Oak Ridge for a minimum of three (3) years whereby said customers shall not have their deposit requirement re-examined when one account is closed and another account is opened for similar use and purpose (for example, a customer who moves from one residential location to another similar residential location).
- d) Except as provided for in section 2.3.3, residential deposits are not to be refunded or reduced while service is active.

### **2.3.2 Commercial and Industrial**

- a) All new commercial and industrial customers shall provide a deposit in the amount equal to two (2) month's average bill (estimated) either as a cash deposit, approved surety bond, letter of credit, or any other form of deposit accepted by the Distributor.
- b) Deposits will not be required from customers who, through participation in an approved program, release the Distributor from liability for the wholesale portion of the power consumed.
- c) Additional deposits shall not be required from existing commercial or industrial customers with an acceptable payment history which are increasing their average total monthly electric utility obligation less than 25% above existing levels, even if such increase represents a new account.

### **2.3.3 Adjustments of Deposits**

- a) Inspection of Deposits: Any customer shall have the right to review the amount of the deposit on file (including interest) for accounts tied to that customer.
- b) Increasing Deposits: Distributor reserves the right to raise the deposits of residential, commercial, or industrial customers based on unacceptable payment histories, including two or more late payments in a twelve (12) month period, issuance of a termination of service notice for non-payment, or other reasons where the Distributor determines that the customer has a demonstrable increase in risk of default. Notwithstanding the above, the amount of the total deposit shall not exceed twice the average maximum bill of

the customer over the previous twenty-four month period. For hardship cases, the Distributor may accept installment payments on the deposit increase.

c) Decreasing Deposits:

- i. Residential customers who have an acceptable payment history may request a re-evaluation of the deposit requirements for potential adjustment every twenty-four months. Such evaluations will be conducted as if for a new customer and might result in a decrease, elimination, or increase in the required deposit.
- ii. Commercial customers who have an acceptable payment history may request a re-evaluation of the deposit requirements for potential adjustment every twelve months. Such evaluations will be made based on a review of the customer's actual electrical usage in the context of the customer's operations, weather, and other factors. The Distributor's decision regarding deposit amount will be final.

**2.3.4 Payment of Interest of Deposits**

All deposits greater than one month's average bill and retained longer than twelve months, shall earn interest at the rate paid by Tennessee Local Government Investment Pool (LGIP). Such earned interest shall be paid, or credited against power bills annually on June 30.

**2.3.5 Refund of Deposits**

Upon termination of service, the deposit (along with any unpaid accredited interest) may be applied by the Distributor against any obligation of the customer to the Distributor. Any part of the deposit, not so applied, will be refunded to the customer.

**2.4 CUSTOMER AIDE TO CONSTRUCTION**

Provision of electric power distribution facilities is generally provided under the rate base. Under the conditions below; however, additional contribution by the customer may be required.

**2.4.1 Unusual System Demands**

In special cases where a customer requests service that requires special facilities, extensions into areas where electric power is not available or significant additions to the electrical infrastructure which necessitate a substantial investment by the Distributor and the anticipated net revenue from the regular power bill will not, in the Distributor's opinion, fairly support system operation and the investment required to be made by the Distributor to serve the customer, the Distributor may require the customer to contribute to the construction through either:

- a) A minimum bill contract to support the investment required; or,

- b) Customer installation of some portion of the facilities; or,
- c) A contribution toward the cost of installation.

Customer contributions may or may not be refundable, based upon the length of the contract term and/or the relationship of cost of the additional facilities to the annual gross revenue from the customer.

#### **2.4.2 Underground Service**

Customers desiring underground service lines from Distributor's overhead system must make construction contributions that include trenching, the installation of all conduits, vaults, commercial transformer pads and other such equipment. Specifications and terms for such construction will be furnished by Distributor on request.

#### **2.4.3 Non-Standard Service**

Customer shall pay the cost of any special installation necessary to meet his peculiar requirements for service at other than standard voltages, for duplicate feeds (including the cost of circuitry and the cost of substation reserve capacity), or for the supply of closer voltage regulations than required by standard practice.

#### **2.4.4 Failure to Take Service**

If for any reason the customer, after signing a contract or application for electric service does not take service, the customer shall reimburse Distributor for the cost incurred by Distributor to provide service.

### **2.5 TEMPORARY SERVICE AND CHARGES FOR TEMPORARY SERVICE**

Customers requesting electric service on a temporary basis may be required to pay all costs, as determined by the Distributor, for connection and disconnection incidental to the supplying and removing of service in addition to the regular charge for electricity used. This rule includes, but is not limited to: circuses, carnivals, fairs, temporary construction and requirements. Standard fees for various types of temporary services, as well as the temporary service policy are available at the Distributor's principal offices.

## **3 CONDITIONS OF DISTRIBUTOR SUPPLIED POWER**

### **3.1 AVAILABLE VOLTAGES**

The voltages available from the Distributor are affected both by the load required and by the location of the customer. Generally, the Distributor will endeavor to make the following voltage/phase combinations available:

Overhead Area:

120/240 volt 1 phase 3 wire

0 to 150 KW

208Y/120 volt 3 phase 4 wire	20 to 1500 KW
480Y/277 volt 3 phase 4 wire	20 to 1500 KW
240 volt 3 wire Delta	20 to 1500 KW
480 volt 3 wire Delta (Existing Only)	20 to 1500 KW
13,200Y/7620 volt 3 phase 4 wire	500 to 1500 KW
69,000 volt 3 wire Wye	1000 to 1500 KW

Note: Underground service drops and pad-mounted transformers may be required for some loads even in overhead areas.

Underground Area:

120/240 volt 1 phase 3 wire	0 to 150 KW
208Y/120 volt 3 phase 4 wire	20 to 1500 KW
480Y/277 volt 3 phase 4 wire	20 to 1500 KW
13,200Y/620 volt 3 phase 4 wire	500 to 1500 KW

Voltages indicated are nominal and do not reflect the exact voltage supplied. Additional voltages, or voltages at load levels other than indicated, will be supplied when possible, but may require financial contribution on the part of the customer. The Distributor reserves the right to provide service at only primary or higher voltages and/or to provide delivery points remote from the point of electrical consumption under specific conditions; including electrical loads greater than those listed above or where access to the Distributor's equipment would be unduly limited.

### 3.2 INTERRUPTION OF SERVICE

#### 3.2.1 Consistency of Service

The Distributor will endeavor to furnish continuous electric service and to maintain reasonable constant voltage, but the Distributor cannot and does not guarantee to the customer any fixed voltage or continuous service. The Distributor shall not be liable for any damages for any interruption or disturbances of service whatsoever.

#### 3.2.2 System Maintenance and Repair

In connection with the operation, maintenance, repair, and extension of the Distributor's electric system, the electric supply may be shut off without notice when necessary or desirable, and each customer should be prepared for such emergencies. The Distributor shall not be held liable for any damages from such interruption of service or for damages from the resumption of service without notice after such interruption.

### 3.3 LOSS OF PHASE, VOLTAGE, OR CURRENT FLUCTUATIONS

The Distributor shall not be liable for personal injuries or for any damage to a customer's equipment or property which may be caused by high voltage, by low voltage, loss of one or more phases in a multiphase system, or by fluctuations in voltage or current on the Distributor's lines. The customer shall be responsible for protecting his service from current

and voltage fluctuations by installing fuses, circuit breakers, loss of phase protection relays, and other standard protective devices.

### **3.4 RESTRICTIONS ON USE OF ELECTRICITY**

In the event of an emergency or other condition causing a shortage in the amount of electricity for Distributor to meet the demand on its system, Distributor may, by an allocation method deemed equitable by Distributor, fix the amount of electricity to be made available for use by customer and/or may otherwise restrict the time during which the customer may make use of electricity and the uses which the customer may make of electricity. If such actions become necessary, the customer may request a variance because of unusual circumstances, including matters adversely affecting the public health, safety and welfare.

If the customer fails to comply with such allocation or restriction, Distributor may take such remedial actions as it deems appropriate under the circumstances including temporarily disconnecting electric service and charging additional amounts because of excess use of electricity. The provisions of the section entitled "Interruption of Service" of this Schedule of Rules and Regulations are applicable to any such allocation or restriction.

### **3.5 DISCONTINUANCE OF SERVICE BY DISTRIBUTOR**

#### **3.5.1 Violation of Rules**

Distributor may refuse to connect or may discontinue service for a violation of any of its Rules and Regulations, or for violation of any of the provisions of the Schedule of Rates and Charges, or false information on the application of the customer or as otherwise specified in the contract with customer.

#### **3.5.2 Interference with the Electric System**

Distributor may immediately disconnect and refuse to reconnect any service where evidence exists that the customer's load is interfering with the normal operations of the electric system from factor including, but not limited to, harmonics, flicker, load factor, or excessive demand.

#### **3.5.3 Theft of Electricity**

Distributor may discontinue service to customer for the theft of current or the appearance of current theft devices on the premises of the customer.

#### **3.5.4 Conditions Deemed Unsafe**

Distributor may discontinue service immediately and without notice upon discovery of any condition which, in the opinion of the Distributor, represents a reasonable and immediate threat to persons or property. Such conditions include frayed or damaged wiring, damaged weather heads for overhead service, heating conductors observed or reported by a reputable party, or any other such condition that could reasonably be expected to pose a threat to either the public or distributor

personnel. Service will be restored only after approval by the electrical inspection authority having jurisdiction. Failure to disconnect shall not render Distributor liable or responsible for any loss or damage resulting from defects in the installation, wiring, or appliances, or from violation of Distributor's rules, or from accidents which may occur upon customer's premises.

**3.5.5 Inadvertent Provision of Service**

If the Distributor should inadvertently or by mistake begin to render service to an applicant to whom the Distributor has good and valid reason for refusing to render such service, the Distributor shall have the right to discontinue such service at any time after service has begun, even though such customer does nothing to justify the discontinuance of service during the time such service is being rendered.

**3.5.6 No Release of Obligation**

The discontinuance of service by Distributor for any cause as stated in this rule does not release the customer from his obligation to Distributor for the payment of minimum bill as specified in customer's application for service or other provisions of any contract between the customer and the Distributor.

**3.6 DISTRIBUTOR'S LIABILITY FOR FAILURE TO CUT OFF SERVICE**

Distributor shall not be liable for any loss or damage resulting from failure to cut off service after proper notification. Customer shall rely exclusively on privately owned disconnect switches rather than on the Distributor's cutting off of service.

**3.7 METERING OF ELECTRIC USE**

**3.7.1 Meter Installations**

The Distributor will install and maintain adequate metering facilities to measure the electric power used in accordance with the appropriate rate schedule. All meters, bases, connection boxes, and devices supplied by the Distributor remain its property and will be sealed by the Distributor for the proper protection of its metering equipment. Meters installed shall be readily accessible to the Distributor's representatives for meter reading, testing, and maintenance and shall not be enclosed in areas where free and open access is not available. Meters will not be located where they may be subject to damage or severe vibrations. Meters will not be located less than four (4) feet or more than six (6) feet from the ground.

**3.7.2 Meter Tampering**

No one shall do anything, which will in any way interfere with or prevent the proper registration of a meter. No one shall tamper with or work on an electric meter without the written permission of the Distributor. No one shall install any wires or other devices, which will cause electricity to pass through or around a meter without the passage of such electricity being registered fully by the meter.

### **3.7.3 Meter Seals**

Except as provided in this paragraph, no one shall tamper with or remove an electric meter seal except for employees of the Distributor. Where seals are found to be open or cut, the Distributor shall conduct an evaluation of the meter installation for safety reasons and investigate for possible theft of electric power. The customer shall be charged a fee for these inspections as specified in the Distributor's rate schedule. Exception: Under certain conditions and on a case by case basis, the Distributor may grant a properly licensed electrician permission to remove a meter seal for the purpose of making electrical repairs.

### **3.7.4 Meter Tests**

The Distributor will at its own expense make periodic tests and inspections of its meters to maintain a high standard of accuracy. The Distributor will make additional tests or inspections of its meters at the request of the customer. If test made at customer's request show that the meter is accurate within two percent (2%), slow or fast, no adjustment will be made in the customer's bill and a testing charge established in the Distributor's fee schedule will be made to the customer. In the case where the test shows the meter to be in excess of two percent (2%), slow or fast, an adjustment may be made in the customer's bill for a period of not over thirty (30) days prior to the date of the test, and the cost of making the test shall be borne by the Distributor.

## **4 CUSTOMER RESPONSIBILITY AND OBLIGATIONS**

### **4.1 CUSTOMER'S RESPONSIBILITY FOR VIOLATIONS OF RULES AND REGULATIONS**

Where the Distributor furnishes electric service to a customer, such customer shall be responsible to the Distributor for all violations of the Rules and Regulations and Rate Schedules of the Distributor, whether violations occur on the premises served or in connection with such service. Personal participation by the customer in any such violations shall not be necessary to impose such personal responsibility on the customer.

### **4.2 POINT OF DELIVERY**

The point of delivery is the point, as designated by Distributor, on customer's premises where current is to be delivered to building or premises. Normally, for commercial and residential overhead installations, the point of delivery is the weather head. For residential underground, the point of delivery is normally the meter base (except for down-run conduit). For commercial or multifamily underground, the point of delivery is normally the secondary terminal of the transformer. Where voltage is delivered at a primary voltage, the point of delivery is the meter point. All wiring and equipment beyond this point of delivery shall be maintained by the customer, unless such maintenance is the responsibility of the owner of the premises occupied by the customer.

#### **4.3 NOTICE OF TROUBLE**

Customer shall notify the Distributor immediately should the service be unsatisfactory for any reason, or should there be defect, trouble, or accident affecting the supply of electricity.

#### **4.4 CUSTOMER'S WIRING**

All wiring of customer, or of the owner of the premises occupied by the customer, must conform to Distributor's requirements and accepted modern standards as exemplified by the requirements of the National Electrical Safety Code and the National Electric Code. Distributor shall have the right, but shall not be obligated, to inspect any installation before electricity is introduced or at any later time, and reserves the right to reject any wiring or appliances not in accordance with Distributor's standards and to discontinue service to customer until such deficiency has been corrected. Inspection or failure to inspect or failure to reject after inspection shall not render Distributor liable or responsible for any loss or damage resulting from defects in the installation, wiring, or appliances, or from violation of Distributor's rules, or from accidents which may occur upon customer's premises.

The Distributor will discontinue service immediately to any premises which, in the sole opinion of the Distributor, is unsafe or unsuitable for service delivery.

#### **4.5 POWER FACTOR**

Each commercial and industrial customer is required to maintain a minimum power factor of at least eighty-five percent (85%) but not more than one hundred percent (100%) and to provide at his expense such devices as are necessary to provide such a power factor. Power factors of commercial or industrial customers may be monitored through periodic checks of constant metering. After Distributor makes an initial determination of a power factor problem, a period of ninety (90) days will be allowed for installation of capacitors or other devices to correct for power factors. After such period, the customer shall pay charges for power factors as specified in the rate structure.

#### **4.6 UNBALANCED LOADS**

Every precaution shall be taken by the customer to maintain load balance on customer's single and three phase circuits. No load will be allowed on the Distributor's service conductors, which will create a seriously unbalanced condition.

#### **4.7 NOTICE OF ADDITIONAL LOAD**

The service connection, transformers, meters, and equipment supplied by Distributor for each customer have definite capacity, and no addition to the equipment or load connected thereto will be allowed except by consent of Distributor. Failure to give notice of additions or changes in load and to obtain Distributor's consent for same, shall render customer liable for any damage to any Distributor's lines or equipment caused by the additional or changed load.

#### **4.8 EFFECT ON THE ELECTRIC SYSTEM**

Electric service must not be used in such a manner as to cause unusual fluctuations or disturbances to Distributor's system. Distributor may require customer, at his own expense, to install suitable apparatus, which will reasonably limit such fluctuations.

#### **4.9 UNAUTHORIZED USE OR INTERFERENCE WITH ELECTRIC SUPPLY**

No person shall operate any of the Distributor's switches or equipment without permission or authority from the Distributor.

#### **4.10 ACCESS TO CUSTOMER'S PREMISES**

The Distributor's identified representatives and employees shall be granted access to customer's premises at all reasonable times for the purpose of reading meters, for testing, inspecting, repairing, and replacing all equipment belonging to the Distributor, and for inspecting customer's wiring, appliances, and premises in order to determine whether or not the customer is complying with the Distributor's Rules and Regulations. Provision of appropriate real estate rights at no cost to the Distributor for the installation and operation of electrical lines to the customer is considered a condition of service.

#### **4.11 CUSTOMER'S RESPONSIBILITY FOR DISTRIBUTOR'S PROPERTY**

Customer, or owner of the premises occupied by customer, shall provide a space for and exercise proper care to protect the property of the Distributor on the premises, and in the event of loss or damage to the Distributor's property arising from neglect of customer to care for same, the cost of necessary repairs or replacements, as determined by the Distributor, shall be paid by the customer.

#### **4.12 STANDBY AND RESALE SERVICE**

All purchased electricity (other than emergency or standby service) used on the premises of the customer shall be supplied exclusively by the Distributor and the customer shall not directly or indirectly sell (or otherwise charge) or otherwise dispose of the electric energy or any part thereof.

#### **4.13 RENEWABLE GENERATION FACILITIES**

Customers desiring to operate renewable generation facilities (i.e. wind, solar, biomass, hydro, etc.) which are in any way tied to Distributor's power system will be required to complete the Interconnection Application, obtain an Interconnection Agreement, and pay any applicable fees as required by the Distributor. Customers shall provide the Distributor the completed application packet and obtain written approval prior to operating the system. Customer's facility and installation shall comply with Distributor's Interconnection Agreement, the latest version of the NESC, NEC, UL, ANSI, and any other applicable standards as required. Electric generators of any type are required by Distributor to install a load-break AC disconnect or transfer switch (Switch) between the Distributor's facilities and the Customer's interconnected equipment. Such Switch must be installed on the Customer's side of the electrical interconnection with Distributor (behind the meter), and must be able to isolate the generation source from the Distributor's electric grid automatically when source power from the Distributor is lost, and manually when needed for emergencies, to perform

maintenance, to assist in the restoration of service, or any other time/event deemed appropriate/necessary by Distributor. The Switch must be accessible to Distributor personnel at all times, located in close proximity to the Distributor's point of delivery, able to provide a clear visible open point of disconnection and a clear visible indication of switch position, have padlock provisions for locking the Switch in the open position, and labeled "Generation Disconnect Switch". Failure by Customer to notify Distributor of generator installation, or failure by Customer to install the Switch according to the specifications listed herein, will result in immediate disconnection of Customer's electric service. Electric service will be reconnected by the Distributor when the Switch is installed and inspected/approved by the City of Oak Ridge Building and Codes Department and by Distributor Department. Standalone systems which operate completely isolated (air gap) from the Distributor's system are exempt from this section.

## **5 ELECTRIC RATES AND BILLING**

### **5.1 RATES AND CHANGES**

All electricity furnished by the Distributor shall be charged at the applicable rate in effect at the time. The Distributor shall not be obligated to consider a request for an adjustment of any bill unless, within ninety (90) days after the questioned bill is paid, the customer files with the Distributor a written objection to said bill specifying the basis for desired adjustment.

### **5.2 BILLING ADJUSTED TO STANDARD PERIODS**

The demand charges and the blocks in the energy charges set forth in the rate schedules are based on billing periods of approximately one month. In case of the first billing of new accounts (temporary service and seasonal customers excepted) where the period covered by the billing involves fractions of a month, the demand charges and the blocks of the energy charge will be adjusted to a basis proportionate with the period of time during which service is extended.

### **5.3 BILLINGS**

The Distributor elects a standard net payment period of fifteen (15) days for all classes of service after the date of the bill. However, the City Manager is authorized to provide an extension of the discount date, not to exceed fifteen (15) days, when in the best interest of the utility and when such extension is defined in a written policy, developed and available for inspection at the Utility Business Office.

The Distributor establishes for any class of service a late payment charge of five percent (5%) for any portion of bill not paid after the net payment period. Should the final date of payment of bill at the net rate fall on a Sunday or holiday, the next business day following the final date will be the last day to obtain the net rate. Remittance of net rate payment received by mail after the time limit for payment of said net rate will be accepted by the Distributor if the incoming envelope bears the United States Post Office date stamp of the final date for payment of the net amount or any date prior thereto.

Failure to receive bill shall not release customer from payment obligation, nor extend the discount date. No customer shall be entitled to pay any bill at the net rate while such customer is delinquent in the payment of any obligation in connection with electric service owed the Distributor by such customer.

If a meter fails to register, or if a meter is removed to be tested or repaired, or if electricity is received other than through a meter, the Distributor reserves the right to render an estimated bill based on the best information available.

#### **5.4 UTILITY BILL**

A residential utility bill shall be mailed or, with customer's consent, delivered through a mutually agreed electronic means (such as text messages, email, or other) monthly to every residential customer for utility service supplied during the time period shown on the utility bill. Each utility bill shall contain the following information:

- a) The time period and number of days of utility service covered by the utility bill;
- b) The utility charge and/or installment due;
- c) The date of the utility bill;
- d) The date when complete payment is due at the utility, which shall be at least fifteen (15) days from the date of the utility bill;
- e) An indication if the utility bill is based on actual or estimated measurement of the amount of utility service supplied;
- f) Notice that residential customers may call the Utilities Business Office, whose telephone number shall be listed on the utility bill, in order to:
  - Dispute the amount of the utility charge and/or installment
  - Request the establishment of a deferred payment and execute the same in writing
  - Avoid the termination of utility service for non-payment of the amount(s) shown on the utility bill
  - Request the restoration of utility service

#### **5.5 RESIDENTIAL CUSTOMER INFORMATION**

The Distributor shall provide information on the following upon request:

- a) The availability and operation of deferred payment plans;
- b) The procedure to dispute a utility charge and/or an installment;
- c) The procedure to avoid termination of utility service due to non-payment of utility charges and/or installments;
- d) The procedure for tenants to avoid termination of utility service due to their landlord's non-payment of utility charges and/or installments; and
- e) The procedure to obtain reinstatement of utility service.

## **6 RESIDENTIAL CUSTOMER DISPUTES**

### **6.1 GENERAL APPLICABILITY**

At any time prior to date of termination of utility service for non-payment of the amount(s) shown on a utility bill, a notice of rejection, or a notice of termination, a residential customer may dispute the correctness of all or part of the amount(s) shown in accordance with the provisions of this standard. A residential customer shall not be entitled to dispute the correctness of all or part of the amount(s) if all or part of the amount(s) was (were) the subject of a previous dispute.

### **6.2 DISPUTE PROCEDURE**

The City Manager shall develop and have available for inspection at the Utilities Business Office a written policy and procedure for disputed amounts. The procedure will include the opportunity for a customer to state their objections to the billing and to receive due consideration and receive a written response which delineates the findings and reasoning of the City.

## **7 RESIDENTIAL RENTAL PROPERTY**

### **7.1 GENERAL**

A residential customer who is the owner of residential rental property housing one or more tenants who are not residential customers of the Distributor for utility service to the dwelling in which such tenant is housed, shall provide the following when requesting termination of utility service to such dwelling:

- a) Name of all tenants residing in such dwelling where service is to be terminated; and
- b) Mailing address of all such tenants.

### **7.2 NOTICE BY PROPERTY OWNER**

The residential customer shall in addition thereto give such tenants written notice that utility service is to be terminated for the dwelling in which said tenants reside.

### **7.3 NOTICE BY DISTRIBUTOR**

The notice shall include the date such service is to be terminated. Provisions hereafter requiring the Distributor to notify the tenants of such dwelling shall not relieve the residential customer from giving notice herein required.

Upon notification from a landlord of residential rental property that tenants are occupying rental units at the service address for which service termination is requested, the Distributor will delay termination of utility service for three (3) days and serve notice to the tenant(s) by posting a notice on the premise in a conspicuous location.

The notice shall include the following:

- a) Landlords name, address and telephone number;

- b) Address of utility service that is to be terminated;
- c) Date of utility service(s) disconnection;
- d) Advisement to the tenant's on what procedures are necessary to avoid termination of utility service(s); and
- e) The Distributor's office location, hours of operation and telephone number.

**8 DEFERRED PAYMENT PLAN**

The City Manager shall develop and have available for inspection at the Utilities Business Office a written policy allowing for deferred payment of residential accounts. The policy shall be specific in the requirements and qualifications for residential customers and provide for written acceptance of the plans by the customer.

**9 SERVICE TERMINATION PROCEDURE FOR NON-PAYMENT**

The provision of this section shall govern all terminations of utility service for non-payment of utility charges and/or installments.

**9.1 TERMINATION NOTICE REQUIRED**

If by the payment date shown on a utility bill, the Distributor has not received complete payment of the amount(s) shown on the bill, the Distributor shall mail to, deliver through a mutually agreed electronic means (such as text messages, email, or other), or personally serve upon the customer a notice of termination. Notice on a second bill is considered notice under this section even if a separate notice is not mailed; however, no termination notice shall be served upon the bill for the current period of that bill, only the past due and previously billed amount.

**9.1.1 The Notice Contents**

- a) The date of the notice of termination.
- b) The amount to be paid.
- c) The date of termination, which shall be at least five (5) days from the date of the notice of termination.
- d) Notice that unless the Distributor receives complete payment of the amount shown prior to the date of termination, utility service shall be terminated under item 9.1.2-1 of this section.
- e) Notice that in lieu of paying the amount shown, an eligible residential customer, prior to the account being finalled, may request the establishment of a deferred payment plan.
- f) Notice that in lieu of paying the entire amount shown, a residential customer, prior to the account being finalled, may notify the utility that he or she disputed the correctness of all or part of the amount shown, if all or part of the amount shown was not the subject of a previous dispute under Section 6.

### **9.1.2 Customer Response to Notice**

If the Distributor receives payment of the entire amount shown on the notice of termination prior to the date of termination, such payment shall be considered a timely and complete payment for purposes of this standard.

The Distributor shall terminate utility service to the residential customer on the date of termination if, prior to the date of termination:

- 1) The Distributor has not received complete payment of the amount shown on the notice of termination;
- 2) The residential customer has not requested the establishment of a deferred payment plan; and
- 3) The residential customer has not notified the Distributor that he/she disputes the correctness of all or part of the amount shown on the notice of termination.

### **9.2 LIMITATION ON TERMINATION OF UTILITY SERVICE**

- a) The Distributor shall terminate utility service for non-payment of utility charges and/or installments only during the hours of 8:00am to 5:00pm, Monday through Thursday. No terminations for non-payments shall be permitted on a legal holiday or on the day before a legal holiday as declared by the Distributor.
- b) The City Manager shall develop, maintain, and have available for inspection at the Utilities Business Office a written policy with regards to service termination during severe weather, including specifically severe heat or severe cold. The policy shall provide that postponement not extend beyond the period during which extreme weather exists or is forecasted to exist.
- c) The City Manager shall develop, maintain, and have available for inspection at the Utilities Business Office a written policy with regards to termination of service due to non-payment in cases of a documented medical hardship. The policy shall specify what documentation is accepted as evidence of medical hardship, provide for periodic review and renewal of such documentation, and provide that a written notice of pending termination be delivered at least twenty-four (24) hours, which must include one full business day, prior to disconnection to allow for the customer to resolve the billing delinquencies or to make other arrangements for housing or medical care. Delay of termination for medical hardship shall not exceed three (3) days, except for circumstances described in sections a) and b) above.
- d) Service may not be terminated for non-payment of a bill except after affording the affected customer due process. Reasonable prior written notice shall be given before termination for non-payment.

### **9.3 REINSTATEMENT OF UTILITY SERVICES**

In the event of termination of utility service in accordance with the provisions of this standard, the Distributor shall reinstate utility service to the residential customer within twenty-four (24) hours of the utility's receipt of the complete payment of the amount whose non-payment prompted the termination. Payment of fees as specified below for reconnection will be applied to the customer's next bill. Such payment shall not be considered a timely payment for purposes of this standard.

## **10 RECONNECTION OF ELECTRIC POWER**

### **10.1 RECONNECTION CHARGE (NON-PAYMENT ACCOUNTS)**

Whenever service has been discontinued by Distributor as provided previously, a service charge specified in the Distributor's fee schedule will be assessed and collected in addition to any delinquent balance due before service is restored to the customer. When Distributor makes a call to disconnect service and if for any reason does not disconnect service, a charge-specified in the Distributor's fee schedule will be made. Different charges for residential and commercial accounts and higher charges will be established and collected when connections and reconnections are performed after normal hours or when special circumstances warrant. The Distributor shall have the authority to waive this connection charge in any case where such waiver is to the best interest of the Distributor.

### **10.2 CONNECTION AND RECONNECTION CHARGES**

Whenever a customer requests that power be disconnected for routine maintenance or scheduled work, the Distributor will provide such services when practical during normal business hours for no charge. Such work done after the Distributor's normal operating hours, or scheduled in such a way that they are not completed in normal operating hours will only be conducted at the full cost of the requesting party; providing however, that there shall be no charge in the event of connection in relation to emergency disconnections and connections.

## **11 TERMINATION OF SERVICE BY CUSTOMER**

Customers who have fulfilled their contract term and wish to discontinue service must give the Distributor at least ten (10) days written notice to that effect, unless their contract specifies otherwise. Notice to discontinue service prior to expiration of contract term will not relieve customer from any minimum or guaranteed payment under contract or applicable rate schedule.

## **12 INFORMATION TO CUSTOMERS**

Distributor shall reasonably inform customers about rates and service practice policies by making such information available upon application for service and at any other time upon request. Such items shall also be available through electronic means, including the Distributor's web page if feasible.

Distributor, as it determines appropriate, shall utilize channels such as mail, annual report, newspaper, radio, public meetings and agendas, and utility bill to inform customers about rates and service policies.

All retail rate actions initiated by Distributor shall be conducted at a public meeting of the City Council, announced in accordance with Tennessee State Law. The agenda for the meeting must be available to the public for inspection or via the City of Oak Ridge website. Further, the agenda, including pending rate actions must be provided to media outlets prior to the meeting.

Distributor, on request by the customer of record, shall provide a statement of the monthly consumption for the prior twelve (12) months if it is reasonably ascertainable. A non-customer requesting a statement of a particular account shall be required to pay the cost incurred by the Distributor to provide the statement, as established in the fee structure.

### **13 CITY MANAGER AUTHORIZED TO EXECUTE POWER CONTRACTS**

A written contract between the Distributor and customer shall be required in all instances where a customer's demand for electric power exceeds fifty (50) kilowatts. The City Manager or his specifically authorized representative shall be authorized to enter into and execute such contracts on behalf of the Distributor. The provisions of such contract shall be in accordance with these Rules and Regulations, applicable Rate Schedules, and all actions of City Council regarding the provision of electric power and service.

# RESOLUTIONS

COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

20-48

**DATE:** June 24, 2020  
**TO:** Mark S. Watson, City Manager  
**FROM:** Matt Widner, Community Development Specialist *mw*  
**THROUGH:** Wayne Blasius, Community Development Director *WB*  
**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT SUBSTANTIAL AMENDMENT TO THE ANNUAL ACTION PLAN PY19/FY20

Introduction

An item for City Council's consideration is a resolution authorizing the approval of the CDBG CARES Act Substantial Amendment to the Annual Action Plan (AAP) for PY2019/FY2020 which is the third year of the three year Consolidated Plan 2017-2020.

Funding

The City of Oak Ridge receives Community Development Block Grant (CDBG) entitlement funds annually from the U.S. Department of Housing and Urban Development (HUD). The proposed Substantial Amendment to the AAP FY19/PY20 provides \$139,339.00 additional funding to combat the effects of COVID-19. To further respond to identified community needs \$44,094.00 of the \$239,094.00 current plan will be reallocated for a total of \$183,433 to be utilized to prevent, prepare and respond to COVID-19.

Background/Analysis/Review/Consideration

The draft Substantial Amendment to the Annual Action Plan for PY2019/FY2020 is attached. The full document is available for review in the City Council mailroom. Copies have also been available on the City of Oak Ridge Community Development webpage, in the City Clerk's Office, the Oak Ridge Public Library and the Scarboro Center.

A Substantial Amendment to the FY 2019 Annual Action Plan (PY19/FY20) is required. A thirty (30) day public comment period is normally required. However, the U. S. Department of Housing and Urban Development (HUD) has adjusted this requirement reducing it to a period of no less than five (5) days for public comments on each substantial amendment.

The 5-day comment period for the City of Oak Ridge CDBG Annual Action Plan (PY19/FY20) began on Monday, 8 June 2020 and ended on Friday, 12 June 2020 advertised for five (5) consecutive days. The required public hearing is scheduled to be held on Monday, 13 July 2020 at 7:00pm during the City of Oak Ridge City Council Meeting.

The City of Oak Ridge Substantial Amendment projects are recommended for funding during the AAP PY19/FY20 as follows:

Community Development Memorandum 20-48  
 June 24, 2020

Activities funded with 2019 grant funds in the Regular Grant Cycle and with CDBG-CV funding < PROPOSED >

Activity	Organization	Original Funding	Amended Amount
(246) Removal of Vacant & Blight	City of Oak Ridge	10,000	0
(247) Neighborhood Improvement Projects	City of Oak Ridge	165,000	165,000
(248) Rehabilitation of MDO Homes	City of Oak Ridge	60,000	30,000
(249) Grant Administration	City of Oak Ridge	4,094	0
<b>COVID-19 Related Activities</b>			
Activity	Organization	National Objective	Amount
(250) Rent, Mortgage, Utility Assistance	ADFAC	Benefit Low/Mod Income Persons	100,000
(251) Public Facility Enhancements	City of Oak Ridge	Urgent Need	50,000
(252) Reimbursement of COVID-19 Costs	City of Oak Ridge	Urgent Need	25,000
(253) Grant Administration	City/ADFAC		8,433

CDBG COVID-19 Response Total: **\$183,433**

Recommendation

Staff recommends approval of the Substantial Amendment to the PY2019/FY2020 Annual Action Plan and submission to the U.S. Department of Housing and Urban Development for the Community Development Block Grant funding.

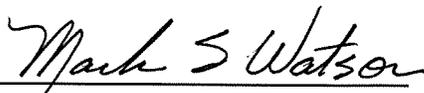
Attachment(s)

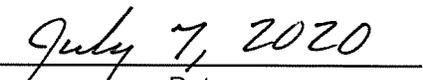
Proposed Substantial Amendment Annual Action Plan PY19/FY20

  
 Matt Widner  
 Community Development Specialist

**City Manager's Comments:**

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

  
 Mark S. Watson

  
 Date

**CITY OF OAK RIDGE COMMUNITY  
DEVELOPMENT BLOCK GRANT  
(Proposed Substantial Amendment)  
ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN  
for  
THE PERIOD OF  
July 1, 2019 – June 30, 2020**



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

*Mark S. Watson, City Manager*

**CDBG Committee. Staff**  
Matt Widner, Community Development  
Valarie Emery, Administrative Specialist  
Ken Krushenski, Legal  
Wayne Blasius, Community Development

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



# Table of Contents

## Annual Action Plan PY19 / FY20

Substantially Amended (Proposal in Red)

### Set Up

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

### Process

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

### Annual Action Plan

AP-15 Expected Resources - 91.220(c)(1,2).....	12
AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e).....	15
AP-35 Projects - 91.220(d).....	15
AP-50 Geographic Distribution - 91.220(f).....	17
AP-55 Affordable Housing - 91.220(g).....	18
AP-60 Public Housing - 91.220(h).....	19
AP-65 Homeless and Other Special Needs Activities - 91.220(i).....	20
AP-75 Action Plan Barriers to Affordable Housing - 91.220(j).....	22
AP-85 Other Actions - 91.220(k).....	23
AP-90 Program Specific Requirements - 91.220(l)(1,2,4).....	26

### Appendix

- A. SF 424 & Certifications
- B. Public Notices
- C. Fair Housing
- D. 711 for Telecommunications Relay Service

**Set Up**

**Annual Action Plans**

**Proposed Substantial Amendment for Approval**

AD-26 Administration of the Annual Action Plan

AAP Program Year:\* 2019

AAP Title:\* AAP PY19 / FY20

AAP Plan Version:\* 1.0

If Amendment: N/A

Programs included:\*  
 CDBG  
 HOME  
 ESG  
 HOPWA

Housing Trust Fund Subgrantee: No

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

Consolidated Plan Title: City of Oak Ridge, TN CDBG  
Consolidated Plan 2017-2020

Consolidated Plan 2017  
Beginning Year:

Consolidated Plan 2020  
Ending Year:

Consolidated Plan 1  
Version:

## Grantee/PJ

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

#### Grantee Information

Lead Agency:

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

Year:

Start Date:

End Date:

\*Address:

\*City:

\*State/Territory:

\*Zip Code:  -

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

#### Edit Grantee/PJ Program Contacts

Chief Elected Official (Primary Contact) <input type="text"/>	
Prefix:	The Honorable
First Name:	Warren
Middle Initial:	
Last Name:	Gooch
Suffix:	
Title:	Mayor
Email:	wgooch@oakridgetn.gov
Address 1:	200 S. Tulane Ave
Address 2:	
City:	Oak Ridge
State:	TN
Zip Code:	37830
Telephone:	<a href="tel:865-425-2432">865-425-2432</a>
<a href="#">Update</a>   <a href="#">New</a>   <a href="#">Change to Another</a>	

CDBG Contacts			
First contact		Second contact	
Prefix:	Mr	Prefix:	Mr
First Name:	Matthew	First Name:	Wayne
Middle Initial:	W	Middle Initial:	
Last Name:	Widner	Last Name:	Biasius
Suffix:		Suffix:	
Title:	Housing Specialist	Title:	Com Dev Director
Email:	mwidner@oakridgetn.gov	Email:	wbiasius@oakridgetn.gov
Address 1:	200 S Tulane Ave	Address 1:	PO Box 1
Address 2:	P.O. Box 1	Address 2:	
City:	Oak Ridge	City:	Oak Ridge
State:	TN	State:	TN
Zip Code:	37831	Zip Code:	37831
Telephone:	<a href="tel:865-425-3584">865-425-3584</a>	Telephone:	<a href="tel:865-425-3531">865-425-3531</a>
<a href="#">Update</a>   <a href="#">New</a>   <a href="#">Change to Another</a>		<a href="#">Update</a>   <a href="#">New</a>   <a href="#">Change to Another</a>   <a href="#">Clear</a>	

## Process

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

#### 1. Introduction

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

- Rehabilitation of MDO Housing
- Neighborhood Improvement in target areas
- Infrastructure Development & Upgrades in target areas
- Acquisition and/or Removal of Dilapidated Housing in MDO

**Substantial Amendment to use \$139,339 of newly allocated funds to prevent, prepare and respond to COVID-19.**

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

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

This year's Annual Action Plan (AAP FY19/PY20) has evolved from prior years to reflect changed priorities as identified by the public participation process and increased market demand in CDBG target areas. This Program Year will focus on two (2) major and one (1) minor objectives to include minimal funding for grant administration. The objectives for this year are as follows:

1. Rehabilitation of Manhattan District Overlay (MDO) Housing (major) – Includes a number smaller projects that will supplement the City's HOME Program by Tennessee Housing Development Agency (THDA) as well as other specific projects designed to repair essential service features to eligible households.
2. Neighborhood Improvement, Infrastructure, Public Spaces (major) – Includes further development of the Woodland Pocket Park as well as public space enhancements in the Scarboro Neighborhood. Also planned, are infrastructure expansion projects to support new affordable housing units in the Highland View Neighborhood.
3. Removal of vacant blighted housing (minor) – Will continue but to a lesser degree due to the changing market.
4. Grant Administration (minor) - For continued cost of administering the CDBG grant.
5. Expenditure of 2014 and 2015 remaining funds (\$64,436.68) in support of items 1 – 3 of this section.

**The City of Oak Ridge anticipating an additional allocation of special Community Development Block grant funding, \$139,339 in Community Development Block Grant-Coronavirus (CDBG-CV) funding to allocate to activities that address COVID-19 related community needs. A Substantial Amendment to the FY 2019 Annual Action Plan (PY19/FY20) is required. A thirty (30) day public comment period is normally required. However, the U. S. Department of Housing and Urban Development (HUD) has adjusted this requirement reducing it to a period of no less than five (5) days for public comments on each substantial amendment. Any information received during the public comment period or at the public hearing will be attached to the submitted Annual Action Plan. In addition, and for the purpose of an expedited use of the CDBG-CV funding, the bill eliminates the cap on the amount of funds a grantee can spend on public services, removes the requirement to hold in-person public hearings in order to comply with national and local social gather requirements, and allows grantees to be reimbursed for COVID-19 response activities regardless of the date the costs were incurred. The bill also allows grantees to apply the waiver of statutory regulations to 2019 and 2020 CDBG allocations.**

The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19). The proposed activities must meet one of the three National Objectives as required by CDBG regulation: This amendment to the CDBG 2019 Annual Action Plan describes how these funds will be utilized locally to address urgent needs created by the COVID-19 pandemic. Recommended for funding in the Amended 2019 CDBG Annual Action Plan include: **1.** Public Service Programs administered by Aid to Distressed Families of Appalachian Counties (ADFAC) to help meet the essential emergency/temporary needs of the residents of Oak Ridge, including rent, mortgage, and utility assistance to low-mod income households affected by COVID-19 in an effort to prevent homelessness. **2.** Public facility enhancements for the Senior Center, Scarboro Center, Public Library, Municipal Building, Central Services Complex to ensure continuity of essential services to accommodate phased reopening protocols to include additional sanitizing activities and training to meet the urgent need **3.** Reimbursement of COVID-19 expenses paid directly out of unbudgeted City funds not covered by any other grant or program(s) to address an urgent need for testing and related activities. **4.** City staff has reallocated a total of \$44,094 of unspent 2019 CDBG funding to supplement urgent need activities to prevent, prepare and respond to the COVID-19 pandemic. The activities include: unbudgeted expense reimbursements for testing, education, social distancing and training services not otherwise covered along with grant administration.

### **3. Evaluation of past performance**

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

Certain challenges have slowed the City of Oak Ridge in achieving all of its objectives in the past program year. This is largely due to the recent designation of the City becoming part of the Manhattan Project National Park and rising market demand for housing stock. While both of these developments are actually a good thing, the challenges they present mean fewer eligible and available properties for acquisition or removal of vacant blighted properties. It can be argued that this shortfall in spending is, in part, a result of the City's success in using local and CDBG funding to remove blight.

There is still a considerable amount of work to do in the community with regard to preventing blight and revitalizing neighborhoods. The City has worked steadily for the past seven years to eliminate blight throughout the Manhattan District Overlay (MDO) neighborhoods using various approaches such as: acquisition and demolition of structures found to be dangerous or dilapidated; providing code enforcement services to address property maintenance issues; supporting local land bank initiatives; helping homeless persons and persons at risk of becoming homeless; and assisting in the provision of various housing renovations for low to moderate income families, persons with special needs and the elderly.

The City has continued to transfer parcels of cleared land, to the Oak Ridge Land Bank Corporation (ORLB) for revitalization purposes. The Oak Ridge Land Bank Corporation was created pursuant to the authority of the Tennessee Local Land Bank Pilot Program set forth in Tennessee Code Annotated §13-30-101 et seq. By such statute, the Oak Ridge Land Bank Corporation has authority to create a land bank for real property located within the boundaries of Oak Ridge. For purposes of this plan, "Land Bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation. The intent is to acquire and hold real property until such time as the corporation is able to find a willing and able buyer to acquire the real property for renovation or redevelopment of high quality affordable housing. This past year, the Oak Ridge Land Bank has donated five (5) properties to the non-profit organizations. The newly created Oak Ridge Housing Authority Development Corporation (ORHADC) is approved to receive four parcels while Habitat for Humanity of Anderson County (Habitat) received one. ORLB, also agreed to transfer two (2) parcels far below market rate to Aid to Distressed Families of Appalachian Counties (ADFAC). All seven transfers are for the benefit of L/M income households further increasing the city's owner occupancy rate. Additionally the Land Bank has sold five (5) properties at fair market value that supported moderate income owner occupied housing. Nearly half of the 31 current ORLB properties were acquired with CDBG funds.

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

*Summary from citizen participation section of plan.*

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

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

This Annual Action Plan is the third of three Annual Action Plans (AAP) during the Consolidated Plan period of 2017-2020. Each of the AAP's describe the City's intent for investing CDBG entitlement funds for the upcoming year. This annual plan was developed from the priorities established in the Consolidated Plan, along with a public participation process. The City held four public meetings, in 2019 as follows: Oak Ridge Municipal Building on Friday, February 1<sup>st</sup> from noon till 1:30 p.m. and then again from 4:00 p.m. till 5:30 p.m.

The second set of public meetings were held at: City of Oak Ridge Public Library on Monday, February 4<sup>th</sup> from noon till 1:30 p.m. and then again at the Scarboro Community Center Lobby Area from 4:00 p.m. till 5:30 p.m. There were sixteen (16) total citizens from all four public meetings that signed in and provided input on this year's annual action plan draft.

The 30-day comment period for the City of Oak Ridge CDBG Annual Action Plan (PY19/FY20) began on Wednesday, May 8<sup>th</sup>, 2019 ending on Friday, June 7<sup>th</sup>, 2019. A public hearing was held on Monday July 8, 2019 at 7:00 p.m. during the City of Oak Ridge Council meeting at the Oak Ridge Municipal Building. Copies of the DRAFT City of Oak Ridge CDBG Annual Action Plan was made available on May 8, 2019 online at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program> CDBG, and were provided for physical review at the following locations: (1) City of Oak Ridge, Community Development Department, 200 S. Tulane Avenue; (2) City of Oak Ridge, City Clerk's Office, 200 S. Tulane Avenue; (3) Oak Ridge Public Library, 1400 Oak Ridge Turnpike; City of Oak Ridge Scarboro Center, 148 Carver Ave.

**A Substantial Amendment to the FY 2019 Annual Action Plan (PY19/FY20) is required. A thirty (30) day public comment period is normally required. However, the U. S. Department of Housing and Urban Development (HUD) has adjusted this requirement reducing it to a period of no less than five (5) days for public comments on each substantial amendment. Public comment period regarding the activities funded to address COVID-19 prevention measures were advertised for five (5) consecutive days from Monday, 8 June 2020 through Friday, 12 June 2020. No comments were received. A public hearing will be held on Monday, 13 July 2020 at 7:00 p.m. during the City of Oak Ridge Council meeting at the Oak Ridge Municipal Building. Copies of the proposed draft are made available as outlined. - Public Hearing comments will be included in final draft.**

The use of 711 dialing code for access to Telecommunications Relay Services (TRS). TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities was advertised for the 30 day public comment period and public hearing.

**The CDBG Online Survey for the PY19/FY20 Annual Action Plan can be found online at:**

<https://www.surveymonkey.com/r/YSKN3B5> or you can click the hotlink "Take the 2019 CDBG Survey" on the sidebar section of the Community Development Homepage here: <http://www.oakridgetn.gov/department/CommDev/Home>

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

## **5. Summary of public comments**

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

While there were not any general citizens present at any of the advertised **Consolidated Plan 2017-2020 public meetings**, citizen did provide feedback via fifteen received online surveys through the web based app "Survey Monkey®" as advertised on the City's Community Development webpage: <https://www.surveymonkey.com/r/2017CDB>. Information from the HUD surveys can be found in the current Consolidated Plan. In summary, citizens rated abandoned, blighted and foreclosed residential/commercial properties being a problem as "very high." Survey results revealed all respondents were residents of Oak Ridge who reported that they generally felt safe in their immediate neighborhoods. Youth Services, Services for Persons with Disabilities; Homeless Services and Domestic Violence ranked equally high in the level of need. Nearly all respondent were white females reporting they owned their primary residence and who have not looked for housing in the past five years. The majority of those not having or being persons with special needs in their households. Moderate issues noted from the received surveys included the need for traffic flow improvement and more development on Oak Ridge Turnpike properties. Comments received during the 30 Day Public Comment Period and City Council Public Hearing were generally factual corrections pertaining to TORCH and other non-substantive edits.

**In preparing for the FY19/PY20 Annual Action Plan**, there were sixteen (16) total citizens from all four public meetings that signed in and provided input on this year's annual plan. Public input from these meetings came primarily from the Scarboro neighborhood meeting. Nearly all comments received focused on improved property maintenance service for elderly and low income. One letter was also received indicating a need for tree removal for elderly households. The online survey located at: <https://www.surveymonkey.com/r/YSKN3B5> received 4 responses from Oak Ridge resident senior males (2 white & 2 black). (As of July 8, 2019, there were four actual online completed surveys received). Comments received however, have indicated a continued desire to improve livability of target neighborhoods along with "highest need" more code enforcement activity to maintain current properties and expanded youth services. Other suggestions were to bring back rehabilitation of MDO homes programs, improve parks and recreation facilities and increase outreach efforts to inform citizens of city services. Comments received during the 30 day public comment period and City Council public hearing were minor factual points and typographical corrections which were non-substantive edits. **See also: Executive Summary for COVID-19 Substantial Amendment**

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

Comments and requests that were not generally accepted were for similar Neighborhood Improvement Projects outside of the MDO and not within CDBG target areas.

## **7. Summary**

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

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

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

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

IDIS Table 1

### Narrative (optional):

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

### Consolidated Plan Public Contact Information:

The City of Oak Ridge Consolidated Plan 2017-2020 and all three PY2017/FY2018; PY2018/FY2019; PY19/FY20 Annual Action Plans are available for review in the City Clerk's office and in the Community Development Department along with in the Oak Ridge Public Library. All plans are located on line at: [http://www.oakridgetn.gov/department/CommDev/Planning- Division/CDBG-Program](http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program). Please contact Matt Widner at [mwidner@oakridgetn.gov](mailto:mwidner@oakridgetn.gov) or 865-425-3584 if you have any questions or comments.



City Of Oak Ridge, Tennessee

**Matthew Widner**  
Community Development

200 S. Tulane Avenue  
P.O. Box 1  
Oak Ridge, TN 37831  
Website: [www.oakridgetn.gov](http://www.oakridgetn.gov)

Office: 865-425-3584  
Cell: 865-824-8693  
Fax: 865-425-3426  
Email: [mwidner@oakridgetn.gov](mailto:mwidner@oakridgetn.gov)

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

### Introduction:

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

- Aid to Distressed Families of Appalachian Counties, Inc. (ADFAC)
- Ridgeview Psychiatric Hospital and Services, Inc.
- National Association for the Advancement of Colored People (NAACP)
- Oak Ridge Neighborhood Watch
- Oak Ridge Housing Authority
- Trinity Outreach Center for Hope (TORCH)

- Tennessee Valley Coalition for the Homeless (TVCH)
- League of Women Voters
- Oak Ridge Land Bank, Inc. (ORLB)

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

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

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

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

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

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

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

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

TORCH is a member of the Tennessee Valley Coalition for the Homeless (TVCH), and they have the required Certification of Participation with Continuum of Care, certifying that their application is aligned with the Continuum of Care's strategies for preventing and ending homelessness and creating housing stability. More information about TORCH is available at: <http://www.oakridgetorch.org>. TORCH acknowledges that agencies using ESG grant funds to provide services must coordinate with other agencies by entering information into the Homeless Management Information

System (HMIS). HMIS helps prevent the duplication of community services to the same individuals. The TVCH provides TORCH quarterly monitoring reports for data entered in the HMIS system. The City works with TVCoC and its members each year to discuss the success of their program and determine a mutual path forward.

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

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

IDIS Table – 2

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

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

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

All Oak Ridge City Council agendas include the opportunity for citizen comments that are not related to an agenda item. Citizens can use this forum to express their comments concerning the City’s CDBG program. All Oak Ridge City Council members have email addresses that are accessible from the City’s website at

<http://www.oakridgetn.gov/departments/CityClerk/City-Council/Meet-City-Council>

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

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

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

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

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

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

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

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

IDIS Table – 3

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

**Narrative (optional):**

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

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

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

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

The City of Oak Ridge is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). Pursuant to the CDBG program regulations, the City is required to prepare an Annual Action Plan before the beginning of every program year that addresses goals and

priorities established in the three year Consolidated Plan. The City is also required to prepare a Consolidated Annual Performance Evaluation Report (CAPER) on an annual basis to evaluate the previous year's performance.

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

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

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

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

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

**A Substantial Amendment to the FY 2019 Annual Action Plan, such as these newly funded activities constitute, usually require a thirty (30) day public comment period however, the U. S. Department of Housing and Urban Development (HUD) has waived this requirement provided that no less than five (5) days are provided for public comments on each substantial amendment. Public comments regarding the activities funded to address COVID-19 prevention measures are encouraged and should be submitted to Matt Widner, Housing Specialist for the City of Oak Ridge at [mwidner@oakridgetn.gov](mailto:mwidner@oakridgetn.gov) The Public Comment Period ran from **Monday, 8 June 2020** through **Friday, 12 June 2020**. A public hearing will be held on **Monday, 13 July 2020 at 7:00 p.m.** during the **City of Oak Ridge City Council Meeting at the Municipal Building.****

### **Citizen Participation Outreach**

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

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

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

IDIS Table 4

### Substantial Amendments

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

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

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

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

## Annual Action Plan

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

#### Introduction:

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

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

### **State of Tennessee Programs**

The City of Oak Ridge began contracting the operation of a demand response van transit system during February 1993. The City's current contractor for operating the transit system is East Tennessee Human Resources Agency (ETHRA). The City of Oak Ridge appropriated \$213,125 for this program in addition to a Taxi Cab Coupon program in the amount of \$55,000 in the FY2020 budget. The primary source of revenue for this program has been a special one-cent-per-gallon inspection fee levied on all petroleum products bought, sold or stored in the state, and an operating assistance grant from the State of Tennessee, Department of Transportation (TDOT).

### **City General Fund Resources:**

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

Oak Ridge City Council approved the FY2020 budget authorizing that \$132,500 be allocated to the Housing Initiatives Budget. Housing Initiative became the primary funding source for Code Enforcement Actions to include acquisition of properties not otherwise eligible for CDGB funding.

#### **Social Services Program**

The City of Oak Ridge budgeted \$162,895 (ADFAC) during FY2020 for the Social Services. The program was developed to assist City residents with short-term housing and prescription drug needs. Assistance guidelines were adopted by the Oak Ridge City Council in the Social Services Policy and include payments for rent, utilities for eligible Oak Ridge residents.

#### **Healthy Start Program**

The City of Oak Ridge FY2020 budget contains an appropriation for \$26,850 as a grant for the Healthy Start Program. This program assists first time mothers who are assessed as "at risk" of not being an effective parent due to family history and the mother's current status. The program provides assistance using Family Support Workers who visit participating families in their homes at least weekly for three to five years, or until the child starts school.

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

Every year, city of Oak Ridge staff prepares a Capital Improvements Program (CIP) that provides detailed information on capital projects for the upcoming six-year period (FY2016-FY2021). The capital projects are to maintain and enhance city facilities, parks, utility infrastructure and streets. The amount included in the CIP for FY2020 for these programs totals \$38,781,966. Funding for all capital projects is provided by several agencies within the federal and state governments and funding resources by the City of Oak Ridge.

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

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

## Priority Table

Priority Table

Source of Funds	Source	Uses of Funds	Expected Amount Available	Expected Amount Available Remainder of Con Plan	Narrative Description	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: \$	239094.00	\$ 76070.05	2014-2017 funds remaining
			Program Income: \$	0		
			Prior Year Resources: \$	226438.64		
			Total: \$	465532.64		
Other Housing Initiatives	public - local	Acquisition Housing Public Improvements	\$ 100000	\$ 0	Local funds for acquisition, demolition and rene	

IDIS Table - 5

Source of Funds: CDBG-CV

Source: Public-Federal

Uses of Funds: Emergency response for the prevention and preparation for the COVID-19 Pandemic

Annual Allocation PY2019: \$239,094

Expected Amount COVID: \$139,339

Program Income: \$0.00

Prior Year Resources: \$226,438.64

Expected Amount Available Remainder of Con Plan: \$76,070.05 2014-2017 funds

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

No Federal funds will be leveraged.

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

As of February, 2019 - 31 properties are held by the City of Oak Ridge and the Oak Ridge Land Bank, Inc. City Council has established goals and objectives to prioritize the disposition of properties currently held that support the needs identified in this plan as follows:

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

**Discussion:** No Further Discussion

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

List of goals on page 15

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

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

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

It is estimated that 6 new affordable housing units will be constructed between the Oak Ridge Land Bank and Non-Profit partners along with 10 renovations by the City of Oak Ridge - THDA HOME Program.

## AP-35 Projects - 91.220(d)

### \*Introduction:

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

### Projects

Sort*	Project Title	Action
1	Acquisition / Removal of vacant blighted housing	View   Edit   Remove
2	Neighborhood Improvement Projects	View   Edit   Remove
3	Rehabilitation of MDO Housing	View   Edit   Remove
4	Grant Administration	View   Edit   Remove

IDIS Table - 6

5. Add - ADFAC COVID-19 Rent, Mortgage, Utility assistance
6. Add - Public Facility Enhancements for continuity of essential services
7. Add - COVID-19 Unbudgeted Expense Reimbursements

Below is a table that provides a summary of the City's PY19/FY20 Project/Goals for the CDBG program.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Addresses	Funding	Goal Outcome Indicator
1	Removal of vacant blighted housing	July 2019	June 2020	Acquisition and demolition -- community development	Within the Manhattan District Overlay (MDO)	Prevent Eliminate Slum/Blight	Allocation \$10,000	Improvement, stabilization, and revitalization of neighborhoods in the MDO district
2	Neighborhood Improvement Projects	July 2019	June 2020	Non-housing	Within the Manhattan District Overlay (MDO)	Activities Benefitting L/M Area	\$165,000	Provide/Upgrade neighborhood public spaces, sidewalks, Public Parks & Transportation access and infrastructure
3	Rehabilitation of MDO Homes	July 2019	June 2020	Housing community development, non-homeless community development	Within the Manhattan District Overlay (MDO)	Activities Benefitting L/M Area	\$60,000	Provide supporting funds to City THDA Home Program and other essential service repairs for elderly and LM Households
4	Grant Administration	July 2019	June 2020	Non-housing community development	200 S. Tulane Ave		\$4,094	Provide funding and training for CDBG admin to ensure compliance with program-related HUD regulations

PY19/FY20 Allocation TOTAL: \$239,094

- Funds from 2014 – 2015 = \$64,436.68 will be allocated as needed to supplement the above listed projects

Activities funded with 2019 grant funds in the Regular Grant Cycle and with CDBG-CV funding <PROPOSED>

Activity	Organization	Original Funding	Amended Amount
(246) Removal of Vacant & Blight	City of Oak Ridge	10,000	0
(247) Neighborhood Improvement Projects	City of Oak Ridge	165,000	165,000
(248) Rehabilitation of MDO Homes	City of Oak Ridge	60,000	30,000
(249) Grant Administration	City of Oak Ridge	4,094	0

COVID-19 Related Activities			
Activity	Organization	National Objective	Amount
(250) Rent, Mortgage, Utility Assistance	ADFAC	Benefit Low/Mod Income Persons	100,000
(251) Public Facility Enhancements	City of Oak Ridge	Urgent Need	50,000
(252) Reimbursement of COVID-19 Costs	City of Oak Ridge	Urgent Need	25,000
(253) Grant Administration	City/ADFAC		8,433

CDBG COVID-19 Response Total: **\$183,433**

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

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

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

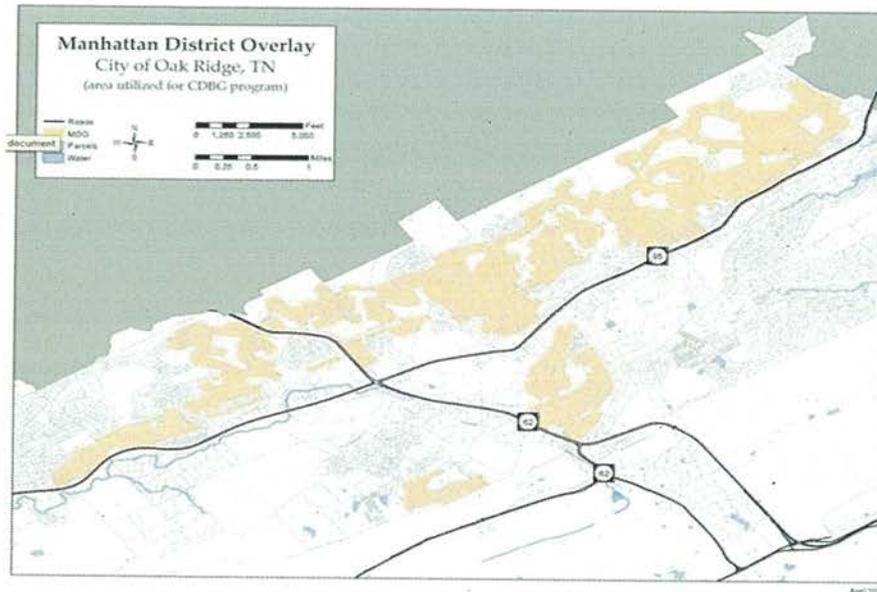
**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

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

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

**COVID-19 CARES ACT Substantial Amendment** activities distributed as needed to meet or exceed intended National Objectives.

## Geographic Distribution



### Rationale for the priorities for allocating investments geographically

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

### Discussion

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

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

### Introduction:

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

---

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

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

---

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

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

---

*IDIS Table - 8*

**Discussion:**

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

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

**Introduction:**

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

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

The Oak Ridge Housing Authority (ORHA) is again currently looking for a new Executive Director. The City of Oak Ridge and the Oak Ridge Land Bank have formed a new partnership to create the development arm of ORHA known as Oak Ridge Housing Authority Development Corporation (ORHADC). It is the goal of all partners to create a mix of public housing, affordable housing and market housing in the Highland View neighborhood. An effort to revitalize the Highland View redevelopment initiative is beginning to take shape. ORHADC plans to construct three (3) new owner occupied homes on Waddell Place that was donated by the Land Bank. ORHA has a healthy public housing inventory to which the City of Oak Ridge regularly refers potential residents for their public housing program. Actions taken to address the needs of public housing in the City include providing admission based on eligibility and providing preferences to the follow groups of people:

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

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

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

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

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

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

**Discussion:**

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

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

**Introduction:**

In the 2018-2019 fiscal year approximately 212 adults to include 81 children were identified in Anderson County as literally homeless, meaning that they were staying outside, on the streets, in a car, or were being sheltered. Approximately 80% of these were in Oak Ridge.

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

The city does not provide any direct funding to assist with homeless projects, but did provide funding to ADFAC for rent assistance.

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

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

The City of Oak Ridge will continue to provide technical assistance and support to the Trinity Out-Reach Center of Hope (referred to as TORCH). TORCH provides street outreach to those who are homeless. Using their ESG funded Street Outreach program, they seek to locate and provide services to those living in their cars, on the street or in shelter. Those

who are homeless may also meet with a case manager at their Outreach Office without an appointment. Street Outreach services are provided by one part time case manager and 3 volunteers. During FY19/FY20, 140 individuals are expected to be assisted with face to face outreach services. Another 500 individuals who may be homeless or are precariously housed will be assisted by telephone. TORCH has applied for \$11,000 for 2019 to be used to fund Homeless Outreach programs.

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

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

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

Oak Ridge does not currently have a homeless shelter. The city lends its support and technical assistance to the efforts of TORCH who provide emergency hotel vouchers for families who are staying outside with a child, or those suffering from a severe disability. Approximately \$15,000 is allocated for this program per year, however in 2018 this program exceeded this budget by almost \$20,000 for a total of approximately \$35,000. There are no grants that pay for these vouchers. TORCH funds these vouchers 100% with donations collected throughout the year. The city also recognizes the contributions of other local resources such as the Agape House, which provides temporary transitional housing for up to 2 families at a time. Apart from these services, transitional housing is available through Ridgeview for up to 8 individuals who suffer from a mental illness. Lastly, local YWCA uses scattered site transitional housing vouchers to house those who are homeless due to domestic violence. In 2018, approximately 27 families were recipients of these vouchers.

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

In 2018 the city assisted in the creation of a system whereby clients who are homeless are given a preference when applying for income based housing at the Oak Ridge Housing Authority. This is expected to shorten the time a homeless individual is on a wait list for public housing. The city will continue to monitor the success of this initiative over the coming year.

The City of Oak Ridge also lends support and technical assistance to TORCH, who utilizes ESG funding to operate their Rapid Rehousing program. This program is currently staffed by 2 full time employees (Director) and several volunteers. Families with children and the disabled are given preference for these services, but individuals are frequently enrolled as well. For 2019, TORCH has applied for \$70,000 to operate this program. Approximately 45 households received transitioned from homelessness into permanent housing with ESG Rapid Rehousing assistance. It is expected that 55 households will receive housing utilizing rapid rehousing funds in 2018. (These numbers have decreased from last year due to the fact that TORCH was previously only providing move in assistance for only one month. To decrease recidivism TORCH now provides longer term rental assistance, but number of total families assisted decreased as a result.) TORCH also receives funding through a partnership with the United Way that provides additional case management and financial support once a household has obtained housing to insure that the household does not become homeless again.

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

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

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

**Discussion:** No further discussion

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

### **Introduction:**

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

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

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

- Building codes and standards – The City of Oak Ridge has adopted the 2018 International Building Code and International Residential Code as published by the International Code Council
- Building permits and fees – The City of Oak Ridge has an administrative policy D-200 titled Fees and Municipal Services and Supplies Section 2.110, Affordable Housing Fee Adjustments eliminates any zoning fees, moving fee and demolition fee and reduces to \$25.00 the permit fees. Item a, of Section 2.110 will be updated to reference the CDBG target areas utilizing data from the most recent U.S. Census
- Property tax abatement – City Council approved a resolution authorizing a local option property tax freeze program for taxpayers 65 years of age or older based on income and ownership of eligible property and other guidelines as set forth in the resolution.
- Increasing knowledge of available programs and resources – The City of Oak Ridge will continue efforts to communicate information concerning available programs and resources through the website and newspaper notices and articles.
- Nationwide affordable housing trends - The private housing market does not generally provide new or updated affordable housing without some type of subsidy or incentive and older housing units that are affordable often have physical problems that make the units ineligible for financing from private lending institutions.
- Property Maintenance – The City of Oak Ridge continues to enforce the 2012 International Property Maintenance code. This is a minimal property standard that does not often change which reduces confusion as to what rules apply when maintaining both residential and commercial properties.

**Discussion:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Actions planned to develop institutional structure:**

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

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

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

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

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

Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations (social service agencies), as well as state and federal officials to provide insight with respect to the needs of our residents. The non-profit organizations in our community are vital partners for the delivery of services and programs to Oak Ridge residents. The organizations throughout the region and particularly here in Oak Ridge work and coordinate together to provide necessary resources to everyone in Oak Ridge who is need of them.

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

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

**Discussion:**

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

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

# AP-90 Program Specific Requirements - 91.220(I)(1,2,4)

## Introduction:

The City of Oak Ridge does not generate Program Income from CDBG grant.

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.
3. The amount of surplus funds from urban renewal settlements
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
5. The amount of income from float-funded activities.

	0
	0
	0
	0
	0
	0
	0 (###,##)

Total Program Income:

### Other CDBG Requirements

1. The amount of urgent need activities
  2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income
- Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

### IDIS Table - 9

Discussion: No further discussion

## APPENDIX

- A. SF 424 & Certifications (to be include at time of submission)
- B. Public Notices
- C. Fair Housing, Community Development
- D. 711 for Telecommunications Relay Service

**RESOLUTION**

A RESOLUTION AMENDING THE PY2019/FY2020 ANNUAL ACTION PLAN TO INCORPORATE ADDITIONAL FUNDING AND REALLOCATING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR PY2019/FY2020.

WHEREAS, by Resolution 7-75-2019, City Council approved the PY2019/FY2020 Annual Action Plan and approved proposed allocations of Community Development Block Grant (CDBG) Entitlement funds from the U. S. Department of Housing and Urban Development (HUD) for PY2019/FY2020 in the estimated amount of \$239,094.00; and

WHEREAS, additional CDBG funding in the amount of \$139,339.00 is now available to help combat the effects of COVID-19; and

WHEREAS, acceptance of the additional funding requires an amendment to the Annual Action Plan; and

WHEREAS, in addition to the acceptance of additional funding, the City desires to reallocate \$44,094.00 of the original \$239,094.00 in CDBG funds for PY2019/FY2020 to help combat the effects of COVID-19; and

WHEREAS, the required public comment period was held June 8-12, 2020; and

WHEREAS, the City Manager recommends approval of the Proposed Substantial Amendment to the PY2019/FY2020 Annual Action Plan and proposed funding allocations.

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

That the recommendation of the City Manager is approved and the Proposed Substantial Amendment to the PY2019/FY2020 Annual Action Plan, which incorporates the use of an additional \$139,339.00 in funding to combat the effects of COVID-19, is hereby approved.

BE IT FURTHER RESOLVED that following proposed reallocations of Community Development Block Grant Entitlement for PY2019/FY2020 for COVID-19 response are hereby approved, which allocations include \$44,094.00 of the original amount and \$139,339.00 in new funding:

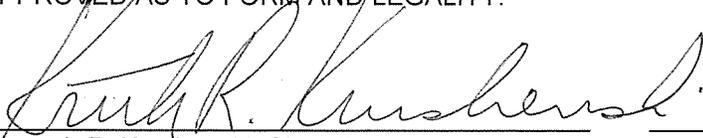
- Acquisition/Removal of Blighted Housing      \$0                      (previously \$10,000.00)
- Rehabilitation of MDO Homes                      \$30,000.00          (previously \$60,000.00)
- Grant Administration                                  \$8,433.00            (previously \$4,094.00)
- Rent, Mortgage, Utility Assistance                \$100,000.00        (previously \$0)
- Public Facility Enhancements                      \$50,000.00          (previously \$0)
- Reimbursement of COVID-19 Costs                \$25,000.00          (previously \$0)

BE IT FURTHER RESOLVED that the proposed allocations listed above are based upon estimated funding and will be proportionately adjusted from estimated funding levels to match actual funding levels.

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

This the 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**CITY COUNCIL MEMORANDUM**  
**20-19**

DATE: July 8, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CONCURRENCE OF THE EQUALIZED (CERTIFIED) PROPERTY TAX RATE

Introduction

An item for the agenda is a resolution concurring with the equalized (certified) property tax rate of \$2.3136 as determined by the State of Tennessee. This is a reduction of \$0.2464 from the prior years property tax rate at \$2.56.

Funding

No funding is associated with this resolution.

Background

By Ordinance 4-2020, City Council adopted a budget for Fiscal Year 2021 which ordinance included reference to fixing the tax rate equal to the certified tax rate as determined by the State of Tennessee, which tax rate was expected to be received by July 31, 2020. On July 7, 2020, the City received the corrected equalized property tax rate for Oak Ridge for Tax Year 2020 (Calendar Year 2020). The equalized property tax rate, which is the certified tax rate, is \$2.3136.

Recommendation

As required by the State, City Council needs to formally concur with the equalized (certified) property tax rate by simple action on motion and second. Approval of the attached resolution is recommended.



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

**RESOLUTION**

A RESOLUTION ESTABLISHING THE CITY'S TAX RATE AT \$2.3136, WHICH IS THE EQUALIZED/CERTIFIED TAX RATE AS DETERMINED BY THE STATE OF TENNESSEE.

WHEREAS, by Ordinance 4-2020, City Council adopted a budget for Fiscal Year 2021 which ordinance included reference to fixing the tax rate equal to the certified tax rate as determined by the State of Tennessee, which tax rate was expected to be received by July 31, 2020; and

WHEREAS, on July 7, 2020, the City received the corrected equalized property tax rate for Oak Ridge for Tax Year 2020; and

WHEREAS, the equalized property tax rate, which is the certified tax rate, is \$2.3136; and

WHEREAS, the State requires formal concurrence with the tax rate.

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

That the tax rate for the City of Oak Ridge for Tax Year 2020 is hereby established at \$2.3136 in accordance with Ordinance 4-2020.

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 13th day of July 2020.

APPROVED AS TO FORM AND LEGALITY:

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

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

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