AGENDA

BOARD OF MAYOR AND ALDERMEN
REGULAR WORK SESSION

Monday, September 17, 2012
4:30 p.m.

Board of Mayor and Aldermen

Mayor Dennis R. Phillips, Presiding
Alderman John Clark
Alderman Valerie Joh
Alderman Mike McIntire
Vice Mayor Tom C. Parham
Alderman Tom Segelhorst
Alderman Jantry Shupe

Leadership Team

John G. Campbell, City Manager
J. Michael Billingsley, City Attorney
Jim Demming, City Recorder/CFO
Craig Dye, Fire Chief
Jeff Fleming, Asst. City Manager, Development Services
Chris McCartt, Assistant to the City Manager
Ryan McReynolds, Public Works Director
Gale Osborne, Police Chief
Tim Whaley, Community and Gov't Relations Director

1. Call to Order
2. Roll Call
3. Work Session Tickler
4. Aquatic Center Update – Frank Brewer
5. Aquatic Center Marketing Report – Chris McCartt
6. Review of Items on September 18, 2012 Regular Business Agenda
7. Adjourn

Citizens wishing to comment on agenda items, please come to the podium and state your name and address. Please limit your comments to five minutes. Thank you.

Work Session Tickler

September 17, 2012

Special Projects

Welcome Center ***Michael Thompson*** ***September 12, 2012***

Charles Blalock & Sons, Inc. has completed the bridge. Work on the east side of Interstate 26 is concentrated on concrete pavement placement (near completion) as well as the shoulder paving (not yet begun). On the west side, final grading of the eastbound exit ramp is near completion and grading of the auxiliary lane between the Welcome Center and Rock Springs Road is ongoing. General items ongoing include the placement of drainage pipe, sign foundations and guardrail. The contract currently has a completion date of October 28, 2012. The Welcome Center Building is under a separate contract and is under design by Hastings Architecture. The tentative schedule for the Welcome Center building construction is currently estimated to be November 2012 – June 2013. Funding for this project was provided through the Appalachian Regional Commission in 2003. Tennessee Department of Transportation will maintain the facility and staffing will be provided by the Tennessee Department of Tourist Development.

Quebecor Redevelopment Project ***John Campbell*** ***September 13 2012***

Press, LLC (private rehabilitation of 200,000 sq. ft.): Integrity Capital moved into their 4,000 sq. ft. third floor space. A middle Tennessee health-related business occupied their new 4,000 sq. ft. space on the 1st floor this week. East Tennessee Brain and Spine has committed to 7,600 sq. ft. on the 1st floor and should take occupancy by the end of November. Edward Jones has committed to 1,200 sq. ft. on the 3rd floor. Also, the partners now own the old Funtastics restaurant and will demolish it as soon as environmental reports are finished. They will then turn it into a parking lot.

Farmers Market ***Chris McCartt*** ***September 12, 2012***

First floor restrooms have been completed and are now open to the public. Additionally, the sprinkler system and fire alarm are now active. Crews have also installed ceiling fans in the market space which has improved the overall comfort of that area. Crews will continue working to install the elevator, stairs and second floor restrooms over the coming weeks.

The Fieldstone Cellar ***David Mason*** ***September 12, 2012***
(No Update)

The wine themed meeting room, known as *"The Fieldstone Cellar"* at Meadowview, is substantially complete. We were able to see the furnishings and the light fixtures on August 20. Meadowview has already started booking the room for corporate functions. There is no definite date yet for the opening.

Reedy Creek Cellars ***David Mason*** ***September 12, 2012***
(No Update)

"The Reedy Creek Cellars" at Meadowview is also operational, and has started bottling Meadowview Wines.

City Departments

Public Works

Gibson Mill Phase IV ***Hank Clabaugh*** ***September 12, 2012***

Thomas Construction Co., Inc. is the contractor.

Construction of the retaining wall at the Health South Parking Lot is complete. Construction on the storm water collection infrastructure is about complete. Cassel Drive and Gibson Mill Roads are both nearing completion to final grade elevation.

The foundation/pier/abutment work on both the south pier (Health South side of Reedy Creek) and north pier are complete.

The steel bridge beams and cross connections have been installed.

Steel decking installation is expected to begin and be completed next week (week of September 17). Placing of the concrete bridge deck is expected to begin in late September. The bridge parapet walls are expected to be constructed in mid October. The complete bridge is projected to be completed by late October.

Milling of the asphalt on Gibson Mill Road from Cassel Drive to the Watauga Road roundabout has been completed. Construction of sanitary sewer work on this section is ongoing with an expected completion date of September 28. The sewer work is currently taking place on the block between Campbell and Elizabeth Streets. The waterline installation is expected to begin the week of September 24. Gibson Mill Road will remain unpaved until the sanitary sewer and waterline work are complete.

Installation of concrete sidewalk, curb and gutter, and asphalt binder on the north side is complete.

Contract time is 296 days with an expected project completion date of late November 2012.

See updated pictures on pages 3 and 4.

Gibson Mill Phase IV

ROAD
CLOSED

Cleek Road Improvements Phase 2 ***Hank Clabaugh*** ***September 12, 2012***

Design and permitting of this project are complete with construction anticipated to start in late November 2012. Bids for the project will be opened on October 16, 2012.

Phase 2 consists of completing an improved Cleek Road (including safety, stormwater, pedestrian mobility, and slope improvements) from the end of Phase 1 to a new connection point on Orebank Road. This new connection point will be in the vicinity of the intersection with Lamberth Street. Site distance improvements will also be made on Orebank Road. The entire project area is within City limits.

Fordtown Road Realignment ***Michael Thompson*** ***September 12, 2012***

Summers-Taylor, Inc. has completed the foundations and both pier stems for all three bridge piers. Box culvert construction complete. Existing Fordtown Road has been closed to allow grading operations that are underway. Abutment 1 (on north end of bridge) construction will possibly begin in late September, but Abutment 2 (south side) will have to wait until the grade is brought on the final elevation. Sewer relocation work is complete. The contract completion date is July 31, 2013. Funding for this project is 80% Federal Surface Transportation funds received through the Kingsport Metropolitan Transportation Planning Organization and 20% City of Kingsport funds. This project is being managed by TDOT but will be a local facility once construction is completed. This project provides a 3-lane roadway with sidewalks from Exit 56 to existing Fordtown Road at the I-26 Bridge over Fordtown Road.

Sullivan/Clinchfield Intersection Improvements ***Michael Thompson*** ***September 12, 2012***

The start date has been set for September 17, 2012. Initial work will be installation of underground utilities and road closures during this time will be limited to occasional single lane closures. This project includes the widening of Sullivan Street to 3 lanes (10'-11'-10'), an 8' mobility path on the north side, 5' sidewalk on the south side, reconstruction and upgrade of the traffic signals at both Roller Street and Clinchfield Street and related improvements. Funding for this project is 100% local funds.

Netherland Inn Road Roundabout ***Michael Thompson*** ***September 12, 2012***

The contractor, Summers-Taylor, Inc., started on August 20th, with 45 days for completion. So far all of the concrete to be replaced has been removed, the truck apron and all curbing has been replaced. The main roadway concrete is scheduled to be placed Saturday September 15th. The cost for the repairs is being paid for by the surety company.

Rock Springs Road Phase 2 ***Tim Elsea*** ***September 11, 2012***

Design of this project is nearing 40% completion with construction anticipated to start in late Spring or early Summer 2013.

Phase 2 consists of completing an improved Rock Springs Road (horizontal and vertical geometry, stormwater, pedestrian mobility, and water line upgrades). Phase 2 will begin where Phase 1 ended and continue to the intersection of Cox Hollow Road.

Leisure Services

Aquatic Center ***Chris McCartt*** ***September 12, 2012***

Roofing installation on the high roof over the Aquatic Center and YMCA is nearly complete and is preparing to move to the low roof areas. The entire floor of the competition pool is now in place and the contractor is forming the remaining walls of the competition pool. Once these walls are formed, the shotcrete installation will begin for the remaining walls of the competition pool, the walls of the warm down pool, and the entire indoor play pool. The mechanical, electrical and plumbing contractors continue with their above ceiling installations in the throughout the building. The exterior metal stud walls and sheathing installation continues. Face brick installation has started at the northeast corner of the building. The outdoor water park area has been graded and storm drainage installation is underway. *(See picture on the next page.)*

Aquatic Center – Final floor section of competition pool floor placed 9/10/12.

Parks and Recreation ***Kitty Frazier*** ***September 12, 2012***

Lynn View

Football field lighting - LPRF grant project: The contractor has been given a notice to proceed. We are working with AEP to get new power service to the site. Construction project contract completion date is November 11, 2012.

Gym painting project: The project is complete and the Lynn View Alumni had a successful reunion on September 8, 2012 (see photo)

Domtar Park

Walking trail – RTP grant project: Construction is complete. (See photo)

Allandale

Amphitheater project: Construction continues. (See photo)

Site improvements: New vinyl fencing has been installed. Project is complete. (See photos)

Programs

Athletics: Fall league adult softball and youth baseball/softball is underway. Registration for youth and adult basketball leagues is underway.

Aquatics: Legion Pool has been closed for the season. The Splashpad will be open through September and hours will be adjusted based on daylight schedules.

Community programs: Fall session of Homeschool P.E. is underway

Domtar Trail

Allandale Amphitheater

Lynn View Painting project and Reunion

UPCOMING EVENTS

Andy and the Beats

November 12, 2012, 7 pm at the Renaissance Theatre, Kingsport Renaissance Center
The Kingsport Office of Cultural Arts will present a public performance of "Andy and the Beats" an original play by Andy Rogers featuring a brand new Tri-Cities cast!
"Andy and The Beats" is about acknowledgement, hope, courage, strength, and endurance in a world that doesn't always acknowledge the significance and depth of Type 1 Diabetes.
This show is about Andy, a young seemingly healthy boy, who gets diagnosed with chronic illness known as type 1 diabetes. With the help of the Beats, the magical narrators of this story, Andy learns about the up's and downs of this disease... the hardships that he has to overcome... and the understanding that he is not alone in his fight to cure a complicated disease.

Andy Rogers is a graduate of The University of Tennessee where he attained a B.S. in Biochemistry, Molecular, and Cellular Biology with a minor in Theatre Arts. He is the creator of "Andy and the Beats," a combined arts and science project turned into type 1 diabetic advocacy platform to educate the community at large about the social of physiological ailments of living with this disease.

Al Petteway and Amy White

December 7, 2012 at the Renaissance Theatre, Kingsport Renaissance Center

Contemporary Celtic- & Appalachian-Influenced Acoustic Groove

Award-winning, critically acclaimed, passionate and playful, Al & Amy offer an intoxicating blend of musical styles. Their repertoire includes original, traditional, contemporary Celtic- and Appalachian-influenced music with occasional nods to rock and jazz. Their performances feature acoustic guitar, mandolin, Celtic harp, piano, banjo, lap dulcimer, world percussion, and a touch of vocals.
Al Petteway and Amy White will perform a combination of music and their amazing multi-media presentation featuring their original photographs.
"an evocative mix of original and traditional tunes that sound both rooted and timeless... the arrangements are spare and soulful, unhurried and often haunting."

---Mike Joyce (The Washington Post)
Al & Amy enjoy living in their mountain aerie at 4300 feet elevation, with stunning long-range views and wildlife as constant inspiration. This mountain-top setting has greatly influenced their recent musical works, and has also spurred their return to photography. Both Al & Amy's photographs are represented by The National Geographic Society's Image Collection, where Al worked as an image editor for 18 years. In addition to concerts and workshops, Al & Amy now also offer winter-themed and 4-season multi-media shows which feature live music performed against a backdrop of nature photography.
overcome... and the understanding that he is not alone in his fight to cure a complicated disease.

'It's a Wonderful Life: Live from WVL Radio Theatre'

December 18, 2012 at 7:00 pm at the Renaissance Theatre, Kingsport Renaissance Center Kingsport will be treated to a special one-time performance this December of an innovative stage adaptation of the classic 1946 Frank Capra film 'It's a Wonderful Life'. This Christmas favorite is an inspirational story about overcoming hardship though generosity and love. W.V.R. Repoley's play, 'It's a Wonderful Life: Live from the WVL Radio Theatre' adds a new dimension to the story, transporting the audience back to the 1940's golden age of radio, where they become part of a show within the show, acting as a live audience. The play has been a holiday tradition in Asheville, North Carolina since 2006 and will be making its debut in Kingsport. Don't miss this performance when it comes to the Renaissance Center on December 18th at 7:30 pm. Book your tickets now! For more information call (423) 341-8414

Jazz Rhapsody: A Southern Songbird's Tribute to Jazz

February 21, 2013 at 7: 30 pm at the Renaissance Theatre, Kingsport Renaissance Center Explore life, love, heritage and the power of music on an engaging journey through the heart of jazz! In her show Jazz Rhapsody: A Southern Songbird's Tribute to the Legacy of Jazz, Connye Florance brings to life the legacy of America's original sound with this unique fusion of classic and original jazz, spoken word, and intimately staged theatre. Jazz Rhapsody features works by Duke Ellington, Billy Strayhorn, Langston Hughes, Frank Loesser, Gwendolyn Bennett, and others – with songs made popular by some of America's foremost jazz icons, including Billie Holiday, Ella Fitzgerald, and Sarah Vaughn. An award-winning ensemble of musicians completes this 90-minute mosaic of music, poetry and theatre for an empowering and insightful journey

Atlanta Steps at Northeast State---The Show

March 15, 2013 at 7:00 pm at Wellmont Regional Center for the Performing Arts, Northeast State Community College

A seriously talented young dancer from Connemara is bringing one of Ireland's oldest dance forms to the world stage with 'Atlantic Steps', an international-touring adaptation of his phenomenally successful Irish show 'Fuaim Chonamara'.

The well-known Cunningham family of dancers, regularly perform alongside Irish greats including Dé Danann, The Chieftains, Sharon Shannon, Altan, Dervish & Téada. The Galway natives have already toured to huge acclaim in Korea while accompanying President Mary McAleese on an Official State visit, while 26-year-old Brian Cunningham is a three-time winner at the prestigious Oireachtas na Samhna.

AGENDA

BOARD OF MAYOR AND ALDERMEN

REGULAR BUSINESS MEETING

Tuesday, September 18, 2012
Council Room – 2nd Floor, City Hall
7:00 p.m.

Board of Mayor and Aldermen
Mayor Dennis R. Phillips, Presiding

Alderman John Clark
Alderman Valerie Joh
Alderman Mike McIntire
Vice Mayor Tom C. Parham
Alderman Tom Segelhorst
Alderman Jantry Shupe

City Administration
John G. Campbell, City Manager
J. Michael Billingsley, City Attorney
James Demming, City Recorder

I. CALL TO ORDER

II.A PLEDGE OF ALLEGIANCE TO THE FLAG

II.B INVOCATION – Carl Strickler –Retired Baptist Pastor

III. ROLL CALL

IV. RECOGNITIONS & PRESENTATIONS
1. Keep Kingsport Beautiful Beautification Awards – Robin Cleary
2. Sullivan County Imagination Library Week Proclamation

V. APPROVAL OF MINUTES
1. Regular Work Session 09/04/12
2. Regular Business Meeting 09/04/12

I. COMMUNITY INTEREST ITEMS

AA. PUBLIC HEARINGS

None

COMMENT

Citizens may speak on agenda items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes. A total of thirty minutes is allocated for public comment during this part of the agenda.

B. BUSINESS MATTERS REQUIRING FIRST READING

1. Consideration of an Ordinance to Increase the Budgeted Amount in the Library Commission Fund (AF: 272-2012)
   - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Consideration of an Ordinance to Amend Zoning of Parcels 1, 2, 3 on Tax Map 61C, Group C located along East Center Street from B-1 Zoning to B-3 Zoning (AF: 262-2012)
   - Zoning Ordinance – Second Reading & Final Adoption

2. Consideration of an Ordinance to Amend Zoning of Parcel 6.60 on Tax Map 46E, Group E located along Bridgewater Lane and Bowater Drive from B-3 Zoning to R-4 Zoning (AF: 263-2012)
   - Zoning Ordinance – Second Reading & Final Adoption

3. Consideration of an Ordinance to Amend the Code of Ordinances, Division 2, Section 114-201 for the City of Kingsport (AF: 250-2012)
   - Amended Ordinance – Second Reading & Final Adoption

D. OTHER BUSINESS

1. Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary and Proper with the Industrial Development Board of the City of Kingsport, Tennessee (KEDB) for a Contribution for Economic Development (AF: 285-2012)
   - Resolution

2. Consideration of a Resolution Awarding the Bid for the Purchase of two (2) Automated Leaf Collection Trucks to Smoky Mountain Truck Center, LLC. (AF: 277-2012)
   - Resolution

3. Consideration of a Resolution awarding the Bid for the Purchase of one(1) Swaploader Equipped Truck to Smokey Mountain Truck Center, LLC (AF: 278-2012)
   - Resolution

4. Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary to Apply For and Receive the Solid Waste Recycling Rebate Grant From the Tennessee Department of Environment and Conservation (TDEC) Solid Waste Management Division (AF: 274-2012)
   - Resolution

5. Consideration of a Resolution Approving an Application for and Receipt of a Library Services and Technology Act (LSTA) Grant to Purchase Technology Equipment, Authorize the Mayor to Execute All Documents and agreements for the Same (AF: 275-2012)
   - Resolution

6. Consideration of a Resolution to Enter into a Professional Services Agreement with Gresham, Smith, & Partners for Reedy Creek Wastewater Storage Facility Schematic Design and Authorize the Mayor to Sign All Applicable Documents (AF: 280-2012)
   - Resolution

7. Consideration of A Resolution Authorizing the Public Works Director to Sign all Applicable Documents Relating to Tax Deductions as Requested by Energy Systems Group (ESG) Referencing the Guaranteed Energy Savings Performance Contract Phase II (AF: 282-2012)
   - Resolution

8. Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary and Proper to accept an amended contract from the Office of Criminal Justice Programs, Department of Justice Assistance Grant (JAG) (AF: 265-2012)
   - Resolution

9. Consideration of a Resolution Authorizing the Mayor to Accept a Modular Classroom Unit as a Donation From Gravelly Baptist Church (AF:284-2012)
   - Resolution

E. APPOINTMENTS

None

VII. CONSENT AGENDA

1. Consideration of an Ordinance to Amend the Various Projects and Funds (AF: 264-2012)
   - Ordinance – Second Reading & Final Adoption

2. Consideration of Approval of Offers for Easement and Right-of-Way for the Konnarock Road Truxton Drive Waterline Improvement Project (AF: 279-2012)
   - Approve Offer

COMMUNICATIONS

A. City Manager
B. Mayor and Board Members
C. Visitors

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non- personal in nature, and they should be limited to five minutes.

IX. ADJOURN

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Tuesday, September 4, 2012, 4:00 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor Dennis Phillips
Alderman John Clark
(arrived after roll call)
Alderman Valerie Joh
Alderman Mike McIntire
Vice-Mayor Tom C. Parham
Alderman Tom Segelhorst
Alderman Jantry Shupe

City Administration
John G. Campbell, City Manager
Joseph E. May, Assistant City Attorney
James H. Demming, City Recorder

1. **CALL TO ORDER:** 4:00 p.m. by Mayor Phillips.

2. **ROLL CALL:** By Deputy City Recorder Marshall.

3. **WORK SESSION TICKLER.** Public Works Director Ryan McReynolds commented on the Netherland Inn Roundabout and noting it was currently on schedule. Assistant to the City Manager Chris McCartt provided details on Bays Mountain stating that project was ahead of schedule.

4. **AQUATIC CENTER MANAGEMENT AGREEMENT.** Assistant to the City Manager Chris McCartt provided details on this item, stating the management agreement would allow the YMCA to manage the aquatic center on behalf of the city. Mr. McCartt noted that after much discussion it would be in the best interest of the city if it maintained control. He pointed out the advantages would be having the ability to operate without duplicating costs, maximizing public and private partnerships as well as reducing public confusion. Mr. McCartt stated this was in no way a reflection on the YMCA, noting they would still move into the adjacent building and their members would have access to the aquatic center. If approved, the next step is a nationwide search for a director for this facility. Mr. McCartt then answered questions from the Board.

5. **ALLENDALE REPAIRS.** Assistant to the City Manager Chris McCartt gave a presentation on this item identifying the repairs needed at Allendale. He commented these issues need to be resolved before winter and recommended a path forward. The total cost for these repairs is $135,000 and there is money available from other projects.

At this time, Mayor Phillips commented on a newspaper article stating the city was charging a fee to pick up garbage at rental houses. Public Works Director Ryan McReynolds stated this was a miscommunication, noting the fee was for apartment complexes. The mayor stated he would like to see a definition of an apartment complex in the city code. Mr. McReynolds noted that issue is addressed in the code and provided further details and a brief history.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Tuesday, September 4, 2012

At this time, Judge Mark Toohey presented Police Chief Osborne with a plaque from the juvenile court of Sullivan County honoring his community caretaking function of law enforcement.

Mayor Phillips asked if there were still two employees on paid leave from the animal shelter regarding an incident from months ago. City Manager Campbell stated they were being paid by Sullivan County as it was customary to put employees on administrative leave with pay. Vice-Mayor Parham stated the shelter board had discussed this, noting they were being paid because the charges were misdemeanor in nature and the trial had been delayed. He further noted if the trial was delayed the board would recommend discontinuing their pay.

The mayor commented on complaints he had received from people who were afraid to go to the library due to homeless individuals harassing patrons outside. He noted he would expect city staff to take whatever actions necessary to fix this problem. Alderman McIntire stated he addressed this issue a month ago with the city manager and the situation is much better than it was. Mr. McCartt stated a ban list for the library has been started.

6. REVIEW OF AGENDA ITEMS ON THE SEPTEMBER 4, 2012 REGULAR BUSINESS MEETING AGENDA. City Manager Campbell, members of staff and community members provided a summary or presentation for each item on the proposed agenda. Those items the Board discussed at greater length or which received specific questions or concerns included:

VI.AA.1 Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcels 1, 2, 3 on Tax Map 61C, Group C located along East Center Street from B-1 Zoning to B-3 Zoning (AF: 262-2012). City Planner Jason Meredith presented this item, stating it was at the request of Phil McManus, owner of Mac's Medical Mart. Mr. McManus would like to build a new two-story building and expand his services. The current zoning would limit the new building to one level only.

VI.AA.2 Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcel 6.60 on Tax Map 46E, Group E located along Bridgewater Lane and Bowater Drive from B-3 Zoning to R-4 Zoning (AF: 263-2012). City Planner Jason Meredith gave details on this item, noting this would allow efficiency suite apartments to be constructed that could be rented out on a weekly or monthly basis. Mr. Meredith stated there was only vote in opposition at the Planning Commission meeting due to a concern regarding too much traffic in the area.

VI.AA.4 Public Hearing and Consideration of a Resolution to Amend the Resolution for the Plan of Services for the Chase Meadows Annexation Area (AF: 249-2012). City Planner Forrest Koder provided information on this item, noting this amendment strictly pertained to street lights not being put in on particular road segments in an effort to keep the adjacent campground dark. Mayor Phillips presented an email from a citizen concerning the lack of street lights near his residence in that area. Public Works Director Ryan McReynolds stated the lights would be near the intersection and this citizen's driveway. Discussion ensued from the board.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Tuesday, September 4, 2012

VI.AA.5 Public Hearing and Consideration of an Ordinance to Amend the Code of Ordinances, Division 2, Section 114-201 for the City of Kingsport (AF: 250-2012). City Planner Forrest Koder presented this item. He stated the city was trying to prepare for the potential development at Interstate 26 and Interstate 81, noting the new tourist accommodation zone was not quite as limited. Assistant City Manager for Development Jeff Fleming provided further details, noting this would allow for multiple uses within the zone. Planning Manager Lynn Tully answered questions from the board members. Alderman McIntire pointed out this basically lets you comingle different zones.

VI.D.3 Consideration of a Resolution Approving Settlement of Three Condemnation Actions and Authorizing the Mayor to Execute All Documents to Effectuate the Settlement (AF: 261-2012). City Manager Campbell provided details on this item. He pointed out this issue has been unresolved for six or seven years and gave a brief history regarding this property. Assistant City Attorney May gave further details, stating this was a complicated issue involving four entities. He confirmed for Mayor Phillips this was the best option for the city at this time.

VI.D.5 Consideration of a Resolution Amending the Fee Schedule in Order to Establish a Non-City Sullivan County Resident Senior Center Membership Fee (AF: 258-2012). Assistant to the City Manager Chris McCartt gave details on this item, stating this was more efficient for the Senior Center as well as the Finance Department. Senior Center Manager Shirley Buchanan provided further details regarding membership and answered questions from the Board.

VII.1 Consideration of an Ordinance Amending Section 102-106 of the Code of Ordinances to Authorize Operation of Bicycles on Certain Sidewalks (AF: 255-2012). City Manager Campbell gave information on a proposed amendment to this ordinance that defined Broad Street between Main Street and New Street only to prohibit bicycles. Chris Campbell offered further details, noting the correction was to allow bicyclists access to the hospital if necessary. He stated this would provide more clarity regarding this ordinance.

BOARD COMMENT. Public Works Director Ryan McReynolds clarified his earlier comments regarding the street lighting for Chase Meadows (Item VI.AA.4).

PUBLIC COMMENT. Ms. Jeannie Bourne stated she was proud of the city for the stand that was taken against bath salts.

8. ADJOURN. Seeing no other matters presented for discussion at this work session, Mayor Phillips adjourned the meeting at 5:45 p.m.

ANGELA MARSHALL
Deputy City Recorder

DENNIS R. PHILLIPS
Mayor

Minutes of the Regular Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, September 4, 2012, 7:00 PM
Large Court Room – City Hall

PRESENT:

Board of Mayor and Aldermen

Mayor Dennis R. Phillips, Presiding
Alderman John Clark
Alderman Valerie Joh
Alderman Michael McIntire
Vice-Mayor Tom C. Parham
Alderman Tom Segelhorst
Alderman Jantry Shupe

City Administration

John G. Campbell, City Manager
Joseph E. May, Assistant City Attorney
James H. Demming, City Recorder

I. CALL TO ORDER: 7:00 p.m., by Mayor Dennis R. Phillips.

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG: Jeff Fleming – Assistant City Manager for Development.

II.B. INVOCATION: Mike Beverly, Minister – Indian Springs Christian Church.

III. ROLL CALL: By City Recorder Demming. All Present.

IV. RECOGNITIONS AND PRESENTATIONS. None.

V. APPROVAL OF MINUTES.

Motion/Second: Parham/McIntire, to approve minutes for the following meetings:

A. August 20, 2012 Regular Work Session
B. August 21, 2012 Regular Business Meeting

Approved: All present voting "aye."

VI. COMMUNITY INTEREST ITEMS.

AA. PUBLIC HEARINGS.

1. Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcels 1, 2, 3 on Tax Map 61C, Group C located along East Center Street from B-1 Zoning to B-3 Zoning (AF: 262-2012). City Planner Jason Meredith gave a presentation on this item.

PUBLIC COMMENT ON ITEM VI.AA.1. None.

Motion/Second: Shupe/Segelhorst, to pass:

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY AT 1425,1433,1451, 1455, 1457,1459, 1501,1503,1505,1507 EAST CENTER STREET FROM B-1, NEIGHBORHOOD BUSINESS DISTRICT TO B-3, GENERAL BUSINESS DISTRICT IN THE 11TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE
Passed on first reading: All present voting "aye."

2. **Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcel 6.60 on Tax Map 46E, Group E located along Bridgewater Lane and Bowater Drive from B-3 Zoning to R-4 Zoning** (AF: 263-2012). City Planner Jason Meredith gave a presentation on this item.

PUBLIC COMMENT ON ITEM VI.AA.2. None.

Motion/Second: McIntire/Joh, to pass:
AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY AT 1400 BRIDGEWATER LANE FROM B-3, GENERAL BUSINESS DISTRICT TO R-4, MEDIUM DENSITY APARTMENT DISTRICT IN THE 11TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE
Passed on first reading: All present voting "aye."

3. **Public Hearing for Annexation Annual Plan of Services Report** (AF: 248-2012). City Planner Forrest Koder gave a brief presentation on this item.

PUBLIC COMMENT ON ITEM VI.AA.3. None.

4. **Public Hearing and Consideration of a Resolution to Amend the Resolution for the Plan of Services for the Chase Meadows Annexation Area** (AF: 249-2012). City Planner Forrest Koder presented this item to remove street lights from this area's plan of service. He confirmed for Vice-Mayor Parham that park personnel had been contacted. A citizen suggested the lights be considered at an unspecified later date rather than removing them from the plan completely. Public Works Director McReynolds addressed emails received by the city about this issue.

PUBLIC COMMENT ON ITEM VI.AA.4. None.

Motion/Second: Shupe/Clark, to pass:
Resolution No. 2013-037, A RESOLUTION AMENDING RESOLUTION NO. 2008-121 BY AMENDING THAT PORTION OF THE PLAN OF SERVICES FOR MEADOWS ANNEXATION OF THE CITY OF KINGSPORT, TENNESSEE PERTAINING TO THE PROVISION OF STREET LIGHTS
Passed: All present voting "aye."

5. **Public Hearing and Consideration of an Ordinance to Amend the Code of Ordinances, Division 2, Section 114-201 for the City of Kingsport** (AF: 250-2012). City Planner Forrest Koder provided information on this item. He stated this change to the Tourist Accommodation zone clarifies the original intent and purpose of the actual district by removing some of the limitations established with the original TA zone.

PUBLIC COMMENT ON ITEM VI.AA.5. None.

Motion/Second: McIntire/Shupe, to pass:
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE, DIVISION 2, SECTION 114-201; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE
Passed on first reading: All present voting "aye."

A. **PUBLIC COMMENT.** Mayor Phillips invited citizens in attendance to speak about any of the remaining agenda items. There being no one coming forward to speak, the Mayor closed the public comment segment.

B. **BUSINESS MATTERS REQUIRING FIRST READING.**

1. **Consideration of an Ordinance to Amend the Various Projects and Funds** (AF: 264-2012).

Motion/Second: Joh/Shupe, to pass:
AN ORDINANCE TO AMEND VARIOUS FUND BUDGETS FOR THE FISCAL YEAR ENDING JUNE 30, 2012; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE
Passed on first reading: All present voting "aye."

C. **BUSINESS MATTERS REQUIRING FINAL ADOPTION. NONE.**

D. **OTHER BUSINESS.**

1. **Consideration of a Resolution Authorizing the Mayor to Execute a Right-of-Way Easement with Kingsport Power Company** (AF: 267-2012).

Motion/Second: Segelhorst/McIntire, to pass:
Resolution No. 2013-038, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A RIGHT-OF-WAY EASEMENT WITH KINGSPORT POWER COMPANY
Passed: All present voting "aye."

2. **Consideration of a Resolution Authorizing the Mayor to Execute a Right-of-Way Easement with Kingsport Power Company** (AF: 269-2012).

Motion/Second: Parham/Shupe, to pass:
Resolution No. 2013-039, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A RIGHT-OF-WAY EASEMENT WITH KINGSPORT POWER COMPANY
Passed: All present voting "aye."

3. **Consideration of a Resolution Approving Settlement of Three Condemnation Actions and Authorizing the Mayor to Execute All Documents to Effectuate the Settlement** (AF: 261-2012). Mayor Phillips pointed out this was agreed upon by all parties and cost much less than a lawsuit.

Motion/Second: Parham/Clark, to pass:
Resolution No. 2013-040, A RESOLUTION AUTHORIZING SETTLEMENT OF A CONDEMNATION CASE; AUTHORIZING THE CITY ATTORNEY TO ENTER AN ORDER REGARDING THE SAME; AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS TO EFFECTUATE THE ACQUISITION
Passed: All present voting "aye."

4. **Consideration of a Resolution Dissolving the Management Agreement with the Greater Kingsport Family YMCA to Manage the Kingsport Aquatic Center and Authorizing the Mayor to Sign All Applicable Documents** (AF: 273-2012). Assistant to the City Manager Chris McCartt gave a presentation on this item and listed the reasons it would be beneficial for the city to move forward with this resolution. City Manager Campbell commented this would not only control the costs but it would also maximize revenue and the use of this facility.

Motion/Second: Parham/Clark, to pass:
Resolution No. 2013-041, A RESOLUTION AUTHORIZING THE TERMINATION OF THE MANAGEMENT AGREEMENT WITH THE GREATER KINGSPORT FAMILY YOUNG MEN'S CHRISTIAN ASSOCIATION, INC., PURSUANT TO SECTION XXI OF THE AGREEMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE TERMINATION
Passed: All present voting "aye."

5. **Consideration of a Resolution Amending the Fee Schedule in Order to Establish a Non-City Sullivan County Resident Senior Center Membership Fee** (AF: 258-2012). City Manager Campbell pointed out this would affect about 600 members at the Senior Center.

Motion/Second: Segelhorst/Joh, to pass:
Resolution No. 2013-042, A RESOLUTION AMENDING RESOLUTION NO. 2012-250 TO PROVIDE FOR CHANGES IN THE CHARGE IN CHAPTER 70-LEISURE SERVICES
Passed: All present voting "aye."

6. **Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary and Proper to Apply for and Receive Special Opportunities Grant from the Tennessee Arts Commission** (AF: 270-2012).

Motion/Second: Segelhorst/Joh, to pass:
Resolution No. 2013-043, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A SPECIAL OPPORTUNITIES GRANT FROM THE TENNESSEE ARTS COMMISSION
Passed: All present voting "aye."

E. **APPOINTMENTS/REAPPOINTMENTS.** None.

VII. CONSENT AGENDA.

Motion/Second: McIntire/Joh, to adopt as amended:

1. **Consideration of an Ordinance Amending Section 102-106 of the Code of Ordinances to Authorize Operation of Bicycles on Certain Sidewalks** (AF: 255-2012). Alderman McIntire moved to amend this ordinance by adding the words "between Main Street and New Street" after the words "Broad Street" in Section I, subsection (a). Alderman Shupe seconded this motion with all present voting "aye."

Adopt:
Ordinance No. 6242, AN ORDINANCE AMENDING SECTION 102-106 OF THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE, PERTAINING TO VEHICLES ON SIDEWALKS BY AUTHORIZING THE OPERATION OF BICYCLES ON CERTAIN SIDEWALKS; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE
Passed on second reading in a roll call vote: Clark, Joh, McIntire, Parham, Segelhorst, Shupe and Phillips voting "aye."

VIII. COMMUNICATIONS.

A. **CITY MANAGER.** Mr. Campbell reminded everyone that it was United Way campaign time again, noting the core group of staff who administer this program do a great job.

B. **MAYOR AND BOARD MEMBERS.** Alderman McIntire congratulated the high school students who had taken the ACT test, noting two perfect scores and an average that was above the nation's average. He also congratulated City Recorder Demming and the Finance Department on a recent award.

Alderman Shupe stated he was excited to watch Blake Leeper, who is from Kingsport, as he won a bronze medal and is qualified for more races.

Alderman Segelhorst commented on Sullivan County and Kingsport schools. He also congratulated Police Chief Osborne on the humanitarian award he received from Judge Tooey earlier today at the work session.

Alderman Clark pointed out it was football time again and noted the increase in school spirit. He stated that Friday nights were special and congratulated all student athletes.

Vice-Mayor Parham offered his sincere congratulations to Chief Osborne.

C. **VISITORS.** None.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Phillips adjourned the meeting at 7:45 p.m.

ANGELA MARSHALL
Deputy City Recorder

DENNIS R. PHILLIPS
Mayor

Kingsport
TENNESSEE

AGENDA ACTION FORM

Consideration of an Ordinance to Increase the Budgeted Amount in the Library Commission Fund

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-272 -2012
Work Session: Sept. 17, 2012
First Reading: Sept. 17, 2012

Final Adoption: Oct. 8, 2012
Staff Work By: H. Whittaker
Presentation By: H. Whittaker

Recommendation:
To approve the increase in budgeted amount in the Library Commission fund 611 account to $5,000.

Executive Summary:
The Library Commission fund was created to accept contributions from individuals, civic organizations and corporations. The Library would like to increase the budgeted amount in this fund to $5,000 to allow it to receive donations from the Friends of the Library.

These donations are given to the FOL throughout the year by individuals for the library collection. By depositing the funds into this account, the Library will be able to use these funds to purchase items through our main library materials' vendor. The advantage of purchasing the items through our vendor is that they will be delivered pre-processed (book cover jacket, spine label, barcode label attached) and we will be able to use our vendor's deep discount.

Attachments:

1. Ordinance

	Y	N	O
Clark	_	_	_
Joh	_	_	_
McIntire	_	_	_
Parham	_	_	_
Segelhorst	_	_	_
Shupe	_	_	_
Phillips	_	_	_

PRE-FILED
CITY RECORDER

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE LIBRARY COMMISSION FUND BUDGET BY APPROPRIATING FUNDS RECEIVED FROM THE FRIENDS OF THE LIBRARY FOR THE YEAR ENDING JUNE 30, 2013; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the Library Commission Fund budget be amended by appropriating funds received from the Friends of the Library in the amount of $5,000 to the operating budget.

Account Number/Description:		**Budget**	**Incr/<Decr>**	**New Budget**
Fund 611: Library Commission Fund				
Revenues:		**$**	**$**	**$**
611-0000-364-3000	From Non-Profits	0	5,000	5,000
	Totals:	**0**	**5,000**	**5,000**
Expenditures:				
611-4540-474-2005	Appropriation L-Materials	10	5,000	5,010
	Totals:	**10**	**5,000**	**5,010**

SECTION II. That this Ordinance shall take effect from and after its date of passage, as the law direct, the welfare of the City of Kingsport, Tennessee requiring it.

_____
DENNIS R. PHILLIPS, Mayor

ATTEST:

APPROVED AS TO FORM:

_____
JAMES H. DEMMING
City Recorder

_____
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____

AGENDA ACTION FORM

Consideration of an Ordinance to Amend Zoning of Parcels 1, 2, 3 on Tax Map 61C, Group C located along East Center Street from B-1 Zoning to B-3 Zoning

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-262-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: J. Meredith
Presentation By: J. Meredith

Recommendation:

- Approve ordinance amending the zoning ordinance to rezone Parcels 1, 2, 3 from B-1 Neighborhood Business District to B-3, General Business District.

Executive Summary:

The request is to rezone approximately 2.14 acres of property along East Center Street, and is initiated by Phillip McManus, property owner of parcel 2. The property owners of parcels 1 and 3 have been notified and both consented in writing to being included in the rezoning request. Dr. McManus plans to demolish the existing structures located on parcel 2 and construct a new building for his business, Mac's Medicine Mart. The proposed zoning for the area is B-3, General Business District. Water and sewer are available to the parcel. At their August 16, 2012 meeting, the Kingsport Regional Planning Commission voted 6-0-1 to send a favorable recommendation for the rezoning of this parcel to the Board of Mayor and Alderman. There has been no opposition to the request. The Notice of Public Hearing was published August 20, 2012.

Attachments:

1. ~~Public Hearing~~
2. Zoning Ordinance
3. Staff Report
4. Maps

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

AGENDA ACTION FORM

Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcels 1, 2, 3 on Tax Map 61C, Group C located along East Center Street from B-1 Zoning to B-3 Zoning

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-262-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: J. Meredith
Presentation By: J. Meredith

Recommendation:

- Hold public hearing.
- Approve ordinance amending the zoning ordinance to rezone Parcels 1, 2, 3 from B-1 Neighborhood Business District to B-3, General Business District.

Executive Summary:

The request is to rezone approximately 2.14 acres of property along East Center Street, and is initiated by Phillip McManus, property owner of parcel 2. The property owners of parcels 1 and 3 have been notified and both consented in writing to being included in the rezoning request. Dr. McManus plans to demolish the existing structures located on parcel 2 and construct a new building for his business, Mac's Medicine Mart. The proposed zoning for the area is B-3, General Business District. Water and sewer are available to the parcel. At their August 16, 2012 meeting, the Kingsport Regional Planning Commission voted 6-0-1 to send a favorable recommendation for the rezoning of this parcel to the Board of Mayor and Alderman. There has been no opposition to the request. The Notice of Public Hearing was published August 20, 2012.

Attachments:

1. Public Hearing
2. Zoning Ordinance
3. Staff Report
4. Maps

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the City of Kingsport Board of Mayor and Aldermen will conduct a Public Hearing during its regular business meeting on Tuesday September 4, 2012 to consider the rezoning for parcels 1, 2, 3 on Tax Map 061C, Group C located along East Center Street and Fort Henry Drive from B-1, Neighborhood Business District to B-3, General Business District. The regular business meeting will begin at 7:00 p.m. in the large courtroom located on the second floor of City Hall, at 225 W. Center Street, Kingsport, Tennessee.

The property proposed for rezoning is generally described as follows:

BEGINNING at a point, said point being the northwestern corner of parcel 1, Tax Map 061C, Group C, thence in an easterly direction, following the southern right of way of East Center Street, approximately 342 feet to a point, said point being the northern corner of parcel 3, thence in a southeasterly direction, following the southern right of way of Fort Henry Drive, approximately 120 feet to a point, said point being the eastern corner of parcel 3, thence in a southerly direction, approximately 170 feet to a point, said point being the southern corner of parcel 3, thence in a westerly direction, following the northern right of way of Waverly Road, approximately 362 feet to a point, said point being the southwestern corner of parcel 1, thence in a northerly direction, following the eastern right of way of Prospect Drive, approximately 248 feet to the point of BEGINNING, and being of all parcels 1, 2, 3, Tax Map 061C, Group C, as shown on the March 2011 Sullivan County Tax Maps.

All interested persons are invited to attend this meeting and public hearing. A detailed map and description is on file in the offices of the City Manager and Planning Manager for inspection. Additional information concerning this proposal may be obtained by contacting the Kingsport Planning Division of the Development Services Department, telephone 423-229-9485.

CITY OF KINGSPORT
Angie Marshall, City Clerk
P1T: 8/20/12

ORDINANCE NO._____

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY AT 1425,1433,1451, 1455, 1457,1459, 1501,1503,1505,1507 EAST CENTER STREET FROM B-1, NEIGHBORHOOD BUSINESS DISTRICT TO B-3, GENERAL BUSINESS DISTRICT IN THE 11TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, AS FOLLOWS:

SECTION I. That the zoning code, text, and map, be and the same is hereby further amended to rezone property at 1425,1433,1451, 1455, 1457,1459, 1501,1503,1505,1507 East Center Street from B-1, Neighborhood Business District to B-3, General Business District in the 11th Civil District of Sullivan County; said area to be rezoned being further and more particularly described as follows:

> BEGINNING at a point, said point being the northwestern corner of parcel 1, Tax Map 061C, Group C, thence in an easterly direction, following the southern right of way of East Center Street, approximately 342 feet to a point, said point being the northern corner of parcel 3, thence in a southeasterly direction, following the southern right of way of Fort Henry Drive, approximately 120 feet to a point, said point being the eastern corner of parcel 3, thence in a southerly direction, approximately 170 feet to a point, said point being the southern corner of parcel 3, thence in a westerly direction, following the northern right of way of Waverly Road, approximately 362 feet to a point, said point being the southwestern corner of parcel 1, thence in a northerly direction, following the eastern right of way of Prospect Drive, approximately 248 feet to the point of BEGINNING, and being of all parcels 1, 2, 3, Tax Map 061C, Group C, as shown on the March 2011 Sullivan County Tax Maps.

SECTION II. Any person violating any provisions of this ordinance shall be guilty of an offense and upon conviction shall pay a penalty of FIFTY DOLLARS ($50.00) for each offense. Each occurrence shall constitute a separate offense.

SECTION III. That this ordinance shall take effect from and after the date of its passage and publication, as the law directs, the public welfare of the City of Kingsport, Tennessee, requiring it.

_____

DENNIS PHILLIPS
Mayor

ATTEST:

_____
Charlotte Light
Deputy City Recorder

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY
City Attorney

PASSED ON 1ST READING _____
PASSED ON 2ND READING_____

Kingsport Regional Planning Commission

Rezoning Report **File Number 12-101-00004**

Abstract

Property Information			
Address	East Center Street (1425,1433,1451, 1455, 1457,1459, 1501,1503,1505,1507)		
Tax Map, Group, Parcel	61C, Group C, Parcels 1,2,3		
Civil District	11		
Overlay District	N/A		
Land Use Designation	Retail		
Acres	2.14 (Parcel 1- .92, Parcel 2- .72, Parcel 3- .50)		
Existing Use	Retail, Vacant	**Existing Zoning**	B-1
Proposed Use	Retail	**Proposed Zoning**	B-3

Owner /Applicant Information	
Name: Phillip McManus **Address: 1425 East Center Street** **City: Kingsport** **State: TN** **Zip Code: 37664** **Email: N/A** **Phone Number: 423-245-2181**	**Intent:** *To rezone from B-1 to B-3 to expand the existing use within a new structure.*

Planning Department Recommendation

Approve

The Kingsport Planning Division recommends approval for the following reasons:

- *The 2030 Kingsport Land Use Plan recommends Retail for the area*
- *Proposed zoning is in keeping with existing zoning and land use*
- *Redevelopment of the site would be beneficial to citizens of Kingsport as a whole*

Utilities

Property is served with city water and sewer

Planner:	Jason Meredith	Date:	July 30, 2012
Planning Commission Action		**Meeting Date:**	**August 16, 2012**
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

PROPERTY INFORMATION

ADDRESS- East Center Street (1425,1433,1451,1455,1457,1459,1501,1503,1505,1507)

DISTRICT, LAND LOT- 11th Civil District, Tax Map 61C, Group C, Parcels 1, 2, 3

OVERLAY DISTRICT- N/A

EXISTING ZONING- B-1, neighborhood business district

PROPOSED ZONING- B-3, general business district

ACRES- 2.14 (Parcel 1- .92, Parcel 2- .72, Parcel 3- .50)

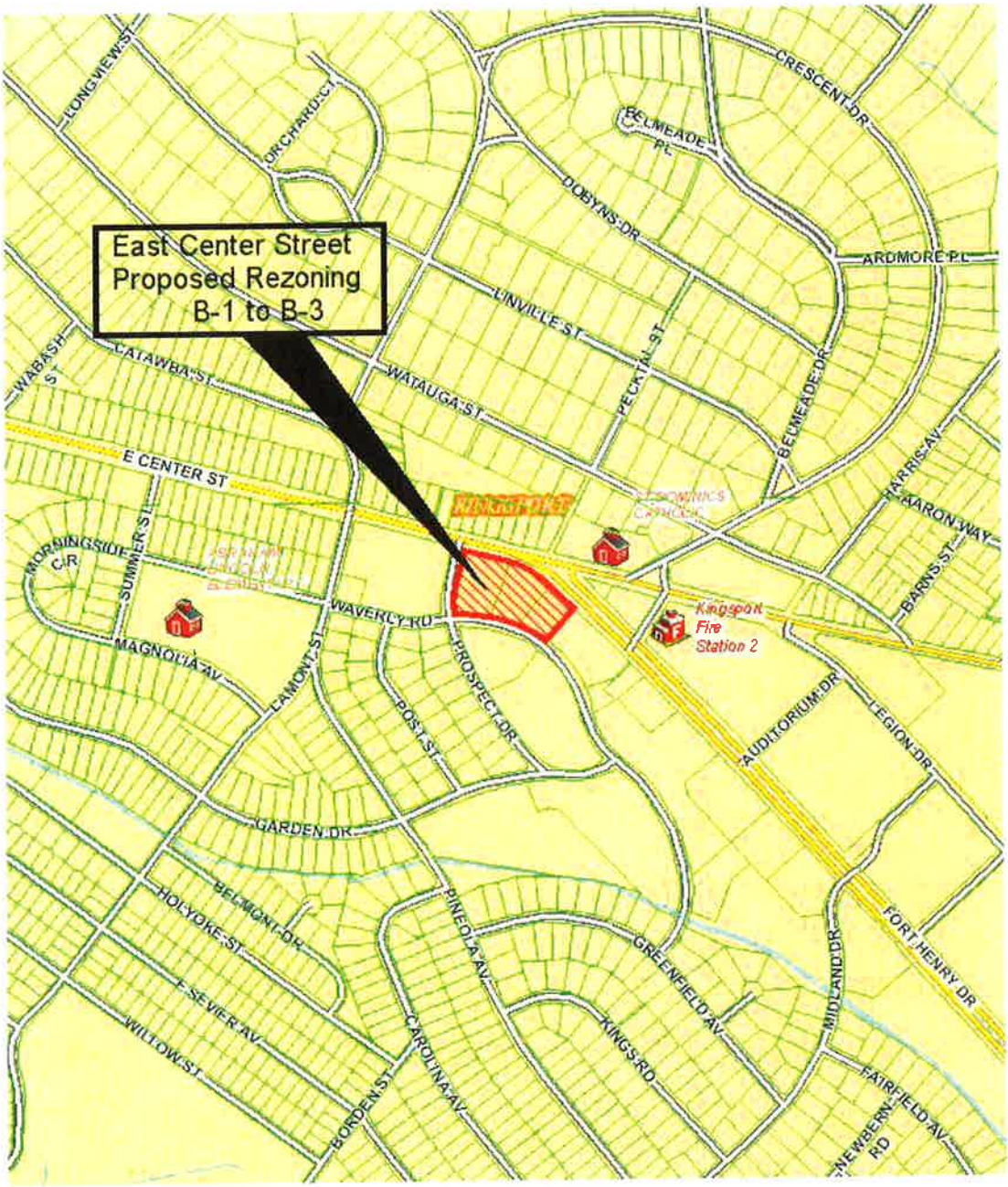
EXISTING USE- Retail, Vacant

PROPOSED USE- Retail

PETITIONER	**Phillip McManus**
ADDRESS	**1425 East Center Street, Kingsport, TN 37664**
REPRESENTATIVE	
PHONE	**423-245-2181**

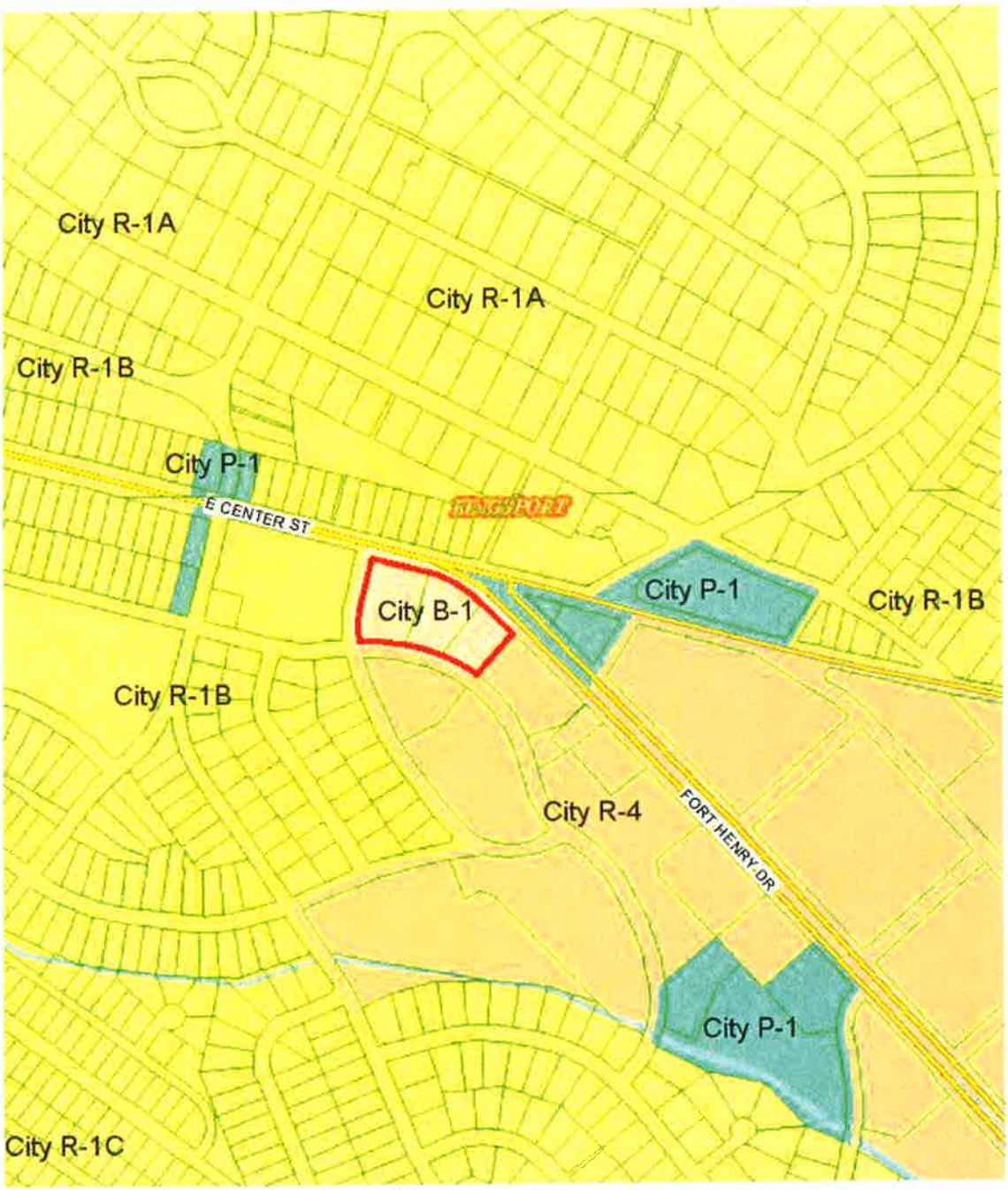
INTENT

To rezone from B-1 to B-3 to expand the existing use within a new structure.

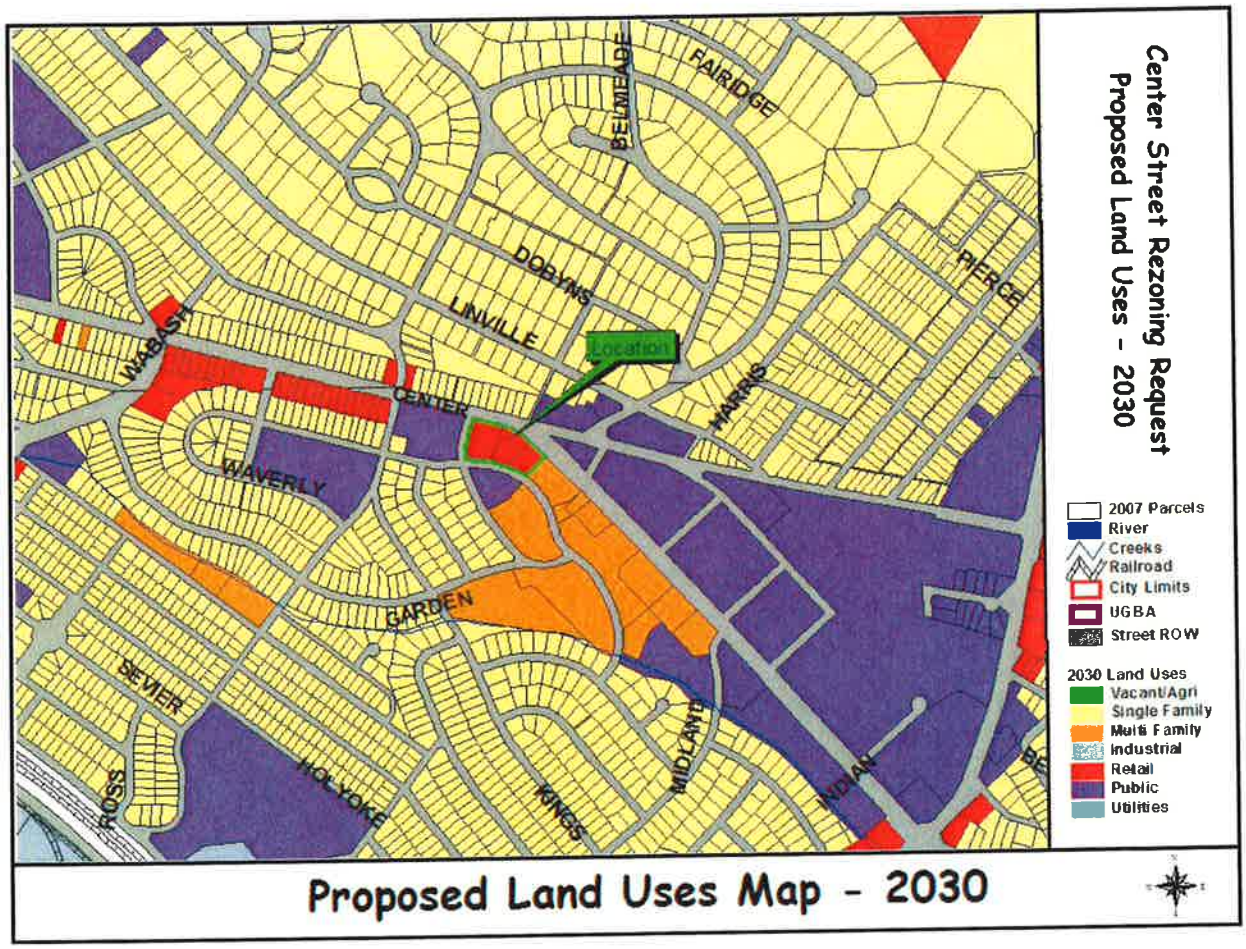


LOCATION MAP

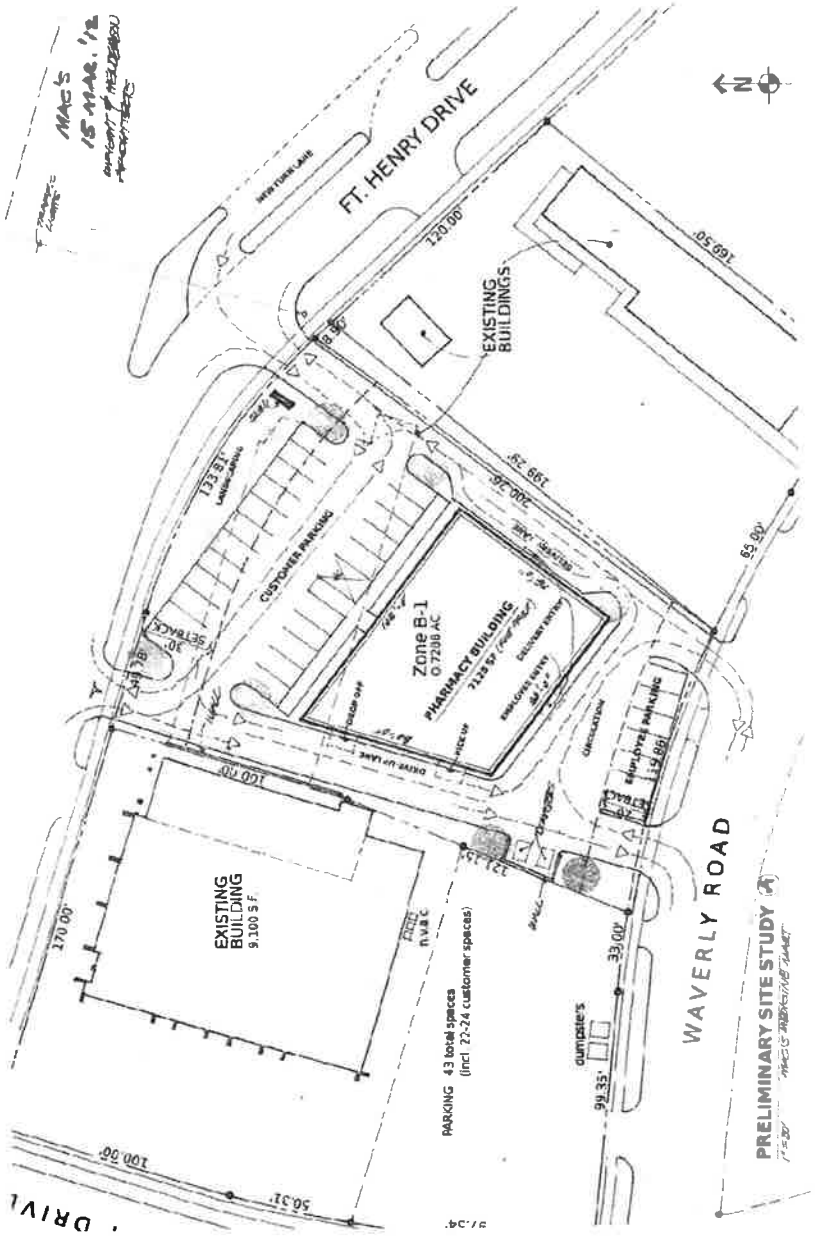
Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012



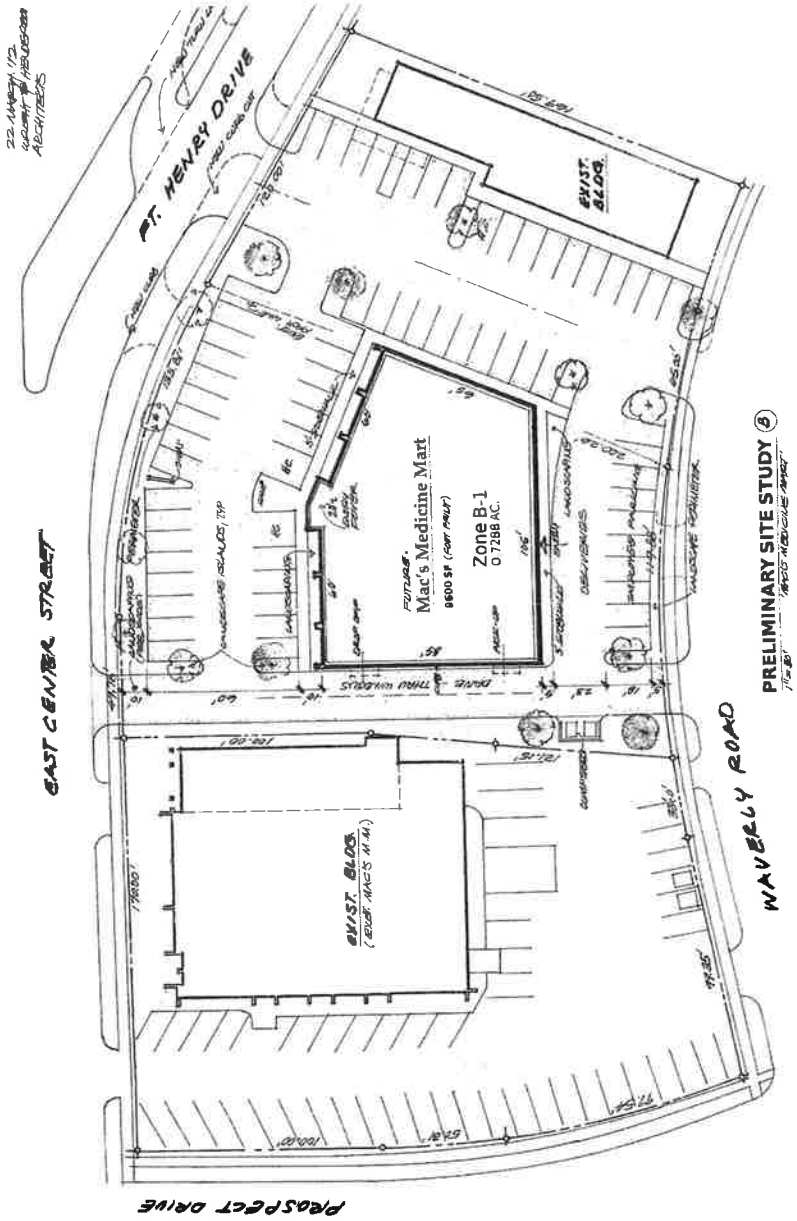
CURRENT ZONING MAP



FUTURE LAND USE PLAN MAP



Preliminary Site Plan Option



Preliminary Site Plan Option

Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012

Pictures of site

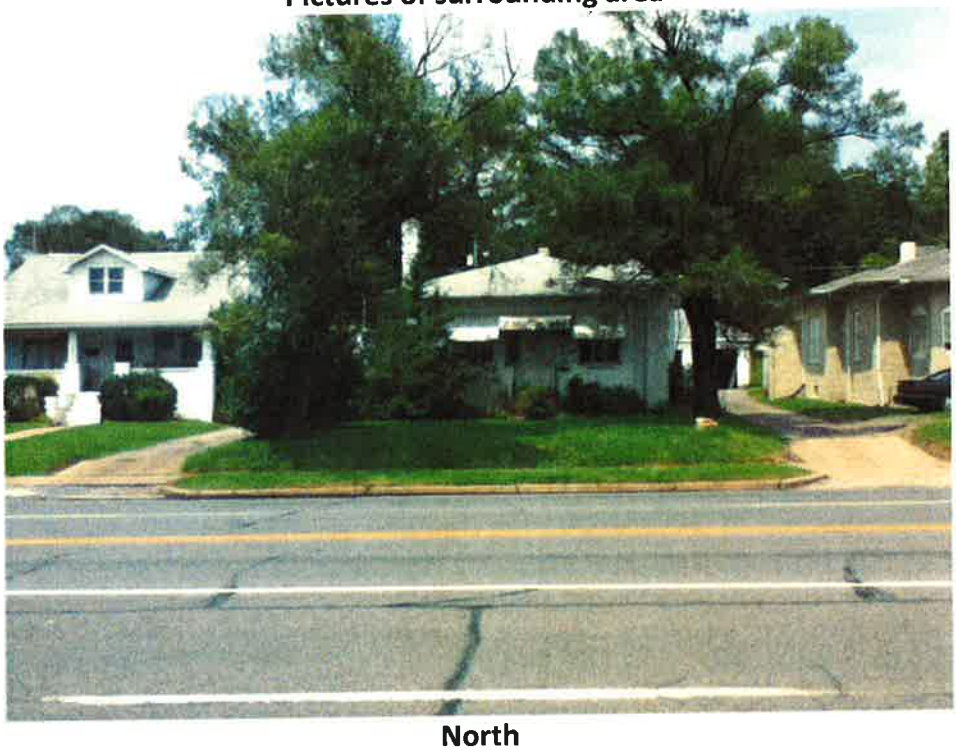
Front of existing structure

Rear of existing structure

Side (west) of existing structure

Side (east) of existing structure

Pictures of surrounding area



North

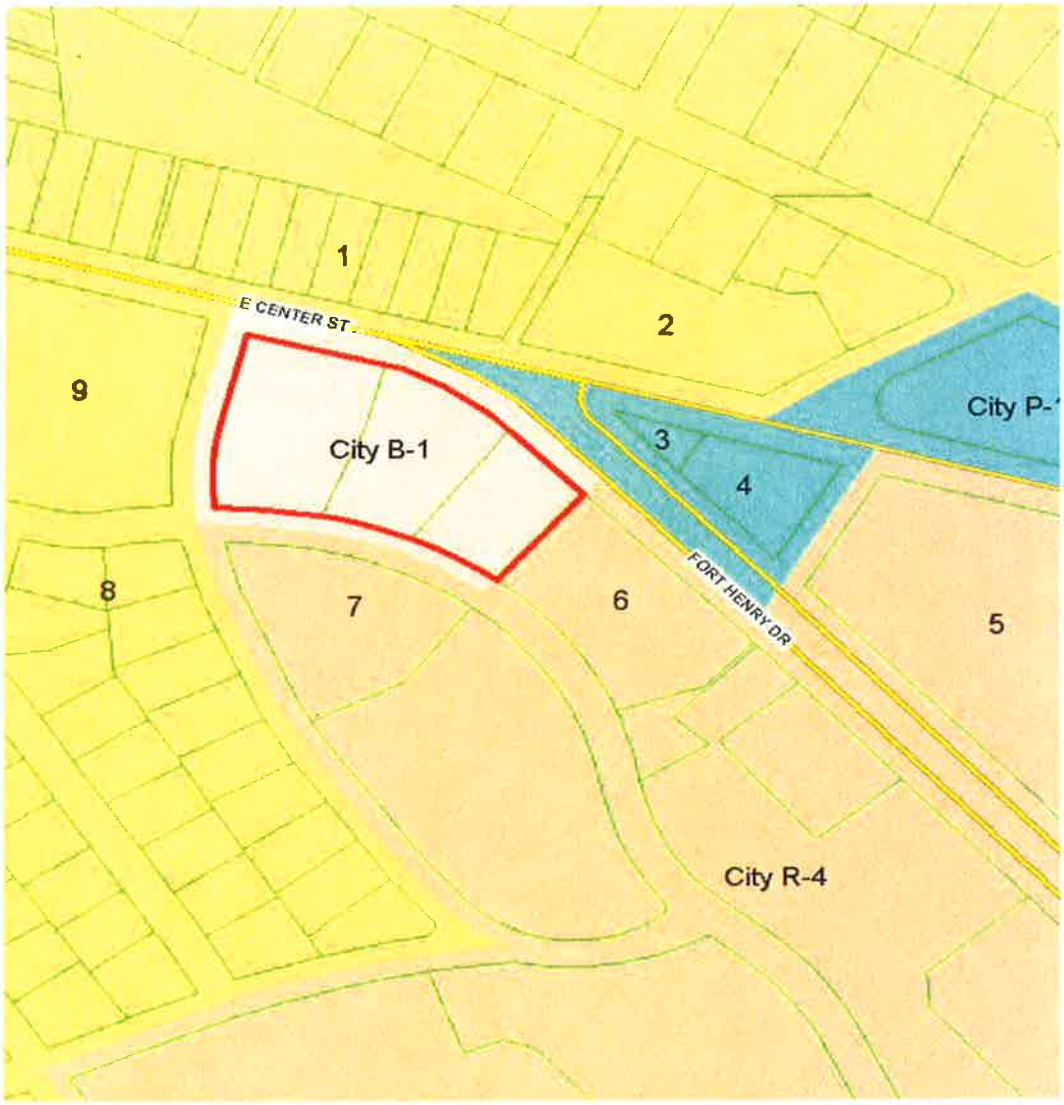
South

East

West

Location	Parcel / Zoning Petition	Zoning / Name	History Zoning Action Variance Action
North	1	R-1B/ Single Family Residential	N/A
Northwest	2	R-1B/ St. Dominic's Catholic School	N/A
Northwest	3	P-1/ Bill Yates Insurance	N/A
East	4	P-1/ AEP Highland Station	N/A
Further East	5	R-4/ Kingsport Fire Department	N/A
Southeast	6	R-4/ The Gardens Apartments	N/A
South	7	R-4/ Waverly Road Presbyterian Church	N/A
West	8	R-1B/ Single Family Residential	N/A
West	9	R-1B/ Mafair United Methodist Church	N/A

EXISTING USES AND LOCATION



EXISTING USES LOCATION MAP
(With numbers corresponding from chart on previous page)

SUBJECT SITE:

Phillip McManus, the property owner and owner of Mac's Medicine Mart, is requesting the rezoning of three parcels of approximately 2.14 acres, from City B-1, neighborhood business district, to City B-3, general business district.

The properties are located on East Center Street, as identified on Tax Map 61C, Group C, Parcels 1, 2, 3 on the 2011 Sullivan County Tax Maps. The parcels are located in the 11thCivil District. Dr. McManus owns parcel 2 and has spoken with representatives from Mafair United Methodist Church, owner of parcel 1, and the Monday family, owner of parcel 3. Both owners consented to being included in the rezoning request.

The existing use is retail and vacant retail. Dr. McManus owns and operates Mac's Medicine Mart, which along with The Fire Escape Christian Club, is currently located on parcel 1. Currently located on parcel 2 is vacant retail space, some of which is used for storage of medical equipment. Parcel 3 currently includes a strip center with Waverly Across the Road, Indian Barber Shop, and The Cleaning Center. There is also a small vacant building on the parcel which was formerly housed a cash for gold business.

Dr. McManus plans to demolish the existing structures located on parcel 2 and construct a new building for his business. In addition to the pharmacy and medical sales, Dr. McManus plans to expand his business and offer a wider selection of health food and supplements at his proposed new location. Preliminary site plans are included.

Standards of Review

Planning Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 8, below, as well as any other factors it may find relevant.

1. **Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby Property?**
   The proposed use would be suitable with regard to surrounding properties. The proposed use is an expansion of the existing use, which has been an appropriate use for the property.

2. **Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?**
   The proposal should not adversely affect the existing use or usability of adjacent of neighboring properties. A new structure will be constructed and should increase the value of surrounding properties.

3. **Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?**
   The current B-1 zoning accommodates the existing use. However, rezoning is necessary in order to accommodate the proposed new structure.

4. **Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?**
   The proposal should not result in excessive or burdensome use of existing streets, transportation facilities, utilities or schools.

5. **Whether the proposal is in conformity with the policies and intent of the land use plan?**

   Future Land Use Plan Map: Retail

   Proposed use/density: Retail sales, pharmacy, medical supplies, health food and supplements/ General Business, B-3

   The Future Land Use Plan Map recommends Retail for the subject site.

6. **Whether the change will create an isolated district unrelated to similar districts; i.e. is this spot zoning?**
The proposed change will not create an isolated district, as the property is currently zoned B-1, neighborhood business. The proposed change would reflect a higher intensity business district that would accommodate the construction of a new building. There are other properties zoned B-3 located along Fort Henry Drive within approximately half of a mile of the proposed rezoning site.

7. **Whether the change will constitute a grant of special privilege to an individual as contrasted to the general welfare?**
No, the proposed change would not grant a special privilege to any individual. As previously mentioned, the petitioner discussed the rezoning request with neighboring property owners. These property owners consented to having their property included in the request.

8. **Whether it is impossible to find adequate sites for the proposed use in districts permitting such use?**
No, it would not be impossible to find another site to permit this use.

CONCLUSION

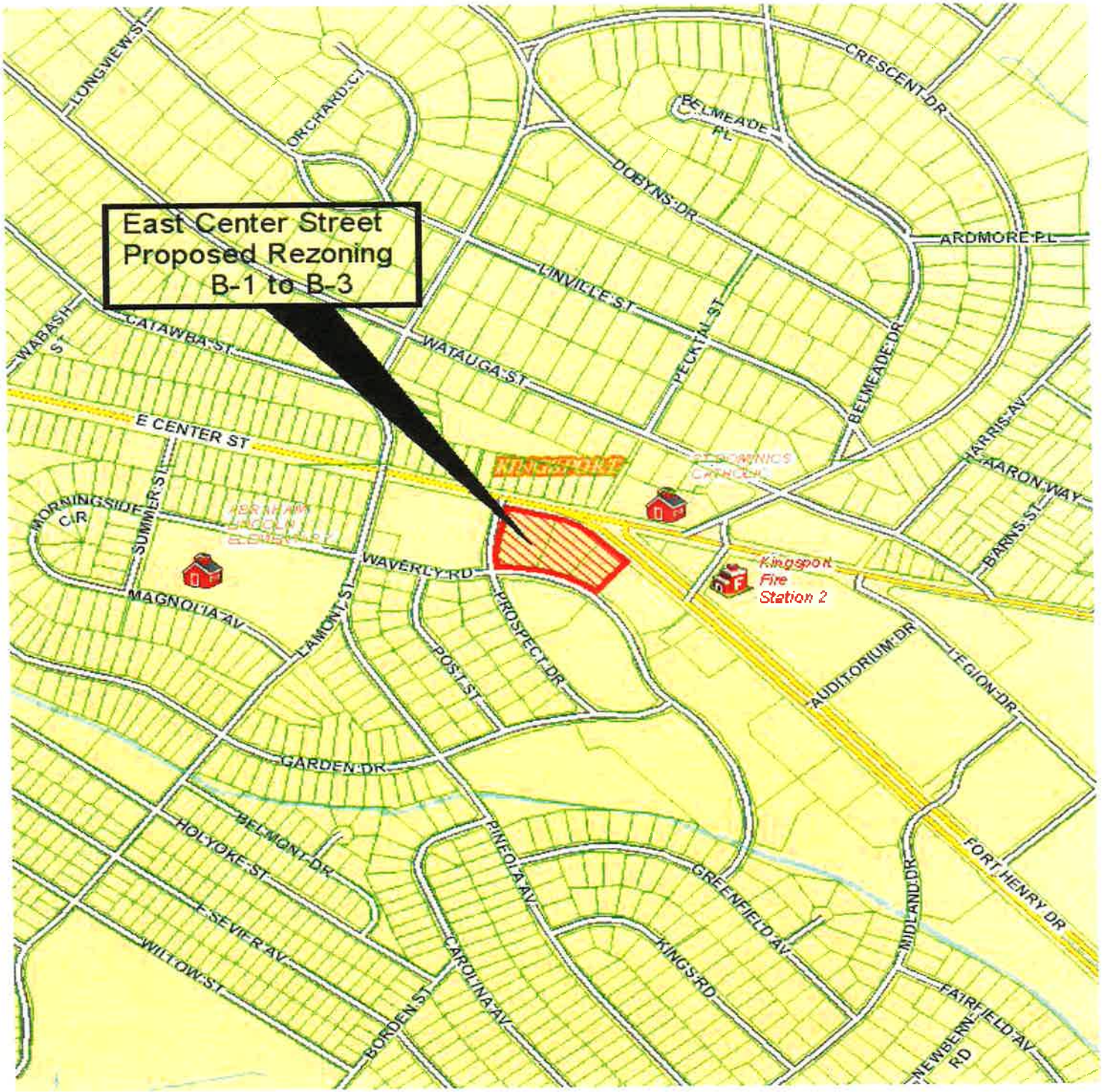
Staff recommends APPROVAL to rezone from B-1 to B-3 in order to expand the existing use within a new structure.

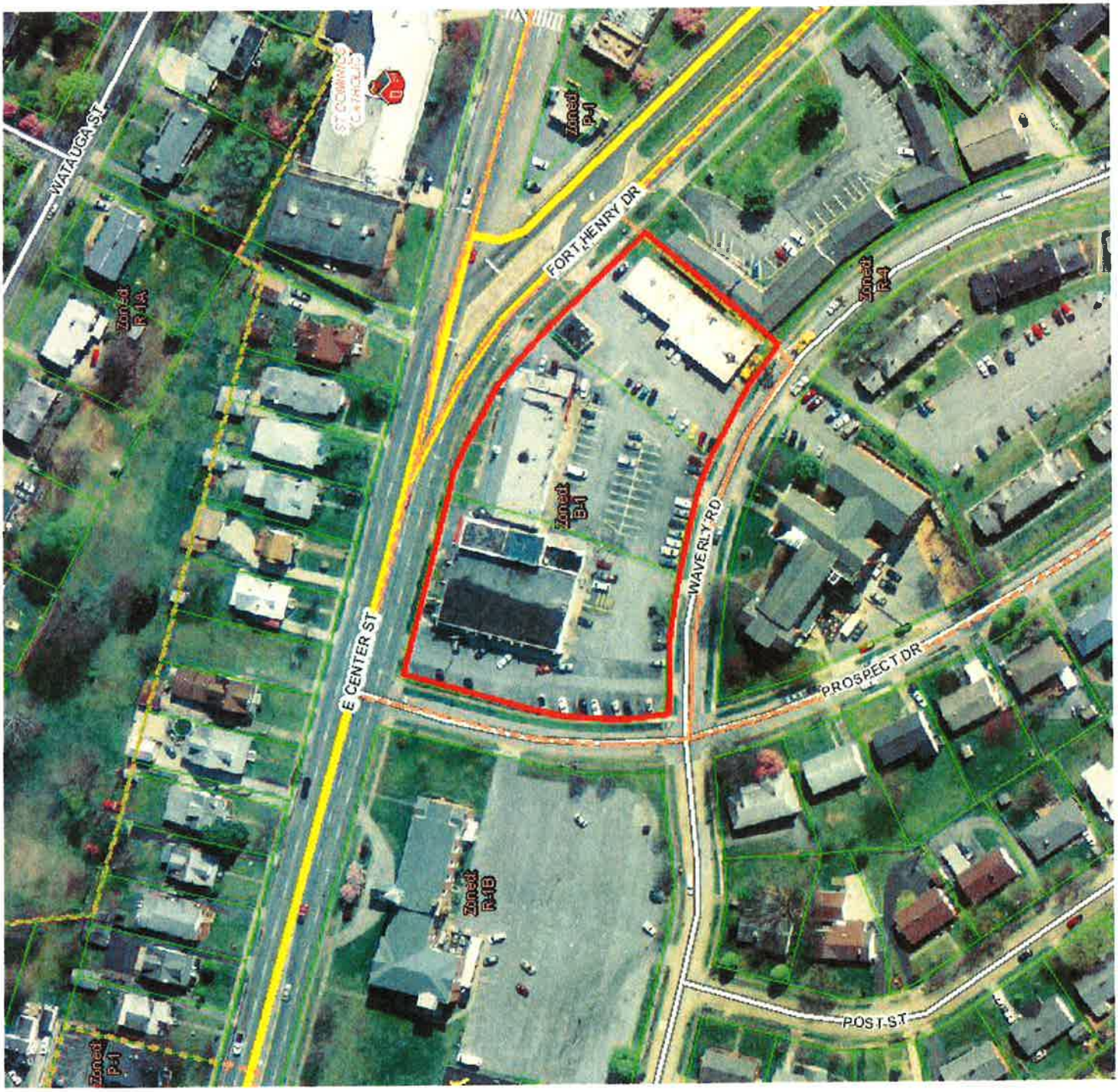
East Center Street Rezoning

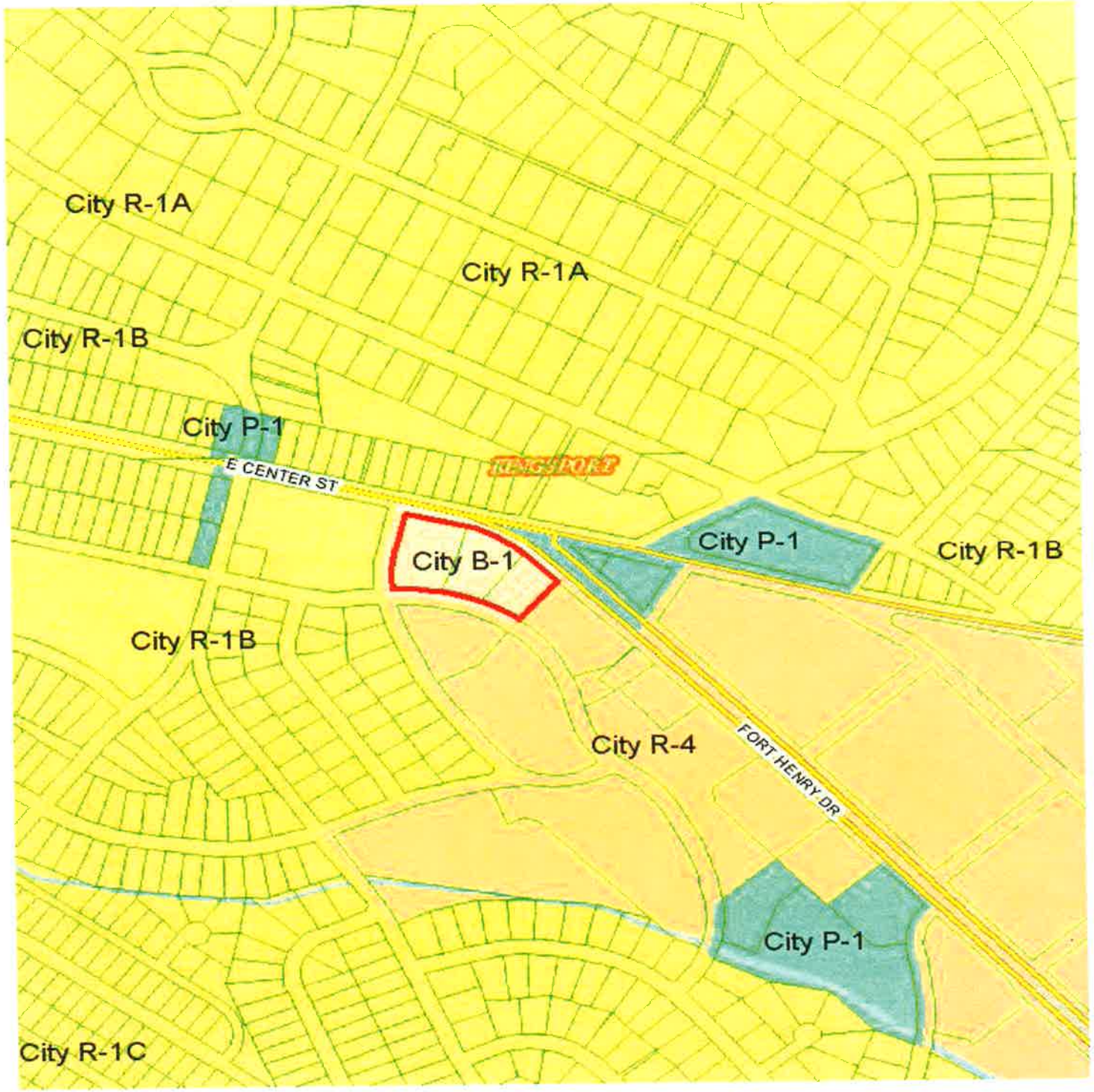
Kingsport Regional

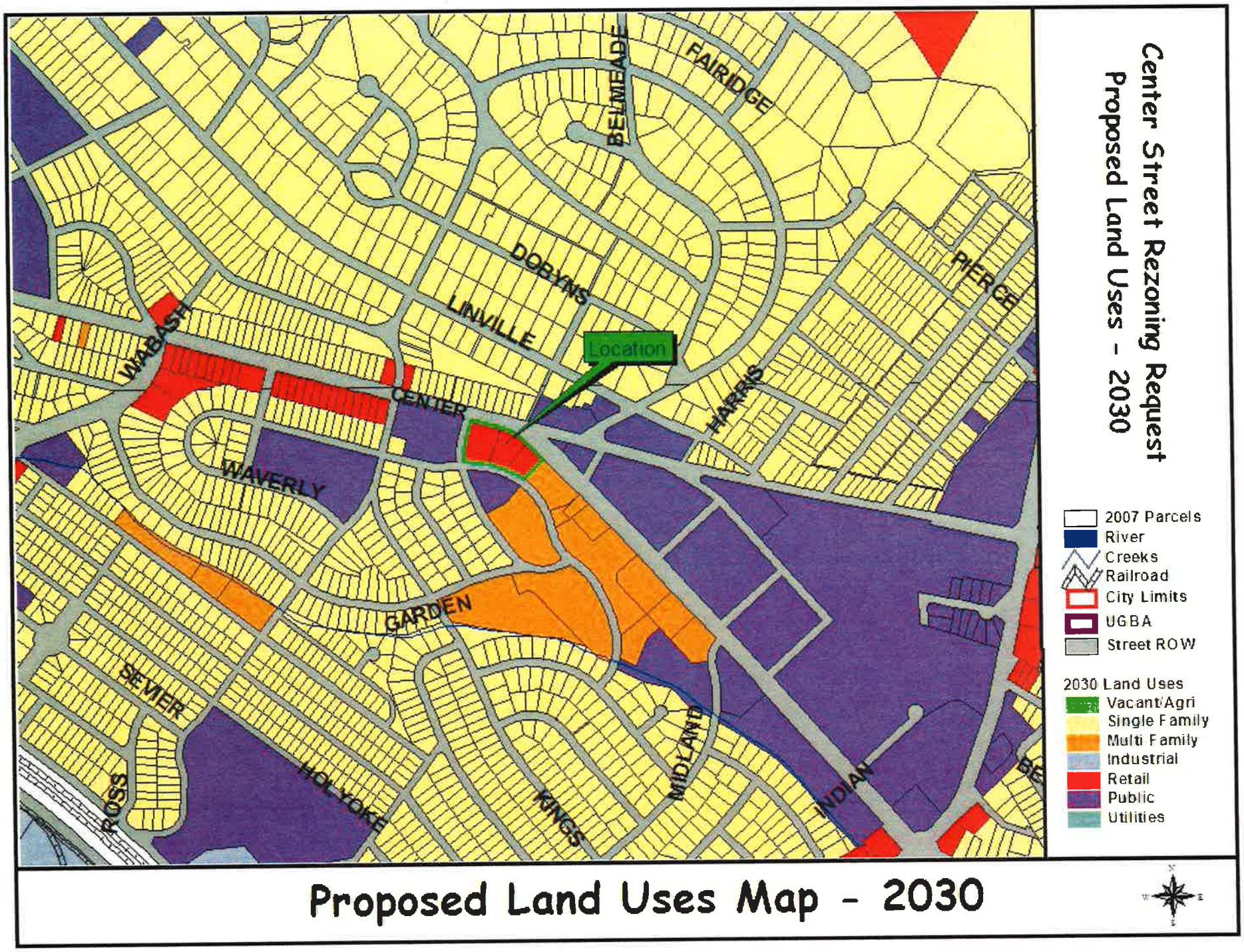
Planning Commission

August 16, 2012


East Center Street
Proposed Rezoning
B-1 to B-3
LONGVIEW ST
ORCHARD CT
CRESCENT DR
BELMEADE PL
DOBYNS DR
ARDMORE PL
LINVILLE ST
PECK AV ST
BELMEADE DR
HARRIS AV
AARON WAY
BARNS ST
WABASH ST
CATAWBA ST
WATAUGA ST
E CENTER ST
KINGSPORT
MORNINGSIDE CIR
SUMMER ST
WAVERLY RD
MAGNOLIA AV
LAMONT ST
POST ST
PROSPECT DR
Kingsport Fire Station 2
AUDITORIUM DR
LEGION DR
GARDEN DR
BELMONT DR
HOLYOKE ST
E SEVIER AV
WILLOW ST
PINEOLA AV
GREENFIELD AV
MIDLAND DR
FORT HENRY DR
KINGS RD
CAROLINA AV
BORDEN ST
FAIRFIELD AV
NEWBERN RD


WATAUGA ST
FORT HENRY DR
E CENTER ST
WAVERLY RD
PROSPECT DR
POST ST
Zoned R-1A
Zoned R-4
Zoned B-1
Zoned R-1B
Zoned P-1


City R-1A
City R-1A
City R-1B
City P-1
E CENTER ST
City B-1
City P-1
City R-1B
City R-1B
City R-4
FORT HENRY DR
City P-1
City R-1C


Center Street Rezoning Request
Proposed Land Uses - 2030
BELMEADE
FAIRIDGE
DOBYNS
LINVILLE
PIERCH
WABASH
Location
CENTER
HARRIS
WAVERLY
GARDEN
SEVIER
ROSS
HOLYOKE
KINGS
MIDLAND
INDIAN
2007 Parcels
River
Creeks
Railroad
City Limits
UGBA
Street ROW
2030 Land Uses
Vacant/Agri
Single Family
Multi Family
Industrial
Retail
Public
Utilities
Proposed Land Uses Map - 2030

Rationale

Staff recommends Option 1 for the following reasons:

1. The 2030 Kingsport Land Use Plan recommends Retail for the area.
2. Proposed zoning is in keeping with existing zoning and land use.
3. Redevelopment of site would be beneficial to citizens of Kingsport as a whole.

AGENDA ACTION FORM

Consideration of an Ordinance to Amend Zoning of Parcel 6.60 on Tax Map 46E, Group E located along Bridgewater Lane and Bowater Drive from B-3 Zoning to R-4 Zoning

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-263-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: J. Meredith
Presentation By: J. Meredith

Recommendation:

- Approve ordinance amending the zoning ordinance to rezone Parcel 6.60 from B-3, General Business District to R-4, Medium Density Apartment District.

Executive Summary:

The request is to rezone approximately 1.94 acres of property along to Bridgewater Lane and Bowater Drive, and is initiated by Philip Cox, the property owner. The property is the former site of Skate Inn, which is currently vacant. Mr. Cox plans to demolish the existing structure and build furnished apartments on the site. The proposed zoning for the area is R-4, Medium Density Apartment District. Water and sewer are available to the parcel. At their August 16, 2012 meeting, the Kingsport Regional Planning Commission voted 6-1 to send a favorable recommendation for the rezoning of this parcel to the Board of Mayor and Alderman. There has been no public opposition to the request. The Notice of Public Hearing was published August 20, 2012.

Attachments:

1. ~~Public Notice~~
2. Zoning Ordinance
3. Staff Report
4. Maps

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

Kingsport
TENNESSEE

AGENDA ACTION FORM

Public Hearing and Consideration of an Ordinance to Amend Zoning of Parcel 6.60 on Tax Map 46E, Group E located along Bridgewater Lane and Bowater Drive from B-3 Zoning to R-4 Zoning

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-263-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: J. Meredith
Presentation By: J. Meredith

Recommendation:

- Hold public hearing.
- Approve ordinance amending the zoning ordinance to rezone Parcel 6.60 from B-3, General Business District to R-4, Medium Density Apartment District.

Executive Summary:

The request is to rezone approximately 1.94 acres of property along to Bridgewater Lane and Bowater Drive, and is initiated by Philip Cox, the property owner. The property is the former site of Skate Inn, which is currently vacant. Mr. Cox plans to demolish the existing structure and build furnished apartments on the site. The proposed zoning for the area is R-4, Medium Density Apartment District. Water and sewer are available to the parcel. At their August 16, 2012 meeting, the Kingsport Regional Planning Commission voted 6-1 to send a favorable recommendation for the rezoning of this parcel to the Board of Mayor and Alderman. There has been no public opposition to the request. The Notice of Public Hearing was published August 20, 2012.

Attachments:

1. Public Notice
2. Zoning Ordinance
3. Staff Report
4. Maps

Funding source appropriate and funds are available:_____

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Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the City of Kingsport Board of Mayor and Aldermen will conduct a Public Hearing during its regular business meeting on Tuesday September 4, 2012 to consider the rezoning for parcel 6.60 on Tax Map 046E, Group E located along Bridgewater Lane and Bowater Drive from B-3, General Business District to R-4, Medium Density Apartment District. The regular business meeting will begin at 7:00 p.m. in the large courtroom located on the second floor of City Hall, at 225 W. Center Street, Kingsport, Tennessee.

The property proposed for rezoning is generally described as follows:

BEGINNING at a point, said point being the northwestern corner of parcel 6.60, Tax Map 046E, Group E, thence in an easterly direction, approximately 409 feet to a point, said point being the northeastern corner of parcel 6.60, thence in a southerly direction, following the western right of way of Bowater Drive, approximately 269 feet to a point, said point being near the southeastern corner of parcel 6.60, thence in a westerly direction, following the northern right of way of Bridgewater Lane, approximately 360 feet to a point, said point being the western corner of parcel 6.60, thence in a northerly direction, approximately 138 feet to the point of BEGINNING, and being all of parcel 6.60, Tax Map 046E, Group E, as shown on the March 2011 Sullivan County Tax Maps.

All interested persons are invited to attend this meeting and public hearing. A detailed map and description is on file in the offices of the City Manager and Planning Manager for inspection. Additional information concerning this proposal may be obtained by contacting the Kingsport Planning Division of the Development Services Department, telephone 423-229-9485.

CITY OF KINGSPORT
Angie Marshall, City Clerk
P1T: 8/20/12

ORDINANCE NO._____

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY AT 1400 BRIDGEWATER LANE FROM B-3, GENERAL BUSINESS DISTRICT TO R-4, MEDIUM DENSITY APARTMENT DISTRICT IN THE 11TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, AS FOLLOWS:

SECTION I. That the zoning code, text, and map, be and the same is hereby further amended to rezone property at 1400 Bridgewater Lane from B-3, General Business District to R-4, Medium Density Apartment District in the 11th Civil District of Sullivan County; said area to be rezoned being further and more particularly described as follows:

BEGINNING at a point, said point being the northwestern corner of parcel 6.60, Tax Map 046E, Group E, thence in an easterly direction, approximately 409 feet to a point, said point being the northeastern corner of parcel 6.60, thence in a southerly direction, following the western right of way of Bowater Drive, approximately 269 feet to a point, said point being near the southeastern corner of parcel 6.60, thence in a westerly direction, following the northern right of way of Bridgewater Lane, approximately 360 feet to a point, said point being the western corner of parcel 6.60, thence in a northerly direction, approximately 138 feet to the point of BEGINNING, and being all of parcel 6.60, Tax Map 046E, Group E, as shown on the March 2011 Sullivan County Tax Maps.

SECTION II. Any person violating any provisions of this ordinance shall be guilty of an offense and upon conviction shall pay a penalty of FIFTY DOLLARS ($50.00) for each offense. Each occurrence shall constitute a separate offense.

SECTION III. That this ordinance shall take effect from and after the date of its passage and publication, as the law directs, the public welfare of the City of Kingsport, Tennessee, requiring it.

_____
DENNIS PHILLIPS
Mayor

ATTEST:

_____
Charlotte Light

Deputy City Recorder

APPROVED AS TO FORM:

_____

J. MICHAEL BILLINGSLEY
City Attorney

PASSED ON 1ST READING _____
PASSED ON 2ND READING_____

Kingsport Regional Planning Commission

Rezoning Report **File Number 12-101-00006**

Abstract

Property Information			
Address	1400 Bridgewater Lane		
Tax Map, Group, Parcel	Tax Map 46E, Group E, Parcel 6.60		
Civil District	11th		
Overlay District	N/A		
Land Use Designation	Retail		
Acres	1.94		
Existing Use	Vacant (Formerly Skate Inn)	**Existing Zoning**	B-3
Proposed Use	Furnished Apartments	**Proposed Zoning**	R-4

Owner /Applicant Information

Name: Philip Cox

Address: 801 Sunset Drive, Bldg. D

City: Johnson City

State: TN **Zip Code: 37604**

Email: pcox@mitchcox.com

Phone Number: 423-202-1840

Intent: *To rezone from B-3 toR-4 to change the use from vacant to furnished apartments within a new structure.*

Planning Department Recommendation

Approve

The Kingsport Planning Division recommends approval for the following reasons:

- *The Kingsport 2030 Land Use Plan recommends Retail; proposed zoning is a reasonable alternative*
- *Proposed zoning is in keeping with surrounding zoning and land use*
- *Redevelopment of the site would be beneficial to citizens of Kingsport as a whole*

Utilities

Property is served with city water and sewer

Planner:	Jason Meredith	Date:	August 1, 2012
Planning Commission Action		**Meeting Date:**	**August 16, 2012**
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

PROPERTY INFORMATION

ADDRESS- 1400 Bridgewater Lane

DISTRICT, LAND LOT- 11th Civil District, Tax Map 46E, Group E, Parcel 6.60

OVERLAY DISTRICT- N/A

EXISTING ZONING- B-3, General Business District

PROPOSED ZONING- R-4, Medium Density Apartment District

ACRES- 1.94

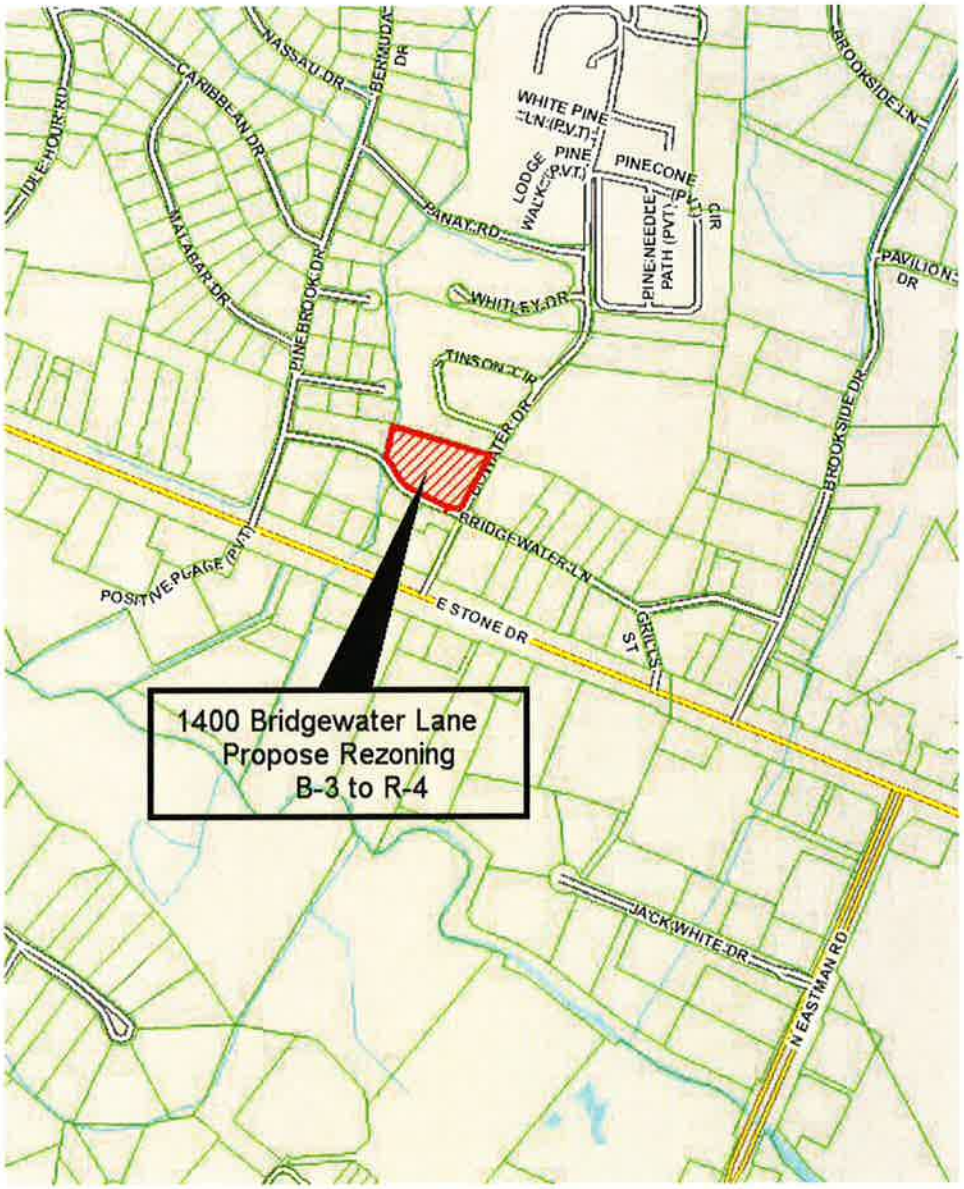
EXISTING USE- Vacant (formerly Skate Inn)

PROPOSED USE- Furnished Apartments

PETITIONER	**Philip Cox**
ADDRESS	**801 Sunset Drive, Bldg. D** **Johnson City, TN 37604**
REPRESENTATIVE	
PHONE	**423-202-1840**

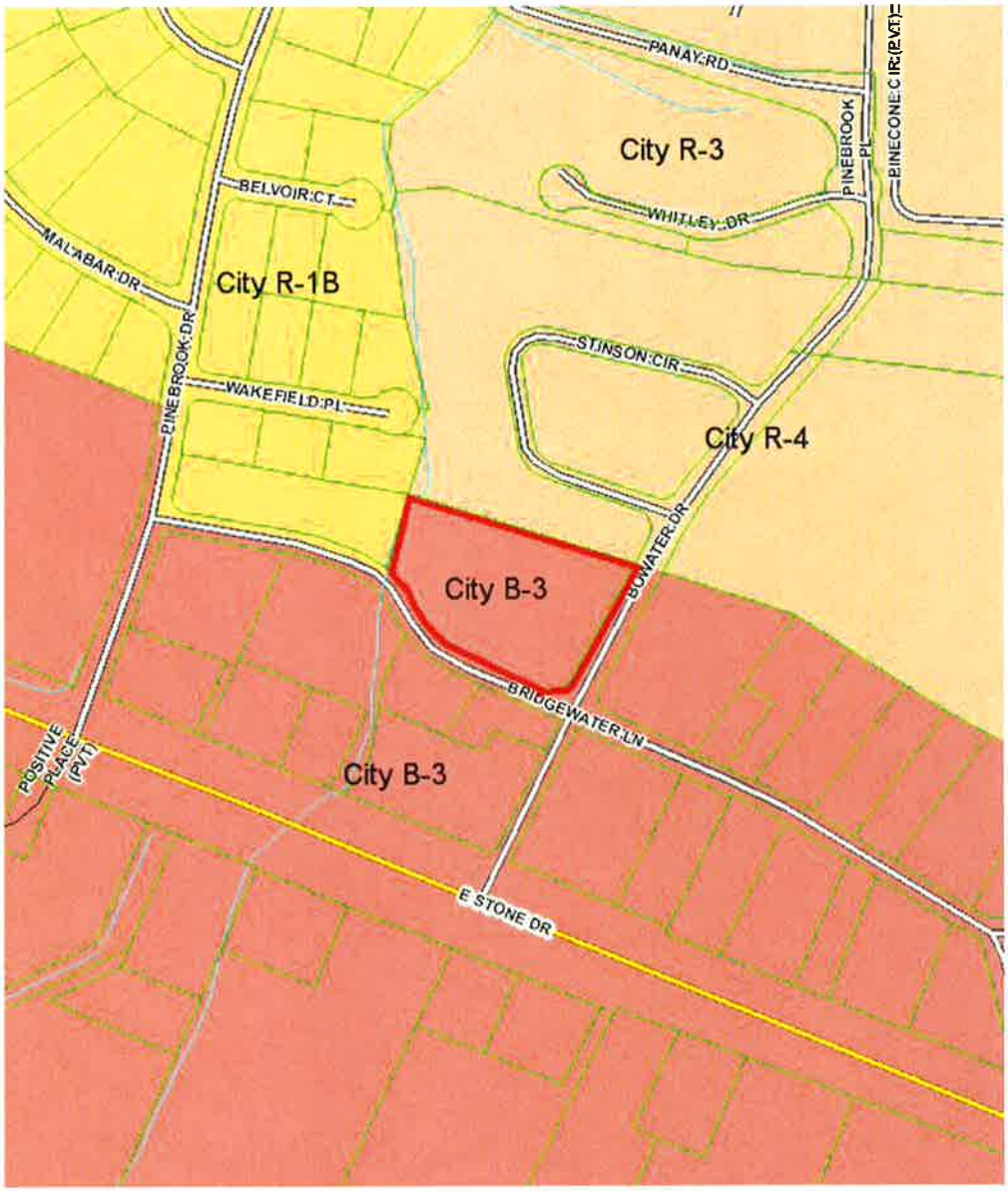
INTENT

To rezone from B-3 toR-4 to change the use from vacant to furnished apartments within a new structure.



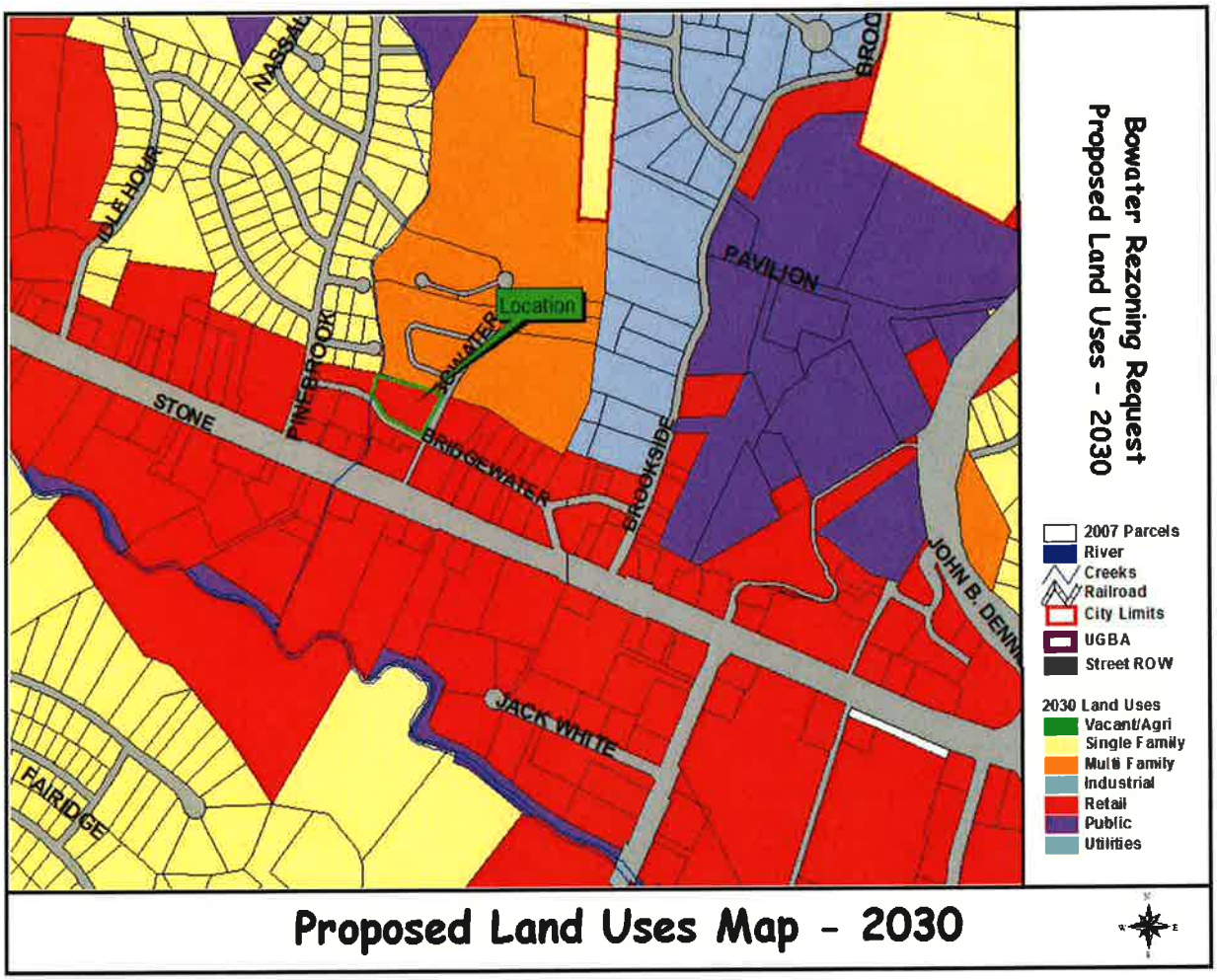
LOCATION MAP

Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012

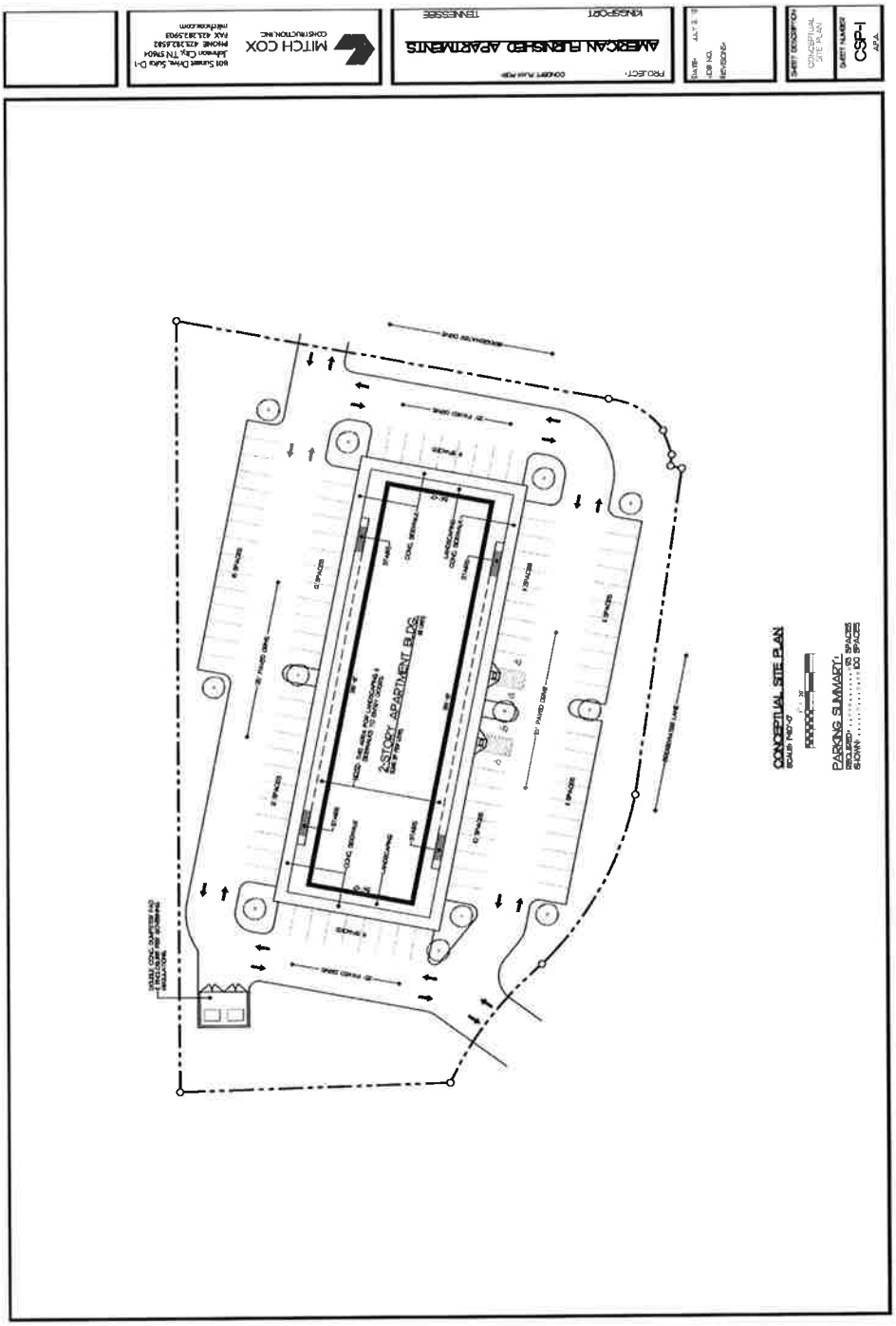


CURRENT ZONING MAP

Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012

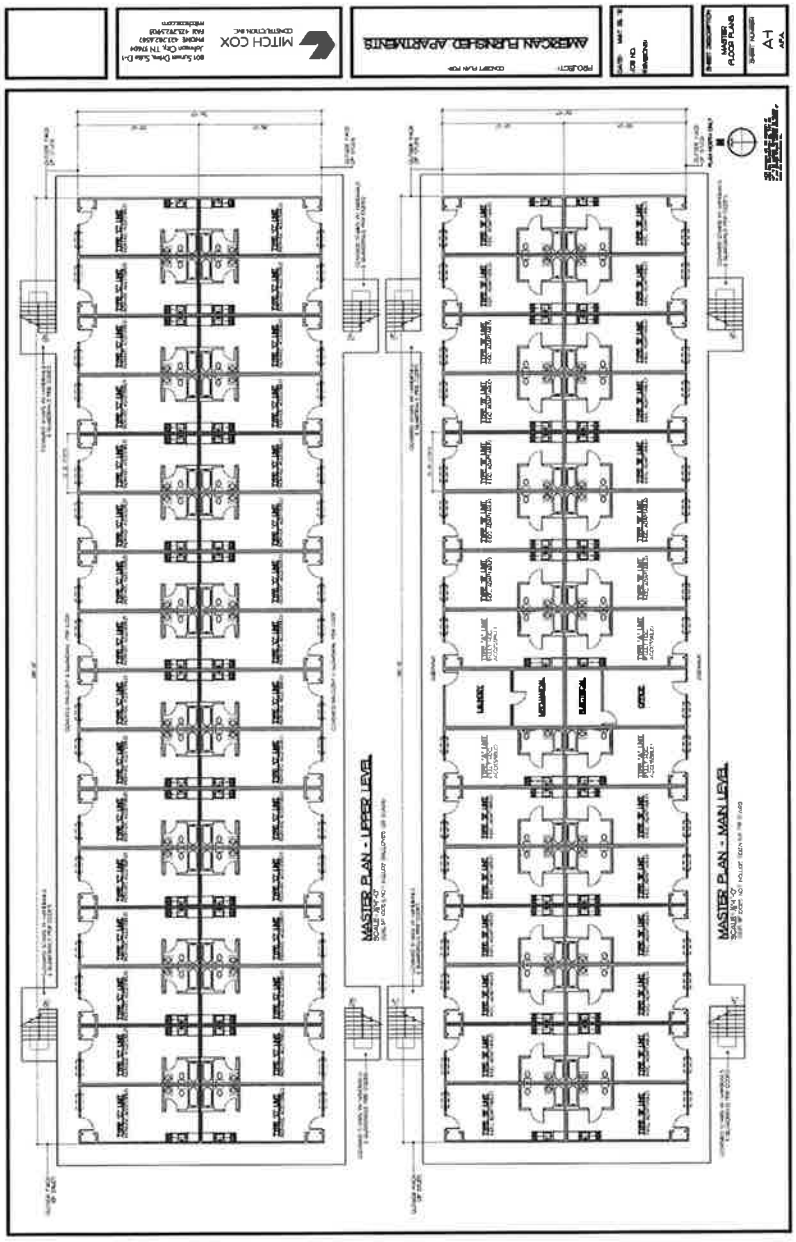


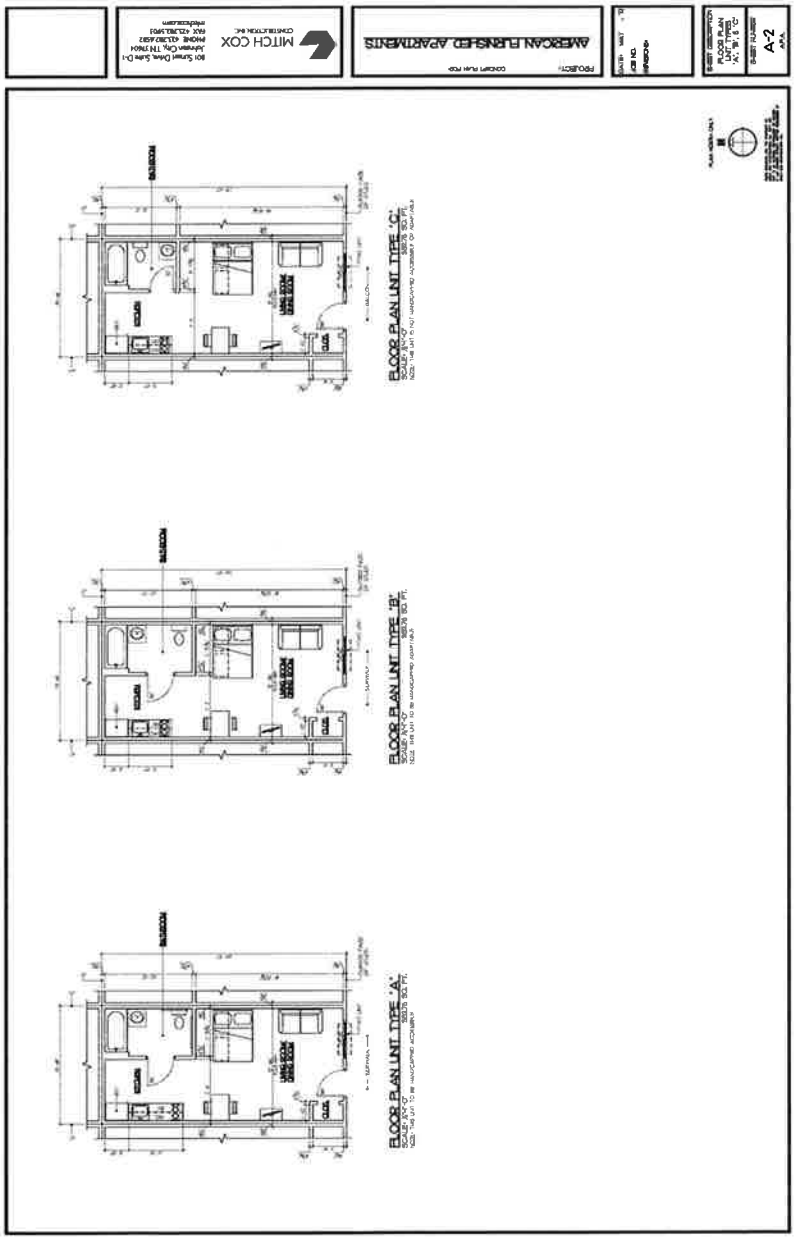
FUTURE LAND USE PLAN MAP

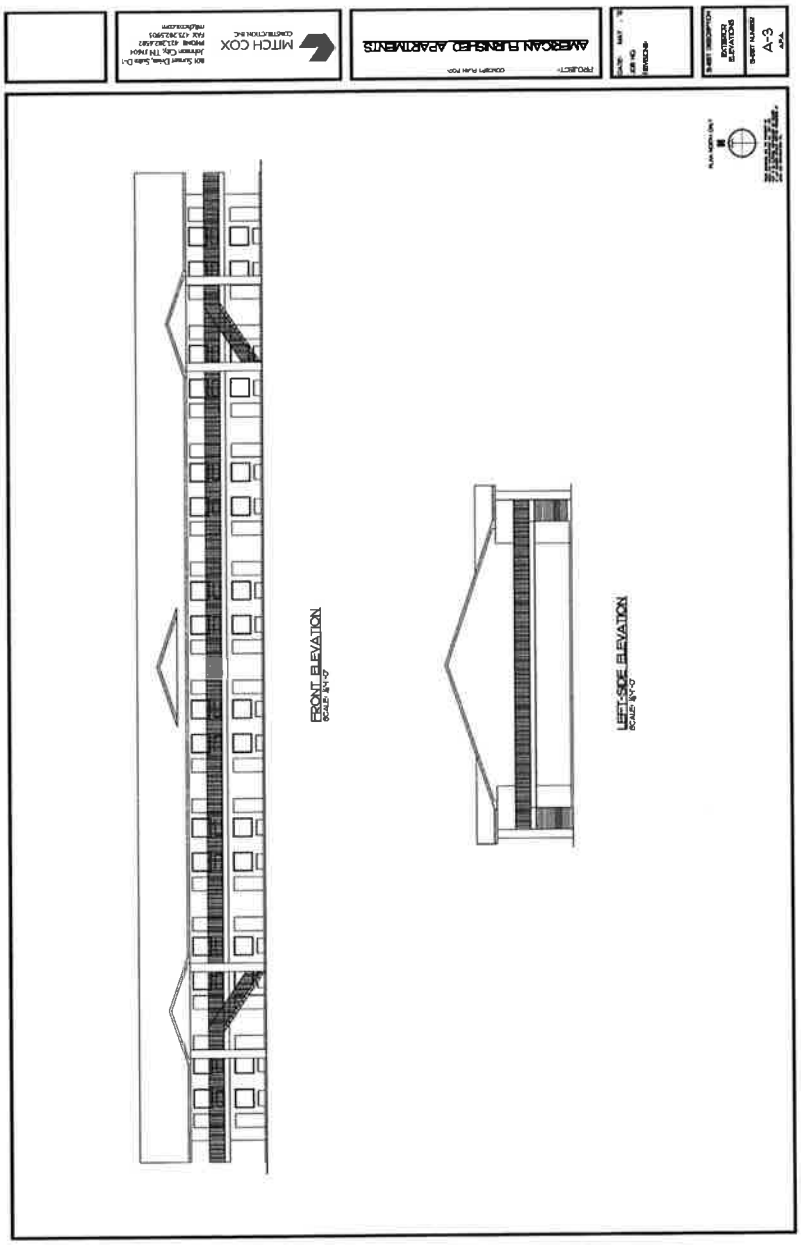


CONCEPTUAL SITE PLAN

Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012


AMERICAN FURNISHED APARTMENTS
MITCH COX
MASTER PLAN - UPPER LEVEL
MASTER PLAN - MAIN LEVEL


AMERICAN FURNISHED APARTMENTS
MITCH COX
A-2
FLOOR PLAN UNIT TYPES 'A', 'B' & 'C'
FLOOR PLAN UNIT TYPE 'C'
FLOOR PLAN UNIT TYPE 'B'
FLOOR PLAN UNIT TYPE 'A'


AMERICAN FURNISHED APARTMENTS
MITCH COX
A-3
FRONT ELEVATION
LEFT SIDE ELEVATION

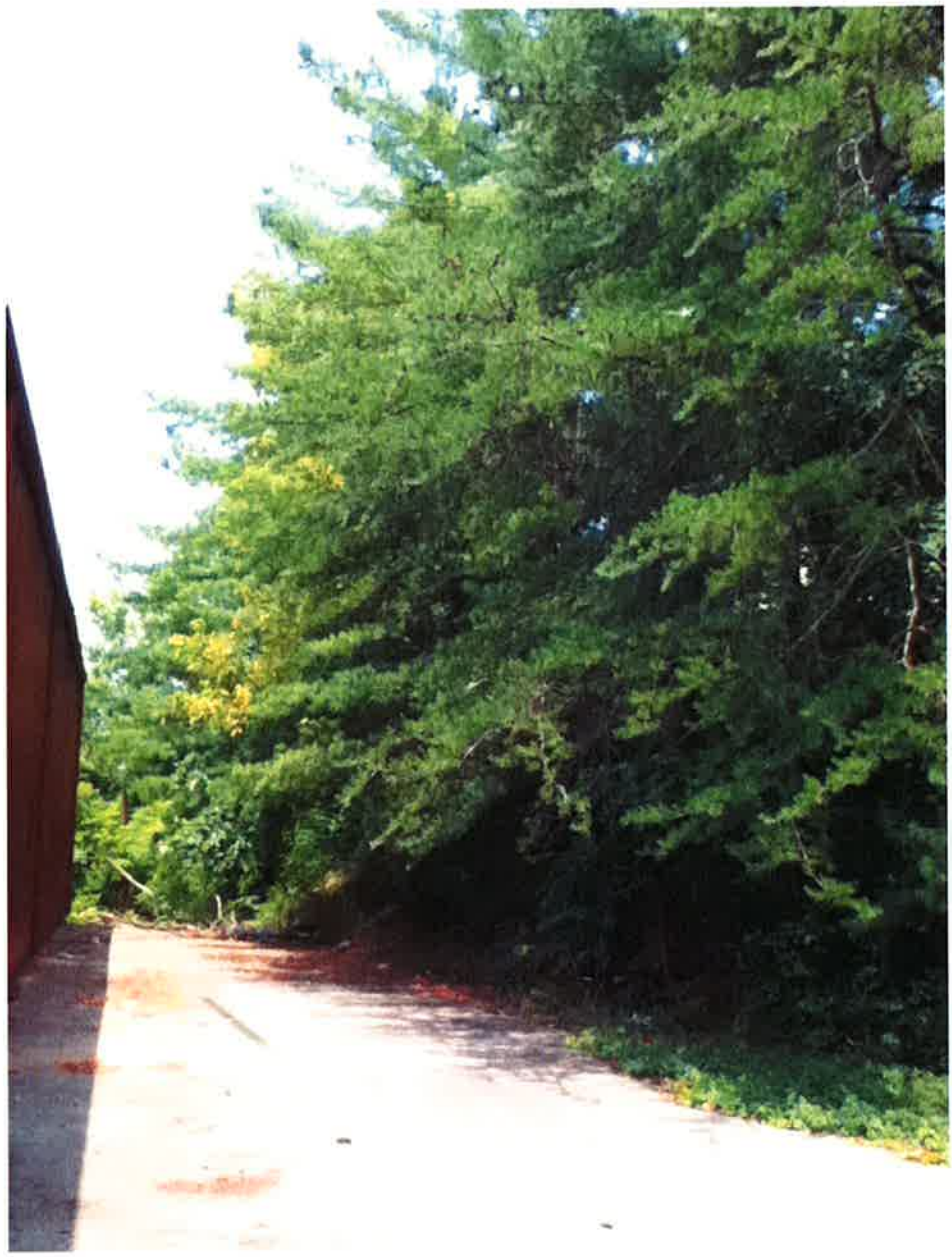
Front of existing structure

East side of existing structure

West side of existing structure

Rear of structure

Pictures of site and surrounding area



North

North

South

South

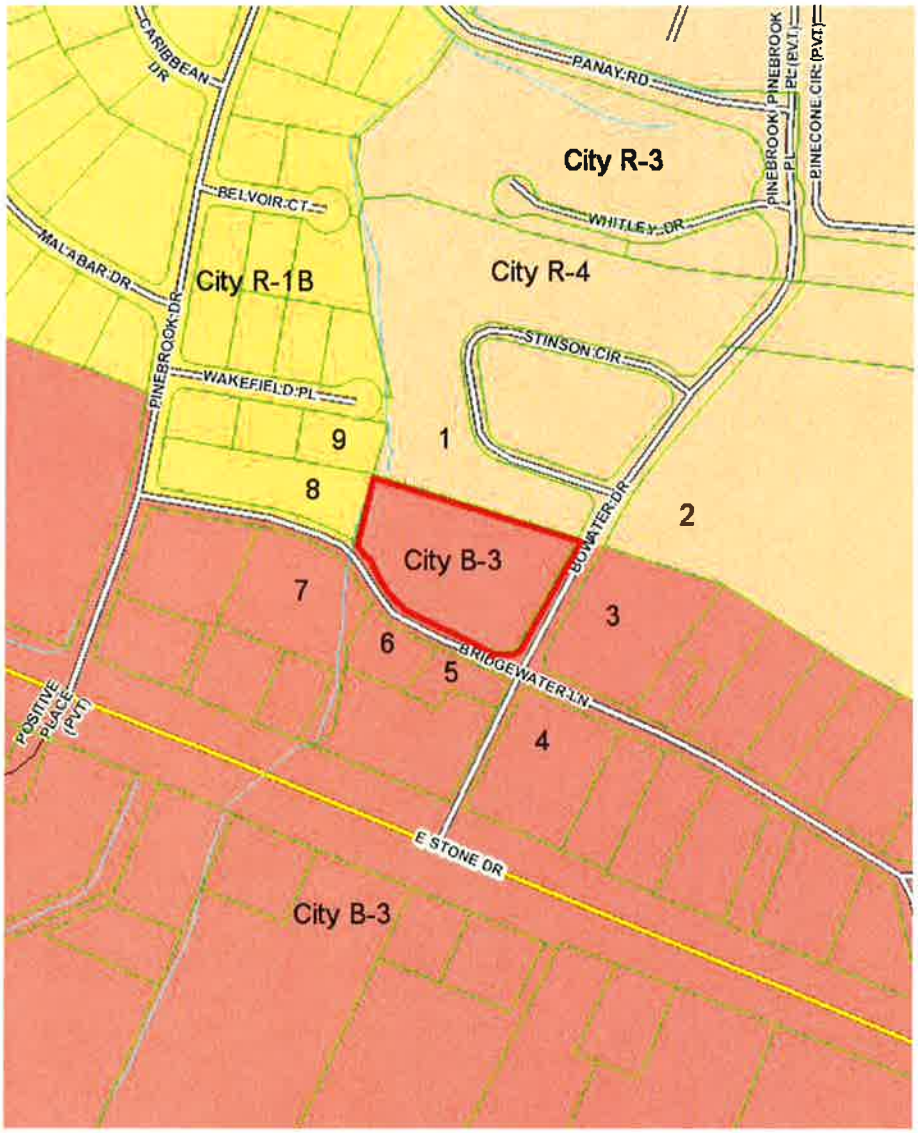
East

West

West

Location	Parcel / Zoning Petition	Zoning / Name	History Zoning Action Variance Action
North	1	R-4/ Kingsport Housing & Redevelopment Authority Apartments	N/A
Northeast	2	R-4/ Apartments	N/A
East	3	B-3/ East Tennessee Carpenters Kingsport Training Center	N/A
Southeast	4	B-3/Stone Drive Motors, Hollywood Nails, Halvorsen State Farm, Great Taste Buffett, Cash 1 Loan, Southern Title Loans, Cash 4 Gold	N/A
South	5	B-3/ Tire Barn	N/A
Further South	6	B-3/ Curves	N/A
Southwest	7	B-3/ Vacant	N/A
West	8	R-1B/ Bethel Apostolic Church	N/A
Northwest	9	R-1B/ Single Family Residential	N/A

EXISTING USES AND LOCATION



EXISTING USES LOCATION MAP
(With numbers corresponding from chart on previous page)

Prepared by Kingsport Planning Department for the
Kingsport Regional Planning Commission Meeting on August 16, 2012

SUBJECT SITE:

Philip Cox, the property owner, has petitioned for the rezoning of one parcel of approximately 1.94 acres from City B-3, general business district, to R-4, medium density apartment district.

The property is located at 1400 Bridgewater Lane, as identified on Tax Map 46E, Group E, Parcel 6.60. The property is located in the 11th Civil District.

The property is the former site of Skate Inn, which is currently vacant. Mr. Cox plans to demolish the existing structure and build furnished apartments on the site. The property must be rezoned in order to accommodate this use.

Standards of Review

Planning Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 8, below, as well as any other factors it may find relevant.

1. **Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby Property?**
   The proposed use would be suitable with regard to surrounding properties. The parcels to the north are zoned R-4 and contain multi-family apartments. Trees buffer the property on the west. The property is surrounded by Bridgewater Lane on the south and Bowater Drive on the east.

2. **Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?**
   The properties should not adversely affect the existing usability of adjacent or nearby properties. Proposed improvements should enhance the property and the usability of surrounding properties.

3. **Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?**
   The current B-3 zoning does not accommodate the proposed use.

4. **Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?**
   The proposal should not result in excessive or burdensome use of existing streets, transportation facilities, utilities or schools. The City Engineering Department has discussed visibility and sight distance concerns with the property owner, who has agreed to make appropriate changes.

5. **Whether the proposal is in conformity with the policies and intent of the land use plan?**

   Future Land Use Plan Map: Retail

   Proposed use/density: R-4, medium density apartment district

   The Future Land Use Plan Map recommends Retail for the subject site.

6. **Whether the change will create an isolated district unrelated to similar districts; i.e. is this spot zoning?**
No, the change will not create an isolated district. The parcels directly north of the property are currently zoned R-4.

7. **Whether the change will constitute a grant of special privilege to an individual as contrasted to the general welfare?**
No, the proposed change will not constitute a grant of special privilege to any individual.

8. **Whether it is impossible to find adequate sites for the proposed use in districts permitting such use?**
No, it would not be impossible to find another site to permit this use.

CONCLUSION

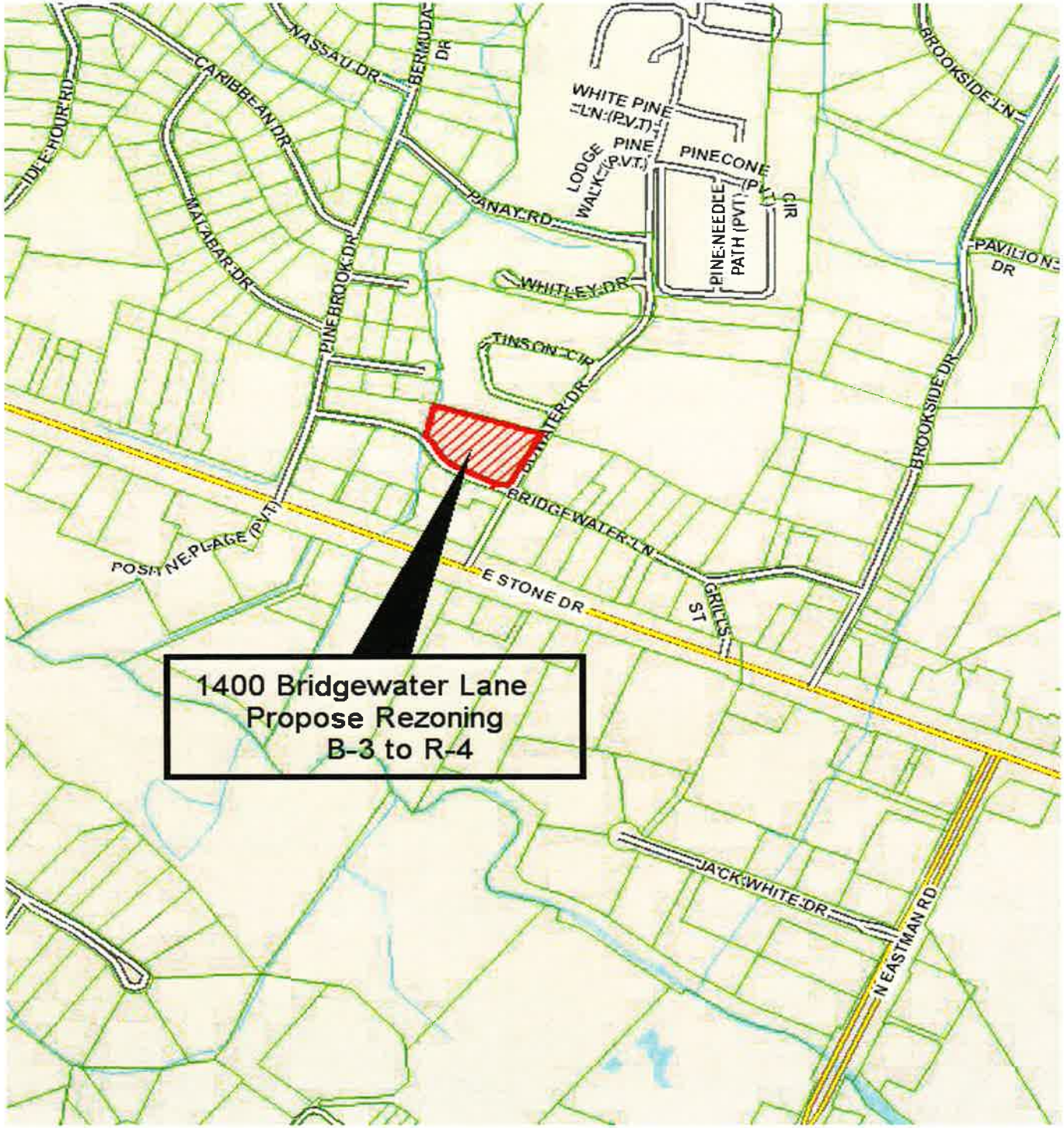
Staff recommends APPROVAL to rezone from B-3 to R-4 in order to change the use from vacant to furnished apartments within a new structure.

Bridgewater Rezoning

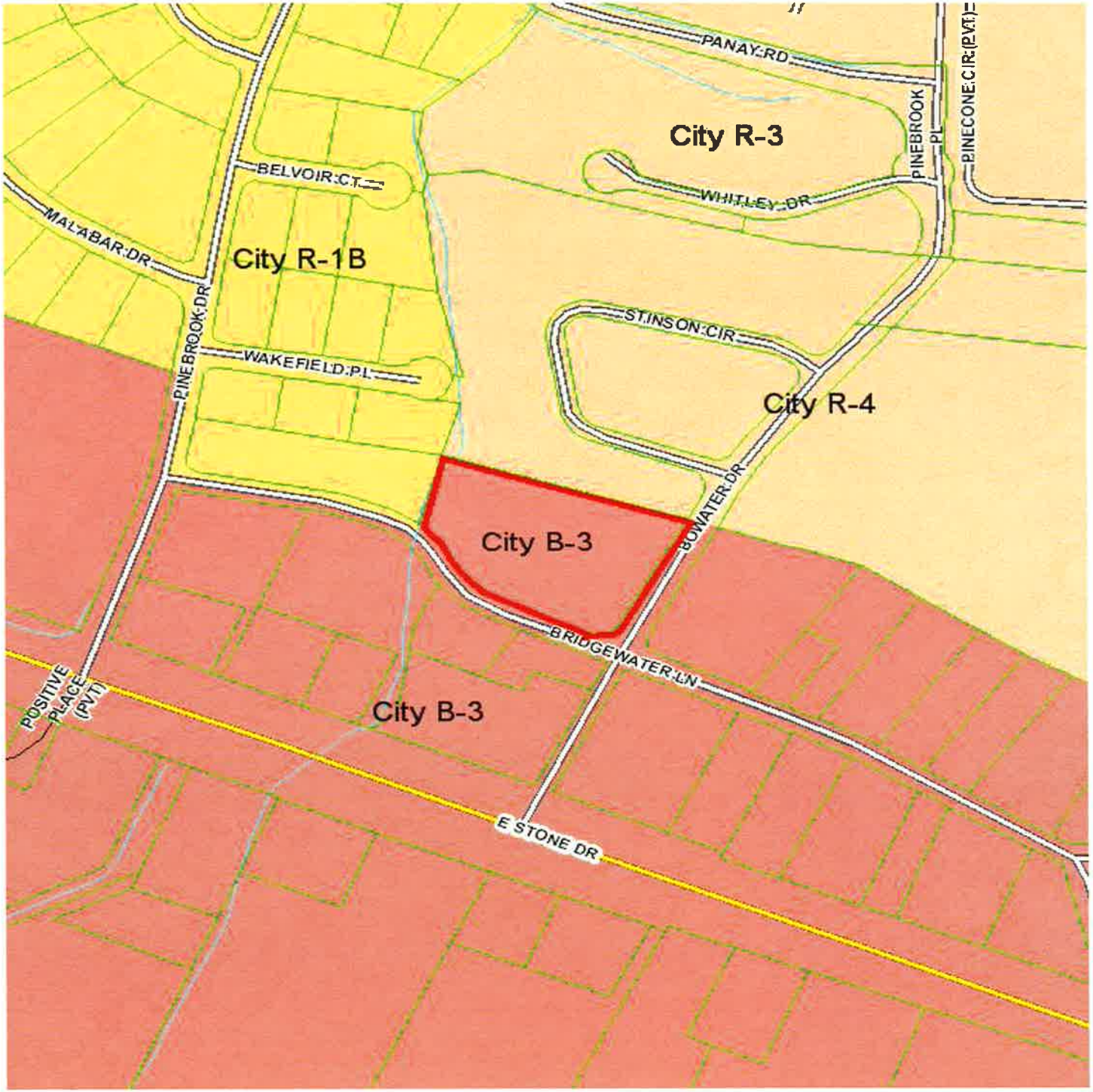
Kingsport Regional

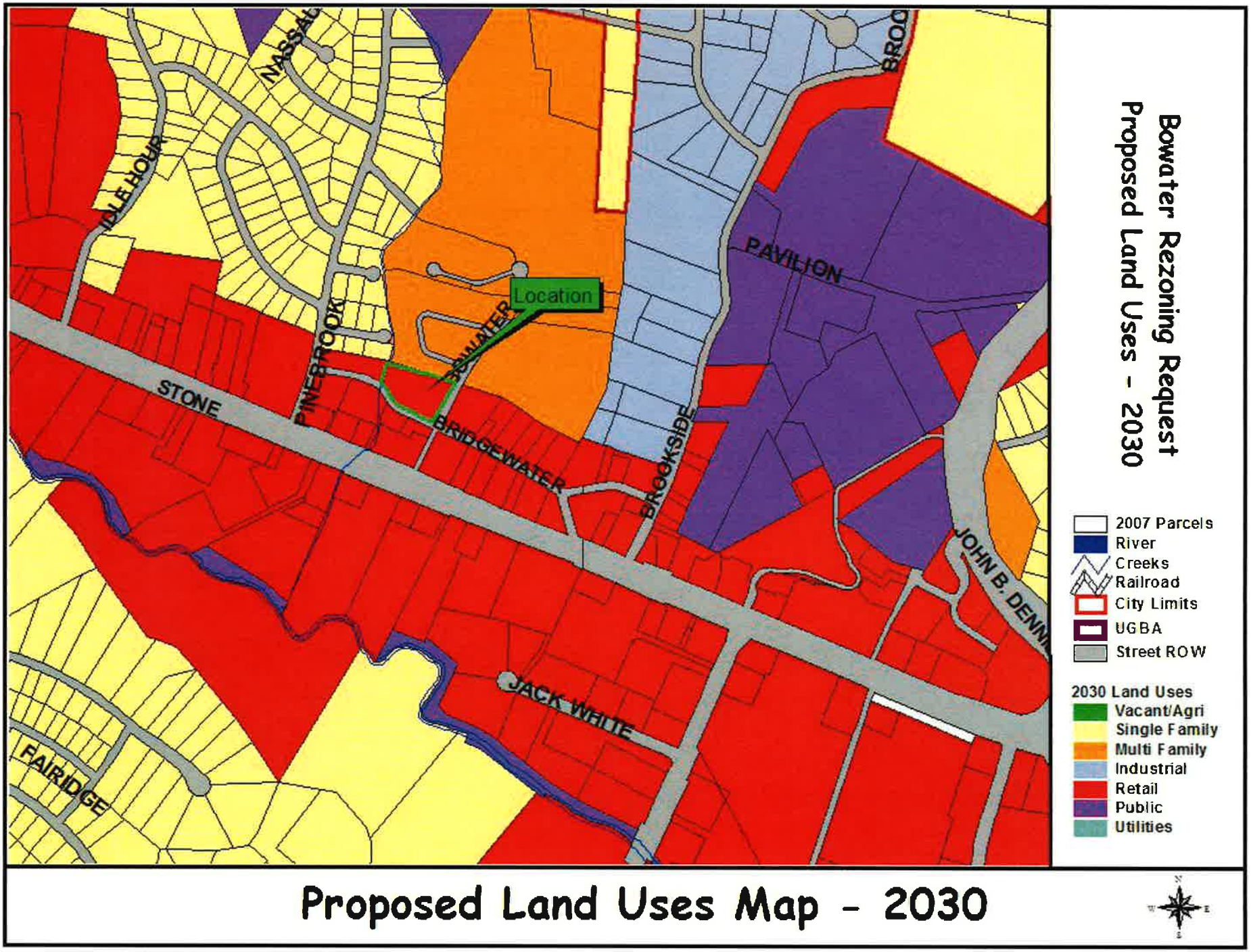
Planning Commission

August 16, 2012


1400 Bridgewater Lane
Propose Rezoning
B-3 to R-4
NASSAU DR
BERMUDA DR
CARIBBEAN DR
IDLE HOUR RD
MALABAR DR
PINEBROOK DR
PANAY RD
WHITE PINE LN (PVT)
LODGE PINE WALK (PVT)
PINECONE (PVT)
CIR
PINE NEEDLE PATH (PVT)
BROOKSIDE LN
PAVILION DR
WHITLEY DR
TINSON CIR
BRIDGEWATER DR
BRIDGEWATER LN
BROOKSIDE DR
POSITIVE PLAGE (PVT)
E STONE DR
GRILL ST
JACK WHITE DR
N EASTMAN RD

PINEBROOK DR
WAKEFIELD PL
Zoned R-1B
STINSON CIR
Zoned R-4
REEDY CREEK GARDENS
BRIDGEWATER LN
BOWATER DR
Zoned B-3
E STONE DR


PANAY RD
City R-3
PINEBROOK PL
PINECONE CIR (PVT)
BELVOIR CT
WHITLEY DR
MALABAR DR
City R-1B
PINEBROOK DR
WAKEFIELD PL
STINSON CIR
City R-4
BOWATER DR
City B-3
BRIDGEWATER LN
POSITIVE PLACE (PVT)
City B-3
E STONE DR



Proposed Land Uses Map - 2030

Rationale

Staff recommends Option 1 for the following reasons:

1. The 2030 Kingsport Land Use Plan recommends Retail; proposed zoning is a reasonable alternative.
2. Proposed zoning is in keeping with surrounding zoning and land use.
3. Redevelopment of site would be beneficial to citizens of Kingsport as a whole.

AGENDA ACTION FORM

Consideration of an Ordinance to Amend the Code of Ordinances, Division 2, Section 114-201 for the City of Kingsport

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-250-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: F. Koder
Presentation By: F. Koder

Recommendation:

- Approve ordinance amending Division 2, Section 114-201, the TA, Tourist Accommodation District for the City of Kingsport by creating a new TA/C, Tourist Accommodation/Commerce District per the attached ordinance.

Executive Summary:

Staff has prepared this amendment in preparation for a possible major development along the Interstate corridor. Rather than write an additional zoning district we amended the existing TA zoning district and now refer to it in the amendment as a TA/C District which would stand for Tourist Accommodation/Commerce District.

The amendment to the Tourist Accommodation District clarifies the purpose and intent of the district and expands the permitted uses within the district with uses that are specifically related to the traveling public as well as regional residents. Prohibited uses would include any residential, warehousing, industry and truck stops. The setbacks are similar to the average commercial district within the City's commercial districts and the landscaping and parking requirements are still the same.

Staff supports the amended ordinance as presented. The Kingsport Regional Planning Commission sent a unanimous favorable recommendation to the Board of Mayor and Alderman during their July 19, 2012 meeting. The Public hearing Notices was advertised on August 19, 2012.

Attachments:

1. ~~Public Notice~~
2. Amended Ordinance
3. Staff Report

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Jon	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

AGENDA ACTION FORM

Public Hearing and Consideration of an Ordinance to Amend the Code of Ordinances, Division 2, Section 114-201 for the City of Kingsport

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-250-2012
Work Session: September 4, 2012
First Reading: September 4, 2012

Final Adoption: September 18, 2012
Staff Work By: F. Koder
Presentation By: F. Koder

Recommendation:

- Hold public hearing.
- Approve ordinance amending Division 2, Section 114-201, the TA, Tourist Accommodation District for the City of Kingsport by creating a new TA/C, Tourist Accommodation/Commerce District per the attached ordinance.

Executive Summary:

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Staff supports the amended ordinance as presented. The Kingsport Regional Planning Commission sent a unanimous favorable recommendation to the Board of Mayor and Alderman during their July 19, 2012 meeting. The Public hearing Notices was advertised on August 19, 2012.

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2. Amended Ordinance
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Jon	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the City of Kingsport Board of Mayor and Aldermen will conduct a Public Hearing during its regular business meeting on Tuesday September 4, 2012 to consider an ordinance to amend the Code of Ordinances, City of Kingsport, Tennessee, Chapter 114-201 governing the Tourist Accommodation District. The regular business meeting will begin at 7:00 p.m. in the large courtroom located on the second floor of City Hall, at 225 W. Center Street, Kingsport, Tennessee.

All interested persons are invited to attend this meeting and public hearing. Additional information concerning this proposal may be obtained by contacting the Kingsport Planning Division of the Development Services Department, telephone 423-229-9485.

CITY OF KINGSPORT
Angie Marshall, City Clerk
PIT: 08/19/12

PRE-FILED
CITY RECORDER

ORDINANCE NO._____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE, DIVISION 2, SECTION 114-201; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, AS FOLLOWS:

SECTION I. That Section 114-201 of the Code of Ordinances, City of Kingsport, Tennessee is amended by deleting the entire section and substituting in its place the following:

Sec. 114-201. TA/C tourist accommodation/commerce district.

Intent. – This district is intended to provide the traveling public and regional residents an area for large scale shopping centers of 350,000 square feet or more in one or more buildings on 40 or more acres of land. Development within each TA district designation is to consist of hotels, retail, office, service, entertainment and recreation uses in building and service areas sharing internal parking and circulation. The TA development may include peripheral parcels for sale to other commercial users as long as such parcels are identified as part of an integrated master plan for the development.

(a) *Principal uses.* Principal uses permitted in the TA tourist accommodation district are as follows:

(1) Uses that provide the traveling public with convenient services, but only when adjacent to major highway interchanges, including automobile service stations, restaurants and lounges, motels and hotels, indoor movie theatres, gift shops and other similar shops.

(2) Governmental uses.

(3) Public and private parks.

(4) Public and private utilities to serve residents of the area.

(5) Regional shopping centers and shopping malls.

(6) Satellite medical facilities, including specialist medical clinics.

(7) Public Art.

(8) Non-Motorized trails, and trailheads facilities, equestrian use trails.

(9) Micro-Brewery & Winery.

(10) Outdoor theatre/Amphitheatre.

(11) Stadium, Sports Arena, Auditorium, with fixed seating.

(12) Banks and Financial Institutions.

(13) Art Galleries and museums;

and other substantially similar uses.

(b) *Accessory uses.* Accessory uses which are accessory, incidental and subordinate to principal uses are permitted in the TA district as follows: swimming pools, spas, private parks, tennis courts, and parking facilities.

(c) *Special Exceptions.* Special exceptions are permitted only with the approval of the board of zoning appeals and are as follows:

(1) *Franchised Auto dealership.*

(d) *Prohibited uses.* Uses prohibited in the TA district are as follows:

(1) Retail and service uses, except for those described in subsection (a) or (b) of this section.

(2) Residential, warehousing, industry, and truck stops.

(e) *Dimensional requirements.* The minimum and maximum dimensional requirements for the TA district are as follows:

(1) *Minimum requirements.*

a. Lot area, No requirements.

b. Lot frontage minimum of 50 feet on a public road with an average of 150 at the building line feet.

c. Front yard, 30 feet.

d. Each side yard, None Required. When a side yard is provided, it shall not be less than ten feet.

e. Rear yard, None Required.

f. Usable open space, not applicable.

(2) *Maximum permitted.*

a. Lot coverage, No requirements.

b. Building height: No building or structure shall exceed 60 feet in height.

(f) *Plan requirements.* Tourist accommodation districts require submittal of a zoning development plan for planning commission approval. The planning commission may add other dimensional requirements or restrictions.

(g) *Signs.* See article IV of this chapter for sign provisions except when the development is restricted by a sign regulation covenant accepted by the city at the time of the zoning approval and recorded in the official records of Sullivan County.

(h) *Parking.* See article V of this chapter for parking and loading provisions.

(i) *Landscaping, Buffering and Screening.* See Article VI of this chapter for landscaping and land use buffering requirements.

(Code 1981, app. A, art. IV, § 9; Ord. No. 4018, § IV(21), 3-21-95; Ord. No. 4276, § I, 9-3-96; Ord. No. 4454, § 1, 11-4-97)

SECTION II. That this ordinance shall take effect from and after the date of its passage and publication, as the law directs, the public welfare of the City of Kingsport, Tennessee requiring it.

_____
DENNIS PHILLIPS, MAYOR

ATTEST:

_____
JAMES DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY
City Attorney

PASSED ON 1ST READING _____
PASSED ON 2ND READING_____

Memorandum

To: Kingsport Regional Planning Commission Members

From: Forrest Koder – Principal Planner

Date: 9/4/2012

Re: **Amendment to the TA – Tourist Accommodation Ordinance**

Case No.: 12-801-00001

Attached to this memo is a copy of the proposed amendment to the TA – Tourist Accommodation District. Staff has prepared this amendment in preparation for a possible major development along the Interstate corridor. Rather than write an additional zoning district we are preparing to amend the existing TA zoning district and now refer to it in the amendment as a TA/C District which would stand for Tourist Accommodation/Commerce District.

The amendment clarifies the intent of the district and expands the permitted uses within the district with uses that are specifically related to the traveling public as well as regional residents. Prohibited uses would include any residential, warehousing, industry and truck stops. The setbacks are similar to the average commercial district within the City's commercial districts and the landscaping and parking requirements are still the same.

The sign section is also changing and will be brought to the Commission for review in the near future. However we are offering one change that would allow the development to be restricted by a sign covenant that was accepted by the City at the time of zoning approval and recorded in the official records of Sullivan County.

We present this amendment to the Commission for review and comment and for a favorable recommendation to the Board of Mayor and Alderman.

AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary and Proper with the Industrial Development Board of the City of Kingsport, Tennessee (KEDB) for a Contribution for Economic Development

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF: 285-2012
Work Session: September 17, 2012
First Reading: September 18, 2012

Final Adoption: September 18, 2012
Staff Work By: John G. Campbell
Presentation By: John G. Campbell

Recommendation: Approve the resolution.

Executive Summary:
The Industrial Development Board of the City of Kingsport, Tennessee (KEDB) is purchasing the Bray property located on West Sullivan Street in Kingsport for the provision of economic development.

The City of Kingsport wishes to enter into an agreement for the purpose of contributing to KEDB for economic development annual installments of $65,000 for five (5) years to begin July 15, 2013. This will ensure any costs to cover the annual interest payments, legal costs and environmental costs not covered by the current leases on the property are met. This will help KEDB get a very low interest rate on the loan for the property. Current leases now total more than $65,000.00.

Attachments:

1. Resolution
2. Agreement

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF KINGSPORT, TENNESSEE (KEDB) FOR A CONTRIBUTION FOR ECONOMIC DEVELOPMENT

WHEREAS, the Industrial Development Board of the City of Kingsport, Tennessee (KEDB) is purchasing the Bray property located on West Sullivan Street in Kingsport, with proceeds from a loan, for the purpose of providing for economic development; and

WHEREAS, the development of the property will provide the city with increased tax receipts and will enhance the public welfare, health and safety of its citizens; and

WHEREAS, T.C.A. §6-54-118 permits a municipality to make a contribution to an industrial development corporation, such as KEDB; and

WHEREAS, in consideration of the acquisition of the property by KEDB, and its expected development, the city desires to make a contribution to KEDB for economic development in annual installments of $65,000 for five years beginning on the 15th day of July, 2013, which contribution can be used for economic development purposes, including the repayment of the loan, if needed; and

WHEREAS, it is in the public interest for the parties to enter into an agreement to provide for the terms of the contribution.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, an agreement with the Industrial Development Board of the City of Kingsport, Tennessee (KEDB) establishing the terms and conditions as set out herein for a contribution to KEDB for economic development annual installments of $65,000 for five years beginning on the 15th day of July, 2013, which contribution can be used for economic development purposes, including the repayment of the loan, if needed.

SECTION II. That the parties recognize that it is the preference of the city that the funds contributed to KEDB are used for downtown redevelopment, but it is not required.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____

DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

AGREEMENT

THIS AGREEMENT entered as of the ___ day of _____, 2012, by and between the City of Kingsport, Tennessee, hereinafter "the City", and the Industrial Development Board of the City of Kingsport, Tennessee, hereinafter "KEDB".

WHEREAS, T.C.A. §6-54-118 permits a municipality to make a contribution to an eligible industrial development corporation; and

WHEREAS, KEDB is an eligible industrial development corporation; and

WHEREAS, KEDB is purchasing the Bray property located on West Sullivan Street in Kingsport, with proceeds from a loan, for the purpose of providing for potential economic development; and

WHEREAS, the development of the property will provide the city with increased tax receipts and will enhance the public welfare, health and safety of its citizens; and

WHEREAS, in consideration of the acquisition of the property by KEDB, and its expected development, the City desires to make a contribution to KEDB for economic development; and

WHEREAS, it is in the public interest for the parties hereto to enter into an agreement regarding such contribution.

NOW THEREFORE, premises considered, the parties agree as follows:

1. KEDB is purchasing real property for the purpose of providing economic development in the City, with the proceeds from a loan, and it is expected that the development of the property will provide the City with increased tax receipts.

2. In consideration of such purchase and development the City will make a contribution to KEDB in KEDB for economic development in annual installments of $65,000 for five years beginning on the 15th day of July, 2013, which contribution can be used for economic development purposes, including the repayment of the loan, if needed.

3. The parties recognize that it is the preference of the City that the funds contributed are used for downtown redevelopment, but it is not required.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals as of the day and year written above.

THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF KINGSPORT, TENNESSEE

By:_____
Robert Feathers, Chairman

CITY OF KINGSPORT, TENNESSEE

By:_____
Dennis R. Phillips, Mayor

Attest:

_____
James Demming, City Recorder

Approved as to form:

_____
J. Michael Billingsley, City Attorney

It is the Truck Committee's recommendation to accept the Autocar Chassis, with New Way Body, offering of Smoky Mountain Truck for the following major reasons.

1. The low bid offering of CMI Equipment does not meet the body specifications with regards to arm reach and configuration.
2. It is recommended to purchase the more expensive Autocar chassis for reasons of chassis durability and dependability. The presently City owned unit #1961, Mac LEU613, has been less than dependable and has been consistently out of service primarily due to emissions regeneration issues. As of the date of this memo, the issue has yet to be resolved by the dealer, World Wide Equipment. Discussions with Lester Edmundson, Fleet Manager, City of Athens, TN, indicate that they are having the same issues with their MAC truck. Additionally, Barry Monroe, owner of Lesters Road Service, who performs towing services for Allied Waste, has indicated that he has had to tow several of their trucks back to the MAC dealer for regeneration issues.

   Kingsport's downtime has equated to approximately $14,613 for 11 months of operation. The committee feels that the $13,313 cost difference between the two qualifying vendors would be justified in the dependability of the Autocar compliant offering.

$ 2,579	Depreciation Expense Paid during downtime
$ 2,800	Wrecker Service to Abingdon, VA (7 trips @ $375, 1 trip @ $175)
$ 9,234	Truck Rental Equivalency for 197 hours lost labor hours at $7,500 Month Rental Cost
$14,613	Total cost of Truck Down Time for past 11 months

Should you have any questions about this recommendation, please do not hesitate to contact us.

Thank you

Picture for demonstration purposes only and is not the exact product being purchased

AGENDA ACTION FORM

Consideration of a Resolution Awarding the Bid for the Purchase of two (2) Automated Leaf Collection Trucks to Smoky Mountain Truck Center, LLC.

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-277-2012
Work Session: September 17, 2012
First Reading: N/A

Final Adoption: September 18, 2012
Staff Work By: Committee
Presentation By: R. McReynolds

Recommendation: Approve the Resolution

Executive Summary: Bids were opened on August 14, 2012 for the purchase of two Automated Leaf Collection Trucks for use by PW Grounds Maintenance. The advertisement for the Invitation to Bid was published in the Kingsport Times News on July 29, 2012 and placed on our website for 17 calendar days. It is the recommendation of the committee to accept the low bid from Smoky Mountain Truck Center, LLC for two each 2013 Freightliner M2106 with Pendpac Compactor as follows:

$206,155.00 Unit Cost
$412,310.00 Total Purchase Cost

The bid received from Smoky Mountain Truck Center, Inc. is the lowest, responsible, compliant bid meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City.

Funding is identified in project # GP1230/31100006019006 & account # 51150085019010

Attachments:
1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ photo

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF TWO AUTOMATED LEAF COLLECTION TRUCKS TO SMOKY MOUNTAIN TRUCK CENTER, LLC AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened August 14, 2012 for the purchase of two (2) automated leaf collection trucks for use by Public Works Department for Grounds Maintenance; and

WHEREAS, upon review of the bids, the board finds Smoky Mountain Truck Center, LLC is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase two (2) 2013 Freightliner M2106 with Pendpac Compactor automated leaf collection trucks from Smoky Mountain Truck Center, LLC, at a total purchase cost of $412,310.00; and

WHEREAS, funding is identified in #GP1230/31100006019006 & Fleet Replacement account #51150085019010.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for purchase of two (2) 2013 Freightliner M2106 with Pendpac Compactor automated leaf collection trucks at a total purchase cost of $412,310.00 is awarded to Smoky Mountain Truck Center, LLC, and the city manager is authorized to execute a purchase order for same.

SECTION II. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
August 14, 2012
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

LEAF COLLECTION TRUCKS				
Vendor:	Qty.:	Unit Cost:	Delivery Time:	Comments/Make/Model:
Smoky Mtn. Truck Center	2	$206,155.00	120-180 Days	Optional Nylon Vent Cover $500.00 2013 Freightliner M2106 w/Pendpac Compactor
Stringfellow	2	No Bid	N/A	N/A
CMI Equipment Sales	2	$207,005.00	150-180 Days	2013 Freightliner M2106 w/Pendpac Compactor and ODB SKB 700 Vacuum Leaf Collector

The submitted bids will be evaluated and a recommendation made at a later date.

Kingsport
TENNESSEE

FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

Memo

To: Brent Morelock, Assistant Procurement Manager

From: Steve Hightower, Fleet Manager
Rodney Deel, Solid Waste Supervisor

Date: September 5, 2012

Re: Single Cab/Chassis with Leaf Compactor Body Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	2	2013 Freightliner M2106	Smoky Mountain Truck	9 MPG

Low Compliant Bidder

Fuel Economy Improvement and Trade In Information 35%

Public Works has committed to replacing three leaf single axle leaf body trucks with one automated. This not only reduces maintenance cost but reduces fuel consumption.

Unit Numbers:	1242 – 1996 International - 67,432 miles – Age: 16 Years	6.63 MPG
	1243 – 1996 International - 68,135 miles – Age: 16 Years	5.80 MPG
	1244 – 1996 International - 151,807 miles – Age: 16 Years	7.50 MPG

These units will be removed from the fleet and sold utilizing the City's current disposal outlets.

Origin Information

1. New Unit Origin of Manufacture:
    a. Cab/ Chassis Mfg.– Mount Holley, North Carolina
        i. 50% Domestic/ 50% Foreign Materials
    b. Body Manufacture – Richmond, Va.
        i. 60% Domestic/ 40% Foreign Materials
2. New Unit Purchase Dealer:
    a. Cab/ Chassis/ Body – Smoky Mountain Truck – Kingsport, TN
    b. Body Dealership – CMI Equipment - Nashville, TN

Should you have any questions about this recommendation, please do not hesitate to contact us.

Thank you.

Picture for demonstration purposes only and is not the exact product being purchased.

AGENDA ACTION FORM

Consideration of a Resolution Awarding the Bid for the Purchase of one (1) Swaploader Equipped Truck to Smoky Mountain Truck Center, LLC.

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-278-2012
Work Session: September 17, 2012
First Reading: N/A

Final Adoption: September 18, 2012
Staff Work By: Committee
Presentation By: R. McReynolds

Recommendation: Approve the Resolution

Executive Summary: Bids were opened on August 30, 2012 for the purchase of one Swaploader Equipped Truck for use by PW Sanitation. The advertisement for the Invitation to Bid was published in the Kingsport Times News on August 15, 2012 and placed on our website for 16 calendar days. It is the recommendation of the committee to accept the bid from Smoky Mountain Truck Center, LLC for one each 2013 Freightliner 114SD W/ Stringfellow Swaploader SL-650 as follows:

$158,251.00	Unit Cost
$500.00	Option A (Air Conditioning) t
$158,751.00	Total Purchase Cost

Lower dollar amount bids were received but are not being recommended for reasons outlined in the recommendation memo.

Funding is identified in project # GP1230/31100006019006

Attachments:
1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ photo

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF ONE SWAPLOADER EQUIPPED TRUCK TO SMOKY MOUNTAIN TRUCK CENTER, LLC AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened August 30, 2012 for the purchase of one swaploader equipped truck for use by Public Works department for Sanitation; and

WHEREAS, upon review of the bids, the board finds Smoky Mountain Truck Center, LLC is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase a 2013 Freightliner 114SD W/ Stringfellow Swaploader SL-650 from Smoky Mountain Truck Center, LLC, at a total purchase cost of $158,751.00; and

WHEREAS, funding is identified in project # GP1230/31100006019006.
Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for purchase of 2013 Freightliner 114SD W/ Stringfellow Swaploader SL-650 at a total purchase cost of $158,751.00 is awarded to Smoky Mountain Truck Center, LLC, and the city manager is authorized to execute a purchase order for same.

SECTION II. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
August 30, 2012
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

SWAPLOADER/HOOKLIFT TRUCK							
Vendor:	Qty.:	Unit Cost:	Option A:	Option B:	Option C:	Delivery Time:	Make/Model:
Worldwide Equipment	1	$166,803.00	N/A	$4,710.00	$5,260.00	60-90 Days	Kenworth T800 w/CMI Stellar Slider 65
Worldwide Equipment	1	$166,703.00	N/A	$4,710.00	$5,260.00	120-150 Days	Mack GU813 w/CMI Stellar Slider 65
Worldwide Equipment	1	$172,880.00	N/A	$5,800.00	$6,800.00	120-150 Days	Mack GU813 w/Municipal Equipment Stellar Slider
Worldwide Equipment	1	$173,180.00	N/A	$5,800.00	$6,800.00	90-120 Days	Kenworth T800 w/Municipal Equipment Stellar Slider 65
Smoky Mtn. Truck Center	1	$159,926.00	$500.00	$3,700.00	$4,645.00	120-150 Days	2013 Freightliner 114SD w/Cavalier Equip. Palfinger Palift T-60
Smoky Mtn. Truck Center	1	$164,999.00	$500.00	$5,800.00	$6,800.00	130-160 Days	2013 Freightliner 114SD w/Municipal Equipment Stellar Slider 65
Smoky Mtn. Truck Center	1	$158,622.00	$500.00	$4,710.00	$5,260.00	110-140 Days	2013 Freightliner 114SD w/CMI Equipment Stellar Slider 65
Smoky Mtn. Truck Center	1	$158,251.00	$500.00	$5,824.00	$4,422.00	100-130 Days	2013 Freightliner 114SD w/Stringfellow Swaploader SL-650
MHC Kenworth	1	$185,101.00	Left Blank	Left Blank	Left Blank	Left Blank	Kenworth T800 w/Stringfellow Body
Stringfellow, Inc.	1	$166,332.00	Included	$5,824.00	$4,422.00	90-120 Days	2013 Mack GU813 w/Swaploader SL-650
Stringfellow, Inc.	1	$154,088.00	$658.40	$5,824.00	$4,422.00	75-105 Days	2013 International 7600 w/Swaploader SL-650
Stringfellow, Inc.	1	$166,432.00	Included	$5,824.00	$4,422.00	60-90 Days	2013 Kenworth T800 w/Swaploader SL-650
Goodpasture Motor*	1	$154,636.00	$658.40	$4,710.00	$5,620.00	90-120 Days	2013 International 7600 w/CMI Equipment Stellar Slider 65
Goodpasture Motor*	1	$155,940.00	$658.40	$3,700.00	$4,645.00	Left Blank	2013 International 7600 w/ Cavalier Equipment Palift T-60

*Whiteout Used

The submitted bids will be evaluated and a recommendation made at a later date.

Memo

To: Brent Morelock, Assistant Procurement Manager

From: Truck Committee: Ronnie Hammonds – Streets and Sanitation Manager
Steve Hightower, Fleet Manager
Rodney Deel, Solid Waste Supervisor

Date: September 4, 2012

Re: Swap Loader Truck Purchase Recommendation

This will confirm our review and recommendation to purchase the low compliant bid of the following and Option A: Air Conditioning.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	1	2013 Freightliner 114SD with Swaploader	Smoky Mountain Truck	7 MPG

Low Compliant Bidder

Fuel Economy Improvement 0%

The unit is an addition to the fleet so no fuel economy improvements will be realized.

Origin Information

1. New Unit Origin of Manufacture:
    a. Cab/ Chassis Mfg.– Mt. Holly, NC
        i. 50% Domestic/ 50% Foreign Materials
    b. Body Manufacture – Des Moines, Io.
        i. 100% Domestic/ 0% Foreign Materials
2. New Unit Purchase Dealer:
    a. Cab/ Chassis/ Body – Smoky Mountain Truck – Kingsport, TN
    b. Body Dealership – Stringfellow Equipment – Nashville, TN

It is the Truck Committee's recommendation to accept the Freightliner Chassis, with Swaploader SL-650 Body, offering of Smoky Mountain Truck for the following major reasons.

1. The lower bid offering of Goodpasture Motors International truck does not meet the frame strength specification. The Goodpasture offering is 3,806,400 when 4,400,000 was the minimum. This 13.5% difference is critical to the life expectancy of the unit within the fleet due to the nature of the truck application. This unit will load potentially extremely heavy containers consistently from the rear of the unit.
2. Additionally the lower bid offering of Goodpasture Motors International truck does not meet the following minimums:
    a. Engine Output Specification: 435 HP minimum required/ 430 HP was offered
    b. Battery Capacity: 3,375 CCA required/ 2,250 CCA offered
    c. Brake System Compressor Capacity: 18.7 CFM required/ 15.9 CFM offered
3. The lower bid of Stringfellow Equipment is utilizing the same International truck specifications offering as the one listed above and is non compliant in the same areas.

Should you have any questions about this recommendation, please do not hesitate to contact us.

Thank you

Picture for demonstration purposes only and is not the exact product being purchased

Kingsport
TENNESSEE

AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary to Apply For and Receive the Solid Waste Recycling Rebate Grant From the Tennessee Department of Environment and Conservation (TDEC) Solid Waste Management Division

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF- 274-2012
Work Session: September 17, 2012
First Reading: September 18, 2012

Final Adoption: September 18, 2012
Staff Work By: Ronnie Hammonds
Presentation By: Ryan McReynolds

Recommendation:

Approve the resolution.

Executive Summary:

The Kingsport Public Works Department is eligible to apply for the annual Solid Waste Recycling Rebate Grant in the amount of $4,146.00 toward reimbursement in operating the recycling program. Funds spent towards recycling education, collection, and transport during July 1, 2012 through June 30, 2013 will be eligible for reimbursement. The required dollar for dollar match will come from the purchase of recycling bins, staff salaries and partnership materials for Keep Kingsport Beautiful. Grant funds received will be used primarily for purchase of new recycling bins. The grant varies year to year based on the amount of money reserved by the state. This year $300,000 has been reserved by the state for the top 11 solid waste producing counties and their municipalities. The money is divided proportionately by the amount of waste produced, then by the population of the municipalities. The City of Kingsport received $3,508.00 in FY 2012, $2,044.00 in FY 2011, $3,310 in FY 2010, $7,383 in FY 2009, and $5,905 in FY 2008.

Attachments:

1. Resolution
2. Attachments

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A SOLID WASTE RECYCLING REBATE GRANT FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION SOLID WASTE MANAGEMENT DIVISION

WHEREAS, the city has the opportunity to apply for and receive a rebate grant from the Tennessee Department of Environment and Conservation Solid Waste Management Division; and

WHEREAS, the rebate grant will provide reimbursement in the recycling program for certain items such as recycling education, collections, and transport from July 1, 2012 through June 30, 2013; and

WHEREAS, the amount of the solid waste recycling rebate grant is $4,146.00; and

WHEREAS, the required one to one match will come from the purchase of recycling bins, staff salaries and partnership materials from Keep Kingsport Beautiful;

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the city of Kingsport, all documents necessary and proper to apply for and receive a Solid Waste Recycling Rebate grant from the Tennessee Department of Environment and Conservation Solid Waste Management Division.

SECTION II. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

DATE: August 20, 2012

TO: County and Municipality Mayors in Bradley, Davidson, Hamilton, Knox, Loudon, Madison, Montgomery, Rutherford, Shelby, Sullivan, and Williamson Counties

FROM: Loretta Harrington, Manager
Solid Waste Grant Programs

RE: Recycling Rebates for FY 2013

Attached is a guidance document giving pertinent details regarding the recycling rebates for the eleven counties that have generated the greatest amount of solid waste. This generation number is based on figures found in the 2011 Annual Progress Report. Please note that recycling rebates require a dollar for dollar match.

The attachment indicates the rebate amount you may request. You will be required to submit copies of paid invoices for activities, dated between July 1, 2012 through June 30, 2013, and invoices should total the rebate amount you are eligible to receive plus an equal amount to cover the required **dollar for dollar matching funds. These invoice copies must be submitted with your completed State of Tennessee** *Invoice for Reimbursement* form. You may request reimbursement at anytime during the fiscal year. Invoices must show the total amount spent on the recycling project.

Please complete and submit the FY2013 *Recycling Rebate Funds Request and Certification* form with an estimated budget that provides the total amount of funds you expect to expend, including the match amount, which lists the recycling equipment and/or recycling activities you plan to fund. This information must be submitted to our office by September 24, 2012.

Should you elect not to receive the rebate but want those funds given to the county, another city, a solid waste authority or a non-profit recycler, you must notify us in writing of your intent by September 24, 2012. If we do not receive documentation from cities designated to receive rebates by September 24 2012, the funds will automatically revert to the county. If we do not receive documentation from the County, the funds will revert to the Solid Waste Fund.

Because non-profit recyclers provide essential collection and disposal services to many cities and counties, we encourage you to communicate with them to assure they obtain needed funding to continue their services.

Thank you for your cooperation in this matter. Should you have any questions, please contact Deborah Temple at (615) 532-4967 or through e-mail at Deborah.Temple@tn.gov or Dustin Owens at (615) 741-8890 or through e-mail at Dustin.Owens@tn.gov

FY2013 RECYCLING REBATES

Bradley	$5,408.00		**Shelby**	$10,563.00
Cleveland	$3,868.00		Arlington	$1,114.00
			Bartlett	$5,282.00
Davidson	$46,504.00		Collierville	$4,253.00
Belle Meade	$224.00		Germantown	$3,757.00
Forest Hills	$371.00		Lakeland	$1,202.00
Goodlettsville ***	$795.00		Memphis	$62,559.00
Oak Hill	$349.00		Millington	$984.00
Hamilton	$8,581.00		**Sullivan**	$7,529.00
Chattanooga	$13,415.00		Bristol	$2,396.00
Collegedale	$653.00		Kingsport ***	$4,146.00
East Ridge	$1,676.00			
Red Bank	$931.00			
Signal Mountain	$604.00			
Soddy-Daisy	$1,016.00			
Knox	$26,854.00		**Williamson**	$3,026.00
Farragut ***	$2,390.00		Brentwood	$2,334.00
Knoxville	$20,632.00		Fairview	$486.00
			Franklin	$3,936.00
Loudon	$7,263.00		Nolensville	$369.00
Lenoir City	$1,875.00		Spring Hill ***	$1,387.00
Greenback	$231.00			
Loudon Town of	$1,167.00			
Madison	$3,800.00			
Jackson	$7,899.00			
Threeway	$207.00			
Montgomery	$2,786.00			
Clarksville	$9,397.00			
Rutherford	$4,886.00			
LaVergne	$1,959.00			
Murfreesboro	$6,533.00			
Smyrna	$2,403.00		**TOTAL**	**$300,000.00**

* Municipalities divided among two or more counties

THE SOLID WASTE MANAGEMENT ACT OF 1991
TCA 68-211-825(b)
Recycling Rebate
Guidelines

August 9, 2012

Statute Requirements

The counties of Bradley, Davidson, Hamilton, Knox, Loudon, Madison, Montgomery, Rutherford, Shelby, Sullivan, and Williamson are eligible to receive rebates in accordance with T.C.A. 68-211-825(b) in lieu of grants to purchase recycling equipment.

With passage of the Solid Waste Reauthorization Act of 1996 (Public Chapter #846, Section 26), T.C.A. 68-211-825(b) was amended as follows:

"A county or municipality may only expend such rebate for recycling purposes and they must expend from local funds an amount equal to the amount of the rebate towards such purposes."

The Department has reserved $300,000 for the above eleven counties which have generated the greatest amount of solid waste. Population among the municipalities within the county will further allocate these rebated funds proportionately. The attached schedule shows the rebate amount you may request.

Recycling Rebate funds are based on solid waste data that is received from each municipal solid waste planning region and contained in the 2011 Annual Progress Report and estimated populations taken from U.S. Census, dated June 28, 2012. The apportionment will be as follows:

$$\text{Rebate} = \frac{\text{(tons of the county's solid waste)}}{\text{(Total tons of solid waste from all eleven counties)}}$$

Multiplied by

150% of State funds allocated for recycling equipment grants

Eligibility

Rebate funds may only be spent for recycling purposes which include: establishing new programs/collection sites; preparing recovered materials for transport and marketing; identifying markets for recovered materials; and developing educational programs for adults and children to help them understand solid waste issues, management options and costs and the value of waste reduction and recycling.

Documentation Requirements

In order to receive rebate funds from the State, counties and cities must complete the attached "FY2013 Recycling Rebate Funds Request and Certification" form. Provide complete details on how rebate funds were used last year and how you plan to use funds this year.

Counties and municipalities electing to receive the recycling rebate funds must provide at a minimum an annual recycling report via the State's online reporting service (ReTRAC) by completing a recycling report. This document shall be included in the Region's Annual Progress Report. Links will be forth coming to those who elect to receive rebate funds.

Submission Date

Your completed "FY2013 Recycling Rebate Funds Request and Certification" form must be submitted to our office by September 24, 2012. Should you elect not to receive the rebate but want those funds given to the County, another city, solid waste authority, or non-profit recycler, you must notify us in writing of your intent. If we do not receive documentation from cities designated to receive rebates by September 24, 2012, the funds will automatically revert to the County.

FY 2013 RECYCLING REBATE
FUNDS REQUEST AND CERTIFICATION

\ME OF LOCAL GOVERNMENT: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____
AMOUNT OF REBATE REQUESTED: _____
YOUR MATCH AMOUNT: _____

A county or municipality may only expend such rebate for recycling purposes and they must expend from local funds an amount equal to the amount of the rebate towards such purposes.

Briefly summarize how the FY2013 rebate funds will be utilized and what will be accomplished. Please include information about non-profit recyclers who receive support from your recycling rebate funds.

_____

_____

_____

_____

_____

_____

_____

_____

I hereby certify that the County or municipality of _____

- Will abide by the rules and regulation promulgated by the Department of Environment and Conservation relative to the Solid Waste Management Act of 1991.
- All books, records and documents relative to the rebate shall be maintained for a period of three (3) full years from the date of final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice by the State Agency and Comptroller of the Treasury, or their duly appointed representatives.
- Currently owes no fees or penalties to the Department of Environment and Conservation.
- Should the recipient elect not to receive the rebate but want those funds given to the county, another city, a solid waste authority or a non-profit recycler, **the recipient must notify us in writing of your intent by September 24, 2012**. **If the Department does not receive documentation from cities designated to receive rebates by September 24, 2012, the funds will automatically revert to the county. If the Department does not receive documentation from the County, the funds will revert to the Solid Waste Fund.**

My signature affixed below certifies that the information contained herein is true, accurate, and complete to the best of my knowledge and that misrepresentation or failure to comply may result in reclamation of State rebate funds and/or imposition of other penalties.

Authorized Signature	Typed or Print Name and Title
Phone #	E-Mail Address

Kingsport
TENNESSEE

AGENDA ACTION FORM

Consideration of a Resolution Approving an Application for and Receipt of a Library Services and Technology Act (LSTA) Grant to Purchase Technology Equipment, Authorize the Mayor to Execute All Documents and agreements for the Same

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-275 -2012
Work Session: September 17, 2012
First Reading: N/A

Final Adoption: September 18, 2012
Staff Work By: H. Whittaker
Presentation By: H. Whittaker

Recommendation:
Adopt a resolution approving the application for and receipt of a LSTA grant for new computers.

Executive Summary:
The library has eight public PCs, purchased in 2007, that need to be replaced.

Total grant request is $ 3,055.60. This grant requires a minimum of 50% matching money. The matching funds, $ 3,719.92, will be provided by a donation from the Friends of the Library. The total amount of this special project comes to $6,775.52.

Attachments:
1. Resolution
2. Application
3. Letter from FOL

	Y	N	O
Clark			
Joh			
McIntire			
Parham			
Segelhorst			
Shupe			
Phillips			

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A LIBRARY AND TECHNOLOGY ACT GRANT

WHEREAS, the city wants to apply for and receive a technology equipment grant to replace the eight (8) public personal computers used at the Kingsport Public Library; and

WHEREAS, the grant requires a fifty (50%) percent match of local money, which will be provided by a donation from the Friends of the Library; and

WHEREAS, the total amount applied for by the city shall not exceed $3,055.60;

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the city of Kingsport, all documents necessary and proper to apply for and receive a Library and Technology Grant, for the purchase of eight (8) public personal computers for use at the Kingsport Public Library, in the amount not to exceed $3,055.60, and requiring a fifty percent (50%) local match.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of its citizens.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Tre Hargett, Secretary of State
State of Tennessee

Tennessee State Library and Archives
403 7th Avenue North
Nashville, TN 37243-1409

Charles Sherrill
State Librarian and Archivist

615-741-7996

Chuck.Sherrill@tn.gov

September 4, 2012

Announcement of the 2013 LSTA Technology Grant Program

This is to alert you of the 2013 LSTA Technology Grant application window that is opening on Monday, September 3, 2012. This grant is a matching grant of up to 50/50 for approved technology equipment. The minimum approved amount of any grant will be $350.00 (for a total grant amount of $700.00), and the maximum approved amount of any grant will not be above $20,000.00.

Please find in the other attached documents the following:

- 2013 Tech Grant Application
- 2013 Tech Grant Proposal
- 2013 Tech Grant Certifications

All three documents must be returned in order for your application packet to be complete. I would like to bring to your attention the new format of the application. I am hopeful that this will be an easy format to use, but if you have any questions; please do not hesitate to contact me. If you have technology that you would like to request in the grant, but it is not listed, there is an "Other" section on the application, or you may contact me to discuss it.

We will be handling the grant awards differently this year than in previous years. For this year, we will not be providing the grant funds in a single lump sum, but instead using a reimbursement model. The grantee will submit to the State invoices associated with the grant amount and request reimbursement to be direct deposited.

The deadline for applying for this year's grant is October 22, 2012, and applications may only be submitted by mail, as part of the application requires signatures.

OFFICE OF THE SECRETARY OF STATE
Tennessee State Library and Archives
Library Services and Technology Act (LSTA)
2013 Technology Grant Proposal

Legal Library Name Kingsport Public Library & Archives

Mailing Address 400 Broad St.

City Kingsport Zip 37660

Region/Independent/Metro Holston River Regional

Library Director or Project Contact Helen Whittaker

Telephone (423)229-9488 e-mail whittaker@kingsporttn.gov

County(ies)/City to be Served part of Sullivan & Hawkins Counties

Federal Congressional District(s)to be Served 1st

State House District to be Served 1st, 2nd, & 6th State Senate District to be Served 2nd & 4th

Population Characteristics of the County or City to be Served

Use data located at http://quickfacts.census.gov/qfd/index.html

County/City pop. (2011 OSAP est.) 49,232 Percent change since 2010 (+/-) +0.3%

Racial Characteristics

White persons	91.9 %
Black persons	4.1 %
American Indian, Alaskan Native persons	.3 %
Asian persons	1.0 %
Native Hawaiian Or Other Pacific Islander	Z %
Two or more races	1.8 %
Hispanic or Latino origin	2.1 %
White, not Hispanic	90.0%

Age Distribution

Population under 5 years	5.8 %
Population under 18 years	21.0 %
Population 65 years and over	20.8 %

Economic Characteristics

Housing units, 2010	**23,784**
Median Household Income, 2010	**$39,866**
Persons below poverty, 2010	17.4 %

Education

High School Graduates	83.5 %
Bachelor's degree or Higher	24.6 %

This grant is made possible by

INSTITUTE of Museum and Library SERVICES

Library Name: Kingsport Public Library & Archives **Region/Metro/Independent:** Holston River Regional

Category	Description	Number Requested	Cost per Unit	Total Cost	Grant Request *
Hardware					
Desktop Computer	(please see minimum requirements) Dell OptiPlex 790	8	(Matching Cost) $350.00	$6,264.32	$2,800
Laptop Computer	(please see minimum requirements)		(Matching Cost) $400.00		
Server					
Specialized Workstation					
Software					
General Software (annual fees not eligible)	Office 2010 Fortres Clean Slate 12CPU	8 1	$24 $319.19	$192.00 $319.19	$255.60
Automation (annual fees not eligible)					
Networking					
Wireless Router					
Hub, Switch, Router					
Peripherals					
Printer					
Barcode Scanner					
E-Book Reader					
Digital camera					
Other (please specify)					
Totals				$6,775.51	$3,055.60

If necessary, please use more than one page for your application.

**** Grant Request should be 50% of the total cost***

Certifications

For this LSTA grant proposal to be considered for funding, the library must meet requirements for items in the certification table below.

- If this LSTA grant request **does not** include funding for computers to access the Internet, or computer software or peripherals installed on computers accessing the Internet, compliance with Item 1 is not required.

- Option B on the following CIPA form allows LSTA funding for requests which do not support Internet access. **If you check NO on item 1, you must submit the CIPA Form with Option B checked.**

****

I certify that the applicant public library is compliant with the following:

[Please check Yes or No]

		YES	NO
1	Children's Internet Protection Act (Complete enclosed Internet Safety Certification)	√	
2	Title VI, Civil Rights Act of 1964	√	

(Items 3 & 4 are not required for Metropolitan and Independent libraries)

		YES	NO
3	Library Service Agreement	√	
4	Maintenance of Effort	√	

8-7-12

Signature of Library Director **Date**

Signature of Board Chairperson or Authorizing Authority **Date**

John Demuth, Chair, Kingsport Public Library Commission

Printed Name and Title of Board Member or Authorizing Authority

(CIPA FORM)
Library Services and Technology Act
2013 Technology Grants

Internet Safety Certification
For LSTA Applicant Public Libraries

APPLICANT LIBRARY: ___Kingsport Public Library & Archives_____

As the duly authorized representative of the applicant library, I hereby certify that (*check EITHER A or B.*):

A. √☐	The recipient library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act and has in place the following policies, as provided by 20 U.S.C. Section 9134(f)(1): (i). A policy of Internet safety *for minors* that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers *by minors*; and (ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such technology protection measure during any use of such computers.
B. ☐	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the recipient library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Helen Whittaker
Printed Name of Authorized Representative

Library Manager
Title of Authorized Representative

September 6, 2012
Date

FRIENDS
of the KINGSPORT PUBLIC LIBRARY
400 Broad Street
Kingsport, TN 37660-4292

Board of Mayor and Aldermen
225 W. Center Street
Kingsport TN 37660

September 11, 2012

To the Board:

RE: Action Form No. AF-275-2012

The Friends of the Library authorize the amount of $3,719.92 to be used for matching funds for a LSTA grant to replace 8 public computers for the Kingsport Public Library.

M. Gail Preslar

Gail Preslar
President
Friends of the Kingsport Library

Kingsport
TENNESSEE

AGENDA ACTION FORM

Consideration of a Resolution to Enter into a Professional Services Agreement with Gresham, Smith, & Partners for Reedy Creek Wastewater Storage Facility Schematic Design and Authorize the Mayor to Sign All Applicable Documents.

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-280-2012
Work Session: September 17, 2012
First Reading: N/A

Final Adoption: September 18, 2012
Staff Work By: N. Eichmann /N. Ensor
Presentation By: R. McReynolds/C. Austin

Recommendation: Approve the Resolution.

Executive Summary: Gresham, Smith, & Partners has been chosen to do the schematic design for a wastewater storage facility to be located near the sewer plant and associated system upgrades. This project is a continuation of our efforts to carry out the key aspects of the Wastewater System Master Plan. This contract will cost $211,000.

The Master Plan was developed in 2009 as a result of the capacity assurance requirement of the 2005 Consent Order between the TDEC and the City. The plan evaluated current and future flows and system capacity throughout the system to determine what upgrades were required to best serve our customers, support growth and to stay in compliance with our NPDES permit. Through the master plan, it was determined that storage was needed in the Reedy Creek Sewer Basin to alleviate the effects of inflow and infiltration into the sewer system. During heavy rain events there are key areas that experience sanitary sewer overflows. These overflows are in violation of our NPDES permit. The storage facility will store excess flow, eliminate overflows and equalize flow into the Wastewater Treatment Plant.

The project will include the following tasks:

1. Storage Facility Schematic Design
2. Environment Assessments for the Wastewater Storage Facility site and the Reedy Creek Trunk Sewer Corridor where upgrades are required for the collection system.
3. Reedy Creek Trunk Sewer Corridor Survey
4. Streetscape Rendering

Funding is available and identified in sewer project SW1100 – Reedy Creek Basin Upgrades.

Attachments:

1. Resolution
2. Proposal

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH GRESHAM, SMITH & PARTNERS FOR THE REEDY CREEK WASTEWATER STORAGE FACILITY SCHEMATIC DESIGN AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, it has been determined that a new storage facility is needed in the Reedy Creek Sewer Basin to alleviate the effects of inflow and infiltration into the sewer system; and

WHEREAS, it is recommended by city staff that the city contract the firm of Gresham, Smith & Partners to create the schematic design for the wastewater storage facility which will be located in the Reedy Creek Sewer Basin near the sewer plant; and

WHEREAS, the fee for this contract is $211,000.00 which includes Storage Facility Schematic Design, Environment Assessments for the Wastewater Storage Facility site and the Reedy Creek Trunk Sewer Corridor where upgrades are required for the collection system, Reedy Creek Trunk Sewer Corridor Survey and Streetscape Rendering; and

WHEREAS, funding is available and identified in sewer project SW1100 – Reedy Creek Basin Upgrades.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an agreement with Gresham, Smith & Partners for the design for the wastewater storage facility to be located in the Reedy Creek Sewer Basin is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the agreement with Gresham, Smith & Partners in the amount of $211,000.00 and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Scope of Engineering Services

for

Reedy Creek Wastewater Storage Facility Schematic Design

for the

City of Kingsport, Tennessee

May 2012

Revised June 2012

GRESHAM
SMITH AND
PARTNERS

Gresham, Smith & Partners
1111 N. Northshore Drive, Suite S-400
Knoxville, Tennessee 37919

1. SCOPE OF SERVICES

a. General

Gresham, Smith and Partners (Engineer) will provide professional engineering and technical services as required for the Reedy Creek Wastewater Storage Facility Schematic Design for the City of Kingsport, Tennessee (Owner). The detailed scope of services for is described herein.

b. Storage Facility Schematic Design

The schematic design phase of the project will commence upon receipt from the Owner of an authorization to proceed and will consist of the following tasks, at a minimum:

i. Prepare project work plan and preliminary project schedule;

ii. Conduct a project team phase kick-off meeting;

iii. Provide Owner with a list of hydraulic model information required to adequately verify the required trunk sewer diameter, diversion pumping rate and storage tank size for a storage facility located at Site 1; this information will enable Owner to coordinate hydraulic modeling efforts by CDM;

iv. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project designed or specified by Engineer;

v. Schedule and accompany Owner's staff on up to three site visits to storage and/or pumping facilities similar in nature to the proposed Reedy Creek facility for the purpose of observing equipment and systems in operation and interviewing facility staff regarding the operation and maintenance of the equipment and systems;

vi. Identify and evaluate alternate solutions available to Owner, schedule and conduct a schematic design workshop with Owner's staff, and recommend to Owner those solutions that, in Engineer's judgment, meet Owner's requirements for the Project;

vii. Prepare a Schematic Design Report consisting of the following:

- Final design criteria;
- Preliminary drawings (e.g. site plan, structure plans);
- Process flow diagrams;
- Hydraulic profiles;
- Architectural renderings;
- Preliminary equipment list/data sheets for major equipment;
- Outline of technical specifications required for the Project; and

- Written narratives of the various components of the Project by discipline (Civil, Architectural, Process Mechanical, Instrumentation/Controls, Electrical, Structural, HVAC/Odor Control, and Landscape Architectural).

viii. Advise Owner if additional reports, data, information, or services are necessary and assist Owner in obtaining such reports, data, information, or services;

ix. Furnish six review copies of the Schematic Design Report to Owner and conduct a schematic design review meeting with Owner; and

x. Revise the Schematic Design Report in response to Owner's comments, as appropriate, and furnish to Owner six copies of the Final Schematic Design Report.

c. Limited Phase II Environmental Site Assessment of Site 1

i. Collect soil samples via hand auger to a depth of 3 feet (+/-) in the area of "fill of unknown origin" identified the Phase I ESA report by S&ME dated February 8, 2012;

ii. Conduct laboratory analysis of the samples for the following parameters: volatile organic compounds (VOCs), semi-volatile inorganic compounds, eight metals typically sampled at Resource Conservation & Recovery Act (RCRA 8 Metals) sites, pesticides, herbicides, and polychlorinated biphenyls (PCBs); conduct toxicity characteristic leaching procedure (TCLP) test if initial metals values indicate the potential to leach over the TCLP standards; collect background soil sample at the property boundary closest to the creek and railroad to determine the extent to which RCRA 8 metals naturally occur in the area so a determination can be made as to what levels are contamination and what levels represent naturally occurring concentrations; if background conditions exceed standards for preliminary remediation goals for a naturally occurring metal, perform replicate analyses to verify the natural range of variation to facilitate comparisons with any suspect material;

iii. Conduct passive soil gas sampling on a grid across the properties comprising Site No. 1 using a Flame Ionization Detector to determine if VOCs are present, which would indicate soil contamination by petroleum; and

iv. If any samples indicate a potential safety concern or extreme contamination, provide a recommendation regarding an appropriate follow-up study consisting of more targeted work including characterization of the soil for disposal and characterization of the groundwater for disposal if it is indicated that impacted groundwater will be encountered during excavation for installation of the storage facility;

d. Limited Phase II Environmental Assessment and Jurisdictional Waters Assessment of Reedy Creek Trunk Sewer Corridor

i. Review historical maps and registries for all properties along the trunk sewer corridor to identify past land use that could indicate potential for impact by hazardous materials and/or petroleum impacts;

ii. Collect soil samples via hand auger to a depth of 3 feet (+/-) at approximate 250-foot to 300-foot intervals along the trunk sewer corridor;

iii. Conduct laboratory analysis of the soil samples to determine if soil contamination from hazardous materials and/or petroleum exists along the trunk sewer corridor;

iv. Conduct passive soil gas sampling screening with a Flame Ionization Detector at approximate 250-foot to 300-foot intervals along the trunk sewer corridor to determine if VOCs are present, which would indicate soil contamination by petroleum;

v. If any samples indicate a potential safety concern or extreme contamination, provide a recommendation regarding an appropriate follow-up study consisting of more targeted work including characterization of the soil for disposal and characterization of the groundwater for disposal if it is indicated that impacted groundwater will be encountered during excavation for installation of the new sewer;

vi. If wetlands or other jurisdictional waters are encountered along the trunk sewer corridor, delineate the boundary via field staking for subsequent survey;

vii. Provide a figure depicting the areas of any encountered wetlands and other jurisdictional water and their boundaries; and

viii. Based on the extent wetlands or other jurisdictional waters are present that could potentially be affected by construction activities, provide a recommendation as to the nature and types of permits that will be required prior to disturbance of the wetlands or jurisdictional waters.

Groundwater will not be sampled during the limited Phase II assessment. Results of the environmental site assessment, environmental corridor study, and jurisdictional waters assessment will be incorporated into the Schematic Design Report.

e. Reedy Creek Trunk Sewer Corridor Survey

Refer to Attachment A for a detailed description of the Reedy Creek Trunk Sewer Corridor Survey to be performed.

f. Streetscape Rendering

Engineer will provide architectural renderings of streetscaping concepts for streetscaping to be installed along Lomax Street in conjunction with the trunk sewer

upgrades. Streetscape concepts will be based on a recent streetscaping project in Kingsport with example photographs provided by the OWNER.

Engineer's services under the Schematic Design Phase will be considered complete on the date that the final Schematic Design Report is delivered to Owner.

2. SUBCONSULTANTS

Engineer intends to engage Glenn Shelnutt, RLS as a subconsultant to perform the trunk sewer corridor survey. The scope of services for the trunk sewer corridor survey is presented in Attachment A.

3. ESTIMATED FEE

Engineer will perform the scope of services described herein at the personnel hourly rates listed in Attachment B up to a maximum fee of $211,000. Table 3-1 presents the estimated fee by discipline. A detailed breakdown of the schematic design budget estimate by major task/discipline and labor classification/personnel is presented in Attachment C.

Table 3-1: Fee Summary by Discipline

Design Discipline	Total Labor Hours	Estimated Fee
Storage Facility Schematic Design		
Project Management and Quality Control	167	$22,214
Process Mechanical	478	$52,036
Site Civil	163	$17,029
Structural	130	$18,140
Electrical and Instrumentation & Control	162	$22,036
Architectural	98	$11,344
HVAC/Odor Control	64	$6,960
Landscape Architectural (Includes Streetscape Rendering)	50	$4,856
Subtotal - Schematic Design Labor	1312	$154,615
Travel & Expenses (1.5% +/-)		$2,285
Subtotal - Schematic Design		**$156,900**
Environmental and Ecological Assessments	106	$10,800
Travel & Expenses (3% +/-)		$3,700
Subtotal - Environmental and Ecological		**$14,500**
Trunk Sewer Corridor and WWTP Influent PS Survey (Subconsultant Glenn Shelnutt)		$37,695
5% Subconsultant Mark-up		$1,905
Subtotal - Survey		**$39,600**
Total Not-to-Exceed Fee		**$211,000**

4. SCHEDULE

Engineer proposes to commit the resources necessary to complete the scope of services described herein in a timely manner. A preliminary schedule is presented in Table 4-1.

Table 4-1: Preliminary Project Schedule

Task	Anticipated Duration (Weeks after Notice to Proceed)
Conduct Project Kick-off	1
Conduct Storage Facility Visits with Owner's Staff	4
Complete Phase II ESA and Trunk Sewer Corridor Survey, Environmental and Jurisdictional Waters Assessment	4
Conduct Schematic Design Workshop with Owner	6
Submit Draft Schematic Design Report to Owner	12
Conduct SD Report Review Meeting with Owner	14
Revise and Publish Final SD Report	16
Total Duration, weeks after NTP	**16**

5. EXCLUSIONS AND QUALIFICATIONS

The proposed schedule is contingent upon timely receipt of critical design info from the Owner and Owner's consultants. In the event Engineer is delayed in performance of services by any act or negligence of Owner or any agent therefor, or by Acts of God, strikes, lockouts, accidents, or other events beyond the control of Engineer, then Engineer's compensation and the work schedule for the affected task(s) shall be equitably adjusted. In the event delays to the work are encountered for any reason, the Engineer and Owner agree to undertake reasonable steps to mitigate the effect of such delays.

With regard to soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost, schedule and/or execution. These conditions and cost, schedule and/or execution effects are outside of the control and, therefore, not the responsibility of Engineer.

Attachment A

Reedy Creek Trunk Sewer Corridor Survey Scope of Services

SURVEYING SCOPE OF SERVICES
KINGSPORT REEDY CREEK TRUNK SEWER CORRIDOR SURVEY
KINGSPORT, TN
GS&P PROJECT NO. 28270.03

Surveyor's Scope of Services shall consist of the following:

- **General Requirements:**
  - The survey shall be prepared in conformity with the minimum standards and requirements as provided by the State of Tennessee Law governing the practice of professional engineering and surveying. Conformity to these requirements shall be stated on the drawings.
  - All survey deliverables shall be sealed, signed, and dated by an active surveyor registered in the State of Tennessee.
  - The drawing shall include a title block, legend, date, revision block, north arrow, scale, and appropriate notes.
  - The survey shall extend along the existing Reedy Creek Trunk Sewer from the influent pump station of the wastewater treatment plant to three manholes upstream of the existing Lovedale Pump Station. The survey shall also extend two manholes upstream from the trunk sewer at every location a sewer intersects the trunk sewer.
- **Right-of-way Survey:**
  - Survey control points shall be permanent markers. A minimum of three permanent control points shall be set on site and referenced to state plane coordinates.
  - Description of the benchmark on which all elevations were surveyed and the datum to which the benchmark is referenced shall be shown on the survey.
  - The survey shall show all physical conditions and restrictions in the sewer survey corridor and adjacent properties within 25 feet either side of the relevant sewer line or to the edge of the street right-of-way, if relevant, whichever is larger, including, but not limited to:
    - Physical indication of boundaries, monuments, markers, and fences; all encroachments, deviations from the description of subject property, or conflict with description of adjacent properties. Set corner markers as necessary and required by law.
    - Ownership, CLT map number(s) and zoning of adjacent properties, with boundaries between adjacent properties clearly delineated.
    - Easements, Rights-Of-Way, proposed land transfers (if applicable), flood plain location; Special uses as required by deed restrictions, public regulations, existing by right of agreement, adverse possession, or any other feature which may limit the use of land; Location and dimensions of each of the foregoing; Please include notes, certifications, and sources of information.
- **Existing Structures and Features:**
  - Building and/or structures on property and/or within 25 feet either side of the relevant sewer line with size, location, and a brief description of each.
  - Streets, drives, roads, alleys, walls, curbs, bridges, culverts, walks, steps, concrete pads, and paths, both on the site and within 25 feet either side of the relevant sewer line along with width, location, type, condition of each, and name when applicable.

- Trees 12-inch and/or greater in diameter and other natural features including springs, water courses, water surfaces, drainage ditches, rock outcroppings, and decorative trees. please indicate species and size of plant materials.
- Septic tanks, fuel tanks, and other buried structures or sizeable objects.

- **Topographic Survey:**
  - Contour lines shall be depicted at two foot intervals (vertically) with spot elevations shown where necessary for clarification. Contour lines required for entire survey.
  - Elevations of drives, walks, walls (top and bottom elevations), curbs, streets, etc., and other structures or improvements shall be shown; Building finish floor elevations at the ground level, wet well invert elevation of influent pump station of the wastewater treatment plant, other to be determined elevations of manholes and structures associated with the influent pump station and treatment plant head works, and any other additional level elevations where necessary.

- **Utility Survey:**
  - Coordinate with the City of Kingsport to allow the City of Kingsport to Submit Tennessee One Call request prior to survey.
  - Sanitary sewers and manholes including: size, location, elevations for all inlet and outlet lines at each manhole, and top elevations.
  - Storm sewers, junction boxes, and/or inlets onsite and within 25 feet either side of the relevant sewer line, including type, size, location, invert elevations, top elevations, and direction of flow for each.
  - Location and size of gas mains, gas regulator station, water mains, all valves, vaults, and fire hydrants within 25 feet either side of the relevant sewer line.
  - Name, address, and phone number of utility companies that provide service to the property.

- **Deliverables:**
  - All data shall be delivered in AutoCad format within two weeks of completion in the field. The Surveyor and Engineer will review all documents and plans for completeness and accuracy of the information presented. Surveyor shall incorporate any comments, if any, within 5 days.
  - Any digital photographs taken during surveying activities shall be included in an appendix and organized by picture number.

- **Meetings and Communications:**
  - Surveyor shall be accessible by cell phone continually during and after working hours.

- **Project Schedule** **Start Date** **Finish Date**
  - Kickoff/coordination meeting
  - Draft Deliverable
  - Final Deliverable

- **The above mentioned deliverables shall be delivered on the dates indicated above to:**

Anthony Crist, P.E.
Gresham Smith and Partners
1111. N. Northshore Dr.
Suite S-400
Knoxville, TN 37919
865.521.6777

Cc: **Eric Gamble**
Gresham Smith and Partners
1111. N. Northshore Dr.
Suite S-400
Knoxville, TN 37919
865.521.6777

- **Health and Safety Requirements:**
  - The Surveyor must possess a safety program prior to beginning work. The program must ensure that it covers the tasks being performed and that is complies with applicable federal, state and local regulatory requirements. This includes but is not limited to, Certification Required for Confined Space Entry and Traffic Control (if necessary).
  - Any entrance into a confined space during this project will be considered under the jurisdiction of the Permit Required for Confined Space Entry Procedures. The Surveyor must submit copies of their Confined Space Entry Permit, training records for entrants and attendants, and a written program complying 29 CFR 1910.146. In addition, the Surveyor will implement all aspects of this program during entry. This includes serving as a Competent Person, conducting air monitoring of confined spaces, coordinating emergency services, and completing and maintaining the permit.
  - The Surveyor will be responsible for implementing a traffic control plan (if required) and providing their personnel with adequate reflective clothing. Failure to meet safety standards will result in immediate shutdown of the field operations and a mandatory meeting with the Engineer.
  - During field work activities the Surveyor shall maintain 50 percent of the roadway accessible to vehicular traffic at all times. For major streets, 100 percent of the roadway must be accessible to vehicular traffic between the hours of 7-9 A.M. and 4-6 P.M. Whenever it is not possible to maintain 50 percent of any roadway and 100 percent of major streets during rush hour times, a traffic control plan will be required. The traffic control plan will indicate, in detail, the location of all signs, lights, and barricades and shall be prepared for approval from the local traffic authority, in writing, not less than two, nor more than ten, working days in advance of implementation. It shall be the Surveyor's responsibility to obtain such approvals in accordance with the local authorities policies (including, if applicable, preparation of traffic control plan(s) by a licensed Professional Engineer).

Attachment B
2012-13 Compensation Schedule
City of Kingsport

Code	Personnel Classification	Hourly Rate
P9	Principal/Senior Project Manager	$198
P8	QA Designee/QC Reviewer	$170
P7	Senior Engineer/Architect	$152
P6	Senior Process Engineer	$133
P5	Senior Civil Engineer	$122
P4	Project Engineer/Project Manager	$94
P3	Engineering Intern III	$78
P2	Engineering Intern I	$65
P1	Intern Engineer	$48
T4	Senior Designer	$106
T2	Senior Technician	$72
T1	Technician I	$62
I6	Senior Construction Services Manager/RPR VI	$133
I5	Senior RPR/RPR V	$111
I4	RPR IV	$101
I3	RPR III	$90
I2	RPR II	$79
I1	RPR I	$65
S2	Document Control Manager/Operations Coordinator/Sr. AA	$73
S1	Document Control Specialist/Administrative Assistant	$52

Reimbursable expenses, including long distance telephone and fax charges, printing and copying charges, specialized equipment rental, and project related travel expenses, shall be invoiced at cost with no mark-up. Automobile mileage will be invoiced at the prevailing IRS reimbursement rate, which is $0.555/mile effective July 1, 2012. Subconsultant fees will be invoiced at cost plus five percent. Rates listed are subject to annual adjustment on July 1st.

Attachment C

Table C-1: Detailed Breakdown of Schematic Design Budget by Major Task/Discipline and Labor Classification/Personnel

Table C-1: Detailed Breakdown of
Schematic Design Budget by Major Task/Discipline and Labor Classification/Personnel

	Management & Quality Team			Process Mechanical				Civil			Structural		
	PIC/ Sr. PM	Deputy PM	QA/QC/VE Constructability	PR QC	Lead PR	Staff PR	Lead/PR Tech	QC	Lead CE	Civil Tech	QC	Lead SE	Struct Tech
	P9	P4	P8	P8	P6	P4	T4	P6	P5	T2	P7	P7	P5
Schematic Design Work Breakdown	C. Parker	P. Steele	R. Abraham	D. Mosley	A. Crist	E. Gamble	A. Bratcher	M. Orr	C. Brown	E. Southard	B. Tharpe	D. Meikrantz	D. Dean
Prepare Project Work Plan and Preliminary Project Schedule													
Project Plan for Quality	2	4	2	1	1	2			1			1	
Preliminary Project Schedule	1	2			1	2							
Project Team Kick-off Meeting													
Attendance	1	2	1	1	1	1	1	1	1	1		1	1
Documentation		1											
Preliminary Work													
List of Hydraulic Model Information Required from CDM		2			4	8							
Inventory of Permits & Approvals Required		2			1	2			4				
Limited Phase II ESA of Site 1 and Trunk Sewer Corridor		2											
Jurisdictional Waters Evaluation		2											
Assessment of Zoning Issues		2			1	2			4				
Assessment of Aesthetic Issues		2			1	2							
Site Layout Plan		2			1	4	16		8	8			4
Compile Preliminary List of Equipment, Instruments, and Controls		2			1	4							
Schedule/Accompany Owner's Staff on Site Visits to Similar Facilities					4	4							
Identify and Evaluate Alternate Solutions	1	2			2	8			2			4	
Schematic Design Initial Workshop													
Travel	4	4			4	4							
Attendance	4	4	4	4	4	4	4						
Documentation	1	2											
SD Team Progress Meetings (16 Weekly conf calls)													
Preparation	4	8			4	4							
Attendance	8	8	4	4	8	8	8		8			8	
Documentation		8											
Schematic Design Report													
Develop Final Design Criteria by Discipline		1			2	16			8			8	
Preliminary Drawings		1			4	8	40		8	16		8	16
Process Flow Diagrams		1			1	8	20						
Hydraulic Profiles		1			1	8	20						
Architectural Renderings		1											
Streetscape Renderings		1											
Preliminary Equipment List and Data Sheets		1			4	16							
Electrical Single Lines and Power Loads		1											
Outline of Technical Specifications		1			4	8			8			8	
Preliminary Drawing Index		1			2	4	8		2	4		2	4
30% Drawings and Details	1	2			4	16	40		16	24		8	24
Written Narratives by Discipline	4	2			8	24			12			8	
Updated Cost Opinion		1			2	16			2			2	
Print 1st Draft SD for QC, VE & Constructability Reviews		1				4	8			4		4	2
QA/QC/VE Reviews		1	16	18				12			8		
Constructability Review		1	4										
Finalize and Print 2nd Draft SD Report	2	1			2	8	3		2	2		2	2
Submit SD Report to City of Kingsport		1				2							
SD Review Workshop													
Preparation		4				2							
Travel	4	4				4							
Attendance	2	2		2		2			2			2	
Documentation		2											
Fix Up & Publish Final SD Deliverable	1	3				3			2	1		2	1
Subtotal - Labor Hours	40	96	31	30	72	208	168	13	90	60	8	68	54
Billing Rate	$ 198.00	$ 94.00	$ 170.00	$ 170.00	$ 133.00	$ 94.00	$ 106.00	$ 133.00	$ 122.00	$ 72.00	$ 152.00	$ 152.00	$ 122.00
Labor Cost	$ 7,920.00	$ 9,024.00	$ 5,270.00	$ 5,100.00	$ 9,576.00	$ 19,552.00	$ 17,808.00	$ 1,729.00	$ 10,980.00	$4,320.00	$ 1,216.00	$ 10,336.00	$ 6,588.00

Table C-1: Detailed Breakdown of
Schematic Design Budget by Major Task/Discipline and Labor Classification/Personnel

	Electrical/I&C			Architectural			HVAC/Odor Control			Landscape Architecture		Environmental & Ecological		
	QC	Lead EE	Elect Tech	QC	Lead AR	AR Tech	QC	Lead ME	ME Tech	QC	Lead LA	Lead Professional	Staff Professional	Env Tech
	P8	P8	T4	P7	P7	P3	P7	P5	P3	P6	P4	P5	P4	T2
Schematic Design Work Breakdown	J. Long	D. Johnson	C. Childress	E. Bearden	M. Adamson	C. Harris	R. Wilson	J. Scannell	T. Bandish	T. Mulvaney	T. Rudolph	R. Curtis	N. Guessetto	C. Temple
Prepare Project Work Plan and Preliminary Project Schedule														
Project Plan for Quality		1			1			1			1			
Preliminary Project Schedule														
Project Team Kick-off Meeting														
Attendance		1	1		1	1		1	1		1			
Documentation														
Preliminary Work														
List of Hydraulic Model Information Required from CDM														
Inventory of Permits & Approvals Required														
Limited Phase II ESA of Site 1 and Trunk Sewer Corridor												36	36	10
Jurisdictional Waters Evaluation												8	8	8
Assessment of Zoning Issues					1									
Assessment of Aesthetic Issues					8						2			
Site Layout Plan		2	4								2			
Compile Preliminary List of Equipment, Instruments, and Controls		2	4											
Schedule/Accompany Owner's Staff on Site Visits to Similar Facilities														
Identify and Evaluate Alternate Solutions		2	4		1	4		1	2		4			
Schematic Design Initial Workshop														
Travel														
Attendance		4												
Documentation														
SD Team Progress Meetings (16 Weekly conf calls)														
Preparation														
Attendance		8			8			8			4			
Documentation														
Schematic Design Report														
Develop Final Design Criteria by Discipline		4	4		2			2			2			
Preliminary Drawings		4	16		2	8		3	4		4			
Process Flow Diagrams														
Hydraulic Profiles														
Architectural Renderings					4	16					2			
Streetscape Renderings											8			
Preliminary Equipment List and Data Sheets		4	8											
Electrical Single Lines and Power Loads		8	16											
Outline of Technical Specifications		1	4		1	4		2	1		1			
Preliminary Drawing Index		1	4		1	2		2	1		1			
30% Drawings and Details		4	16		2	8		2	8		2			
Written Narratives by Discipline		8			8			8			4			
Updated Cost Opinion		2			2			2			1			
Print 1st Draft SD for QC, VE & Constructability Reviews		1	2		1	2		1	2		1			
QA/QC/VE Reviews	8			4			4			4				
Constructability Review														
Finalize and Print 2nd Draft SD Report		1	2		1	2		1	2		2			
Submit SD Report to City of Kingsport														
SD Review Workshop														
Preparation		2												
Travel		4												
Attendance		2						2			2			
Documentation														
Fix Up & Publish Final SD Deliverable		2	1		2	1		2	1		2			
Subtotal - Labor Hours	8	68	86	4	46	48	4	38	22	4	46	44	44	18
Billing Rate	$ 170.00	$ 170.00	$ 106.00	$ 152.00	$ 152.00	$ 78.00	$ 152.00	$ 122.00	$ 78.00	$ 133.00	$ 94.00	$ 122.00	$ 94.00	$ 72.00
Labor Cost	$ 1,360.00	$ 11,560.00	$ 9,116.00	$ 608.00	$ 6,992.00	$ 3,744.00	$ 608.00	$ 4,636.00	$ 1,716.00	$ 532.00	$ 4,324.00	$ 5,368.00	$ 4,136.00	$ 1,296.00

AGENDA ACTION FORM

Consideration of A Resolution Authorizing the Public Works Director to Sign all Applicable Documents Relating to Tax Deductions as Requested by Energy Systems Group (ESG) Referencing the Guaranteed Energy Savings Performance Contract Phase II

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.:	AF-282-2012	Final Adoption:	September 18, 2012
Work Session:	September 17, 2012	Staff Work By:	R. McReynolds
First Reading:	N/A	Presentation By:	R. McReynolds

Recommendation: Approve the resolution.

Executive Summary:

In February 2010 we entered into a contract with Energy Systems Group (ESG) for the installation of energy related upgrades at various city buildings. Energy efficiency work in which ESG provides for non-profit entities, municipalities, potentially qualifies for tax credits. As a for profit company, under the 2005 EPAct 179d Federal Tax deductions rules, ESG is eligible to apply for these deductions. Therefore, we request authorization for the Public Works Director to sign all applicable documents for ESG to proceed with the tax deduction in the amount of $27,724.70 as reflected in Appendix 1.

Attachments:

1. Resolution
2. Appendix 1

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE APPENDIX 1: GOVERNMENT BUILDING PRIMARY DESIGNER ACKNOWLEDGEMENT AND ALL DOCUMENTS NECESSARY AND PROPER RELATING TO TAX DEDUCTIONS AS REQUESTED BY ENERGY SYSTEMS GROUP

WHEREAS, in February 2010, the city entered into a Guaranteed Energy Savings Performance Contract Phase II with Energy Systems Group (ESG) for the installation of energy related upgrades at various city buildings; and

WHEREAS, Energy Systems Group provides municipalities with the energy efficiency work that may potentially qualify for tax credits; and

WHEREAS, Energy Systems Group is eligible to apply for the deductions under the 2005 EPAct 179d Federal Tax deduction rules; and

WHEREAS, it is recommended by city staff that the board authorize the Public Works Director to sign all applicable documents required by Energy Systems Group to allow it to take one hundred percent of the tax deduction in the amount of $27,724.70;

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the Public Works Director is authorized to execute all Appendix 1: Government Building Primary Designer Acknowledgement as attached hereto as Exhibit A and documents necessary and proper regarding the application of tax deductions by Energy Systems Group in the amount of $27,724.70.

SECTION II. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Appendix 1: Government Building Primary Designer Acknowledgement

Authorized Representative of the Owner of the Government-Owned Building: **Owner Name:** City of Kingsport **Representative Name:** Ryan McReynolds **Address:** 225 West Center Street Kingsport, TN 37660 **Telephone Number:** (423) 229-9471	✓
Authorized Representative of the Designer: **Company Name:** Energy Systems Group **Representative Name:** Nick Atherton **Address:** 4655 Rosebud Lane Newburgh, IN 47630 **Telephone Number:** (812) 492-3709	✓
Address of the Government-Owned Building: Energy Systems Group - Bays Mountain Park - Interpretive Nature Building 853 Bays Mountain Park Road Kingsport, TN 37660-	✓
Project Cost: $ 316,144.92	✓
Date Project Placed in Service: 2011	✓
City of Kingsport is aware that Energy Systems Group is taking 100% of the following Tax Deduction: $ 28,703.70 - $979.00 = **$27,724.70**	✓
This Acknowledgement Form has NO accompanying documents	✓

"Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete"

Authorized Representative of Owner: *Ryan McReynolds*

_____

Authorized Representative of Designer: *Nick Atherton*

_____

AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary and Proper to accept an amended contract from the Office of Criminal Justice Programs, Department of Justice Assistance Grant (JAG)

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.:	AF-265- 2012	Final Adoption:	September 18, 2012
Work Session:	September 17, 2012	Staff Work By:	Capt. Castle, M. Baker
First Reading:	N/A	Presentation By:	Chief Osborne

Recommendation:
Approve the resolution.

Executive Summary:

The City of Kingsport and Community Partners received an OCJP – DOJ *Byrne* Grant in 2010. After implementation and evaluation, OCJP determined that the funding source, and grant goals and objectives are better served by restructuring the grant to a Department of Justice, Bureau of Justice Assistance Grant (*JAG*). There are no new monies involved, the funding source remains the same and the grant identification number remains the same. External funding was removed from community partners with the City retaining its portion of funding for crime prevention and law enforcement.

There are no matching fund requirements.

Attachments:
1. Resolution
2. Contract
3. Letter

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE GRANT CONTRACT WITH THE OFFICE OF CRIMINAL JUSTICE PROGRAMS, DEPARTMENT OF JUSTICE ASSISTANCE GRANT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, in 2010, the board approved a resolution authorizing the mayor to apply for and receive a grant through the Office of Criminal Justice Programs, Department of Justice Assistance Grant-Byrne Grant; and

WHEREAS, after implementation and evaluation the Office of Criminal Justice has determined that the funding source and the grant goals and objectives are better served by restructuring the grant to a Department of Justice, Bureau of Justice Assistance Grant, which will change the name of the grant to the Kingsport Crime Reduction Through Strategic Enforcement Project;

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an amendment to the grant contract with Office of Criminal Justice Programs, Department of Justice Assistance Grant reflecting the changes to the contract mentioned herein, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an amendment to Grant Contract 12330, of the Office of Criminal Justice Programs with State of Tennessee and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution, said amendment being generally as follows:

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF CRIMINAL JUSTICE PROGRAMS
WILLIAM R. SNODGRASS TENNESSEE TOWER
312 ROSA L PARKS AVENUE, SUITE 1200
NASHVILLE, TENNESSEE 37243-1102
FAX: 615.532.2989

MARK A. EMKES
COMMISSIONER

August 31, 2012

The Honorable Dennis Phillips, Mayor
City of Kingsport
225 West Center Street
Kingsport, Tennessee 37660

RE: Contract Amendment Documents for JAG Grant #12330
Kingsport Crime Reduction through Strategic Enforcement

Dear Mayor Phillips:

Enclosed with this letter are the Contract Amendment documents for the City of Kingsport JAG Grant #12330. The project has been changed from the Targeted Community Crime Reduction Project to the Kingsport Crime Reduction through Strategic Enforcement project. As discussed previously, the revisions and funding reduction to this grant were due to implementation issues from the previous project scope that included community prevention and offender intervention strategies.

Captain Jenny Castle of the Kingsport Police Department collaborated with OCJP Program Manager, Justine Bass, to revise both the grant narrative and budget for this project to focus solely on law enforcement efforts. The effective date of the enclosed Contract Amendment is 10/15/2012. To accept the enclosed Contract Amendment, please do the following:

- Sign and date the first page of the Contract Amendment in blue ink above the "Grantee Signature" line.
- Return all documents to this office by October 8th, 2012 by way of tracked delivery (FedEx, UPS, etc.).

After the approval of Commissioner Emkes, a fully-executed Contract Amendment document will be returned to you. A new invoice workbook with be emailed to the Project Direct and Fiscal Director. No payments can be made until this process is complete, therefore, a prompt return of the documents will ensure that the payment process will begin as soon as possible according to the state invoice system.

Please contact your Program Manager, Justine Bass, if you have any questions about this amendment. Her phone number is 615-253-1983. We look forward to our continued partnership with you.

Sincerely,

William Scollon, Director

CC: Jim Denning, City Finance Director
Morris Baker, Grants and Government Relations Specialist
Captain Jenny Castle, Kingsport Police Department
Daina Moran, Deputy Director
Jennifer Brinkman, Assistant Director
Justine Bass, Program Manager

AMENDMENT ONE
OF GRANT CONTRACT 12330

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" and the City of Kingsport, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract section C.1. is deleted in its entirety and replaced with the following:

   C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Four Hundred Eighty-four Thousand, Six Hundred Twenty-four Dollars ($484,624.00). The Grant Budget, attached and incorporated herein as a part of this Grant Contract as Attachment A-1, shall constitute the maximum amount due the Grantee for the service and all of the Grantee's obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

2. Grant Contract Attachment A, Grant Project Narrative is deleted in its entirety and replaced with the new Attachment A, Grant Project Narrative attached hereto.

3. Grant Contract Attachment A-1, Grant Budget is deleted in its entirety and replaced with the new Attachment A-1, Grant Budget attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective 10/15/2012. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

CITY OF KINGSPORT:

GRANTEE SIGNATURE **DATE**

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION:

MARK A. EMKES, COMMISSIONER **DATE**

OFFICE OF CRIMINAL JUSTICE PROGRAMS

JAG
Grant Contract #12330

INFORMATION ON PERSON COMPLETING THIS FORM: **Name & Title:** Justine Bass, OCJP Program Manager **Phone Number:** 615-253-1983 **Email Address:** Justine.Bass@tn.gov	**AUTHORIZING AGENCY:** **Name:** City of Kingsport **Address:** 225 West Center Street **Address:** Kingsport, TN 37660
AUTHORIZING AGENCY INFORMATION: **Federal ID Number (FEIN):** 62-6000323 **DUNS Number:** 079027579 **CCR Expiration Date:** 01/26/2013	**IMPLEMENTING AGENCY:** **Name:** Kingsport Police Department **Address:** 200 Shelby Street **Address:** Kingsport, TN 37660

AMENDED PROJECT TITLE: **Kingsport Crime Reduction through Strategic Enforcement**

CONTRACT START DATE: 12/01/2010	**CONTRACT END DATE:** 11/30/2013	
AUTHORIZED OFFICIAL: The Honorable Dennis Phillips, City Mayor 225 West Center Street Kingsport, TN 37660	**AUTHORIZED OFFICIAL'S** **Phone Number:** 423-229-9414 **Fax Number:** 423-229-9350	**AUTHORIZED OFFICIAL'S** **E-Mail Address:** DennisPhillips@kingsporttn.gov; MorrisBaker@KingsportTN.gov
PROJECT DIRECTOR: Jenny Castle, Captain, Administration Bureau 200 Shelby Street Kingsport, TN 37660	**PROJECT DIRECTOR'S** **Phone Number:** 423-229-9498 **Fax Number:**	**PROJECT DIRECTOR'S** **E-Mail Address:** JennyCastle@KingsportTN.gov
FINANCIAL DIRECTOR: Jim Demming, City Finance Director 225 West Center Street Kingsport, TN 37660	**FINANCIAL DIRECTOR'S** **Phone Number:** 423-229-9400 **Fax Number:** 423-229-9350	**FINANCIAL DIRECTOR'S** **E-Mail Address:** jamesdemming@kingsporttn.gov
COUNTY/COUNTIES SERVED *(ALL if Statewide)*: Sullivan		
U.S. CONGRESSIONAL DISTRICT(S): 1		

(Amended Attachment A Coversheet – 10/15/2012)

City of Kingsport
JAG Logic Model/Project Narrative

Agency Name: City of Kingsport / Kingsport Police Department

Project Title: Kingsport Crime Reduction through Strategic Enforcement

Contract Period: 12/1/2010 – 11/30/2013 **Grant Revision Period:** 10/15/2012 – 11/30/2013

JAG Grant #: 12330

ABSTRACT

This logic model is a revision to the Kingsport TCCRP grant. This revised project will fund the Kingsport Police Department to provide strategic law enforcement to five target areas within the City of Kingsport. The target areas of the City include:

1. Area 1 – West (Southwestern Lynn Garden – grids 20 and 60),
2. Area 2 – Central (Stone Drive, lower Bloomingdale – grids 8 and 23),
3. Area 3 - East A (Highland – predominantly low income - grid 33),
4. Area 4 –East B, (Miller Village low income housing community– grid 44),
5. Area 5 –South (Cloud and Lee Apartments – Kingsport's two largest public housing communities – grids 3 - 4).

The purpose of the project is to target specific violence and drug crime within the target areas to make Kingsport a safer community to live and work. The types of crimes to be targeted by this project include:

- Familial violence (child abuse, and domestic violence);
- Non-Familial violence (aggravated assault and sexual assault), and;
- Drug crimes involving narcotics violations.

The project will fund two full time positions at the Kingsport Police Department (KPD) including a Crime Analyst and Drug Liaison. KPD Over-time hours for directed patrols in the targeted areas will also be funded to combat crime activity though increased presence in the targeted areas. KPD Over-time hours for codes enforcement in the targeted areas will assist in the identification of community codes issues and citizen complaints that need clean-up attention. Over-time hours for City Public Works staff will be funded to conduct community clean-ups to improve the appearance of neighborhoods in the targeted areas. KPD's Community Relations and Crime Prevention Officer is an unfunded position for this project but serves an important role in pre-enforcement prevention. The Community Relations and Crime Prevention Officer will assist the project though coordination of Neighborhood Watch meetings, business education presentations, community education campaigns/presentations and media campaigns.

There will be equipment purchased with grant funds. Kingsport Police Department intends to purchase and install three video surveillance cameras to be utilized in "hot spots" within three of the five target areas. All three of the cameras will be purchased and installed by December 1, 2012.

PROBLEM STATEMENT

The City of Kingsport is made up of 49 square miles in the northeastern corner of Tennessee in Sullivan County with a total population of 47,356. The City has two major interstate systems, Interstate 81 and Interstate 26. I-81 largely traces the path of the Appalachian Mountains. While traversing largely rural areas, I-81 is heavily used as a trucking corridor, often to bypass the busier I-26 to the east which runs from Kingsport to the sea port city of Charleston, South Carolina. A total of 401,138 individuals live within a 25-mile radius of the City (US Census Data - 2000). Since 1990, Kingsport has experienced a twenty- one percent increase in population (US Census Data – 2008). Kingsport's daytime population grows 53.1 percent as a result of commuters, placing the City in the top 13 percent of daytime population increases in the U.S. In 2000, there were 17,638 city residents employed (US Census Data – 2000). In 2008, 20,035 city residents were employed (US Census Data – 2008 – American Community Survey). During that same period of time, median family income rose from $30,279 to $50,076. (US Census –1990 and 2008 American Community Survey.)

After an analysis of three years of data (2006 – 2009), the determination was made to target four violent (child abuse, sexual assault, domestic violence, aggravated assault) and narcotic drug crimes, occurring in eight of the crime grids (representing thirty-seven percent of all crime in the city). Drug crimes are defined as the possession, use, distribution and manufacturing of illegal narcotics. This analysis was conducted through the use of the City of Kingsport's Geographic Information System (GIS) mapping with crime data points identified by specific address. Ironically, "hot spots" in these ten areas may be intensely concentrated, and surrounded by "cool spots" with less than average crime rates. These eight crime grids are located in five geographic areas of Kingsport representing 3.21 square mile area (6 percent of the total area of 49 square miles of the city). These grids possess twenty-three percent (10,286) of the city population (45,000) and represent forty-five percent of the aforementioned crimes occurring citywide.

The ten "hot spots" are in the following areas of the City: Lynn Garden; Cloud/ Cherokee Village; Dogwood/ Kingsport Manor; Stone Drive Corridor; Highland; John B Dennis/ Fort Henry Drive/ I81 Corridor; Borden Park/ Green Acres; South Central Kingsport Area; John B. Dennis East (including Miller Village); Sullivan Gardens/ John B. Dennis South. These ten areas represent forty-one police crime grids, a geographic term defined by the police department to identify a specific area. The data indicate that more than ninety percent of violent and drug crimes city-wide occurred in these ten areas, which represents roughly half of the city's forty-nine square miles.

PURPOSE

Needs of Community

In Kingsport, as in most communities, crime (specifically violent and drug crimes) does not occur uniformly across the community. Rather, it is concentrated in some areas while being largely absent in others. Local data analysis has identified ten areas or "hot spots" with higher than average number of criminal events or a higher than average risk of victimization (neighborhoods and entry-corridors). Kingsport Police Department will focus enforcement efforts on the following five areas of the City:

- Area 1 – West (Southwestern Lynn Garden – Grids 20 and 60),
- Area 2 – Central (Stone Drive, lower Bloomingdale – grids 8 and 23),
- Area 3 - East A (Highland – predominantly low income - grid 33),
- Area 4 –East B, (Miller Village low income housing community– grid 44),
- Area 5 –South (Cloud and Lee Apartments – Kingsport's two largest public housing communities – grids 3 - 4).

Kingsport's data indicates those most affected by the eight crimes are simply families and individuals living within the five identified areas. The total population in the five areas is 12,511 (based on US Census Data 2000 – Block Group Information), or twenty-six percent of the total population of Kingsport. The median income in the five areas is $19,053 (based on US Census Data 2000 – Block Group Information) with thirty-seven percent of the individuals living below the Federal Poverty Level as compared to the median income of $36,914 with fourteen percent living below the Federal Poverty Level for the entire City of Kingsport (US Census, 2000). Three elementary schools are located in the five identified areas with two of the schools having over seventy-two percent of their population being economically disadvantaged (Kids Count; The State of the Child in Tennessee, 2008). All of the elementary schools servicing the five areas are Title I.

Goals Relating to Community Needs

The overall goals associated with this project are to increase social capital, reduce violent and drug crime activities, reduce recidivism and encourage community partnerships and education.

Kingsport Police Department will target the following crime categories in the five previously discussed target areas of the city to achieve these goals:

- Domestic Violence offenses
- Child Abuse offenses (including physical, neglect, and sexual)
- Sexual Assault and Aggravated Assault offenses:
- Drug and Narcotics offenses

KPD will have a primary focus on enforcement activities but will also work with community groups and businesses to encourage community partnerships and education.

A secondary goal of this project is to enhance the relationship between KPD and community residents.

OBJECTIVES/RESULTS

Enforcement activities executed by Kingsport Police Department will use Community Oriented Policing and Problem Oriented Policing strategies to engage the community in crime reduction in the five targeted areas. Violent and drug related crimes will be targeted through strategic enforcement of overtime patrol. The Drug Liaison Officer and a Crime Analyst are also jointly targeting the problem to make Kingsport a safer place to live and work.

Enforcement efforts are complemented by the prevention work of KPD's Community Relations and Crime Prevention Officer. This Officer will work to educate business operators to better understand city ordinances and laws, and methods to help reduce crime. Coordination of Neighborhoods Watch meetings will also assist in crime prevention within the five targeted areas and give residents a better understanding of the police function. This Officer will also assist the Kingsport Police Department in the aggressive communication approach through media campaigns, synthetic drug forums, KPD Blotter emails, KPD website, and other media to inform the public.

KPD will join forces with the Kingsport Public Works for community clean-ups through the use of over-time hours for Public Works city staff.

INPUTS / STAFFING

- **Over-time hours for Kingsport Police Department directed patrol-** The distribution of officer over-time will follow the historical crime problem in the five target areas of Kingsport. For instance, Area 5 includes the two largest public housing communities in the city. Areas 3 and 4 are adjacent and predominantly low income housing, while Area 2 is a business district with a bar and motels, an area that historically generates crime problems. Area 1 is a mix of business and housing bordering the state line. Officers spend the greatest percentage of OT in the most populated areas.

- **Over-time hours for Kingsport Police Department codes enforcement -** KPD will also model the Broken Window theory by dedicating least 8 over-time hours monthly to law enforcement of codes violations within the five target areas. Tasks include enforcement of code violations such as weeds and high grass, abandoned or inoperable vehicles, junk/trash collecting in yards, physical repairs to residences such as structural dilapidation, residential chipping or peeling paint, broken windows or missing windows, attached or detached outbuildings that are in a state of disrepair, and fencing that has fallen or is falling. Mitigating community deterioration and disorder is a result most often associated with the "Broken Window" theory of Community Policing. The concept holds that neighborhood deterioration and disorder are precursors for criminal behavior. Streets or blocks that are blighted with multiple types of code violations are generally perceived as less safe, and homeowners feel isolated and have little feeling of "community, or neighborhood". Citizens most often associate "enforcement" with an arrest; in actuality, code violations are generally the first step in the enforcement process. Disrupting this type of violation can potentially prevent more severe or violent criminal acts. In addition, communities generally "feel" safer and have more of a stakeholder mentality even if crime does not decrease (Wilson, J.Q., & Kelling, G.L. Broken Windows, The Atlantic Monthly, March 1982).

- **Crime Analyst** – The Crime Analyst Officer has access to all reporting completed by officers. This includes all field interview cards, incidents of a generic nature, crime reports, arrests, citations, photos, driving records, criminal histories, and court adjudications. He has the technical ability and software to query KPD's computer systems to mine and compare data. This provides the Lieutenant that coordinates overtime activities with a more complete picture of crime and how it is occurring in the targeted areas. For example, data indicated that we had a slight increase in sexual assaults in the area that has a bar with an adjacent hotel (shared parking lot). The Lieutenant not only assigned more overtime to that area, but also required officers to complete foot patrols of the parking lot and bar checks. Additionally, he supplies the Lieutenant with a "hot spot" analysis of the targeted crimes and he uses this for additional assignment purposes. He utilizes this same technique for the drug liaison officer's activities. For example an increase of forged prescriptions at a particular pharmacy would be reported to the Vice Unit. Other examples include increases in reporting of thefts of medications or burglaries in a particular grid. It may be indicative of drug related crime(s) that the drug liaison officer could investigate using a confidential informant. The full-time Crime Analyst position supports a number of department functions and provides the critical and timely data necessary for effective enforcement. Crime analysis is a key administrative position and plays a vital role for interaction with other jurisdictions, organizations, and entities. The Crime Analyst acts as a hub for information from multiple sources, allowing for timely dispersal of critical information. Tracking and trending of crime incident data includes suspects and "hot spot" identification; tracking offenders, re-offenders, and victim information; and any type of data that can help prevent, detect, or prosecute crime.

- **Drug Liaison** - The full-time Drug Liaison position will focus on the enforcement of the drug crimes including possession, use, distribution and manufacturing of illegal narcotics within the five target areas.

- **Over-time hours for Public Works** – These over-time hours for City employees will be a piece of the prevention activities to assist in community clean-up in the target areas.

- **Community Relations and Crime Prevention Officer *(unfunded)*** - Enforcement efforts are complemented by the work of KPD's Community Relations and Crime Prevention Officer. This Officer will educate business operators to better understand city ordinances and laws, and methods to help reduce crime. Coordination of Neighborhoods Watch meetings will also assist in crime prevention and community outreach within the five targeted areas. This Officer will also assist KPD in communication/education through media campaigns, synthetic drug forums, KPD Blotter emails, KPD website, and other media to inform the public.

PROJECT ACTIVITIES & OUTPUTS

Enforcement Activities and Outputs

- **Crime Analyst** will track comparison incident data within the five targets for incidents involving: Domestic Violence, Child Abuse, Sexual Assault, Aggravated & Simple Assault, and Drug Crimes.
- **Over-time codes enforcement** will average 8 hours monthly in the targeted areas. Specific codes enforcement activities and citizen contacts will be tracked and reported for these over-time hours. Cases opened during overtime hours can be followed up on, during regular duty.

- **Over-time directed patrol** will average 14, 4-hour shifts per month within the five targeted areas for the crimes identified for the project. Overtime hours for targeted patrol community policing include efforts such as: directed patrols, unsystematic Ad-Hoc patrols, bar checks, code violation enforcement actions and roadblocks, etc. See the chart below for a full list of the activities that will be tracked for the over-time patrols.
- **Drug Liaison** Officer is full-time on the project to enforce drug and alcohol laws by conducting or coordinating , "knock and talks", undercover narcotics purchases, development of informants, etc Other activities available are providing information to and interacting with the local Drug Task Force, KPD Criminal Investigation Division, and Patrol Division. See the chart below for a full list of the activities that will be tracked for the Drug Liaison.
- Purchase and installation of **3 Surveillance Cameras** to be utilized by Kingsport Police Department in "hot spots" within three of the five target areas. All three of the cameras will be purchased and installed by December 1, 2012.

Output Activity Data to be collected by law enforcement:

ENFORCEMENT ACTIVITIES DATA TRACKING	Over-Time	Drug Liaison
Bar checks	x	
Foot Patrol	x	
Field Interviews	x	
Arrest Warrants Served	x	x
Code Enforcement	x	
Investigations Initiated		x
Surveillances	x	x
Knock & Talks		x
Citizens Contacts	x	
Traffic Stops	x	
Anonymous Tips		x
Arrests	x	x
Citations	x	
Complaints Answered	x	
Miscellaneous Contacts	x	
Controlled C/I Purchase		x
Undercover Narcotics Purchases		x
Search Warrants		x
Suspects Identified		x
Patrols	x	x
Money or Property Seized ($$)		x
K-9 Officer		x
Grand Jury Presentments		x
# Public Presentations		x
# of Attendees		x

Prevention Activities and Outputs

KPD's Community Relations/Crime Prevention Officer Activities to be tracked as part of the project:

- Coordinate/conduct approximately 20 **Neighborhood Watch meetings** annually within the targeted areas. The target area where the meeting is conducted and the number of participants will be tracked for project data collection purposes.
    - In conjunction with Neighborhood Watch activities, and in collaboration with Keep Kingsport Beautiful, there will be 3 **annual cleanup activities** per year within target areas. Cleanups normally begin in the Spring months. The number of clean-ups and number of participants will be tracked.
- Community **business education presentations** for approximately 15 business each year in the target areas about:
    - City Ordinances and State Laws
    - Crime trends and methods of prevention
- Other **community education campaigns/presentations**, including community synthetic drug forums, as identified as appropriate for the project. Presentations include but not limited to new laws, safety tips, new programs, crime trends, unsolved cases, emergency preparation, and public assistance requests. Media campaign to educate the general public about preventing and reporting crime in the targeted areas. The number of presentations and number of participants at each presentation will be tracked for data collection.
- Additional **media campaigns** will be conducted through the KPD blotter email listserv, FaceBook, KPD web site, and Government Access Channel as public announcements & crime alerts. Data collection for media campaign project activities will include tracking web site hits, number of emails on listserv distribution, and number of appearances in media outlets.
- **Printing and publications** - The Community Relations/Crime Prevention Officer will use Printing/Publications funds to develop, purchase and distribute items related to those activities in this section such as flyers, brochures, magnets, etc. These publications will be for distribution in the five target areas of the project.

  NOTE: All publications will have the following required OCJP grant statement printed on them: *This project is funded under an agreement with the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs and is supported by Award # 2010-DJ-BX-0016 awarded by the Bureau of Justice Assistance, Office of Justice Programs, USDOJ.*

Public Works Over-time Activities and Outputs

- **Over-time hours for City Public Works** staff to assist with community clean-up efforts within the five targets areas. Clean-up activities using over-time hours may be in conjunction with Neighborhood Watch community clean-ups in the target areas. Public Works over-time hours may also be used for other types of **clean-up activities** so long as they directly relate to crime prevention and clean-up in the target areas. Some examples of clean-up activities include over-time hours spent: painting over graffiti from gang activity related to drug trafficking; weed-eating and street sweeping areas that attract community nuisance and criminal activity, etc.

INTENDED OUTCOMES (Results)

Enforcement Outcomes

- **Crime Analyst** will track incidents of the targeted crimes within the targeted areas of the course of the project to compare crime trends. Crime data tracked from the beginning of the grant period will be updated annually for comparison. See "Baseline Crime Data" table below.
- **Over-time directed patrols, over-time codes enforcement** and **Drug Liaison** activities will attempt to impact crime activity and reduce reoccurrence though increased police presence in the targeted areas. The impact of these activities will be measured by the citizen surveys described above.
- **Citizen Survey:** The Community Relations/Crime Prevention Officer will distribute and collect citizen surveys annually in the targeted areas. The citizen responses from surveys will provide comparison data for measures including: respondents feeling safe in their homes; feeling safe walking their neighborhoods during the day; feeling safe at night; reporting crime or suspicious activities to police; caring about the appearance of their neighborhoods; concern about drug crime, etc. Citizens' surveys will be mailed to residents in the targeted areas and received for analysis by return mail.
- **Surveillance Cameras** will enable law enforcement to monitor "hot spots" in target areas and also deter criminal activity.

Base Line Incident Crime Data – Three Year Data Comparison (2010 – 2012)

Target Area Violent Crime – Three Year Comparison Incident Data	**2010**	**2011**	***Jan-June* 2012**	**Percent Change 2010 to 2012**
Family Violence – Totals	**148**	**176**	**193**	**+30.4%**
- Domestic Violence	123	134	182	+47.9%
- Child Abuse *(Includes Physical, Sexual and Neglect)*	25	42	11	-56%
Non-Family Violence - Totals	**210**	**493**	**235**	**+11.9%**
- Sexual Assault	27	26	14	-48%
- Aggravated & Simple Assault	183	206	221	+20.7%
Drug Crimes *(Includes possession, use, distribution and manufacturing of illegal narcotics)*	**147**	**120**	**121**	**-17.6%**

Law Enforcement Prevention Outcomes

- **Neighborhood Watch meetings** will mobilize community members and create partnerships with neighborhood. Surveys will be collected at these meetings to measure the following information:

The City of Kingsport is interested in your opinion of appearance and safety issues within your community. Your participation is appreciated.

1. I feel safe in my home.

Very Safe	Mostly Safe	Neutral	Somewhat Safe	Not Safe
1	2	3	4	5

2. I feel safe walking in my community during the daytime.

Very Safe	Mostly Safe	Neutral	Somewhat Safe	Not Safe
1	2	3	4	5

3. I feel safe walking in my community after dark.

Very Safe	Mostly Safe	Neutral	Somewhat Safe	Not Safe
1	2	3	4	5

4. I feel safe in reporting crime or suspicious activity in my community to law enforcement.

Very Safe	Mostly Safe	Neutral	Somewhat Safe	Not Safe
1	2	3	4	5

5. I feel that the residents of my community care about the appearance of the community

Care Greatly	Mostly Care	Neutral	Somewhat Care	Do Not Care
1	2	3	4	5

For Question 6, please rank the crimes listed in order of importance as 1-5, with 1 being the most important and 5 being the least important.

6. What do you feel is the most important issue in your community?

Drugs	Theft	Violent Crime	Graffiti	Abandoned Homes
Loitering	Prostitution	Gangs	Loud Noise	Abandoned Cars

Other (Please Explain)

- **Business education presentations** will educate and encourage neighborhood business owners to partner with crime reduction and make business owners aware of City laws and ordinances. Surveys will be collected from businesses trained to collect the following information:

1. This training meets the needs my business.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

2. This training was relevant to my job.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

3. I plan to implement the information learned at this training into my business model.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

4. I think that the business training was well designed to meet my needs.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

5. The trainer was prepared and has performed well during this training session.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

6. I feel that I've increased my knowledge and have a better understanding of Kingsport city ordinances and laws, and methods to help reduce crime.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

7. This was an effective training for teaching me about Kingsport city ordinances and laws, and methods to help reduce crime.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	2	3	4	5

- **Community education campaigns/presentations** and **media campaigns** will increase awareness of new laws, offer safety tips, and inform the community of crime trends.

Public Works Over-time Outcomes

- **Over-time hours by City Public Works staff** will improve the appearance of neighborhoods in the targeted areas. The impact of these activities will be measured by the citizen surveys described Enforcement Outcomes section above.

DATA COLLECTION PROCEDURES

Crime Data Collection/Analysis for Target Areas

Kingsport Police Crime Analyst tracks "crime incidents" as a data variable. Crime incidents are also used as data variables by the Tennessee Incident Based Recording System (TIBRS). Officers working in the targeted areas report Incidents which may include several crimes or victims. Each Incident Report for crimes in the target areas is reviewed by the Crime Analyst (an experienced Sergeant) who evaluates the validity of each incident as a data variable for the project. As a backup, the Analyst has developed an analytical procedure of data-mining each incident that writes-to the computer application structured query language (.sql), and gleans from each officers' Incident Report the specific language of the targeted crimes, for instance, victim, assault, violence or similar wording. This process enables multiple victims or crimes to be identified from individual Incident Reports since each report may include one or more of the targeted variables. Enforcement Outputs and Activities are recorded from Incidents Reports and used for data tracking each month. The data recorded is sent from the crime analyst to the Project Director or the coordinating Operations Lieutenant who calculates from the data the overtime spent in each target area, including the percentage of time officers spend in each area while on overtime.

Over-Time Patrol, Over-Time Codes Enforcement, and Drug Liaison Activity Data Collection

The Kingsport Police Department requires an activity form to be completed per officer per shift. The form lists the related project activities along with the officer, date, time, location, and police grid. At the end of the month, the forms are forwarded to the Project Director and Coordinating Lieutenant for analysis. They are then put into a spreadsheet for the Project Director's analysis and report.

Prevention Activities Data Collection

KPD's Community Relations/Crime Prevention Officer tracks data related to Neighborhood Watch meetings, Business education presentations, community education campaigns/presentations and media campaigns. This data is reported to the Project Director for grant documentation.

Community Clean-up Data Collection

City Public Works staff track over-time hours and activities performed in the targeted areas. These reports are submitted to the Project Director for grant documentation.

GRANT BUDGET AMENDMENT

AGENCY NAME: City of Kingsport / Kingsport Police Department

FUND SOURCE: JAG *(Federal 2010 Award)* **GRANT NUMBER:** 12330

PROJECT TITLE: Crime Reduction through Strategic Enforcement

The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: **BEGIN: 12/01/2010** **END: 11/30/2013**

(Budget Amendment effective 10/15/2012)

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1]	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	$353,541.00	$0.00	$353,541.00
4, 15	Professional Fee, Grant & Award [2]	$103,883.00	$0.00	$103,883.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	$5,200.00	$0.00	$5,200.00
11 12	Travel, Conferences & Meetings	$2,000.00	$0.00	$2,000.00
13	Interest [2]	*N/A*	*N/A*	*N/A*
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals	$0.00	$0.00	$0.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$20,000.00	$0.00	$20,000.00
22	Indirect Cost	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	**$484,624.00**	**$0.00**	**$484,624.00**

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: http://www.state.tn.us/finance/act/documents/policy3.pdf)

[2] Applicable detail follows this page if line-item is funded.

GRANT BUDGET AMENDMENT LINE-ITEM DETAIL:

AGENCY NAME: City of Kingsport / Kingsport Police Department
FUND SOURCE: JAG (Federal 2010 Award) GRANT NUMBER: 12330
PROJECT TITLE: Crime Reduction through Strategic Enforcement

SALARIES, BENEFITS & TAXES	AMOUNT
Drug Liason position- to be employed by the Kingsport Police Department ($14.50 per hour *2080 hours per year (40 hours per week) * 3 years) - with a 5 percent increase each year. Position is allocated for 10 months in year one due to need to recruit individual - time frame is November 2010 and December 2010 for recruitment and selection with individual starting in Januaury 2011. Years two and three will be for a 12 month period.	$90,052.00
Data/ Crime Analyst position to be employed by the Kingsport Police Department ($14.50 per hour *2080 hours per year (40 hours per week) * 3 years) - with a 5 percent increase each year.	$90,053.00
Drug Liason and Data/ Crime Analyst benefits calculated at 34%	$61,236.00
Police Department Overtime Hours primarily for Targeted Patrol. May be used for other aspects of community policing as identified during grant life. ($45 per hour @ 700 hours per year for targeted patrol and other activities)	$90,000.00
Police Department Overtime Hours primarily for Codes Enforcement. ($45 per hour x 8 hours per month x 15 months)	$5,400.00
City Public Works Overtime Hours ($25 per hour X 2 employees * 8 hour shifts * 3 cleaups per year in 5 communities for 3 years) *Note: shift times and duration may vary*	$16,800.00
TOTAL	**$353,541.00**

PROFESSIONAL FEE / GRANT & AWARD	AMOUNT
Discontinued Subcontracts *(Total Amount reflects the originally obligated and actual subcontracts balances provided by KPD as of 8/23/12)* Subcontract, Mr. Steve Buffolph (Evaluator) - $30,000 obligated; $20,875 spent Subcontract, South Central - $50,000 obligated; $0.00 spent Subcontract, Kingsport Housing Authority - $179,461 obligated; $70,093 spent	$90,968.00
Subcontract, Frontier Health - $157,998 obligated; $2,915 spent as of 8/23/12. This subcontract will be discontinued after wrapping up treatment services for the 13 offenders identified as being referred or participating in services as of 8/13/2012. The estimated funds needed to privide treatment services to these 13 participants is approximately $10,000.	$12,915.00
TOTAL	**$103,883.00**

SUPPLIES (includes"Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Various misc office supplies (print cartriders, copier paper, discposables, etc.)	$2,200.00
Printing and Publications for KPD (survey costs , and crime prevention materials)	$3,000.00
TOTAL	**$5,200.00**

CAPITAL PURCHASE	AMOUNT
3 - Surveillance Cameras - All cameras are to be purchased and installed by 12/1/2012	$20,000.00
TOTAL	**$20,000.00**

STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF CRIMINAL JUSTICE PROGRAMS
WILLIAM R. SNODGRASS TENNESSEE TOWER
312 ROSA L PARKS AVENUE, SUITE 1200
NASHVILLE, TENNESSEE 37243-1102
FAX: 615.532.2989

MARK A. EMKES
COMMISSIONER

August 31, 2012

The Honorable Dennis Phillips, Mayor
City of Kingsport
225 West Center Street
Kingsport, Tennessee 37660

RE: Contract Amendment Documents for JAG Grant #12330
Kingsport Crime Reduction through Strategic Enforcement

Dear Mayor Phillips:

Enclosed with this letter are the Contract Amendment documents for the City of Kingsport JAG Grant #12330. The project has been changed from the Targeted Community Crime Reduction Project to the Kingsport Crime Reduction through Strategic Enforcement project. As discussed previously, the revisions and funding reduction to this grant were due to implementation issues from the previous project scope that included community prevention and offender intervention strategies.

Captain Jenny Castle of the Kingsport Police Department collaborated with OCJP Program Manager, Justine Bass, to revise both the grant narrative and budget for this project to focus solely on law enforcement efforts. The effective date of the enclosed Contract Amendment is 10/15/2012. To accept the enclosed Contract Amendment, please do the following:

- Sign and date the first page of the Contract Amendment in **blue ink** above the "Grantee Signature" line.
- Return all documents to this office by October 8th, 2012 by way of tracked delivery (FedEx, UPS, etc.).

After the approval of Commissioner Emkes, a fully-executed Contract Amendment document will be returned to you. A new invoice workbook with be emailed to the Project Direct and Fiscal Director. No payments can be made until this process is complete, therefore, a prompt return of the documents will ensure that the payment process will begin as soon as possible according to the state invoice system.

Please contact your Program Manager, Justine Bass, if you have any questions about this amendment. Her phone number is 615-253-1983. We look forward to our continued partnership with you.

Sincerely,

William Scollon, Director

CC: Jim Denning, City Finance Director
Morris Baker, Grants and Government Relations Specialist
Captain Jenny Castle, Kingsport Police Department
Daina Moran, Deputy Director
Jennifer Brinkman, Assistant Director
Justine Bass, Program Manager

Kingsport
TENNESSEE

AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Accept a Modular Classroom Unit as a Donation From Gravelly Baptist Church

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-284-2012
Work Session: September 17, 2012
First Reading: September 18, 2012

Final Adoption: September 18, 2012
Staff Work By: Judy Smith/Morris Baker
Presentation By: Tom Parham/John Campbell

Recommendation: Approve the Resolution

Executive Summary:

Gravelly Baptist Church wants to donate a modular classroom unit approximately 24' by 36' to the City of Kingsport to be located at the back of the Kingsport Animal Shelter for education purposes. The donation is valued at $18,000. The cost to move the unit is $6,150.

Attachments:

1. Resolution
2. Map
3. Photo

Funding source appropriate and funds are available: _____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A DONATION OF A MODULAR CLASSROOM UNIT FROM GRAVELLY BAPTIST CHURCH

WHEREAS, Gravelly Baptist Church has graciously offered to donate a modular classroom unit approximately 24 feet by 36 feet to the city; and

WHEREAS, the unit will be located at the back of the Kingsport Animal Shelter and used for educational purposes; and

WHEREAS, the city will have to arrange to move the unit, and the cost to move the unit is $6,150.00 and funds are available in project GP726; and

WHEREAS, Gravelly Baptist Church has estimated that the value of this donation is $18,000.00.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the donation to the city from Gravelly Baptist Church of an approximately 24 feet by 36 feet modular classroom unit in the estimated amount of $18,000.00, is accepted.

SECTION II. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of September, 2012.

_____
DENNIS R. PHILLIPS, MAYOR

ATTEST:

_____
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

_____
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

IDLE HOUR RD
0
30'
60'

AGENDA ACTION FORM

Consideration of an Ordinance to Amend the Various Projects and Funds

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.:	AF- 264- 2012	Final Adoption:	September 18, 2012
Work Session:	September 4, 2012	Staff Work By:	J. Smith
First Reading:	September 4, 2012	Presentation By:	John Campbell

Recommendation: Approve the Ordinance.

Executive Summary:

This ordinance is cleaning up projects and funds for year end.

The Eastman Annex Fund will be amended by decreasing the budget by $45,100 and closing the fund. Due to new fund balance requirements, the remaining funds were moved to the General Fund during the year leaving a cash balance of zero. This ordinance will clear the budget amount to zero. At the end of the year, all funds are reviewed to make sure the budgets equal actual and to make sure the funds are in balance. These transactions are completed as we are closing the books normally in the 13th accounting period.

The Debt Service Fund budget will be amended by reducing the Debt Service fund balance appropriation in the amount of $33,418.

The Sewer Fund projects are being combined to clean up some of the older projects and close them out (County Collector project, Miscellaneous Annexation project, O & M Manual/Startup Assist, Maintenance Storage Building Replacement) and the Solid Waste Fund will be amended by transferring $108,188 to the Landfill Site Expansion project to close the project.

The Meadowview Improvement project will be amended and closed by transferring $25,611 from the Meadowview fund.

Attachments:

1. Ordinance

Funding source appropriate and funds are available:_____

	Y	N	O
Joh	—	—	—
Clark	—	—	—
McIntire	—	—	—
Segelhorst	—	—	—
Parham	—	—	—
Shupe	—	—	—
Phillips	—	—	—

AGENDA ACTION FORM

Consideration of an Ordinance to Amend the Various Projects and Funds

To: Board of Mayor and Aldermen
From: John C. Campbell, City Manager

Action Form No.:	AF- 264- 2012	Final Adoption:	September 18, 2012
Work Session:	September 4, 2012	Staff Work By:	J. Smith
First Reading:	September 4, 2012	Presentation By:	John Campbell

Recommendation: Approve the Ordinance.

Executive Summary:

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The Eastman Annex Fund will be amended by decreasing the budget by $45,100 and closing the fund. Due to new fund balance requirements, the remaining funds were moved to the General Fund during the year leaving a cash balance of zero. This ordinance will clear the budget amount to zero. At the end of the year, all funds are reviewed to make sure the budgets equal actual and to make sure the funds are in balance. These transactions are completed as we are closing the books normally in the 13th accounting period.

The Debt Service Fund budget will be amended by reducing the Debt Service fund balance appropriation in the amount of $33,418.

The Sewer Fund projects are being combined to clean up some of the older projects and close them out (County Collector project, Miscellaneous Annexation project, O & M Manual/Startup Assist, Maintenance Storage Building Replacement) and the Solid Waste Fund will be amended by transferring $108,188 to the Landfill Site Expansion project to close the project.

The Meadowview Improvement project will be amended and closed by transferring $25,611 from the Meadowview fund.

Attachments:

1. Ordinance

Funding source appropriate and funds are available:_____

	Y	N	O
Joh	—	—	—
Clark	—	—	—
McIntire	—	—	—
Segelhorst	—	—	—
Parham	—	—	—
Shupe	—	—	—
Phillips	—	—	—

ORDINANCE NO. _____

PRE-FILED
CITY RECORDER

AN ORDINANCE TO AMEND VARIOUS FUND BUDGETS FOR THE FISCAL YEAR ENDING JUNE 30, 2012; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the Eastman Annex Fund be adjusted in the amount of $45,100 to close the fund, that the Debt Service be amended by decreasing the fund balance appropriation in the amount of $33,418; that the General Project-Special Revenue Fund be amended by appropriating funds received through donations in the amount of $1,000 to the Lynn View Community Center Funfest project (NC1205); and that the Retiree Health Insurance Fund be amended by appropriating $800 from the reserve to cover the claims.

SECTION II. That the Sewer Fund projects be amended by transferring funds from the County Collectors project (SW0413) in the amount of $714,113 and from Miscellaneous SL Annexations (SW0804) in the amount of $232,671 to the Miscellaneous Sewer Line Extensions/Annexations(SW1203); and by transferring funds from the Lift Station VI Part ARRA(SW0701) in the amount of $5,565 and from O & M Manual/Startup Assist(SW0901) in the amount of $31,271 to the Sewer Lift Station project (SW1201); and by transferring funds from the Maintenance Storage Building Replacement project (SW0802) in the amount of $60,000 to the Facilities Building Improvement Funds(SW1006).

SECTION III. That the Solid Waste Project fund be amended by transferring $108,188 for the final payment to the Landfill Site Expansion projects (DL1000) and that the Meadowview Conference Center budget be amended by transferring $25,611 to the Meadowview Improvement Fund (MV0901) and close the project.

	Budget	Incr/<Decr>	New Budget
Fund 110: General Fund			
Expenditures:	$	$	$
110-4810-481-2020 Professional Consultant	132,738	(108,188)	24,550
110-4804-481-7022 Transfer/Solid Waste Fund	3,306,100	108,188	3,414,288
Total:	**3,438,838**	**0**	**3,438,838**
Fund 415: Solid Waste Management Fund			
Revenues:	$	$	$
415-0000-391-0100 From General Fund	3,306,100	108,188	3,414,288
Total:	**3,306,100**	**108,188**	**3,414,288**
Expenditures:			
415-6996-696-7603 CIP Transfer	0	108,188	108,188
Total:	**0**	**108,188**	**108,188**
Fund 133: Eastman Annex Fund			
Revenues:	$	$	$
133-0000-392-0100 Fund Balance Appropriation	45,100	(45,100)	0
Total:	**45,100**	**(45,100)**	**0**
Expenditures:			
133-4804-481-7001 Transfer to General Fund	**45,100**	**(45,100)**	**0**
Total:	**45,100**	**(45,100)**	**0**
Fund 211: Debt Service Fund			
Revenues:	$	$	$
211-0000-392-0100 Fund Balance	193,418	(33,418)	160,000
Total:	**193,418**	**(33,418)**	**160,000**
Expenditures:	$	$	$
211-4805-481-2020 Professional Consultant	52,788	(33,418)	19,370
Total:	**52,788**	**(33,418)**	**19,370**

Fund 111: General Project-Special Revenue Fund
Lynn View Community Center Funfest (NC1205)

	$	$	$
Revenues:			
111-0000-364-2000 From Corporations	0	1,000	1,000
Total:	**0**	**1,000**	**1,000**
Expenditures:			
111-0000-601-3020 Operating Supplies & Tools	0	1,000	1,000
Total:	**0**	**1,000**	**1,000**

Fund 420: Meadowview Conference Center

	$	$	$
Expenditures:			
420-5001-501-9006 Purchases $5,000 & Over	76,317	(25,611)	50,706
420-6996-696-7604 Meadowview Project Fund	0	25,611	25,611
Total:	**76,317**	**0**	**76,317**

Fund 454: Meadowview Project Fund
Meadowview Expansion (MV0901)

	$	$	$
Revenues			
454-0000-391-0524 2009C Sales Tax Rev & Tax	14,996,263	0	14,996,263
454-0000-391-0525 Series 2009D (BABS) GO	1,004,685	0	1,004,685
454-0000-391-4900 Meadowview Conference Ct.	2,061,500	25,611	2,087,111
Total:	**18,062,448**	**25,611**	**18,088,059**
Expenditures:			
454-0000-601-2023 Arch/Eng/Landscaping	84,444	18,189	102,633
454-0000-601-2095 Public Art Contracts	0	10,000	10,000
454-0000-601-9002 Buildings	15,736,201	28,417	15,764,618
454-0000-601-9003 Improvements	2,192,453	12,322	2,204,775
454-0000-601-9006 Purchases $5,000 & Over	49,350	(43,317)	6,033
Total:	**18,062,448**	**25,611**	**18,088,059**

Fund 452: Sewer Fund
County Collectors (SW0413)

	$	$	$
Revenues			
452-0000-391-0511 GO WA SW 2003 Principal	9,291	0	9,291
452-0000-391-0912 2004 WAT & SW Refunding	6,805	0	6,805
452-0000-391-4200 From Sewer Fund	714,113	(714,113)	0
Total:	**730,209**	**(714,113)**	**16,096**
Expenditures:			
452-0000-606-2022 Construction Contracts	635,275	(631,955)	3,320
452-0000-606-2023 Arch/Eng/Landscaping	67,990	(67,990)	0
452-0000-606-2097 State Reviews & Permits	3,375	0	3,375
452-0000-606-3022 Operating Supplies & Tools	1,869	0	1,869
452-0000-606-9001 Land	21,700	(14,168)	7,532
Total:	**730,209**	**(714,113)**	**16,096**

Fund 452: Sewer Fund
Misc SL Annexations(SW0804)

	$	$	$
Revenues			
452-0000-391-0512 2004 WA SW Refunding Principal	198,958	0	198,958
452-0000-391-4200 From Sewer Fund	1,937,500	(232,671)	1,704,829
Total:	**2,136,458**	**(232,671)**	**1,903,787**
Expenditures:			
452-0000-606-2022 Construction Contracts	1,639,234	(198,180)	1,441,054
452-0000-606-2023 Arch/Eng/Landscaping	298,000	(45,236)	252,764
452-0000-606-2097 State Reviews & Permits	1,200	(325)	875
452-0000-606-9001 Land	198,024	11,070	209,094
Total:	**2,136,458**	**(232,671)**	**1,903,787**

Fund 452: Sewer Fund
Misc Sewer Line Extensions/Annexations(SW1203)

	$	$	$
Revenues			
452-0000-391-4200 From Sewer Fund	0	946,784	946,784
Total:	**0**	**946,784**	**946,784**
Expenditures:			
452-0000-606-9006 Purchases over $5,000	0	946,784	946,784
Total:	**0**	**946,784**	**946,784**

Fund 452: Sewer Fund
Lift Station VI Part ARRA(SW0701)

	$	$	$
Revenues			
452-0000-391-0519 2005 WA & SW RT	500,000	0	500,000
452-0000-391-2943 SRF ARRA CGA 2009-240	100,000	0	100,000
452-0000-391-4200 From Sewer Fund	470,257	(5,565)	464,692
Total:	**1,070,257**	**(5,565)**	**1,064,692**
Expenditures:			
452-0000-606-2022 Construction Contracts	801,810	(10,965)	790,845
452-0000-606-2023 Arch/Eng/Landscaping	264,716	5,400	270,116
452-0000-606-9001 Land	3,731	0	3,731
Total:	**1,070,257**	**(5,565)**	**1,064,692**

Fund 452: Sewer Fund
O & M Manual/Startup Assist(SW0901)

	$	$	$
Revenues			
452-0000-391-4200 From Sewer Fund	310,000	(31,271)	278,729
Total:	**310,000**	**(31,271)**	**278,729**
Expenditures:			
452-0000-606-2022 Construction Contracts	310,000	(31,271)	278,729
Total:	**310,000**	**(31,271)**	**278,729**

Fund 452: Sewer Fund
Sewer Lift Station(SW1201)

	$	$	$
Revenues			
452-0000-391-0526 Series 2011 GO Bonds	390,000	0	390,000
452-0000-391-4200 From Sewer Fund	0	36,836	36,836
Total:	**390,000**	**36,836**	**426,836**
Expenditures:			
452-0000-606-9003 Improvements	390,000	36,836	426,836
Total:	**390,000**	**36,836**	**426,836**

Fund 452: Sewer Fund
Maint Storage Bldg Replacement(SW0802)

	$	$	$
Revenues			
452-0000-391-4200 From Sewer Fund			
Total:	60,000	(60,000)	0
	60,000	**(60,000)**	**0**
Expenditures:			
452-0000-606-2022 Construction Contracts	60,000	(60,000)	0
Total:	**60,000**	**(60,000)**	**0**

Fund 452: Sewer Fund
Facilities Building Improvements(SW1006)

	$	$	$
Revenues			
452-0000-391-4200 From Sewer Fund	100,000	60,000	160,000
Total:	**100,000**	**60,000**	**160,000**
Expenditures:			
452-0000-606-2023 Arch/Eng/Landscaping	4,400	0	4,400
452-0000-606-9003 Improvements	95,600	60,000	155,600
Total:	**100,000**	**60,000**	**160,000**

Fund 455: Solid Waste Project Fund			
Landfill Site Expansion (DL1000)			
Revenues	**$**	**$**	**$**
455-0000-391-0525 Series 2009 D BABS GO	300,000	0	300,000
455-0000-391-1300 From Solid Waste Management Fund	0	108,188	108,188
Total:	**300,000**	**108,188**	**408,188**
Expenditures:			
455-0000-601-9001 Land	300,000	108,188	408,188
Total:	**300,000**	**108,188**	**408,188**
Fund 626: Retiree Health Ins Fund			
Revenues	**$**	**$**	**$**
626-0000-392-0100 Fund Balance Appropriation	825	800	1,625
Total:	**825**	**800**	**1,625**
Expenditures:			
626-1704-413-5100 Claims	1,070,062	800	1,070,862
Total:	**1,070,062**	**800**	**1,070,862**

SECTION IV. That this Ordinance shall take effect from and after its date of passage, as the law direct, the welfare of the City of Kingsport, Tennessee requiring it.

_____
DENNIS R. PHILLIPS, Mayor

ATTEST:

APPROVED AS TO FORM:

_____
JAMES H. DEMMING
City Recorder

_____
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____

AGENDA ACTION FORM

Consideration of Approval of Offers for Easement and Right-of-Way for the Konnarock Road Truxton Drive Waterline Improvement Project

To: Board of Mayor and Aldermen
From: John G. Campbell, City Manager

Action Form No.: AF-279-2012
Work Session: September 17, 2012
First Reading: N/A

Final Adoption: September 18, 2012
Staff Work By: R. Trent, S. Chase
Presentation By: R. McReynolds

Recommendation: Approve the offer.

Executive Summary:

In order to improve existing waterlines, the Public Works Department has requested a right-of-way and easement across affected property. An appraisal has been prepared in accordance with the City of Kingsport's Real Property Acquisition Policies & Procedures and indicates the fair market value as per the attached property owner.

Tax Map & Parcel	Property Owner	Easement Area	Appraised Value
#030P; A-001.00	Kingsport Cemetery Corp. c/o Stewart Services, Inc. 1333 S. Clearview Parkway Jefferson, LA 70121	Perm. 4,541 sq. ft. Temp. 3,072 sq. ft.	$510.00 $260.00

This project is funded under #WA1202.

Attachments:

1. Project Location Maps

Funding source appropriate and funds are available:_____

	Y	N	O
Clark	—	—	—
Joh	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Shupe	—	—	—
Phillips	—	—	—

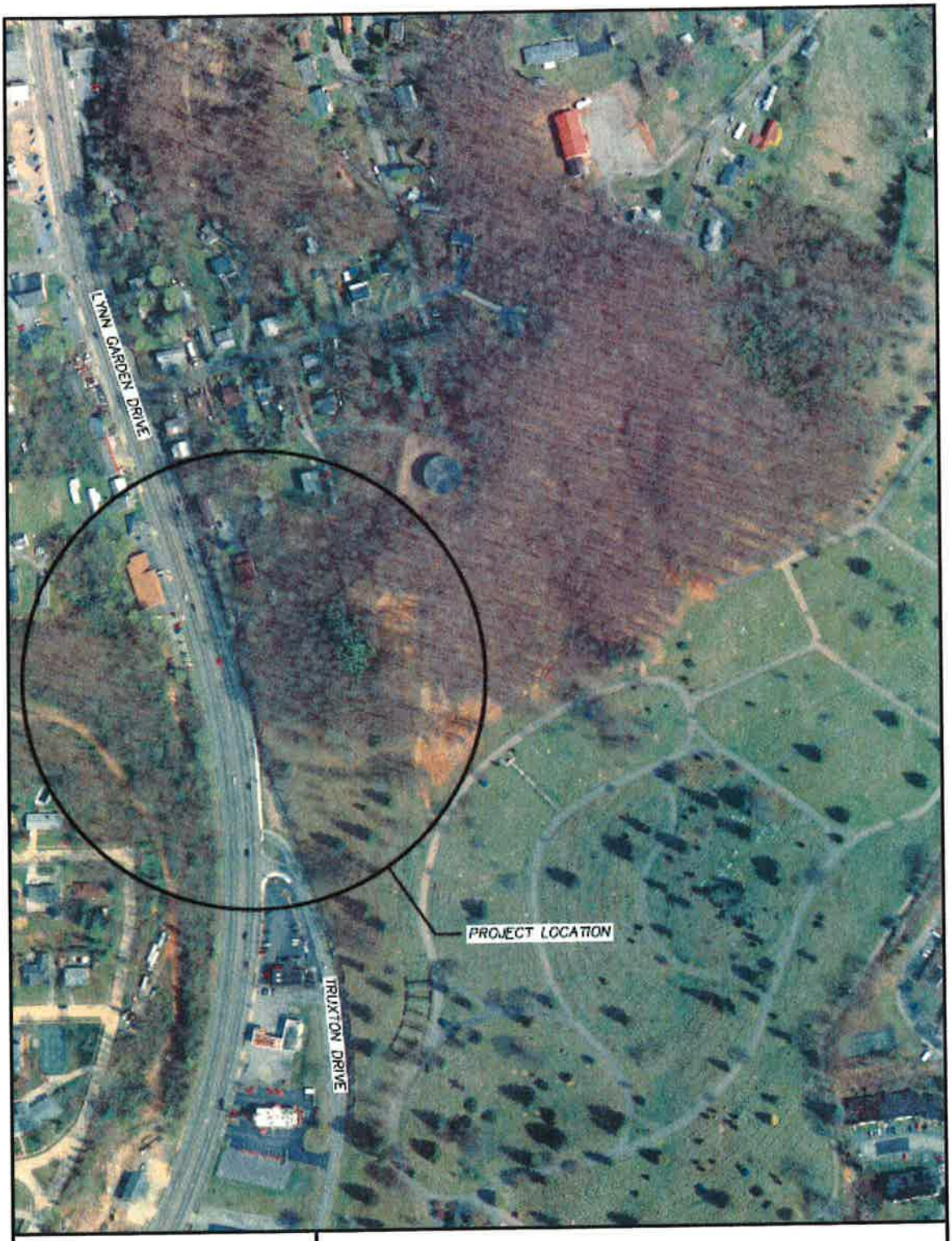
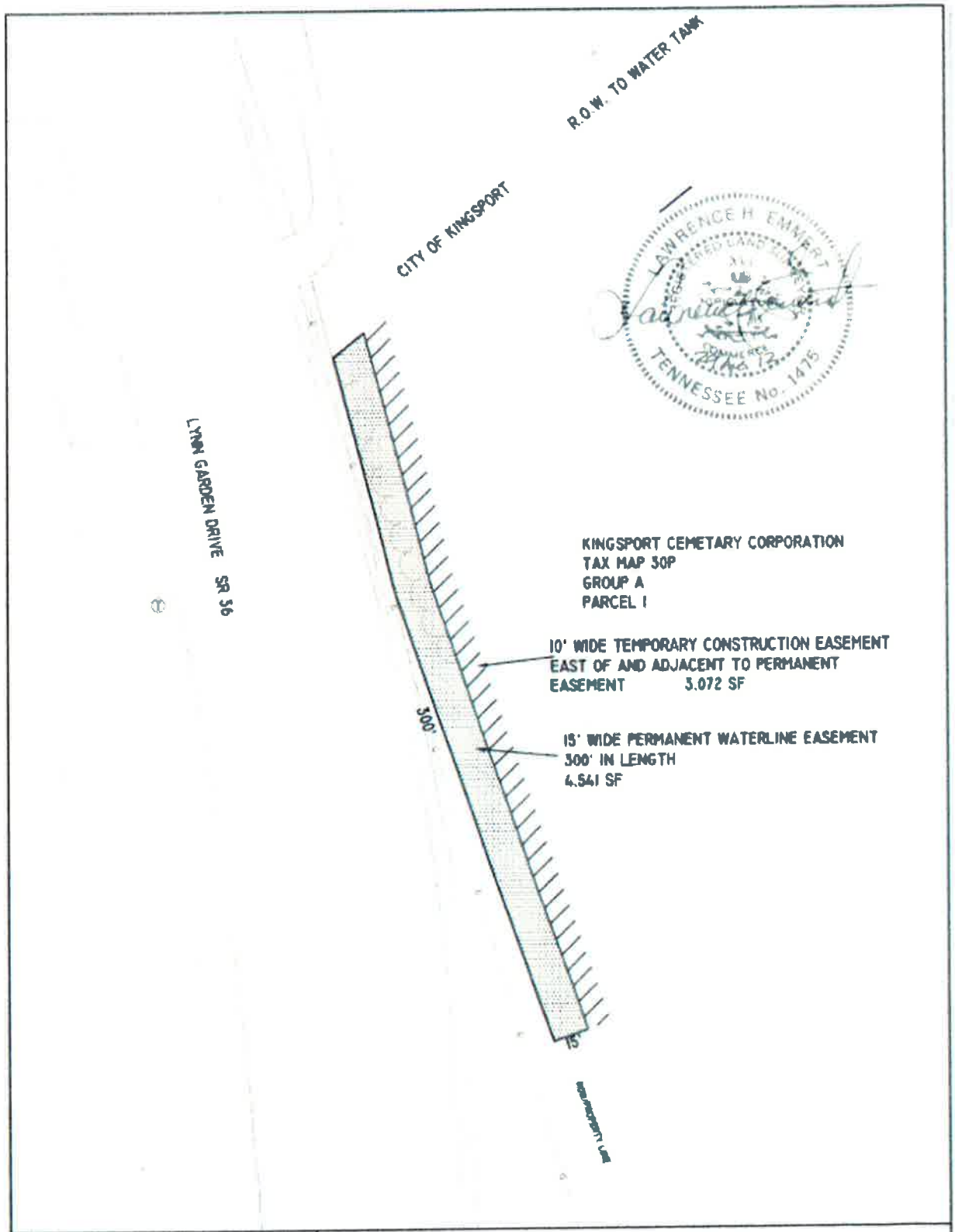


FIGURE 1 – MAP LOCATION
WATERLINE EASEMENT
KINGSPORT CEMETARY CORPORATION
N–2388
CITY OF KINGSPORT, TENNESSEE

NO SCALE

12 SEPTEMBER 2012



ALL BEARINGS KGRN
(KINGSPORT GEODETIC
REFERENCE NETWORK)

WATERLINE EASEMENT ACROSS PROPERTY OF KINGSPORT CEMETARY CORPORATION

OFFICE OF THE CITY ENGINEER
DATE: 29 AUGUST 2012

N-2388

KINGSPORT, TN
SCALE: 1"=50'