

**OAK RIDGE CITY COUNCIL  
WORK SESSION**

September 22, 2015—6:00 p.m.  
Central Services Complex, Multipurpose Room

AGENDA

- I. Update on Oak Ridge General Aviation Airport by Mr. Billy Stair, Public Affairs Consultant for the Metropolitan Knoxville Airport Authority.
- II. Discussions with Anderson County Chamber of Commerce President Rick Meredith and board members and City Council regarding economic and promotional collaboration between the City of Oak Ridge and Anderson County.
- III. Discussions on processes and procedures for electing City Council Boards, Commissions, and Committees.
- IV. Updates from the City Manager

**RESOLUTION**

A RESOLUTION TO SIMPLIFY THE ELECTION PROCESS FOR CERTAIN BOARDS AND COMMISSIONS BY SETTING ALL TERMS OF OFFICE (WITH THE EXCEPTION OF STUDENT MEMBERS) TO COMMENCE ON JANUARY 1, BY EXTENDING CURRENT MEMBERS' TERMS OF OFFICE THROUGH TO THE DECEMBER 31 FOLLOWING THEIR CURRENT TERM, AND BY ESTABLISHING ALL OFFICERS TO BE ELECTED EACH JANUARY.

WHEREAS, Article III, Section 5, of the Charter of the City of Oak Ridge, Tennessee, provides that City Council shall create by ordinance a personnel advisory board and may create by ordinance, resolution, or motion other long- or short-term advisory boards to the Council or to the City Manager with respect to specific municipal functions as may be deemed necessary; and

WHEREAS, Article III, Section 5, of the Charter of the City of Oak Ridge, Tennessee, further provides that each board shall be prescribed a number of members, the manner of appointment, length of term, and advisory duties; and

WHEREAS, City Council has established various boards and commissions under this authority; and

WHEREAS, the City Manager seeks to simplify the election process for certain boards and commissions by setting all terms of office (with the exception of student members) to commence on January 1, thereby allowing City Council to consider elections for all expired terms of office at one meeting per year except for elections needed to fill vacancies occurring prior to the expiration of a term.

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

That the recommendation of the City Manager is hereby approved and the terms of office (with the exception of student members) for the following City Council created boards and commissions shall commence on January 1, with all boards and commissions retaining their respective term lengths and staggered appointments: Oak Ridge Beer Permit Board, Board of Building and Housing Code of Appeals, Convention and Visitors Bureau, Elder Citizens Advisory Board, Board of Electrical Examiners, Environmental Quality Advisory Board, Heath and Educational Facilities Board, Highland View Redevelopment Advisory Board, Oak Ridge Housing Authority, Industrial Development Board of the City of Oak Ridge, Personnel Advisory Board, Oak Ridge Municipal Planning Commission, Board of Plumbing Examiners, Traffic Safety Advisory Board, and the Board of Zoning Appeals.

BE IT FURTHER RESOLVED that existing members' terms of office (with the exception of student members) for said boards and commissions shall be extended through to the December 31 following their current term.

BE IT FURTHER RESOLVED that officers for said boards and commissions shall be extended through to the December 31 following their current term as an officer.

BE IT FURTHER RESOLVED that said boards and commissions shall elect new officers at their first meeting in January of each year.

BE IT FURTHER RESOLVED that this resolution does not affect the term of office for the Mayor or the Mayor's designee's seat on any existing board or commission, which term shall remain consistent with the Mayor's term of office on City Council as Mayor.

BE IT FURTHER RESOLVED that this resolution does not affect any Councilmember's term of office on any existing board or commission, which term shall remain consistent with the Councilmember's term of office on City Council.

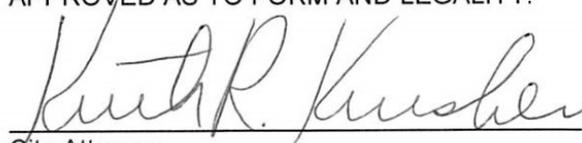
BE IT FURTHER RESOLVED that this resolution amends the following resolutions which establish definite term dates for their respective boards: Resolution 7-75-77, as amended (Elder Citizens Advisory Board), and Resolution 8-112-85, as amended (Traffic Safety Advisory Board).

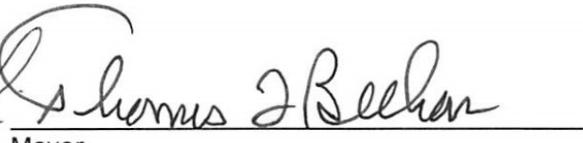
BE IT FURTHER RESOLVED that bylaws and/or rules and procedures for said boards and commissions which specify a different term of office commencement date and/or a different timeframe for election of officers are hereby amended accordingly for compliance with this resolution without further City Council action.

BE IT FURTHER RESOLVED that this resolution shall become effective on April 1, 2011 to coincide with the necessary ordinance amendments to accomplish the same.

This the 14th day of February 2011.

APPROVED AS TO FORM AND LEGALITY:

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

  
\_\_\_\_\_  
Mayor

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

The boards listed and described below are those that are included as part of the City of Oak Ridge's end-of-year election process that typically occurs in December. Membership to these boards are open to the public at large unless otherwise noted. This listing does not take into account boards that have designated seats solely for the Mayor or his/her designee, or boards whose selection process occurs outside of the end-of-year timeframe, such as the Youth Advisory Board and the Oak Ridge Heritage Railroad Authority.

Board Name	Anderson County Economic Development Association
Number of Members (City Representation)	4 (One position is designated for the Mayor or his/her designee)
Creation Details	Resolution No. 6-113-01
Purpose	Promoting, aiding, encouraging and fostering the expansion of existing industries and businesses and the development of new industries and businesses in and adjacent to Anderson County, Tennessee; and the exploration and development of natural resources within and adjacent to Anderson County, Tennessee; and the fostering of the growth of purchasing power within Anderson County, Tennessee, through greater diversification of gainful occupations; and the fostering of the economic, industrial, agricultural, and recreational development of Anderson County, Tennessee and the adjacent area; and, in cooperation with public and private agencies and organizations, providing industries and businesses with available technical and business information.; said purposes shall include, without limitation, any and all acts, things, which may be in any way related to the possible, proposed or actual location, establishment, creation, construction, enlargement, etc..., of any and all industrial, business, commercial and governmental plants, factories, enterprises, etc..., in or adjacent to Anderson County, Tennessee; as set forth in subsection (4) of Section 48-1101 of Tennessee Code Annotated.

Board Name	Beer Permit Board
Number of Members (City Representation)	7
Creation Details	Code of Ordinance Section 8-603
Purpose	The purpose of the Beer Board is to grant, suspend and/or revoke beer permits and manager approvals within the city limits. Any establishment desiring to sell beer must come before the Beer Board for approval prior to commencement of beer sales. The Board is also required to oversee establishments with beer permits for compliance with city ordinances and state laws pertaining to beer sales.

Board Name	Board of Building and Housing Code of Appeals
Number of Members (City Representation)	7
Creation Details	Code of Ordinance Section 13-204
Purpose	<p>The purpose of the Board is to hear appeals from interpretations of the Electrical Inspector, Plumbing Inspector, or Code Enforcement Administrator on interpretations of the Electrical, Plumbing, and Building Codes. In so doing, the Board can vary the application of any provision of the Electrical, Plumbing, and Building Codes when, in its opinion, enforcement of a provision would be unjust and would be contrary to the spirit of those codes or to public interest. Thus, it can modify or reverse an inspector's interpretation.</p> <p>The Board also hears appeals from notices and orders of the City Manager or the City Manager's designee to repair, vacate or demolish a building deemed unsafe for residential occupancy pursuant to the Oak Ridge Housing Code. The Board may dismiss the notice and order of the City Manager (or designee) or modify such notice and order to the extent the Board determines the order was improper, and/or it may grant or deny additional time for compliance with the Housing Code, or grant or deny a waiver from specific requirements.</p>

Board Name	Convention and Visitors Bureau
Number of Members (City Representation)	10
Creation Details	Resolution 6-43-81
Purpose	<p>The purpose of the CVB is to promote the visitor and convention industry and encourage the development of tourism activities in Oak Ridge and the vicinity. The CVB has the power to engage professional assistance as necessary, and is empowered to employ an Executive Director to carry out the functions, operations and purposes of the CVB. The CVB's Board of Directors reports to City Council on the CVB's performance and accomplishments on at least an annual basis.</p>

Board Name	Board of Zoning Appeals
Number of Members (City Representation)	5
Creation Details	Created by Zoning Ordinance of Oak Ridge
Purpose	The purpose of the Board is to acts on matters where the Zoning Ordinance provides for administrative review, interpretation, exception, or special permit. Decisions are not subject to review by another city governmental body, but they can be appealed through the court system. The Board's records of actions are available for public examination at the office of the Planning Division of Community Development. The Board does not have the power to change the zoning classification of any property or to make any changes in the provisions of the Zoning Ordinance.

Board Name	Senior Advisory Board
Number of Members (City Representation)	11
Creation Details	Established by Resolution No. 7-75-77
Purpose	<p>The function of the Board shall be to provide advice to City Council on senior related issues including but not limited to: health, nutrition, safety and security, recreational activities and facilities, and transportation all in order to enrich and enhance the quality of life for seniors in Oak Ridge.</p> <p>In performance of its functions, the Board is authorized to:</p> <ul style="list-style-type: none"> <li>a. Recommend and conduct, as required, any studies or reviews as advised regarding assessment of needs, development, and maintenance of a program of activities and services which meet the needs and wishes of senior citizens in Oak Ridge so that seniors may continue to contribute, participate, and share in the life of the community.</li> <li>b. Cooperate with any group or organization in any way that will aid in fulfilling its functions to enhance senior lifestyles.</li> <li>c. Make recommendations regarding policies for (1) use of the Senior Center and (2) the reserving of certain hours for exclusive use by senior citizens.</li> <li>d. Adopt any rules and procedures it feels advisable for the conduct of its meetings.</li> <li>e. Act as a sounding board for senior citizens in the community who seek new or altered opportunities for activities, education, policies, and services.</li> <li>f. Support the use of the Senior Center as a source of education and programming for senior health, nutrition, safety and security, recreational activities, transportation.</li> </ul>

Board Name	Environmental Quality Advisory Board
Number of Members (City Representation)	12
Creation Details	Established by Section 2-102, of the Code of Ordinance
Purpose	The purpose of the Board is to serve as an advisory body to Council. When requested by Council, the Board gives advice and assistance in matters contributing to a quality environment. Further, upon request, the Board advises the City Manager and the Oak Ridge Municipal Planning Commission on specific environmental matters.

Board Name	Health and Educational Facilities Board
Number of Members (City Representation)	9
Creation Details	Created by Resolution 4-42-77 in accordance with Section 48-1901 of the Tennessee Code Annotated.
Purpose	The purpose of the Board is as prescribed by the Health and Educational Facility Corporations Act of Tennessee. These powers enable the Board to finance, acquire, own, lease and/or dispose of properties to the end that the health and higher education of the people will be promoted. Bonds can be issued by the Board.

Board Name	Oak Ridge Housing Authority
Number of Members (City Representation)	5
Creation Details	Established by Resolution 8-90-69 in accordance with Sec. 13-901 and Sec. 13-908 of the Tennessee Code Annotated.
Purpose	The Housing Authority is empowered to investigate housing conditions within the community and improving the same. The Housing Authority determines where unsafe or insanitary housing conditions exist; prepares and carries out the plans for housing projects and operates the same; and does all things necessary and convenient to carry out the purposes and provisions of the Housing Authorities Law set forth by State statute.

Board Name	Industrial Development Board
Number of Members (City Representation)	9
Creation Details	Established an incorporation under the provisions of Sections 7-53-101 thru 7-53-311 of the Tennessee Code Annotated.
Purpose	The purpose of the Board is as prescribed by the Industrial Development Corporation Act of Tennessee as set forth in the State statute. These powers enable the Board to acquire, own, lease and dispose of properties to promote industry and to develop trade by attracting manufacturing, industrial and commercial enterprises to Oak Ridge. Bonds can be issued by the Board. On December 12, 1988, Council delegated to the Board the authority to sell certain City-owned industrial properties. On October 12, 2010, Oak Ridge City Council approved by Resolution 10-99-10 the 2010 PILOT Reauthorization, which allows the IDB to offer Payment In Lieu of Tax (PILOT) agreements for industrial and commercial projects within prescribed guidelines.

Board Name	Personnel Advisory Board
Number of Members (City Representation)	5
Creation Details	Established by Article III, Section 5 of the Charter, and Section 4-201 of the Code of Ordinance.
Purpose	The purpose of the Board is to review the City Manager's comprehensive pay plan, position classification plan, the merit system, and personnel rules setting forth employment conditions, and then to submit them to the Council with recommendations for adoption. The Board investigates complaints made in writing by any officer or City employee who is covered by the merit system and who is suspended or removed from his or her position or otherwise adversely affected by a personnel action. If in the opinion of the Board, the procedures established for such personnel action were not complied with, the Board can make decisions that will be binding on the City Manager. In all other cases, the Board makes recommendations to the City Manager in an advisory capacity only, and the decision of the City Manager is final. On its own initiative or by directive, the Board can make recommendations to Council and the City Manager on improvements in conditions of municipal employment and can investigate violations of sound personnel administration. The Board can assist the City Manager in other personnel matters as set forth by ordinance.

Board Name	Oak Ridge Municipal Planning Commission
Number of Members (City Representation)	10 (2 seats are designated for the Mayor or his/her designee, as well as a member of City Council)
Creation Details	Pursuant to the provisions of Tennessee Code Annotated, § 13-4-101.
Purpose	The purpose of the Commission is as prescribed by State law for municipal planning commissions. In addition, the Commission submits to Council, in accordance with the City Charter, a long-term capital improvement program with recommendations as to the priority of individual projects and the methods of financing them.

Board Name	Trade Licensing Board
Number of Members (City Representation)	7
Creation Details	Ordinance No. 4-11; Title 12, Chapter 3 of the Code of Ordinances
Purpose	The purpose of the Board is shall set standards and procedures for the qualification, examination, and licensing of Class I Electrical Contractors, Class II Residential Electrical Contractors, Master Electrician Certifications, Master Plumbers, and Journeyman Certifications under the provisions of the electrical and plumbing codes of the City of Oak Ridge. Such standards and procedures shall be approved by City Council. The Board shall exercise the powers and perform the duties provided for in the electrical and plumbing codes of the City of Oak Ridge and shall have such other duties and powers as are necessary to carry out the intent and provisions of the electrical and plumbing codes of the City of Oak Ridge.

Board Name	Anderson County Board of Equalization
Number of Members (City Representation)	1
Creation Details	By authority of State law, TCA 67-1-401.
Purpose	The purpose of the Board is to provide a due process for oversight, review, and adjustment of property appraisals for property owners in Anderson County.

Board Name	Anderson County Community Action Commission
Number of Members (City Representation)	1
Creation Details	Incorporated in 1964 to carry out the terms and provisions of the Economic Opportunity Act of 1964 and Public Law No. 88-452.
Purpose	ACCAC strives to promote the causes of Anderson County that are poor, elderly and disabled; to promote the interest and increase the effectiveness of member agencies and to encourage the professional development of individual members. The association establishes and maintains local, state, and national partnerships that help customers of member agencies to achieve their full economic and social potential.

Board Name	Oak Ridge Land Bank Corporation Board of Directors
Number of Members (City Representation)	7
Creation Details	Ordinance No. 08-2013 and TCA 13-30-101 et seq.
Purpose	The Oak Ridge Land Bank Corporation is hereby 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 chapter, "land bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation, with the intent of acquiring and holding on the real property so acquired until such time as the corporation is able to find a willing and able buyer to acquire the real property from the corporation.

## Election Information for End-Of-Year Election

<b>Board Name</b>	<b>Election Year</b>	<b>Date of Election</b>	<b>Number of Vacancies</b>	<b>Number of Applicants</b>
Anderson County Board of Equalization	2012	12/17/2012	1	1
Anderson County Board of Equalization	2014	1/12/2015	1	1
Anderson County Community Action Commission	2012	12/17/2012	1	3
Anderson County Community Action Commission	2013	12/16/2013	1	3
Anderson County Community Action Commission	2014	1/12/2015	1	1
Anderson County Economic Development Association	2011	12/19/2011	2	3
Anderson County Economic Development Association	2012	12/17/2012	1	1
Anderson County Economic Development Association	2013	12/16/2013	1	1
Beer Permit Board	2011	12/19/2011	2	8
Beer Permit Board	2012	12/17/2012	4	7
Beer Permit Board	2013	12/16/2013	2	6
Beer Permit Board	2014	1/12/2015	2	2
Board of Building and Housing Code Appeals	2011	12/19/2011	2	4
Board of Building and Housing Code Appeals	2012	12/17/2012	3	3
Board of Building and Housing Code Appeals	2013	12/16/2013	2	4
Board of Building and Housing Code Appeals	2014	7/14/2014	2	2
Board of Building and Housing Code Appeals	2014	1/12/2015	2	4
Board of Zoning Appeals	2011	12/19/2011	1	2
Board of Zoning Appeals	2012	12/17/2012	2	3
Board of Zoning Appeals	2013	12/16/2013	1	1
Board of Zoning Appeals	2014	1/12/2015	1	1
Convention and Visitors Bureau	2011	12/19/2011	4	13
Convention and Visitors Bureau	2012	5/29/2012	1	1
Convention and Visitors Bureau	2012	6/11/2012	1	1
Convention and Visitors Bureau	2012	12/17/2012	6	10
Convention and Visitors Bureau	2013	2/11/2013	1	1
Convention and Visitors Bureau	2013	12/16/2013	3	5
Convention and Visitors Bureau	2014	7/14/2014	1	1

<b>Convention and Visitors Bureau</b>	2014	1/12/2015	7	9
<b>Environmental Quality Advisory Board</b>	2011	12/19/2011	6	5
<b>Environmental Quality Advisory Board</b>	2012	3/7/2012	1	5
<b>Environmental Quality Advisory Board</b>	2012	5/29/2012	2	1
<b>Environmental Quality Advisory Board</b>	2012	6/11/2012	1	1
<b>Environmental Quality Advisory Board</b>	2012	12/17/2012	3	6
<b>Environmental Quality Advisory Board</b>	2013	5/28/2013	1	1
<b>Environmental Quality Advisory Board</b>	2013	12/16/2013	4	4
<b>Environmental Quality Advisory Board</b>	2014	5/12/2014	1	2
<b>Environmental Quality Advisory Board</b>	2014	1/12/2015	5	5
<b>Environmental Quality Advisory Board</b>	2015	7/13/2015	2	4
<b>Health and Educational Facilities Board</b>	2011	12/19/2011	3	6
<b>Health and Educational Facilities Board</b>	2013	12/16/2013	3	3
<b>Highland View Redevelopment</b>	2012	12/17/2012	2	2
<b>Industrial Development Board</b>	2012	12/17/2012	3	5
<b>Industrial Development Board</b>	2014	1/12/2015	4	9
<b>Oak Ridge Housing Authority</b>	2011	12/19/2011	1	5
<b>Oak Ridge Housing Authority</b>	2012	12/17/2012	1	7
<b>Oak Ridge Housing Authority</b>	2013	12/16/2013	1	5
<b>Oak Ridge Housing Authority</b>	2014	7/14/2014	1	3
<b>Oak Ridge Housing Authority</b>	2014	1/12/2015	1	4
<b>Oak Ridge Land Bank Corporation Board of Directors</b>	2013	12/16/2013	7	19
<b>Oak Ridge Land Bank Corporation Board of Directors</b>	2014	1/12/2015	3	8
<b>Oak Ridge Municipal Planning Commission</b>	2012	12/17/2012	3	8
<b>Oak Ridge Municipal Planning Commission</b>	2013	5/28/2013	1	5
<b>Oak Ridge Municipal Planning Commission</b>	2013	12/16/2013	3	8
<b>Oak Ridge Municipal Planning Commission</b>	2014	1/12/2015	3	10
<b>Personnel Advisory Board</b>	2011	12/19/2011	2	4
<b>Personnel Advisory Board</b>	2012	12/17/2012	2	2
<b>Personnel Advisory Board</b>	2013	12/16/2013	2	5
<b>Personnel Advisory Board</b>	2014	1/12/2015	2	1
<b>Personnel Advisory Board</b>	2015	7/13/2015	1	1
<b>Recreation and Parks Advisory Board</b>	2012	5/7/2012	1	8

<b>Recreation and Parks Advisory Board</b>	2012	12/17/2012	3	5
<b>Recreation and Parks Advisory Board</b>	2013	12/16/2013	4	8
<b>Recreation and Parks Advisory Board</b>	2014	7/14/2014	2	3
<b>Recreation and Parks Advisory Board</b>	2014	1/12/2015	3	6
<b>Senior Advisory Board</b>	2011	12/19/2011	5	7
<b>Senior Advisory Board</b>	2012	12/17/2012	3	4
<b>Senior Advisory Board</b>	2013	2/11/2013	1	1
<b>Senior Advisory Board</b>	2013	3/18/2013	1	1
<b>Senior Advisory Board</b>	2013	12/16/2013	3	7
<b>Senior Advisory Board</b>	2014	1/12/2015	5	5
<b>Trade Licensing Board</b>	2012	12/17/2012	2	2
<b>Trade Licensing Board</b>	2013	12/16/2013	4	3
<b>Trade Licensing Board</b>	2014	2/10/2014	1	1
<b>Trade Licensing Board</b>	2014	1/12/2015	2	1
<b>Traffic Safety Advisory Board</b>	2011	12/19/2011	4	8
<b>Traffic Safety Advisory Board</b>	2012	6/11/2012	1	1
<b>Traffic Safety Advisory Board</b>	2012	7/9/2012	1	1
<b>Traffic Safety Advisory Board</b>	2012	12/17/2012	3	3
<b>Traffic Safety Advisory Board</b>	2013	5/28/2013	1	1
<b>Traffic Safety Advisory Board</b>	2013	12/16/2013	4	5
<b>Traffic Safety Advisory Board</b>	2014	5/12/2014	1	1
<b>Traffic Safety Advisory Board</b>	2014	1/12/2015	2	2
<b>Traffic Safety Advisory Board</b>	2015	7/13/2015	2	3