



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

Monday, November 3, 2014
Council Room, 2nd Floor, City Hall, 4:30 p.m.

Board of Mayor and Aldermen

Mayor Dennis R. Phillips, Presiding
Vice Mayor Mike McIntire
Alderman John Clark
Alderman Colette George

Alderman Andy Hall
Alderman Tom C. Parham
Alderman Tom Segelhorst

Leadership Team

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager for Operations
J. Michael Billingsley, City Attorney
Jim Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Craig Dye, Fire Chief
Morris Baker, Community Services Director
Lynn Tully, Development Services Director
Tim Whaley, Community and Government Relations Director

1. Call to Order
2. Roll Call
3. AEP Franchise – Jeff Fleming / Ryan McReynolds
4. Code Enforcement Update – Lynn Tully
5. Work Session Tickler
6. Review of Items on November 4, 2014 Business Meeting 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.

Special Projects

Brickyard Park Ball Fields

David Mason

The Ballpark construction contract with Denark Construction includes alternates 2 & 3 for a total contact amount of \$3,699,500. Work continues on the retaining wall grandstands and ADA ramp. The perimeter footing for the concession stand has been placed and the under-slab plumbing and electrical rough-ins are proceeding. The reinforcing steel and pole bases for the perimeter sports lighting are to arrive on 10/29 and work on the pole foundations will begin with field 1. Since the work on the outer sports lighting poles must be done from the outfields, this work is on the critical path for sod installation which is currently targeted for early December. In the event that the quality of the originally selected sod doesn't reach an acceptable quality level prior to harvest and installation, the Landscape Architect and Parks Dept. have located an alternate source. If the alternate sod is needed there are contingency funds available to cover the additional cost associated with that substitution.

Concession Stand Foundation



Brickyard Park Ball Fields continued

Field 3 Backstop Poles



Field 1 Grandstand Terrace



Fire Training Ground

Chief Dye

(No updates.)

We are working on the Specifications for a Burn Building/Training Tower. There are some props at our old training facility that we are checking to see if they could be moved to the new one. The trailers we were offered are no longer available to us.



Fire Station 6 Upgrades

Chief Dye

The brick is complete and all of the outside is finished. They still have to check on a part of the engine bay floor to test for a structural issue. There is some painting and other minor things to complete inside. Overall the project is moving forward and things are looking great.



Carousel

Morris Baker

Engage Kingsport continues work on the carousel project. Construction is underway with grade work completed, footers for the building in place, the required under-building ventilation piping has been installed and perimeter concrete block have been laid. The center section of concrete has been poured which is 8' thick and will support the center pole. The concrete for the gift shop/ welcome center and round house is next to be poured. The Roundhouse Building is being manufactured by Polygon Buildings. The structural elements for the roundhouse are scheduled to be delivered by Polygon on November 21; meanwhile, construction on the gift shop/connector building will begin as soon as the floor has cured.

"The Flying Pig Gallery and Studios" at the corner of Broad and Center Streets continues to operate. A ribbon cutting will be held for the Gallery and Studio on Thursday Nov 6 at 4 pm. "The Flying Pig Gallery and Studios" is providing a location to display decorative elements of the carousel which are still available for sponsorship. At this shop the public may also purchase a paver for the Memory Fountain at Food City; buy First Rider tickets; and also buy carousel gift items. The Flying Pig Gallery and Studios is open on Thursday, Friday and Saturday, 10 am – 7 pm.



WTP Raw Water Transmission and Intake Replacement Design

Niki Ensor

Engineer: CDMSmith

Construction Schedule: January 2015 – September 2016

(No updates.)

Project Update: The City has been approved for a \$15,000,000 State Revolving Loan at 1.78% for 20 years. Estimated bid advertisement date January 1, 2015.

Tunnel Alignment



Cooks Valley Road Improvements - Phase 2

Hank Clabaugh

Vic Davis Construction began work on August 7, 2014. The contractual completion date is December 6, 2014.

The large 8' x 10' box culvert for the stream has been installed and is currently being backfilled.

Work on the retaining wall in front of the Bill Ford property is ongoing. The other retaining wall will be constructed upon the completion of this wall.

Concrete curb and gutter is expected to begin during the week of November 3rd and be completed by November 14.

Road subgrade fine grading and base preparation will continue to be ongoing for the next two weeks.

Cooks Valley Road Improvements - Phase 2 continued



Cooks Valley Road Improvements - Phase 2 continued



Legal

Risk Management

Terri Evans

Kingsport Employee Wellness

The Kingsport Employee Wellness Center opened 6/26/13. Utilization required an increase in hours effective February 24, 2014. With the passage of self-funded health insurance for Kingsport City School employees, it is expected that the clinic will increase hours again on January 1, 2015. Utilization from January 1, 2014 through October 10, 2014 is 94.9%, and of those, 55.9% were active employees, 4.2% were retirees, 35.3% were dependents, 0.4% were Workers Compensation visits, 0.1% were extended patient visits, and 4.1% were no-shows. Our no-show target is below 5%.

Worker's Compensation

This information is provided at the second BMA work session of each month to allow accurate reporting.

Budget Office

Judy Smith

Financial Comments

(No updates.)

Local Option Sales Tax revenue for the month of August was \$1,365,262 which was \$7,739 under budget and \$93,648 above last year's actual. The Year to Date Total is \$16,503 over budget and \$128,258 over last year.



AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

Tuesday, November 4, 2014

Large Courtroom – 2nd Floor, City Hall

7:00 p.m.

Board of Mayor and Aldermen

Mayor Dennis R. Phillips, Presiding
Vice Mayor Mike McIntire
Alderman John Clark
Alderman Colette George

Alderman Andy S. Hall
Alderman Tom C. Parham
Alderman Tom Segelhorst

City Administration

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager for Operations
J. Michael Billingsley, City Attorney
James Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Craig Dye, Fire Chief
Morris Baker, Community Services Director
Lynn Tully, Development Services Director
Tim Whaley, Community & Government Relations Director

I. CALL TO ORDER

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG

II.B. INVOCATION – still to be confirmed

III.A. ROLL CALL

IV. RECOGNITIONS & PRESENTATIONS

None

V. APPROVAL OF MINUTES

1. Work Session – October 20, 2014
2. Business Meeting – October 21, 2014

VI. 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 a Budget Ordinance to Appropriate \$37,452.00 from the Tennessee Department of Transportation/Governor's Highway Safety Office 2014 Solicitation (AF: 291-2014) (David Quillin)
 - Ordinance – First Reading
2. Consideration of a Budget Ordinance Appropriating Available Funds to MPO15B for the Purchase of Portable Camera Equipment (AF: 263-2014) (Ryan McReynolds)
 - Ordinance – First Reading
3. Consideration of an Ordinance to Amend the General Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2014A and Amend the Water and Sewer Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2014B (AF: 293-2014) (Jeff Fleming)
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Consideration of an Ordinance to Amend the FY15 Operating Budgets and Various Projects (AF: 273-2014) (Jeff Fleming)
 - Ordinance – **Second Reading and Final Adoption**
2. Consideration of a Budget Ordinance to Appropriate SRF Loan Funding when Amending the CDM Smith Design Contract to Include Bidding Services, Resident Project Representation and Engineering during Construction (AF: 277-2014) (Niki Ensor)
 - Ordinance – **Second Reading and Final Adoption**

D. OTHER BUSINESS

1. Consideration of a Resolution Renewing the Award of the Bid for the Purchase of Rental Uniform Services to Coyne Textile Services (AF: 280-2014) (Chris McCartt)
 - Resolution

2. Consideration of a Resolution Authorizing the City Manager to Execute a Purchase Order for 100 Each Dell Optiplex 9020 Small Form Factor Computers to Insight Public Sector (AF: 279-2014) (Chris McCartt)
 - Resolution
3. Consideration of a Resolution to Condemn for Easements and Right-of-Ways for Phase 1 of the Colonial Heights Sanitary Sewer Extension Project (AF: 281-2014) (Mike Billingsley)
 - Resolution
4. Consideration of a Resolution to Renew the Self-Funded Health Insurance Program Excess Insurance Coverage through HCC Life Insurance Company and Authorizing the Mayor to Sign All Needed Documents (AF: 286-2014) (Mike Billingsley)
 - Resolution
5. Consideration of a Resolution Authorizing the Execution of an Agreement with Meritain Health for Health Benefits for Kingsport City Schools and Authorizing the Mayor to Sign All Applicable Documents (AF: 288-2014) (Tammie Davis)
 - Resolution
6. Consideration of a Resolution Authorizing the Mayor to Execute and Sign All Documents Necessary to Enter Into an Agreement with Sullivan County, TN to Allow the City of Kingsport to Participate in the Sharing of the Countywide Simulcast P25 Digital 800 MHz Radio System (AF: 289-2014) (David Quillin)
 - Resolution
7. Consideration of a Resolution Authorizing the Mayor to Execute a Right-of-Way Easement with Kingsport Power Company (AF: 290-2014) (Ryan McReynolds)
 - Resolution
8. Consideration of a Resolution Authorizing the Mayor to Execute Quitclaim Deeds Conveying to Kingsport Housing & Redevelopment Authority Abandoned Sanitary Sewer Easements (AF: 282 2014) (Ryan McReynolds)
 - Resolution
9. Consideration of a Resolution Establishing the Minimum Design Standards Document to Standardize, Guide, and Regulate Development within the City of Kingsport (AF: 292-2014) (Ryan McReynolds / Hank Clabaugh)
 - Resolution

E. APPOINTMENTS

None

VII. CONSENT AGENDA

None

VIII. 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
Monday, October 20, 2014, 3:00 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor Dennis Phillips

Vice-Mayor Mike McIntire

Alderman John Clark

Alderman Colette George

Alderman Andy Hall

Alderman Tom C. Parham

Alderman Tom Segelhorst

(arrived at 3:10 p.m.)

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James H. Demming, City Recorder

1. **CALL TO ORDER:** 3:00 p.m. by Mayor Phillips.

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

3. **DISPOSING OF PROPERTY ACQUIRED THROUGH DELINQUENT TAX.** Attorney Joe May presented this item and explained the process that has taken place regarding the property at 1132 Sourmash Drive. He pointed out this is the first piece of distressed property the city has taken possession of in over 30 years. Mr. May further stated it has since been resolved and a notice was in the paper today to advertise a tax sale for the property. There was considerable discussion.

4. **WORK SESSION TICKLER.** Alderman Segelhorst mentioned he drove by the ball fields last week and they look good. He also stated he has spoken with the city manager regarding the reported injuries and he has a plan to address the issue. Mayor Phillips noted Fire Station 6 is almost finished. City Manager Fleming pointed out the bond sale was this morning and the rates were good, although he did mention the need to build the rainy day fund. City Recorder Demming provided further details. Some discussion followed.

5. **REVIEW OF AGENDA ITEMS ON THE OCTOBER 21, 2014 REGULAR BUSINESS MEETING AGENDA.** City Manager Fleming, members of staff and community members gave 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.B.2 Consideration of a Resolution Amending the CDM Smith Design Contract to Including Bidding Services, Resident Project Representation and Engineering during Construction; and Consideration of Budget Ordinance to Appropriate SRF Loan Funding (AF: 277-2014). Water/Wastewater Manager Niki Ensor stated the funding is now in place to move forward with the project. She further noted this will amend the contract so that bids may be accepted.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Monday, October 20, 2014

VI.D.1 Consideration of a Resolution Authorizing an Open Enrollment Period and Certain Plan Design Changes for the City of Kingsport Self-Funded Health Insurance Program and Authorizing the Mayor to Sign Documentation Necessary to Effect These Changes (AF: 272-2014). Risk Manager Terri Evans gave details on the open enrollment process, noting this would bring Kingsport more on line with other employers in the area. She answered questions from the board and some discussion followed.

VI.D.3 Consideration of a Resolution Approving a Revocable License to Permit Keener Mallicote to Use a Small Part of the Area of the Parking Garage Designed for Dumpster Use to Install Some HVAC Units and Authorizing the Mayor to Sign the Needed Documents (AF: 275-2014). City Manager Fleming explained this item, pointing out it would help develop the property without hindering the city's use.

VI.D.4 Consideration of a Resolution Renewing the Property Insurance Coverage with Travelers Insurance Company and Authorizing the Mayor to Sign All Needed Documents (AF: 276-2014). Risk Manager Terri Evans commented on the favorable rate the city is receiving.

VI.D.5 Consideration of a Resolution Increasing the Annual Limit of Medical Flexible Spending Accounts for Eligible Employees and Authorizing the Mayor to Sign All Needed Documents (AF: 274-2014). City Manager Fleming stated this allows the city to max out eligibility and it is also good for the employee.

VII.1 Consideration of Approval of Offers for Easements and Right-of-Ways for Colonial Heights Springs Sanitary Sewer Extension Project – Phase II (AF: 271-2014). Mayor Phillips commented on the appraisal costs associated with these transactions.

BOARD COMMENT. The board discussed police grant moneys.

PUBLIC COMMENT. None.

8. ADJOURN. Seeing no other matters presented for discussion at this work session, Vice-Mayor McIntire adjourned the meeting at 4:12 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, October 21, 2014, 7:00 PM
Large Court Room – City Hall

PRESENT:

Board of Mayor and Aldermen

Mayor Dennis R. Phillips, Presiding
Alderman Colette George
Alderman Andy Hall
Vice-Mayor Mike McIntire

Alderman Tom C. Parham
Alderman Tom Segelhorst

City Administration

Jeff Fleming, City Manager
J. Michael Billingsley, City Attorney
James Demming, City Recorder/Chief Financial Officer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor Dennis R. Phillips.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Vice-Mayor Mike McIntire.
- II.B. **INVOCATION:** Richard Dice, Christ Church.
- III. **ROLL CALL:** By City Recorder Demming. Absent: Alderman John Clark .
- IV. **RECOGNITIONS AND PRESENTATIONS.**
 1. Recognition of Sharon Owens – Award of Merit (Presented by Ronnie Hammonds).
- V. **APPROVAL OF MINUTES.**

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

- A. October 6, 2014 Regular Work Session
- B. October 7, 2014 Regular Business Meeting

Approved: All present voting “aye.”

VI. **COMMUNITY INTEREST ITEMS.**

AA. **PUBLIC HEARINGS.** None.

A. **PUBLIC COMMENT.** Mayor Phillips invited citizens in attendance to speak about any of the remaining agenda items. Mr. Tommy Hulse commented on the traffic problem at Wexler Street and Center Street.

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

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, October 21, 2014

1. Consideration of an Ordinance to Amend the FY15 Operating Budgets and Various Projects (AF: 273-2014) (Jeff Fleming).

Motion/Second: Segelhorst/McIntire, to pass:

AN ORDINANCE TO AMEND VARIOUS OPERATING BUDGETS AND PROJECTS FOR THE YEAR ENDING JUNE 30, 2015; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting "aye."

2. Consideration of a Resolution Amending the CDM Smith Design Contract to Including Bidding Services, Resident Project Representation and Engineering during Construction; and Consideration of Budget Ordinance to Appropriate SRF Loan Funding (AF: 277-2014) (Niki Ensor).

Motion/Second: McIntire/Parham, to pass:

Resolution No. 2015-073, A RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH, INC., TO INCLUDE RESIDENT PROJECT REPRESENTATION AND ENGINEERING DURING CONSTRUCTION; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

Passed: All present voting "aye."

Motion/Second: McIntire/Segelhorst, to pass:

AN ORDINANCE TO AMEND THE WATER PROJECT FUND BUDGET BY APPROPRIATING FUNDS FOR RAW WATER TRANSMISSION AND INTAKE IMPROVEMENTS FOR THE YEAR ENDING JUNE 30, 2015; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting "aye."

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Consideration of an Ordinance to Appropriate the Funds to Enter into a Materials Agreement with Danny Karst Related to Edinburgh Phase V Development (AF: 261-2014) (Ryan McReynolds).

Motion/Second: Parham/Segelhorst, to pass:

ORDINANCE NO. 6444, AN ORDINANCE TO AMEND THE WATER AND SEWER PROJECT FUNDS BY DECREASING FUNDS TRANSFERRED TO THE EDINBURGH PHASE V MATERIALS AGREEMENT PROJECTS (WA1586 AND SW1586); AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: George, Hall, McIntire, Parham, Segelhorst and Phillips voting "aye."

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, October 21, 2014

2. Consideration of an Ordinance to Amend the FY15 General Purpose School Fund and General Project Fund Budgets (AF: 266-2014) (David Frye).

Motion/Second: McIntire/Segelhorst, to pass:

ORDINANCE NO. 6445, AN ORDINANCE TO AMEND THE FY 2014-15 GENERAL PURPOSE SCHOOL FUND AND GENERAL PROJECT FUND BUDGETS; AND, Passed on second reading in a roll call vote: George, Hall, McIntire, Parham, Segelhorst and Phillips voting "aye."

D. OTHER BUSINESS.

1. Consideration of a Resolution Authorizing an Open Enrollment Period and Certain Plan Design Changes for the City of Kingsport Self-Funded Health Insurance Program and Authorizing the Mayor to Sign Documentation Necessary to Effect These Changes (AF: 272-2014) (Terri Evans).

Motion/Second: Segelhorst/McIntire, to pass:

Resolution No. 2015-074, A RESOLUTION AUTHORIZING AN OPEN ENROLLMENT TO THE SELF-FUNDED HEALTH INSURANCE PLAN; AMENDING THE PLAN DOCUMENTS TO INCLUDE THE PLAN DESIGN CHANGES AND AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT AND ANY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

Passed: All present voting "aye."

2. Consideration of a Resolution to Renew the Workers' Compensation Excess Insurance Coverage through Safety National Insurance Company and Authorizing the Mayor to Sign All Necessary and Proper Documents to Implement the Renewal (AF: 278-2014) (Terri Evans).

Motion/Second: Segelhorst/Parham, to pass:

Resolution No. 2015-075, A RESOLUTION APPROVING THE RENEWAL OF THE AGREEMENT WITH SAFETY NATIONAL INSURANCE CORPORATION FOR WORKERS' COMPENSATION REINSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

3. Consideration of a Resolution Approving a Revocable License to Permit Keener Mallicote to Use a Small Part of the Area of the Parking Garage Designed for Dumpster Use to Install Some HVAC Units and Authorizing the Mayor to Sign the Needed Documents (AF: 275-2014) (Jeff Fleming/Mike Billingsley).

Motion/Second: McIntire/Segelhorst, to pass:

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, October 21, 2014

Resolution No. 2015-076, A RESOLUTION APPROVING A REVOCABLE LICENSE AGREEMENT WITH CENTER PLACE ASSOCIATION TO USE A SMALL PART OF THE DOWNTOWN PARKING GARAGE DESIGNATED FOR A DUMPSTER, AND AUTHORIZING THE MAYOR TO EXECUTE THE REVOCABLE LICENSE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE REVOCABLE LICENSE AGREEMENT

Passed: All present voting "aye."

4. Consideration of a Resolution Renewing the Property Insurance Coverage with Travelers Insurance Company and Authorizing the Mayor to Sign All Needed Documents (AF: 276-2014) (Terri Evans).

Motion/Second: Parham/George, to pass:

Resolution No. 2015-077, A RESOLUTION AUTHORIZING THE RENEWAL OF THE AGREEMENT WITH TRAVELERS INSURANCE FOR CITY OF KINGSPORT PROPERTY INSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

5. Consideration of a Resolution Increasing the Annual Limit of Medical Flexible Spending Accounts for Eligible Employees and Authorizing the Mayor to Sign All Needed Documents (AF: 274-2014) (Terri Evans).

Motion/Second: Segelhorst/Hall, to pass:

Resolution No. 2015-078, A RESOLUTION AUTHORIZING AN INCREASE OF THE ANNUAL LIMITS OF MEDICAL FLEXIBLE SPENDING ACCOUNTS AND AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

Passed: All present voting "aye."

E. APPOINTMENTS/REAPPOINTMENTS. None.

VII. CONSENT AGENDA.

1. Consideration of Approval of Offers for Easements and Right-of-Ways for Colonial Heights Springs Sanitary Sewer Extension Project – Phase II (AF: 271-2014) (Ryan McReynolds).

Motion/Second: McIntire/Parham, to approve:

APPROVE OFFERS FOR EASEMENTS AND RIGHT-OF-WAYS FOR COLONIAL HEIGHTS SPRINGS SANITARY SEWER EXTENSION PROJECT – PHASE II

Passed on second reading in a roll call vote: George, Hall, McIntire, Parham, Segelhorst and Phillips voting "aye."

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, October 21, 2014

VIII. COMMUNICATIONS.

A. CITY MANAGER. Mr. Fleming stated Kingsport received an honorable mention in the national green fleet awards.

B. MAYOR AND BOARD MEMBERS. Alderman Hall congratulated the DB band for winning their second consecutive award. Alderman Segelhorst noted both the Sullivan South and the DB band did well and supported each other at their recent competition. He also stated we are fortunate for our city staff and thanked Pastor Dice for his prayer earlier in the meeting. Alderman George had Streets and Sanitation Manager Ronnie Hammonds explain the city's process for leaf pickup. Alderman Parham stated he recently became a grand-dad. Vice-Mayor McIntire pointed out that Moody's and S&P have reaffirmed the City's good bond rating, noting the capital improvement bonds were sold at great rates. Mayor Phillips commented on the first listening post which was held last Saturday, noting the next one is tomorrow from 4:30-6:00 pm at the fire station on Memorial Boulevard. The mayor also commended the Kingsport Theatre Guild's recent presentation of "Nanyehi – Beloved Woman of the Cherokee" over the last two weekends at the Renaissance Center. He asked City Clerk Angie Marshall, who participated in the play, to provide further details on its success.

C. VISITORS. None.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Phillips adjourned the meeting at 7:46 p.m.

ANGELA MARSHALL
Deputy City Recorder

DENNIS R. PHILLIPS
Mayor



AGENDA ACTION FORM

Consideration of a Budget Ordinance to Appropriate \$37,452.00 from the Tennessee Department of Transportation/Governor’s Highway Safety Office 2014 Solicitation

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-291-2014
 Work Session: November 3, 2014
 First Reading: November 4, 2014

Final Adoption: November 18, 2014
 Staff Work By: Capt. Jenny Castle
 Presentation By: Chief David Quillin

Recommendation:

Approve the budget ordinance

Executive Summary:

On March 18, 2014, via Action Form 64, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a Tennessee Department of Transportation/Governor’s Highway Safety Office Traffic Safety Grant (TDOT/GHSO). We have been notified that we were approved for \$37,452.00 in grant funds for the upcoming fiscal year. The grant will be utilized to purchase equipment and for traffic safety enforcement overtime.

There are no matching fund requirements.

Attachments:

- 1. Budget Ordinance

Funding source appropriate and funds are available 

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECTS - SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE GOVERNOR'S HIGHWAY SAFETY GRANT FOR THE YEAR ENDING JUNE 30, 2015; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Projects – Special Revenue Fund budget be amended by appropriating grant funds received from the Governor's Highway Safety Office to the Governor's Highway Safety Grant Project (NC1503) in the amount of \$37,452 to be used for overtime for traffic safety and enforcement and equipment. This grant is administered through the Tennessee Department of Transportation for Traffic Law Enforcement Agency Services. This grant does not require matching funds.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 111: Gen. Projects–Special Rev. Fund			
Governor's Hwy Safety Grant (NC1503)			
Revenues:			
111-0000-332-9000 Dept of Transportation	\$ 0	\$ 37,452	\$ 37,452
Totals:	0	37,452	37,452
Expenditures:			
111-0000-601-1011 Overtime	0	21,102	21,102
111-0000-601-1020 Social Security	0	2,300	2,300
111-0000-601-1040 Retirement	0	5,900	5,900
111-0000-601-1050 Life Insurance	0	50	50
111-0000-601-1052 Long Term Disability	0	50	50
111-0000-601-1060 Workmen's Comp	0	500	500
111-0000-601-1061 Unemployment Insurance	0	50	50
111-0000-601-9004 Equipment	0	7,500	7,500
Totals:	0	37,452	37,452

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.

ATTEST:

JAMES H. DEMMING
City Recorder

DENNIS R. PHILLIPS, Mayor

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____
PASSED ON 2ND READING: _____



AGENDA ACTION FORM

Consideration of a Budget Ordinance Appropriating Available Funds to MPO15B for the Purchase of Portable Camera Equipment

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-263-2014
 Work Session: November 3, 2014
 First Reading: November 4, 2014

Final Adoption: November 18, 2014
 Staff Work By: T. Elsea/M. Thompson/J. Smith
 Presentation By: Ryan McReynolds

Recommendation:
 Approve the ordinance.

Executive Summary:

In June 2014, we entered into an agreement with TDOT for a portable camera equipment purchase (AF-136-2014). The portable camera will be used at various intersections around the City to assist in data collection, and is also requested to be used in coordination with signal timing updates. The portable camera will mount to an arm that extends a minimum of 30 feet into the air, and will support the Traffic Department with turning movement counts at various intersections. This camera and arm will be mounted to a towable trailer thus making it mobile enough to move from intersection to intersection. Turning movement counts will be used for updating signal timing plans and collecting data for signal warrant studies. The camera will also serve as a backup option for signal detection if the need arises during a construction project.

We are in the process (with TDOT's assistance) of preparing the specifications and bid documents; the anticipated bid opening timeframe for this purchase is scheduled for early to mid-2015. The estimated cost for this equipment purchase is \$50,000, which will be 100% funded through MTPO STP funding source.

A budget ordinance appropriating available funds to MPO15B in the total amount of \$50,000.00 is requested.

Attachments:

1. Ordinance
2. Portable Camera Photo - Example

Funding source appropriate and funds are available: 

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE MPO FUND BUDGET BY APPROPRIATING GRANT FUNDS FOR A PORTABLE CAMERA; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the MPO Fund budget be amended by appropriating grant funds in the amount of \$50,000 to the Traffic Portable Camera Project (MPO15B). This project is funded 100% through MTPO STP funds.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 122: MPO Fund			
Traffic Portable Camera (MPO15B)			
Revenues:			
122-0000-337-5213 FHWA/TN FHWA 100%	\$ 0	\$ 50,000	\$ 50,000
Totals:	0	50,000	50,000
Expenditures:			
122-0000-609-2023 Arch/Eng/Landscaping	0	3,000	3,000
122-0000-609-9003 Improvements	0	47,000	47,000
Totals:	0	50,000	50,000

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:

ANGELA L. MARSHALL
Deputy City Recorder

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____





AGENDA ACTION FORM

Consideration of an Ordinance to Amend the General Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2014A and Amend the Water and Sewer Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2014B

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager

Action Form No.: AF-293-2014
Work Session: November 03, 2014
First Reading: November 04, 2014

Final Adoption: November 18, 2014
Staff Work By: Smith/Winkle
Presentation By: Fleming

Recommendation:

Approve the ordinance.

Executive Summary:

On September 02, 2014, the BMA approved resolution 2015-051 to issue General Obligation Public Improvement Bond Series 2014A not to exceed \$16,750,000 for road projects, school projects, facilities improvements, parks, Community Service projects, police and fire projects, equipment, landfill cell construction and Fleet Gasboy improvements.

On September 02, 2014, the BMA approved resolution 2015-052 to issue General Obligation Public Improvement Bond Series 2014B not to exceed \$9,550,000 for Water and Wastewater projects.

This ordinance appropriates the funding for these projects.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available:

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

PRE-FILED CITY RECORDER

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND, SOLID WASTE PROJECT FUND AND THE WATER AND SEWER FUND BUDGETS BY APPROPRIATING GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2014B; FOR THE FISCAL YEAR ENDING JUNE 30, 2015; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

WHEREAS, Resolution No. 2015-051 was adopted authorizing the issuance of bonded debt Series 2014A in an amount not to exceed \$16,750,000 to provide funding for certain public works projects, consisting of the acquisition of public art; the land acquisition and improvements of public parks and recreational facilities; road construction, expansion and improvements; sidewalk construction, improvements and expansion; improvement of fire stations, construction and expansion of fire training facilities; land acquisition and improvement to the Municipality's storm water system; the acquisition, construction, renovation, improvement and equipping of public buildings for municipal operations within the Municipality; construction, expansion and improvement of the Municipality's water system, construction, expansion and improvement of the Municipality's sewer system; the acquisition of all property real and personal, appurtenant thereto or connected with such work (collectively, the "Project"); and to pay legal, fiscal, administrative, and engineering costs, to reimburse the Municipality for the costs of any of the above projects, to pay capitalized interest, and to pay costs incident to the issuance and sale of the Bonds.

Section I. That the General Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2014A to fund the City Hall/Facilities Improvements Project (GP1522) in the amount of \$151,871, HVAC Replacement (GP1523) in the amount of \$253,119, Fleet Gasboy Improvements (GP1507) in the amount of \$101,247, Fire Training Ground (GP1521) in the amount of \$303,742, Sullivan Street Improvements project (GP1226) in the amount of \$679,774, Centennial Hill Park project (GP1215) in the amount of \$352,949, Local Roads/Sidewalks(GP1403) in the amount of \$303,742, Fire Truck & Equipment (GP1410) in the amount of \$1,180,544, Border Regions (GP1228) in the amount of \$202,495, Sullivan Street Improvements Phase 2 (GP1500) in the amount of \$1,214,968, Sidewalk Improvements (GP1520) in the amount of \$182,245, Allandale Improvements (GP1508) in the amount of \$101,247, Bays Mountain Improvements (GP1509) in the amount of \$303,742, Borden Park (GP1510) in the amount of \$506,237, Civic Auditorium Improvements (GP1511) in the amount of \$101,247, Park Improvements/Land Acquisition (GP1512) in the amount of \$1,214,968, Bridge Repairs/Maintenance (GP1017) in the amount of \$75,309, Land Acquisition (GP1515) in the amount of \$117,061, Engineering Building Improvements (GP1514) in the amount of \$506,237, Main Street Improvements (GP1516) in the amount of \$506,237, Chadwick/Tranbarger Improvements (GP1519) in the amount of \$101,247, Model City Coalition (GP1224) in the amount of \$506,237, 2014 A Capitalized Interest (GP1517) in the amount of \$593,304, Traffic Equipment (GP1524) in the amount of \$176,170, Public Works Equip. (GP1525) in the amount of \$12,150, Softball/Baseball Complex (GP1409) in the amount of \$4,049,893, Police Dept. Equipment (GP1528) in the amount of \$39,385, School System Improvements (GP1513) in the amount of \$1,164,344, Street Resurfacing (GP1518) in the amount of \$1,012,473, Ballfield Park Maintenance Equipment (GP1526), in the amount of \$73,608, Ballfield Athletics Equipment (GP1527) in the amount of \$37,563.

Section II. That the Water Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2014B to fund the Master Plan Water System Upgrades (WA1401) in the amount of \$1,530,000 and WTP Facilities Improvements (WA1505) in the amount of \$1,200,000.

Section III. That the Sewer Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2014B to fund Colonial Heights Sewer Line Ext. Phase 2 (SW1501) in the amount of \$2,850,000, Colonial Heights Sewer Line Ext. Phase 3 (SW1502) in the amount of \$1,851,408, Miscellaneous Sewer Line Rehabilitation (SW1401) in the amount of \$600,000, Treatment Plant Equalization Basin (SW1505) in the amount of \$810,000 and the Motor Control Center (SW1506) in the amount of \$500,000.

Section IV. That the Solid Waste Fund be amended by appropriating GO Public Improvement Bond Series 2014A to fund the Solid Waste Equipment project (DL1501) in the amount of \$100,000 and the Landfill New Cell Construction project (DL1500) in the amount of \$1,000,000.

**G.O. Public
Improvements Series
20013B**

**General Project
Fund:311
City Hall/Facilities
Improvements (GP1522)**

Revenue:

		<u>Budget</u>	<u>Amendments Increase (Decrease)</u>	<u>Amended Budget</u>
311-0000-368-1047	Series 2014A GO Pub Imp.	0	137,475	137,475
311-0000-368-2101	Premium From Bond Sale	0	14,396	14,396
Total Revenue		0	151,871	151,871

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	0	9,000	9,000
311-0000-601-4041	Bond Expense	0	1,871	1,871
311-0000-601-9003	Improvements	0	141,000	141,000
Total Appropriation		0	151,871	151,871

**HVAC Replacement
(GP1523)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	229,126	229,126
311-0000-368-2101	Premium from Bond Sale	0	23,993	23,993
Total Revenue		0	253,119	253,119

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	3,119	3,119
311-0000-601-9003	Improvements	0	250,000	250,000
Total Appropriation		0	253,119	253,119

Fleet Gasboy Improv. (GP1507)**Revenue:**

311-0000-368-1047	Series 2014A GO Pub Imp.	0	91,650	91,650
311-0000-368-2101	Premium from Bond Sale	0	9,597	9,597
Total Revenue		0	101,247	101,247

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,247	1,247
311-0000-601-9003	Improvements	0	100,000	100,000
Total Appropriation		0	101,247	101,247

Fire Training Ground (GP1521)**Revenue:**

311-0000-368-1047	Series 2014A GO Pub Imp.	0	274,951	274,951
311-0000-368-2101	Premium on Sale	0	28,791	28,791
Total Revenue		0	303,742	303,742

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	3,742	3,742
311-0000-601-9003	Improvements	0	300,000	300,000
Total Appropriation		0	303,742	303,742

Sullivan St. Improv.**(GP1226)****Revenue:**

311-0000-368-1037	Series 2009D(BABS) GO	135,000	0	135,000
311-0000-368-1040	Series 2011 G.O. Pub Improv	85,827	0	85,827
311-0000-368-1041	Series 2012C G.O. Pub Improv.	408,804	0	408,804
311-0000-368-1046	Series 2013B GO Pub Imp.	50,000	0	50,000
311-0000-368-1047	Series 2014A GO Pub Imp.	0	615,340	615,340
311-0000-368-2101	Premium on Sale	24,416	64,434	88,850
Total Revenue		704,047	679,774	1,383,821

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	99,368	0	99,368
311-0000-601-4041	Bond Sale Expense	20,997	8,374	29,371
311-0000-601-9001	Land	10,000	0	10,000
311-0000-601-9003	Improvements	573,682	671,400	1,245,082
Total Appropriation		704,047	679,774	1,383,821

Brickyard Park Imp.**(GP1215)****Revenue:**

311-0000-368-1040	Series 2011 G.O. Pub Imp	4,399	0	4,399
311-0000-368-1047	Series 2014A GO Pub Imp.	0	319,493	319,493
311-0000-368-2101	Premium on Bond Sale	4,283	33,456	37,739
Total Revenue		8,682	352,949	361,631

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	1,350	0	1,350
311-0000-601-4041	Bond Sale Expense	7,332	4,349	11,681
311-0000-601-9003	Improvements	0	348,600	348,600
Total Appropriation		8,682	352,949	361,631

**Local Rds/Sidewalks
(Match) (GP1403)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	274,951	274,951
311-0000-368-2101	Premium on Bond Sale	0	28,791	28,791
Total Revenue		0	303,742	303,742

Appropriation:

311-0000-601-4041	Bond Sale Expense		3,742	3,742
311-0000-601-9003	Improvements	0	300,000	300,000
Total Appropriation		0	303,742	303,742

**Fire Truck & Equip.
(GP1410)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	1,068,641	1,068,641
311-0000-368-2101	Premium on Bond Sale	0	111,903	111,903
Total Revenue		0	1,180,544	1,180,544

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,166,000	1,166,000
311-0000-601-9006	Purchases Over \$5,000	0	14,544	14,544
Total Appropriation		0	1,180,544	1,180,544

**Border Regions
(GP1228)**

Revenue:

311-0000-368-1041	Series 2012 C GO Pub Imp.	292,234	0	292,234
311-0000-368-1047	Series 2014A GO Pub Imp.	0	183,300	183,300
311-0000-368-2101	Premium on Bond Sale	17,138	19,195	36,333
Total Revenue		309,372	202,495	511,867

Appropriation:

311-0000-601-2020	Professional Consultant	60,258	0	60,258
311-0000-601-2023	Arch/Eng/Landscaping	104,066	0	104,066
311-0000-601-4041	Bond Sale Expense	9,372	2,495	11,867
311-0000-601-9001	Land	110,000	0	110,000
311-0000-601-9003	Improvements	25,676	200,000	225,676
Total Appropriation		309,372	202,495	511,867

Sullivan St. Improv.
Phase 2 (GP1500)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	1,099,802	1,099,802
311-0000-368-2101	Premium on Bond Sale	0	115,166	115,166
Total Revenue		0	1,214,968	1,214,968

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	0	40,000	40,000
311-0000-601-4041	Bond Sale Expense	0	14,968	14,968
311-0000-601-9003	Improvements	0	1,160,000	1,160,000
Total Appropriation		0	1,214,968	1,214,968

Sidewalk Imp. (GP1520)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	164,970	164,970
311-0000-368-2101	Premium on Bond Sale	0	17,275	17,275
Total Revenue		0	182,245	182,245

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	0	5,000	5,000
311-0000-601-4041	Bond Sale Expense	0	2,245	2,245
311-0000-601-9003	Improvements	0	175,000	175,000
Total Appropriation		0	182,245	182,245

Allandale Imp.
(GP1508)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	91,650	91,650
311-0000-368-2101	Premium on Bond Sale	0	9,597	9,597
Total Revenue		0	101,247	101,247

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,247	1,247
311-0000-601-9003	Improvements	0	100,000	100,000
Total Appropriation		0	101,247	101,247

Bays Mountain Imp.
(GP1509)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	274,951	274,951
311-0000-368-2101	Premium on Bond Sale	0	28,791	28,791
Total Revenue		0	303,742	303,742

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	3,742	3,742
311-0000-601-9003	Improvements	0	300,000	300,000

Total Appropriation

0	303,742	303,742
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Borden Park Imp.**(GP1510)****Revenue:**

311-0000-368-1047	Series 2014A GO Pub Imp.	0	458,251	458,251
311-0000-368-2101	Premium on Bond Sale	0	47,986	47,986
Total Revenue		0	506,237	506,237

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,237	6,237
311-0000-601-9003	Improvements	0	500,000	500,000
Total Appropriation		0	506,237	506,237

Civic Auditorium Imp.**(GP1511)****Revenue:**

311-0000-368-1047	Series 2014A GO Pub Imp.	0	91,650	91,650
311-0000-368-2101	Premium on Bond Sale	0	9,597	9,597
Total Revenue		0	101,247	101,247

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,247	1,247
311-0000-601-9003	Improvements	0	100,000	100,000
Total Appropriation		0	101,247	101,247

Park Imp./Land Acquisition (GP1512)**Revenue:**

311-0000-368-1047	Series 2014A GO Pub Imp.	0	1,099,802	1,099,802
311-0000-368-2101	Premium on Bond Sale	0	115,166	115,166
Total Revenue		0	1,214,968	1,214,968

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	14,968	14,968
311-0000-601-9003	Improvements	0	1,200,000	1,200,000
Total Appropriation		0	1,214,968	1,214,968

Bridge Repairs/Maint.**(GP1017)****Revenue:**

311-0000-368-1037	Series 2009D BABS GO	107,095	0	107,095
311-0000-368-1047	Series 2014A GO Pub Imp.	0	68,171	68,171
311-0000-368-2101	Premium on Bond Sale	285	7,138	7,423
Total Revenue		107,380	75,309	182,689

Appropriation:

311-0000-601-2022	Construction Contracts	1,872	0	1,872
311-0000-601-2023	Arch/Eng/Landscaping	7,628	0	7,628
311-0000-601-4041	Bond Sale Expense	2,554	928	3,482
311-0000-601-9003	Improvements	95,326	74,381	169,707
Total Appropriation		107,380	75,309	182,689

**Land Acquisition
(GP1515)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	105,965	105,965
311-0000-368-2101	Premium on Bond Sale	0	11,096	11,096
Total Revenue		0	117,061	117,061

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,442	1,442
311-0000-601-9001	Land	0	115,619	115,619
Total Appropriation		0	117,061	117,061

**Engineering Building
Renovations (GP1514)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	458,251	458,251
311-0000-368-2101	Premium on Bond Sale	0	47,986	47,986
Total Revenue		0	506,237	506,237

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,237	6,237
311-0000-601-9003	Improvements	0	500,000	500,000
Total Appropriation		0	506,237	506,237

**Main Street Imp.
(GP1516)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	458,251	458,251
311-0000-368-2101	Premium on Bond Sale	0	47,986	47,986
Total Revenue		0	506,237	506,237

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,237	6,237
311-0000-601-9003	Improvements	0	500,000	500,000
Total Appropriation		0	506,237	506,237

**Tranbarger/Chadwick
Imp. (GP1519)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	91,650	91,650
311-0000-368-2101	Premium on Bond Sale	0	9,597	9,597
Total Revenue		0	101,247	101,247

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	0	3,000	3,000
311-0000-601-4041	Bond Sale Expense	0	1,247	1,247
311-0000-601-9003	Improvements	0	97,000	97,000
Total Appropriation		0	101,247	101,247

**Model City Coalition
Imp. (GP1224)**

Revenue:

311-0000-364-1030	From Non-Profits	10,000	0	10,000
311-0000-368-1041	Series 2012C GO Pub Imp	196,894	0	196,894
311-0000-368-1047	Series 2014A GO Pub Imp.	0	458,251	458,251
311-0000-368-2101	Premium on Bond Sale	6,855	47,986	54,841
Total Revenue		213,749	506,237	719,986

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	157,480	10,300	167,780
311-0000-601-4041	Bond Sale Expense	3,749	6,237	9,986
311-0000-601-9002	Buildings	52,520	(10,300)	42,220
311-0000-601-9003	Improvements	0	500,000	500,000
Total Appropriation		213,749	506,237	719,986

**2014A Capitalized
Interest (GP1517)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	537,065	537,065
311-0000-368-2101	Premium on Bond Sale	0	56,239	56,239
Total Revenue		0	593,304	593,304

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	7,309	7,309
311-0000-601-7029	Transfer to Debt Serv.	0	585,995	585,995
Total Appropriation		0	593,304	593,304

Traffic Equip.(GP1524)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp.	0	159,471	159,471
311-0000-368-2101	Premium on Bond Sale	0	16,699	16,699
Total Revenue		0	176,170	176,170

Appropriation:				
311-0000-601-2031	Street Lights	0	45,000	45,000
311-0000-601-2032	Traffic Signals	0	40,000	40,000
311-0000-601-4041	Bond Expense	0	2,170	2,170
311-0000-601-9006	Purchases Over \$5,000	0	89,000	89,000
Total Appropriation		0	176,170	176,170

**Public Works
Equip(GP1525)**

Revenue:				
311-0000-368-1047	Series 2014A GO Pub Imp.	0	10,998	10,998
311-0000-368-2101	Premium on Bond Sale	0	1,152	1,152
Total Revenue		0	12,150	12,150

Appropriation:				
311-0000-601-4041	Bond Expense	0	150	150
311-0000-601-9006	Purchases Over \$5,000	0	12,000	12,000
Total Appropriation		0	12,150	12,150

**Softball & Baseball
Complex (GP1409)**

Revenue:				
311-0000-368-0945	Note Proceed IDBK First TN Loan	1,200,000	(1,200,000)	0
311-0000-368-1046	Series 2013B GO Pub Imp	2,721,899	0	2,721,899
311-0000-368-1047	Series 2014A GO Pub Imp	0	3,666,008	3,666,008
311-0000-368-2101	Premium on Bond Sale	178,101	383,885	561,986
311-0000-391-0100	From General Fund	2,800,000	(2,800,000)	0
Total Revenue		6,900,000	49,893	6,949,893

Appropriation:				
311-0000-601-2020	Professional Consultant	0	14,600	14,600
311-0000-601-2023	Arch/Eng/Landscaping	195,891	0	195,891
311-0000-601-2095	Public Art Contracts	0	25,000	25,000
311-0000-601-4041	Bond Expense	34,109	49,893	84,002
311-0000-601-9001	Land	1,000,000	(352,800)	647,200
311-0000-601-9003	Improvements	5,670,000	313,200	5,983,200
Total Appropriation		6,900,000	49,893	6,949,893

General Fund:110

Revenue:				
110-0000-392-0100	Fund Balance Appropriation	2,875,553	(2,800,000)	0
Total Revenue		2,875,553	(2,800,000)	0

Appropriation:				
110-4804-481-7036	From General Proj. Fund	2,800,000	(2,800,000)	0
Total Appropriation		2,800,000	(2,800,000)	0

Police Dept. Equip
(GP1528)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp	0	35,652	35,652
311-0000-368-2101	Premium From Bond Sale	0	3,733	3,733
Total Revenue		0	39,385	39,385

Appropriation:

311-0000-4041	Bond Expense	0	485	485
311-0000-601-9006	Purchases Over \$5,000	0	38,900	38,900
Total Appropriation		0	39,385	39,385

School System Imp.
(GP1513)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp	0	1,053,977	1,053,977
311-0000-368-2101	Premium From Bond Sale	0	110,367	110,367
Total Revenue		0	1,164,344	1,164,344

Appropriation:

311-0000-2023	Arch/Eng/Landscaping	0	34,500	34,500
311-0000-4041	Bond Expense	0	14,344	14,344
311-0000-9003	Improvements	0	1,115,500	1,115,500
Total Appropriation		0	1,164,344	1,164,344

Street Resurfacing
(GP1518)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp	0	916,502	916,502
311-0000-368-2101	Premium on Bond Sale	0	95,971	95,971
Total Revenue		0	1,012,473	1,012,473

Appropriation:

311-0000-601-2022	Construction Contracts	0	1,000,000	1,000,000
311-0000-601-4041	Bond Expense	0	12,473	12,473
Total Appropriation		0	1,012,473	1,012,473

Ballfield Park Maint.
Equip (GP1526)

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp	0	66,631	66,631
311-0000-368-2101	Premium on Bond Sale	0	6,977	6,977
Total Revenue		0	73,608	73,608

Appropriation:

311-0000-601-4041	Bond Expense	0	907	907
311-0000-601-9006	Purchases Over \$5,000	0	72,701	72,701
Total Appropriation		0	73,608	73,608

**Ballfield Athletics
Equip. (GP1527)**

Revenue:

311-0000-368-1047	Series 2014A GO Pub Imp	0	34,002	34,002
311-0000-368-2101	Premium on Bond Sale	0	3,561	3,561
Total Revenue		0	37,563	37,563

Appropriation:

311-0000-601-4041	Bond Expense	0	463	463
311-0000-601-9006	Purchases Over \$5,000	0	37,100	37,100
Total Appropriation		0	37,563	37,563

Solid Waste Fund:415

Revenue:

415-0000-392-9925	Series 2014A GO Pub Imp	0	1,100,000	1,100,000
Total Revenue		0	1,100,000	1,100,000

Appropriation:

415-6999-698-7830	Series 2014A GO Pub Imp	0	1,100,000	1,100,000
Total Appropriation		0	1,100,000	1,100,000

**Solid Waste Project
Fund: 455**

**Landfill New Cell
Construction (DL1500)**

Revenue:

455-0000-391-0530	Series 2014A GO Pub Imp	0	1,000,000	1,000,000
Total Revenue		0	1,000,000	1,000,000

Appropriation:

415-6999-698-7830	Series 2014A GO Pub Imp	0	1,000,000	1,000,000
Total Appropriation		0	1,000,000	1,000,000

**Solid Waste Project
Fund: 455**

**Solid Waste Equip
(DL1501)**

Revenue:

455-0000-391-0530	Series 2014A GO Pub Imp	0	100,000	100,000
Total Revenue		0	100,000	100,000

Appropriation:
 455-0000-601-9006
Total Appropriation

0	100,000	100,000
0	100,000	100,000

Water Proj. Fund: 451
WTP Facility
Improvements
(WA1505)

Revenue:
 451-0000-391-0530 Transfer Series 2014B GO Bonds
Total Revenue

0	1,200,000	1,200,000
0	1,200,000	1,200,000

Appropriation:
 451-0000-605-2023 Arch/Eng/Landscaping
Total Appropriation

0	1,200,000	1,200,000
0	1,200,000	1,200,000

Master Plan WA
Systems Upg(WA1401)

Revenue:
 451-0000-391-0529 Transfer Series 2013B GO Bonds
 451-0000-391-0530 Transfer Series 2014B GO Bonds
 451-0000-391-4500 From Water Fund
Total Revenue

2,110,000	0	2,110,000
0	1,530,000	1,530,000
40,786	0	40,786
2,150,786	1,530,000	3,680,786

Appropriation:
 451-0000-605-2023 Arch/Eng/Landscaping
 451-0000-605-2097 State Reviews & Reviews
 451-0000-605-9001 Land
 451-0000-605-9003 Improvements
Total Appropriations

116,000	0	116,000
5,000	0	5,000
5,000	0	5,000
2,024,786	1,530,000	3,554,786
2,150,786	1,530,000	3,680,786

Water Fund 411:
Revenue

411-0000-392-9916 Series 2014B GO Pub Imp Bonds
Total Revenue

0	2,730,000	2,730,000
0	2,730,000	2,730,000

Expenditure
 411-6999-698-7831 Bond Transfer Series 2014B GO
Total Expenditures

0	2,730,000	2,730,000
0	2,730,000	2,730,000

Sewer Proj Fund:452
Colonial Hgts. Phase 2
(SW1501)

Revenue:
 452-0000-391-0531 Transfer Series 2014B GO Pub Imp
 452-0000-391-4200 From Sewer Fund

0	2,850,000	2,850,000
100,000	0	100,000

Total Revenue		100,000	2,850,000	2,950,000
Appropriation:				
452-0000-606-2023	Arch/Eng/Landscaping	500	350,000	350,500
452-0000-606-9001	Land	99,500	0	99,500
452-0000-606-9003	Improvements	0	2,500,000	2,500,000
Total Appropriation		100,000	2,850,000	2,950,000

**Colonial Hgts Phase3
(SW1502)**

Revenue:				
452-0000-391-0531	Transfer Series 2014BGO Pub Imp	0	1,851,408	1,851,408
Total Revenue		0	1,851,408	1,851,408

Appropriation:				
452-0000-606-2023	Arch/Eng/Landscaping	0	250,000	250,000
452-0000-606-9001	Land	0	200,000	200,000
452-0000-606-9003	Improvements	0	1,401,408	1,401,408
Total Appropriation		0	1,851,408	1,851,408

**Treatment Plant
Equalization Basin
(SW1505)**

Revenue:				
452-0000-391-0531	Transfer Series 2014BGO Pub Imp	0	810,000	810,000
Total Revenue		0	810,000	810,000

Appropriation:				
452-0000-606-2023	Arch/Eng/Landscaping	0	48,600	48,600
452-0000-606-9001	Land	0	100,000	100,000
452-0000-606-9003	Improvements	0	661,400	661,400
Total Appropriation		0	810,000	810,000

**Misc SW Rehab
(SW1401)**

Revenue:				
452-0000-391-0529	Transfer Series 2013B GOPub Imp	300,000	0	300,000
452-0000-391-0531	Transfer Series 2014BGO Pub Imp	0	600,000	600,000
452-0000-391-4200	From Sewer Fund	181,000	0	181,000
Total Revenue		481,000	600,000	1,081,000

Appropriation:				
452-0000-606-2023	Arch/Eng/Landscaping	70,000	0	70,000
452-0000-606-9001	Land	30,000	0	30,000
452-0000-606-9003	Improvements	381,000	600,000	981,000
Total Appropriation		481,000	600,000	1,081,000

**Motor Control Center
Replacement (SW1506)**

Revenue:

452-0000-391-0531	Transfer Series 2014BGO Pub Imp	0	500,000	500,000
Total Revenue		0	500,000	500,000

Appropriation:

452-0000-606-2023	Arch/Eng/Landscaping	0	30,000	30,000
452-0000-606-9003	Improvements	0	470,000	470,000
Total Appropriation		0	500,000	500,000

Sewer Fund:412

412-0000-392-9916	Series 2014B GO Pub Imp Bonds	0	6,611,408	6,611,408
Total Revenue		0	6,611,408	6,611,408

Expenditures

412-6999-698-7831	Bond Transfer Series 2014B GO	0	6,611,408	6,611,408
Total Expenditures		0	6,611,408	6,611,408

SECTION V. 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 the FY15 Operating Budgets and Various Projects

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager

Action Form No.: AF-273-2014
Work Session: October 20, 2014
First Reading: October 21, 2014

Final Adoption: November 4, 2014
Staff Work By: Judy Smith
Presentation By: Jeff Fleming

Recommendation:

Approve the ordinance.

Executive Summary:

This ordinance is a cleanup ordinance for various operating budgets and projects. It will allow us to close some old projects.

The General Project-Special Revenue Fund will be amended by transferring funds from Street Resurfacing projects (NC1300 and NC1500) to the Minor Road Improvements project GP1003, Minor Street Improvements project (GP0807) and to the Street Resurfacing project (GP1219). The total amount of the transfer is \$10,196 and projects GP0807, GP1003, GP1219 and NC1300 will be closed. Funds will be transferred from the Sullivan St Improvements project (GP1226) in the amount of \$21,449 to the Sullivan Street Improvements project Phase 2 (GP1500) and project GP1226 will also be closed.

The Recreation Facilities Improvement project (GP1214) will be amended by appropriating \$20,000 that was received from KCVB.

The Sewer Fund will be amended by transferring funds from the Colonial Heights EF13-05 project (SW1307) to the Colonial Heights Phase 2 project (SW1501) in the amount of \$100,000.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: [Signature]

Table with 3 columns: Y, N, O and rows for Clark, George, Hall, McIntire, Parham, Segelhorst, Phillips.



AGENDA ACTION FORM

Consideration of an Ordinance to Amend the FY15 Operating Budgets and Various Projects

To: Board of Mayor and Aldermen

From: Jeff Fleming, City Manager

Action Form No.: AF-273-2014

Work Session: October 20, 2014

First Reading: October 21, 2014

Final Adoption: November 4, 2014

Staff Work By: Judy Smith

Presentation By: Jeff Fleming

Recommendation:

Approve the ordinance.

Executive Summary:

This ordinance is a cleanup ordinance for various operating budgets and projects. It will allow us to close some old projects.

The General Project-Special Revenue Fund will be amended by transferring funds from Street Resurfacing projects (NC1300 and NC1500) to the Minor Road Improvements project GP1003, Minor Street Improvements project (GP0807) and to the Street Resurfacing project (GP1219). The total amount of the transfer is \$10,196 and projects GP0807, GP1003, GP1219 and NC1300 will be closed. Funds will be transferred from the Sullivan St Improvements project (GP1226) in the amount of \$21,449 to the Sullivan Street Improvements project Phase 2 (GP1500) and project GP1226 will also be closed.

The Recreation Facilities Improvement project (GP1214) will be amended by appropriating \$20,000 that was received from KCVB.

The Sewer Fund will be amended by transferring funds from the Colonial Heights EF13-05 project (SW1307) to the Colonial Heights Phase 2 project (SW1501) in the amount of \$100,000.

Attachments:

1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND VARIOUS OPERATING BUDGETS AND PROJECTS FOR THE YEAR ENDING JUNE 30, 2015; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Project-Special Revenue Fund budget be amended by transferring \$6,457 from the Street Resurfacing Project (NC1500) and from the Street Resurfacing project (NC1300) in the amount of \$3,729 to the Street Resurfacing project (GP1219) in the amount of \$9,792, to the Minor Road Improvements project (GP1003) in the amount of \$269 and to the Minor Street Improvements project (GP0807) in the amount of \$135 and; that the General Project Fund budget be amended by transferring \$21,409 from the Sullivan Street Improvement project (GP1226) to the Sullivan Street Improvements Phase 2 project (GP1500); that the General Fund budget be amended by appropriating funds received from the NRPA Maintenance Management School in the amount of \$450 to reimburse the Parks and Recreation department budget and that the Library Commission Fund budget be amended by appropriating \$6,091. The Friends of the Library donated \$5,763 from the Endowment Fund to be used for furniture and equipment and \$328 was a refund from Office Depot.

Section II. That the Sewer Project Fund budget be amended by transferring funds from the Colonial Heights EF13-05 project (SW1307) in the amount of \$100,000 to the Colonial Heights Phase 2 project (SW1501).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 110: General Project Fund			
Revenues:			
110-0000-341-1062 Athletic Programs	\$ 65,536	\$ 450	\$ 65,986
Totals:	65,536	450	65,986
Expenditures:			
110-4504-471-2040 Travel	\$ 1,000	\$ 450	\$ 1,450
Totals:	1,000	450	1,450
Fund 611: Library Commission Fund			
Revenues:			
611-0000-364-3000 From Non-Profits	\$ 0	\$ 6,091	\$ 6,091
Totals:	0	6,091	6,091
Expenditures:			
611-4540-474-9004 Equipment	\$ 0	\$ 6,091	\$ 6,091
Totals:	0	6,091	6,091

**Fund 111: General Project Special Rev. Fund
Street Resurfacing (NC1500)**

Revenues:	\$	\$	\$
111-0000-391-0100 From General Fund	600,000	(6,467)	593,533
Totals:	600,000	(6,467)	593,533
Expenditures:	\$	\$	\$
111-0000-601-2022 Construction Contracts	600,000	(6,467)	593,533
Totals:	600,000	(6,467)	593,533

**Fund 111: General Project Special Rev. Fund
Street Resurfacing (NC1300)**

Revenues:	\$	\$	\$
111-0000-391-0100 From General Fund	180,833	(3,729)	177,104
Totals:	180,833	(3,729)	177,104
Expenditures:	\$	\$	\$
111-0000-601-2022 Construction Contracts	180,833	(3,729)	177,104
Totals:	180,833	(3,729)	177,104

**Fund 311: General Project Fund
Street Resurfacing (GP1219)**

Revenues:	\$	\$	\$
311-0000-368-1037 2009D (BABS) GO	104,589	0	104,589
311-0000-368-1040 Series 2011 GO Pub Imp	274,400	0	274,400
311-0000-368-1046 Series 2013B GO Pub Imp	600,000	(29,791)	570,209
311-0000-368-2101 Premium From Bond Sale	0	36,848	36,848
311-0000-391-0100 From General Fund	0	9,792	9,792
Totals:	978,989	16,849	995,838
Expenditures:	\$	\$	\$
311-0000-601-2022 Construction Contracts	978,729	9,792	988,521
311-0000-601-2023 Arch/Eng/Landscaping	260	0	260
311-0000-601-4041 Bond Expense	0	7,057	7,057
Totals:	978,989	16,849	995,838

**Fund 311: General Project Fund
Minor Road Improvements (GP1003)**

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	50,000	269	50,269
Totals:	50,000	269	50,269

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2022 Construction Contracts	43,266	0	43,266
311-0000-601-2023 Arch/Eng/Landscaping	0	269	269
311-0000-601-9001 Land	6,734	0	6,734
Totals:	50,000	269	50,269

Fund 311: General Project Fund
Minor Street Improvements (GP0807)

<u>Revenues:</u>	\$	\$	\$
311-0000-391-0100 From General Fund	20,000	135	20,135
Totals:	20,000	135	20,135

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2022 Construction Contracts	17,161	0	17,161
311-0000-601-2023 Arch/Eng/Landscaping	354	135	489
311-0000-601-9001 Land	2,485	0	2,485
Totals:	20,000	135	20,135

Fund 311: General Project Fund
Sullivan St Improvements (GP1226)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1037 2009D (BABS) GO	135,000	0	135,000
311-0000-368-1040 Series 2011 GO Pub Imp	85,827	0	85,827
311-0000-368-1041 Series 2012C GO Pub Imp	408,804	0	408,804
311-0000-368-1046 Series 2013B GO Pub Imp	50,000	(21,409)	28,591
311-0000-368-2101 Premium From Bond Sale	24,416	0	24,416
Totals:	704,047	(21,409)	682,638

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	99,368	(29,282)	70,086
311-0000-601-4041 Bond Expense	20,997	0	20,997
311-0000-601-9001 Land	10,000	10,945	20,945
311-0000-601-9003 Improvements	573,682	(3,072)	570,610
Totals:	704,047	(21,409)	682,638

Fund 311: General Project Fund
Sullivan St Improvements PH 2 (GP1500)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1046 Series 2013B GO Pub Imp	0	21,409	21,409
Totals:	0	21,409	21,409

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	0	21,409	21,409
Totals:	0	21,409	21,409

Fund 311: General Project Fund
Recr Facil Improvements (GP1214)

Revenues:	\$	\$	\$
311-0000-364-3000 From Non-Profit Groups	0	20,000	20,000
311-0000-368-1037 2009D (BABS) GO	50,000	0	50,000
311-0000-368-1040 Series 2011 GO Pub Imp	605,226	0	605,226
311-0000-368-2101 Premium From Bond Sale	7,343	0	7,343
Totals:	662,569	20,000	682,569

Expenditures:	\$	\$	\$
311-0000-601-2020 Professional Consultant	55,000	0	55,000
311-0000-601-2022 Construction Contracts	150,000	0	150,000
311-0000-601-2023 Arch/Eng/Landscaping	118,700	48,514	167,214
311-0000-601-4041 Bond Expense	12,569	0	12,569
311-0000-601-9001 Land	326,300	(261,623)	64,677
311-0000-601-9003 Improvements	0	225,154	225,154
311-0000-601-9004 Equipment	0	7,955	7,955
Totals:	662,569	20,000	682,569

Fund 452: Sewer Project Fund
Colonial Hgts EF13-05 (SW1307)

Revenues:	\$	\$	\$
452-0000-391-0529 Series 2013B GO Pub Imp	3,450,000	(100,000)	3,350,000
452-0000-391-4200 From Sewer Fund	19,000	0	19,000
Totals:	3,469,000	(100,000)	3,369,000

Expenditures:	\$	\$	\$
452-0000-606-2023 Arch/Eng/Landscaping	19,000	0	19,000
452-0000-606-9001 Land	50,000	0	50,000
452-0000-606-9003 Improvements	3,400,000	(100,000)	3,300,000
Totals:	3,469,000	(100,000)	3,369,000

Fund 452: Sewer Project Fund
Colonial Hgts PH 2 (SW1501)

Revenues:	\$	\$	\$
452-0000-391-0529 Series 2013B GO Pub Imp	0	100,000	100,000
452-0000-391-4200 From SewerFund	100,000	0	100,000
Totals:	100,000	100,000	200,000

Expenditures:	\$	\$	\$
452-0000-606-2020 Professional Consultant	0	45,000	45,000
452-0000-606-2023 Arch/Eng/Landscaping	500	0	500
452-0000-606-9001 Land	99,500	55,000	154,500
Totals:	100,000	100,000	200,000

SECTION III. 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 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 a Budget Ordinance to Appropriate SRF Loan Funding when Amending the CDM Smith Design Contract to Include Bidding Services, Resident Project Representation and Engineering during Construction

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-277-2014
 Work Session: October 20, 2014
 First Reading: N/A

Final Adoption: **November 4, 2014**
 Staff Work By: Niki Ensor
 Presentation By: Niki Ensor

Recommendation:

Approve the ~~resolution~~ and ordinance.

Executive Summary:

The critical need for raw water improvements was identified in the Kingsport Water Master Plan and has been evaluated through the City of Kingsport Raw Water Transmission and Intake Improvement Preliminary Engineering Report.

On April 16, 2013 the Mayor executed an agreement in the amount of \$924,516 for design of the Raw Water Transmission and Pump Station Improvements project with CDM Smith. Design is over 90% complete. The project will be funded with a combination of State Revolving Loan and EDA grant. The Tennessee Department of Conservation approved the City's 15,000,000 20-year SRF loan at 1.78% on October 8, 2014.

This resolution will move the project into the construction phase by amending CDM Smith's contract in the amount of \$881,220 to include funding assistance, bidding services, resident project representation and engineering during construction as well as appropriate SRF loan funding.

Original Contract Amount	\$924,516
Contract Amendment	\$881,220
Current Contract Amount	\$1,805,736

Attachments:

1. Resolution
2. Ordinance
3. CDM Smith Proposal

Funding source appropriate and funds are available: 

	<u>Y</u>	<u>N</u>	<u>O</u>
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—



AGENDA ACTION FORM

Consideration of a Resolution Amending the CDM Smith Design Contract to Include Bidding Services, Resident Project Representation and Engineering during Construction; and Consideration of Budget Ordinance to Appropriate SRF Loan Funding

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager

Action Form No.: AF-277-2014
 Work Session: October 20, 2014
 First Reading: N/A

Final Adoption: October 21, 2014
 Staff Work By: Niki Ensor
 Presentation By: Niki Ensor

Recommendation:

Approve the resolution and ordinance.

Executive Summary:

The critical need for raw water improvements was identified in the Kingsport Water Master Plan and has been evaluated through the City of Kingsport Raw Water Transmission and Intake Improvement Preliminary Engineering Report.

On April 16, 2013 the Mayor executed an agreement in the amount of \$924,516 for design of the Raw Water Transmission and Pump Station Improvements project with CDM Smith. Design is over 90% complete. The project will be funded with a combination of State Revolving Loan and EDA grant. The Tennessee Department of Conservation approved the City's 15,000,000 20-year SRF loan at 1.78% on October 8, 2014.

This resolution will move the project into the construction phase by amending CDM Smith's contract in the amount of \$881,220 to include funding assistance, bidding services, resident project representation and engineering during construction as well as appropriate SRF loan funding.

Original Contract Amount	\$924,516
Contract Amendment	\$881,220
Current Contract Amount	\$1,805,736

Attachments:

1. Resolution
2. Ordinance
3. CDM Smith Proposal

Funding source appropriate and funds are available

	<u>Y</u>	<u>N</u>	<u>O</u>
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH, INC., TO INCLUDE RESIDENT PROJECT REPRESENTATION AND ENGINEERING DURING CONSTRUCTION; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, in April of 2013, the board approved a resolution authorizing the mayor to sign an agreement with CDM Smith, Inc. for the design for raw water transmission and intake improvements for the water treatment plant in an amount not to exceed \$924,516.00; and

WHEREAS, the design is almost complete and the project is ready to move into the construction phase; and

WHEREAS, the amendment to the contract will be for bidding services, resident project representation and engineering during construction in the amount of \$881,220.00; and

WHEREAS, the funding from the SRF loan will be appropriated by budget ordinance;

Now therefore,

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

SECTION I. That an amendment to the agreement with CDM Smith, Inc. for the design for raw water transmission and intake improvements for the water treatment plant 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 the agreement CDM Smith, Inc. for the design for raw water transmission and intake improvements for the water treatment plant and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the amendment to the professional services agreement that do not substantially alter the material provisions of the amendment, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

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

ADOPTED this the 21st day of October, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

PRE-FILED CITY RECORDER

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE WATER PROJECT FUND BUDGET BY APPROPRIATING FUNDS FOR RAW WATER TRANSMISSION AND INTAKE IMPROVEMENTS FOR THE YEAR ENDING JUNE 30, 2015; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the Water Project Fund budget be amended by appropriating EDA grant funds in the amount of \$1,500,000 and a State Revolving Loan (SRF) in the amount of \$15,000,000 for the Raw Water Transmission/Pump Station Improvements project (WA1504).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 451: Water Project Fund			
Raw Water Transmission/Pump Station Imp(WA1504)			
Revenues:			
451-0000-331-3415 EDA Grant/Water Intake Proj.	\$ 0	\$ 1,500,000	\$ 1,500,000
451-0000-391-2950 SRF Loan DWF 2014-140	0	15,000,000	15,000,000
Totals:	0	16,500,000	16,500,000
Expenditures:			
451-0000-605-2020 Professional Consultant	0	25,000	25,000
451-0000-605-2022 Construction Contracts	0	300,000	300,000
451-0000-605-2023 Arch/Eng/Landscaping	0	390,600	390,600
451-0000-605-9003 Improvements	0	15,784,400	15,784,400
Totals:	0	16,500,000	16,500,000

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.

ATTEST:

DENNIS R. PHILLIPS, Mayor

ANGELA L. MARSHALL
Deputy City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____



1100 Marion Street, Suite 300
Knoxville, Tennessee 37921
tel: 865 963-4300
fax: 865 963-4301

August 1, 2014

Ms. Niki Ensor, P.E.
Water/Wastewater Facilities Manager
City of Kingsport
620 West Industry Drive
Kingsport, TN 37660

Subject: Raw Water Intake and Transmission Improvements – Amendment for Professional Services for Bid Phase Services, Resident Project Representation, and Engineering Services During Construction

Dear Niki:

Background

The City of Kingsport (City) owns and operates the City of Kingsport Water Treatment Plant (WTP). The raw water pumping system, consisting of pumps, power supply, raw water piping and appurtenant facilities has been determined to be the most vulnerable part of the Kingsport water system. The condition of the raw water pipelines makes them vulnerable to failure, and improvements to the raw water pump station hydraulics and capacity are required to meet the City's future water treatment needs. Maintenance of reliable raw water pumping supply to Kingsport's only water treatment facility warrants an immediate upgrade to these facilities.

In May 2013, the City authorized CDM Smith Inc. (CDM Smith) to provide design engineering and permitting services for the required upgrades. The previous professional services agreement provided authorization for CDM Smith to provide the design and permitting tasks as follows:

- Task 1 – Preliminary and Final Design
- Task 2 – Permitting

The previous alternatives analysis resulted in the recommendation and City approval of the following system improvements:

- Rock tunnel from the South Holston River to the Kingsport WTP
- Raw water intake junction box with flexibility to connect to a future intake structure
- Raw Water Pump Station – consisting of four, 400 HP vertical turbine pumps (12 MGD nominal capacity each) located in a single story building constructed slab on grade
- 1,500 kW emergency generator and automated switchgear
- Raw water piping and valves to connect with the existing flash mix basin





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During the execution of preliminary and final design, the 1,500 kW emergency generator was deleted from the project and replaced with the addition of a second electrical feed from the power company and secondary feeds to the three WTP load centers. The electrical alternatives evaluation and design of the modified electrical project approach were completed with no change to the original budget for Tasks 1 and 2 services.

This proposal is for bidding through construction phase services as follows:

- Task 3 – Funding Assistance
- Task 4 – Bidding Assistance Services
- Task 5 – General Services (GS) During Construction
- Task 6 – Resident Project Representative (RPR) Services

A detailed scope of work for each service is provided below.

Scope of Services

Task 3 – Funding Assistance

The ENGINEER shall provide assistance to the OWNER during the Final Design Phase of the project to secure additional funding sources and shall provide coordination efforts with the funding agencies through the Bidding and Construction Phases of the project.

Task 3.1: Funding Support Documentation – Assist the OWNER in completing and submitting the required documentation related to SRF Loan and EDA Grant Funding.

Task 3.2: Public Meeting – Prepare for and attend one public meeting as required by the SRF Loan process.

Task 3.3: Construction Phase Funding Agency Coordination – Provide documentation review and coordination related to SRF Loan and EDA Grant reimbursement payments throughout the Construction Phase of the project.

Task 4 – Bidding Assistance Services

The ENGINEER shall provide services during the Bidding Phase of the project. This scope budgets for one bidding of a single contract. Owner may authorize the Engineer for rebidding, if the need arises. Bidding services to be provided by the ENGINEER will be limited to the following tasks:



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Task 4.1: Bid Advertisement and Distribution of Documents – Assist the OWNER in advertising for and obtaining bids for construction. OWNER shall place advertisement for bids, reproduce documents, and distribute documents to bidders.

Task 4.2: Issue Addenda – Prepare Addenda as appropriate to clarify, correct, or change the Bidding Documents. OWNER shall distribute addenda to bidders.

Task 4.3: Bid Opening and Contract Award Assistance – Attend the bid openings and assist OWNER in evaluating bids or proposals.

Task 4.4: Review Subcontractors and Suppliers – Consult with the OWNER as to the acceptability of subcontractors, suppliers, and other persons or entities proposed by Contractor for those portions of the work for which such acceptability is required by the Bidding Documents.

Task 4.5: Conformed Documents – Produce conformed drawings and specifications incorporating all addenda items prior to Contractor Notice to Proceed. ENGINEER will provide up to two hardcopies and one electronic (PDF) set of conformed documents for OWNER's use during the Construction Phase of the project.

Task 5 – General Services (GS) During Construction

The ENGINEER shall provide engineering services during the construction phase. This Agreement includes provision of construction services for up to 18 months beginning from the construction contract Notice-to-Proceed (NTP) date and ending at Final Construction Completion. ENGINEER shall receive additional compensation for any additional construction services required due to an increase in this construction period duration (via further amendment of the Agreement). Construction Phase Services to be provided by the ENGINEER are as follows:

Task 5.1: General Administration of Construction Contract – ENGINEER shall consult with and advise OWNER and act as OWNER's representative as provided in the Standard General Conditions. The extent and limitations of the duties, responsibilities, and authority of the ENGINEER as assigned in said Standard General Conditions shall not be modified, except to the extent provided herein. All of OWNER's instructions to Contractor will be issued through ENGINEER who shall have authority to act on behalf of OWNER in dealings with Contractor to the extent provided in this Agreement and said Standard General Conditions, except as otherwise provided in writing.



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Task 5.2: Visits to Site and Observation of Construction – In connection with observations of the work of Contractor while in progress:

ENGINEER shall make visits to the site at intervals appropriate to the various stages of construction as ENGINEER deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor's work. Such visits and observations by ENGINEER are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed inspections of the work beyond the responsibilities specifically assigned to ENGINEER in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on ENGINEER's exercise of professional judgment. Based on information obtained during such visits and such observations, ENGINEER shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents, and ENGINEER shall keep OWNER informed of the progress of the work. The responsibilities of ENGINEER contained in this paragraph are expressly subject to the limitations set forth in the following paragraph and other express or general limitations in this Agreement and elsewhere.

The purpose of ENGINEER's visits to the site will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the Construction Phase and, in addition, by the exercise of ENGINEER's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work; nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor, or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractor's furnishing and performing the work. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.



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ENGINEER will prepare for and attend preconstruction conference and monthly progress meetings with Contractor and OWNER and will coordinate with RPR related to the preparation and circulation of minutes thereof.

ENGINEER shall attend field acceptance testing for pumps to be performed by the Contractor in accordance with the Contract Documents.

Task 5.3: Defective Work – During such visits and on the basis of such observations, ENGINEER shall have authority to disapprove of or reject Contractor's work while it is in progress, if ENGINEER believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

Task 5.4: Clarifications and Interpretations, Field Orders – ENGINEER shall issue necessary clarifications and interpretations of the Contract Documents, as appropriate to the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. ENGINEER may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

Task 5.5: Change Orders and Work Change Directives – ENGINEER shall recommend Change Orders and Work Change Directives to OWNER as appropriate and shall prepare Change Orders and Work Change Directives as required.

Task 5.6: Shop Drawings – ENGINEER shall review and approve (or take other appropriate action in respect of) Shop Drawings, Samples, Operations and Maintenance Manuals, and other data which Contractor is required to submit but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

ENGINEER shall administer an electronic document control system for the use of the ENGINEER, OWNER, and Contractor. The electronic document control system will be used for the processing of shop drawings, RFIs, and other project communications and documentation.

Task 5.7: Substitutes – ENGINEER shall evaluate and determine the acceptability of substitute or or-equal materials and equipment proposed by Contractor. However, services in making



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revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than or-equal items and services after the award of the Construction Contract in evaluating and determining the acceptability of a substitute which is appropriate for the Project or an excessive number of substitutes will only be performed pursuant to an amendment to this Agreement for additional compensation.

Task 5.8: Disagreements between OWNER and Contractor – ENGINEER shall render the initial decisions on all claims of OWNER and Contractor relating to the acceptability of the work or the interpretation of the requirements of the technical and design related portions of the Contract Documents pertaining to the execution and progress of the work. In rendering such decisions, ENGINEER shall be fair and not show partiality to OWNER or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity. OWNER shall be responsible for interpretation of the requirements of Divisions 00 and 01 of the Contract Documents.

Task 5.9: Applications for Payment – Based on ENGINEER'S on-site observations as an experienced and qualified design professional and on review of Applications for Payment and the accompanying data and schedules:

ENGINEER shall determine the amounts that ENGINEER recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute ENGINEER'S representation to OWNER, based on such observations and review, that, to the best of ENGINEER'S knowledge, information and belief, the work has progressed to the point indicated, the quality of such work is generally in accordance with the contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is ENGINEER'S responsibility to observe the work. In the case of unit price work, ENGINEER'S recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents). The responsibilities of ENGINEER contained in this paragraph are expressly subject to the limitations set forth in the following paragraph and other express or general limitations in this Agreement and elsewhere.

By recommending any payment, ENGINEER shall not thereby be deemed to have represented that on-site observations made by ENGINEER to check the quality or quantity of Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of the



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work in progress, or have involved detailed inspections of the work beyond the responsibilities specifically assigned to ENGINEER in this Agreement and the Contract Documents. Neither ENGINEER's review of Contractor's work for the purposes of recommending payments nor ENGINEER's recommendation of any payment (including final payment) will impose on ENGINEER responsibility to supervise, direct, or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with laws, rules, regulations, ordinances, codes, or orders applicable to Contractor's furnishing and performing the work. It will also not impose responsibility on ENGINEER to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price or to determine that title to any of the work, materials, or equipment has passed to OWNER free and clear of any liens, claims, security interests, or encumbrances or that there may not be other matters at issue between OWNER and Contractor that might affect the amount that should be paid.

Task 5.10: Contractor's Completion Documents – ENGINEER shall receive, review, and transmit to OWNER with written comments maintenance and operation instructions, schedules, guarantees, bonds, certificates, or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, and marked-up Record Documents (including Shop Drawings, Samples, and other data approved as provided under paragraph 5.6 and marked-up record drawings) which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment. ENGINEER's review of such documents will only be to determine generally that their content complies with the requirements of and, in the case of certificates of inspections, tests, and approvals, the results certified indicate compliance with, the Contract Documents.

Task 5.11: Substantial Completion – Following notice from Contractor that Contractor considers the entire work ready for its intended use, ENGINEER and OWNER, accompanied by Contractor, shall conduct an inspection to determine if the work is substantially complete. If, after considering any objections of OWNER, ENGINEER considers the work substantially complete ENGINEER shall deliver a certificate of Substantial Completion to OWNER and Contractor.

Task 5.12: Final Notice of Acceptability of the Work – ENGINEER shall conduct a final inspection to determine if the completed work of Contractor is acceptable so that ENGINEER may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, ENGINEER shall indicate that the work is acceptable (subject to the provisions of paragraph 5.10) to the best of ENGINEER's knowledge, information, and belief and



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based on the extent of the services performed and furnished by ENGINEER under this Agreement.

Task 5.13: Prepare Record Drawings - ENGINEER shall prepare one reproducible record drawing set based on information provided by the Contractor and reviewed as part of Task 5.10. Record Drawings shall also be delivered in electronic format as PDF files on CD.

ENGINEER will provide equipment O&M manual review as part of Task 5.6, however a ENGINEER prepared system O&M manual is not included within the project scope of work. Additional system O&M or electronic O&M services may be added by the OWNER by future amendment or separate agreement if desired.

Task 6 – Resident Project Representative (RPR) Services

ENGINEER shall furnish a Resident Project Representative ("RPR"), assistants and other field staff to assist ENGINEER in observing progress and quality of the work of Contractor.

Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the RPR and assistants, ENGINEER shall endeavor to provide further protection for OWNER against defects and deficiencies in the work of Contractor. However, ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences or procedures selected by Contractor, for safety precautions and programs incident to the work of Contractor, for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's performing and furnishing the work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.

The duties and responsibilities of the RPR are limited to those of ENGINEER in ENGINEER's agreement with the OWNER and in the construction Contract Documents, and are further limited and described as follows:

A. General

RPR is ENGINEER's agent at the site, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with ENGINEER and Contractor, keeping OWNER advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with OWNER with the knowledge of and under the direction of ENGINEER.



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B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with ENGINEER concerning acceptability.
2. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - a. Serve as ENGINEER's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of Contract Documents; and assist ENGINEER in serving as OWNER's liaison with Contractor when Contractor's operations affect OWNER's on-site operations.
 - b. Assist in obtaining from OWNER additional details or information, when required for proper execution of the Work.
4. Shop Drawings and Samples:
 - a. Record date of receipt of Shop Drawings and Samples.
 - b. Receive Samples which are furnished at the site by Contractor, and notify ENGINEER of availability of Samples for examination.
 - c. Advise ENGINEER and Contractor of the commencement of any Work requiring a Shop Drawing or Sample if the submittal has not been approved by ENGINEER.
5. Review of Work, Rejection of Defective Work, Inspections and Tests:
 - a. Conduct on-site observations of the Work in progress to assist ENGINEER in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to ENGINEER whenever RPR believes that any Work will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise ENGINEER of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing,



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inspection or approval.

- c. Verify that tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to ENGINEER appropriate details relative to the test procedures and start-ups.
 - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to ENGINEER.
6. Interpretation of Contract Documents: Report to ENGINEER when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by ENGINEER.
 7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to ENGINEER. Transmit to Contractor in writing decisions as issued by ENGINEER.
 8. Records:
 - a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including all Work Change, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals received from and delivered to Contractor and other Project related documents.
 - b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the job site, weather conditions, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to ENGINEER.
 - c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - a. Furnish to ENGINEER periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.



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- b. Consult with ENGINEER in advance of scheduled major tests, inspections or start of important phases of the Work.
 - c. Draft proposed Change Orders and Work Change Directives, obtaining backup material from Contractor and recommend to ENGINEER Change Orders, Work Change Directives, and Field Orders.
 - d. Report immediately to ENGINEER and OWNER the occurrence of any accident.
10. Payment Requests: Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to ENGINEER, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to ENGINEER for review and forwarding to OWNER prior to final payment for the Work.
12. Completion:
- a. Before ENGINEER issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - b. Observe whether Contractor has had performed inspections required by laws, rules, regulations, ordinances, codes, or orders applicable to the work, including but not limited to those to be performed by public agencies having jurisdiction over the work.
 - c. Conduct a final inspection in the company of ENGINEER, OWNER and Contractor and prepare a final list of items to be completed or corrected.
 - d. Observe whether all items on final list have been completed or corrected and make recommendations to ENGINEER concerning acceptance and issuance of the Notice of Acceptability of the Work.
- C. Limitations of Authority by RPR

Resident Project Representative:



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1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items), unless authorized by ENGINEER.
2. Shall not exceed limitations of ENGINEER's authority as set forth in the Agreement or the Contract Documents.
3. Shall not undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor's superintendent.
4. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
5. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
6. Shall not accept Shop Drawing or Sample submittals from anyone other than Contractor.
7. Shall not authorize OWNER to occupy the Project in whole or in part.
8. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by ENGINEER.

Time of Completion

The following schedule is the anticipated time of completion for the amended scope of work:

Task Description	Completion Date
Task 1 - Preliminary and Final Design	September 15, 2014
Task 2 - Permitting	October 30, 2014
Task 3 - Funding Assistance	August 31, 2016
Task 4 - Bidding Assistance Services	November 30, 2014
Task 5 - General Services (GS) During Construction	August 31, 2016
Task 6 - Resident Project Representative (RPR) Services	August 31, 2016

Payment and Compensation

The City of Kingsport shall compensate the Engineer for providing services set forth herein in accordance with the terms of the Agreement. Invoicing for the work shall be monthly on a lump



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sum percentage of work completed basis. A status report will accompany each progress invoice. This Amendment increases the original Agreement lump sum upper limit amount of \$924,516 by \$881,220 for Tasks 3 through 6 services, for a revised lump sum upper limit of \$1,805,736. The project total upper limit shall not exceed \$1,805,736, without written amendment to this authorization. An estimated breakdown of cost by task is provided for informational purposes below.

Task Description	Task Budget
Task 1 – Preliminary and Final Design (previously authorized)	\$897,066
Task 2 – Permitting (previously authorized)	\$27,450
Task 3 – Funding Assistance	\$13,350
Task 4 – Bidding Assistance Services	\$38,750
Task 5 – General Services (GS) During Construction	\$321,000
Task 6 – Resident Project Representative (RPR) Services	\$508,120
Project Total	\$1,805,736

The Task 6 cost is based on the assumption that the construction period will be for 18 months. During this period it assumed that a geotechnical engineer will observe tunnel construction for a period of 32 weeks at an average of 50 hours per week. In addition, a resident project representative will observe pump station and other related work over a 12 month period averaging 40 hours per week.

CDM Smith looks forward to continuing work with the City of Kingsport for the implementation of the Water Treatment Plant Raw Water Intake and Transmission Improvements project. Please contact me with any questions or need for any additional information.

Very truly yours,

Bernard F. Maloy, P.E., BCEE
Vice President
CDM Smith Inc.

cc: Josh Norton, CDM Smith



AGENDA ACTION FORM

Consideration of a Resolution Renewing the Award of the Bid for the Purchase of Rental Uniform Services to Coyne Textile Services

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-280-2014
 Work Session: November 3, 2014
 First Reading: N/A

Final Adoption: November 4, 2014
 Staff Work By: Committee
 Presentation By: C. McCartt

Recommendation:

Approve the resolution.

Executive Summary:

Bids were opened on October 23, 2012 for the purchase of Rental Uniform Services for use by various city and schools locations. The bid was publicly advertised and posted on the City's website for a period of 20 calendar days. Notifications were sent to seven potential vendors.

Recognizing the required initial investment of providing new and unused uniforms for all city and schools employees the award was made for a period of 24 months beginning on or about December 1, 2012 through November 30, 2014. The bid contained a renewal option clause in annual increments for up to three additional years providing all terms, conditions and costs are acceptable to both parties.

Coyne Textile Services has offered to maintain our current pricing with no increase for the time period of December 1, 2014 through November 30, 2015. After evaluating vendor performance, pricing and recommendations from user departments the committee recommends renewing the award of the bid for the purchase of rental uniform services to Coyne Textile Services @ a cost of \$3.18 per employee per week for eleven shirts, eleven pants & two jackets with half to be laundered by the vendor each week. The annual estimated cost for Rental Uniform Services is \$53,000 for city and schools locations.

Funding is provided in various city and schools accounts.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Renewal Letter & Recommendation Emails

Funding source appropriate and funds are available: 

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION RENEWING THE AWARD THE BID FOR THE PURCHASE OF RENTAL UNIFORMS SERVICES TO COYNE TEXTILE SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, on November 6, 2014, the board approved an award of bid for the purchase of rental uniform services for use by various city and school locations to Coyne Textile Services for the period of December 1, 2012 through November 30, 2014; and

WHEREAS, the bid contained a clause for renewal in annual increments for up to three additional years providing all terms, conditions and costs are acceptable to both parties; and

WHEREAS, Coyne Textile Services has offered to maintain the current pricing with no increase for the time period of December 1, 2014 through November 30, 2015; and

WHEREAS, the city would like to renew the contract with Coyne Textile Services for the purchase of rental uniforms services which includes eleven shirts, eleven pants, and two jackets with half to be laundered by the vendor each week, at a cost of \$3.18 per employee per week for a total annual purchase cost of \$53,000.00 for the period of December 1, 2014 through November 30, 2015; and

WHEREAS, funding is identified in various city and schools accounts.

Now therefore,

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

SECTION I. That the renewal of the contract for the purchase of rental uniforms services, which includes eleven shirts, eleven pants, and two jackets with half to be laundered by the vendor each week, at a cost of \$3.18 per employee per week for a total annual purchase cost of \$53,000.00 for the period of December 1, 2014 through November 30, 2015 with Coyne Textile Services, is approved, and the city manager is authorized to execute a purchase order for same.

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 the citizens of the city.

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

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER
APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES) OPENING
October 23, 2012 - 4:00 P.M.

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

The Bid Opening was held in the Small Court Room, City Hall. The Procurement Manager opened with the following bids:

RENTAL UNIFORMS			
Vendor:	*Aramark Uniform Services	**Coyne Textile Services	***Unifirst Corp.
Item 1A – Unit Price	\$.2909	\$.528	\$4.62
Item 1B – Unit Price	\$.1455	\$.242	\$1.93
Item 1C – Unit Price	\$.1455	\$.286	\$2.69
Item 1D – Unit Price	\$.075	\$.27	\$.87
Item 2 – Unit Price	\$.15	\$.14	\$2.37
Item 3 – Unit Price	\$.075	\$.27	\$.87
Item 4 – Unit Price	\$.25	N/A	No Bid
Item 5 – Unit Price	\$.50	\$.75	\$2.40
Item 6	Yes	Yes	No
Alternates	Aggressive upgrades as needed for \$2.75 per week, per wearer for 11 suites and 2 jackets. Price firm for up to 24 months.	N/A	N/A

CLARIFICATIONS:

*Item 1A – 11 Shirts and 11 Pants x \$0.2909 = \$3.20 per wearer, per week.

Alternate – Will schedule on site resizing as if it were a new account to insure proper sizing. Will replace all needed garments with “New and Unused” Garments for ALL wearers if needed at the purposed price.

**Unit prices for 1A – 2 Shirts, 2 Pants and one Set Floater (1 Shirt, 1 Pant) @ \$.528. Total would be \$.528 x 5, 10 Shirts, 10 Pants and one Set Floater (1 Shirt, 1 Pant) @ \$2.64.

Unit prices for 1B – Shirts Only - @ \$.242 – 2 Shirts and One Shirt Floater (1 Shirt) total would be \$.242 x 5, 10 Shirts and One Shirt Floater (1 Shirt) @ \$1.21.

Unit prices for 1C – Pants Only - @ \$.286 – 2 Pants and one Pant Floater (1 Pant). Total would be \$.286 x 5, 10 Pants and one Floater (1 Pant) @ \$1.43.

The formula used to determine change and total is as follows: \$.11 for Shirts (each) and \$.13 for Pants (each) i.e. 11 Pants, 11 Shirts @ \$2.64.

***Item 1A – price of \$4.62 will include 11 Shirts, short or long sleeve, and 11 Pants the color you choose as shown in the catalog. This price is per wearer per week.

The Procurement Manager will study the bids submitted and make a recommendation at a later date.

COYNE INTERNATIONAL
ENTERPRISES CORP



COYNE TEXTILE SERVICES

Coyne International Enterprises Corp

EXECUTIVE OFFICES
P O BOX 4854
Cortland Avenue
Cortland, New York 13221
T (315) 475-1626
F (315) 475-9978

September 25th, 2014

Dear Valued Customer,

Coyne Textile Services is proud to have you as a customer. We would like to continue servicing you with no price increase for the period of December 1 2014 through November 30th 2015 again with no price increase. Pricing would remain the same as of this date September 25th 2014 for the entire period mentioned above. We thank you for your business and look forward to serving you for many years.

Kind Regards,

Martin Addison
General Manager

ALBANY, NY
ASHLAND, KY
ATLANTA, GA
BECKLEY, WV
BRISTOL, TN
BUFFALO, NY
CLEVELAND, OH
ERIE, PA
GREENVILLE, SC
HAZELTON, PA
INDIANAPOLIS, IN
LONDON, KY
MIDDLETOWN, OH
NASHVILLE, TN
NEW BEDFORD, MA
PITTSBURGH, PA
RICHMOND, NC
RICHMOND, VA
SMITHBORO, NY
SOUTH HOLLAND, IL
SYRACUSE, NY
TOLEDO, OH
WEBSTER, MA
WINCHESTER, VA
YORK, PA

Morelock, Brent

From: Haynie, Judy
Sent: Thursday, September 25, 2014 10:14 AM
To: Morelock, Brent
Subject: RE: Rental Uniform Service

The company does a good job for our department. The route representative is very helpful and keeps up with everything very well. He is also very professional and courteous. Have not had any issues with anything. Thanks, Judy H.

From: Morelock, Brent
Sent: Thursday, September 25, 2014 9:52 AM
To: Austin, Chad; Owens, Sharon; Haynie, Judy; Hammonds, Ronnie; Ensor, Niki; Taylor, Gary L.; Frazier, Kitty; Tipton, Alexa; Childress, Ken; Wiley, Lydia
Subject: Rental Uniform Service

Greetings,

Coyne Textile Services has been our Rental Uniform Services provider for the past two years. It is time to review this service to determine how best to move forward. Coyne Textile has offered to honor our current pricing structure for another year. I have had minimal issues with this vendor so I am inclined to recommend renewal in light of the extension of the price offer. Please let me know your thoughts regarding this service for your department.

Thanks,

Brent

Brent Morelock, CPPO, CPPB
Assistant Procurement Manager
City of Kingsport
(423) 229-9315 phone
(423) 224-2433 fax
www.purchasing.kingsporttn.gov website

Morelock, Brent

From: Hammonds, Ronnie
Sent: Friday, September 26, 2014 7:10 AM
To: Morelock, Brent
Cc: Owens, Sharon
Subject: RE: Rental Uniform Service

we have no problems with continuing with the current service.

ronnie

From: Morelock, Brent
Sent: Thursday, September 25, 2014 9:52 AM
To: Austin, Chad; Owens, Sharon; Haynie, Judy; Hammonds, Ronnie; Ensor, Niki; Taylor, Gary L.; Frazier, Kitty; Tipton, Alexa; Childress, Ken; Wiley, Lydia
Subject: Rental Uniform Service

Greetings,

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Thanks,

Brent

Brent Morelock, CPPO, CPPB
Assistant Procurement Manager
City of Kingsport
(423) 229-9315 phone
(423) 224-2433 fax
www.purchasing.kingsporttn.gov website

Morelock, Brent

From: Childress, Ken
Sent: Thursday, September 25, 2014 11:01 AM
To: Morelock, Brent
Subject: RE: Rental Uniform Service

Brent,
We haven't had any problems with them.
Ken

Ken Childress
Manager
Bays Mountain Park
853 Bays Mountain Park Rd.
Kingsport, TN 37660
423 224 2436

From: Morelock, Brent
Sent: Thursday, September 25, 2014 9:52 AM
To: Austin, Chad; Owens, Sharon; Haynie, Judy; Hammonds, Ronnie; Ensor, Niki; Taylor, Gary L.; Frazier, Kitty; Tipton, Alexa; Childress, Ken; Wiley, Lydia
Subject: Rental Uniform Service

Greetings,

Coyne Textile Services has been our Rental Uniform Services provider for the past two years. It is time to review this service to determine how best to move forward. Coyne Textile has offered to honor our current pricing structure for another year. I have had minimal issues with this vendor so I am inclined to recommend renewal in light of the extension of the price offer. Please let me know your thoughts regarding this service for your department.

Thanks,

Brent

Brent Morelock, CPPO, CPPB
Assistant Procurement Manager
City of Kingsport
(423) 229-9315 phone
(423) 224-2433 fax
www.purchasing.kingsporttn.gov website



AGENDA ACTION FORM

Consideration of a Resolution Authorizing the City Manager to Execute a Purchase Order for 100 Each Dell Optiplex 9020 Small Form Factor Computers to Insight Public Sector

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager

Action Form No.: AF-279-2014
Work Session: November 3, 2014
First Reading: N/A

Final Adoption: November 4, 2014
Staff Work By: Committee
Presentation By: Chris McCartt

Recommendation:

Approve the Resolution

Executive Summary:

The Information Technology Department recommends replacement of City Computers running Windows XP for various reasons contained in the recommendation memo. The committee recommends awarding the purchase to Insight Public Sector for 100 each Dell Optiplex 9020 Small Form Factor computers @ \$1,150.34 each for a total purchase price of \$115,034.00 including shipping.

The pricing offered to the City is based upon the contract award to Insight Public Sector through U.S. Communities. U.S. Communities is the leading national government cooperative purchasing program, providing procurement resources and solutions to local and state government agencies. The City of Kingsport has participated in the U.S. Communities cooperative since 2005.

With U.S. Communities, agencies can utilize competitively solicited contracts to help save time and resources while still meeting purchasing requirements. All cooperative purchasing contracts from U.S. Communities have been competitively solicited by a lead public agency and meet rigorous cooperative standards and supplier commitments. Each supplier commits to delivering their best overall government pricing so that the City of Kingsport can buy with confidence.

Funding is available in project # NC1405 account # 11100006019004 and account # 11020024229004.

Attachments:

- 1. Resolution
- 2. Insight Public Sector Quote w/ U.S. Communities Pricing
- 3. Recommendation Memo

Funding source appropriate and funds are available: js

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR 100 DELL OPTIPLEX 9020 SMALL FORM FACTOR COMPUTERS TO INSIGHT PUBLIC SECTOR

WHEREAS, the Kingsport Information Technology department for a variety of reasons recommends replacing city computers running Windows XP; and

WHEREAS, it is recommended to replace these computers with 100 Dell Optiplex 9020 Small Form Factor computers at a cost of \$1,150.34 each for a total purchase price of \$115,034.00, including shipping from Insight Public Sector; and

WHEREAS, the city is a member of U.S. Communities, a cooperative purchasing group that allows the city to purchase goods and services directly from holders of contracts with the network without conducting the bidding process, as authorized by T.C.A. Section 12-3-1009; and

WHEREAS, Insight Public Sector has a contract with U.S. Communities; and

WHEREAS, in order to purchase the computers a purchase order must to be executed to Insight Public Sector in the amount of \$115,034.00 which includes shipping; and

WHEREAS, funding for this equipment is available in project # NC1405 account # 11100006019004 and account # 11020024229004.

Now therefore,

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

SECTION I. That the city manager is authorized to execute a purchase order to Insight Public Sector for the purchase 100 Dell Optiplex 9020 Small Form Factor computers at \$1,150.34 each, for a total purchase price of \$115,034.00, which includes shipping.

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 the citizens of the city.

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

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



Insight Public Sector SLED
 6820 S HARL AVE
 TEMPE AZ 85283-4318
 Tel: 800-467-4448

SOLD-TO PARTY

City of Kingsport
 225 W CENTER ST
 KINGSPORT TN 37660-4265
 USA

SHIP-TO ADDRESS

City of Kingsport
 225 W CENTER ST
 KINGSPORT TN 37660-4265
 USA

Quotation	
Quotation Number	Creation Date
216092398	01-OCT-2014
PO Number : DELL (100)	
PO Release :	
Customer No. : 10384129	
Sales Rep : Ashley McDonald	
Email : amcdona1@insight.com	
Telephone : 800-467-4448 X 5290	
Sales Rep 2 : Katherine Scozzafave	
Email : kscozzaf@insight.com	
Telephone : 480-409-6827 X N/A	

We deliver according to the following terms

Payment Terms : Net 30 days
Ship Via : AIT Freight Systems / LTL
Terms of Delivery : FOB DESTINATION
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with U.S. Communities. Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process lasts less than five minutes.

Material	Description	Quantity	Unit Price	Extended Price
691855107	KINGSPORT- DELL OPTIPLEX 9020 SMALL FORM FACTOR (210-AAOZ) 4TH GEN INTEL CORE PROCESSOR I5-4570 (QUAD CORE, 3.20GHZ TURBO, 6MB, W/HD GRAPHICS 4600) (338-BCDV)	100	1,150.34	115,034.00

U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400001195 (RQ09-997736-42B))

Product Subtotal	115,034.00
Tax	0.00
Total	115,034.00

PURCHASE ORDER REQUIREMENTS:

Shipping Confirmed FOB Insight

Quote Number :216092398

Purchase Order Number : _____

Authorized by/Title : _____ (please print)

Authorized Signature : _____ Date : _____

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ashley McDonald
800-467-4448 Ex 5290
amcdona1@insight.com
Fax: 480-760-8991
Katherine Scozzafave
480-409-6827 Ex N/A
kscozzaf@insight.com
Fax: 480-760-9161



Quotation Number/ Creation Date

216092398 / 01-OCT-2014

U.S. Communities IT Products, Services and Solutions Contract No.
4400001195 (RQ09-997736-42B)

Insight Public Sector (IPS) is proud to be a contract holder for the
U.S. Communities Technology Products and Technology Services/Solutions
Contract.

This competitively solicited contract is available to participating
agencies of the U.S. Communities Government Purchasing Alliance. U.S.
Communities assists local and state government agencies, school
districts (K-12), higher education, and nonprofits in reducing the cost
of purchased goods by pooling the purchasing power of public agencies
nationwide. This is an optional use program with no minimum volume
requirements and no cost to agencies to participate.

In order for Insight to accept Purchase Orders against this contract and
honor the prices on this quote, your agency must be registered with U.S.
Communities. Our sales teams would be happy to assist you with your
registration. Please contact them for assistance -- the registration
process lasts less than five minutes.

Thanks for choosing Insight!

MEMORANDUM

October 16, 2014

To: Sandy Crawford, Procurement Manager

From: Terry Wexler, IT Manager

Re: Dell Optiplex Computer Purchase Recommendation

The IT Department has utilized Dell desk top computers exclusively throughout the City for several years for standardization purposes.

Windows XP became unsupported in April of 2014. This means Microsoft will no longer help users with problems, patch bugs, or fix errors in the operating system. Most vendors have followed suit by declaring that they only support running their applications on supported operating systems in order to avoid the potential for having to fix problems with XP in order to support their product running on it.

New applications are almost universally incompatible with XP as the industry moves to 64bit computing. Security risks continue to be identified in windows code (such as sandworm found Oct 14, 2014) and these risks will continue unabated on XP due to the lack of patching.

For the reasons listed above, the IT department recommends upgrading or replacing computers running windows XP. The city has a few machines (less than 20) that run XP and meet the standards for Windows 7 and those will be upgraded. Far more computers in the city network have Windows XP and do not meet the minimum requirements to run Windows 7.

The IT department has investigated the possibility of upgrading those machines and found it to be a less than economically sound practice. Older machines would need additional memory, processor upgrades, video upgrades, hard drive upgrades, and a Windows 7 license and when finished would still be a machine that was several years old and out of warrantee while incurring 75%-90% of the parts cost of purchasing a new computer with 3 years of warrantee coverage. Any remaining savings that could possibly be realized by updating older systems are quickly negated by the man hours it will take to perform the updates and the end-user downtime that will be incurred during the update process.

Purchasing new computers to replace the aging XP machines in the city network (Some as old as 2003) gives us the best return on investment and the clearest path forward.

Thanks for your attention.



AGENDA ACTION FORM

Consideration of a Resolution to Condemn for Easements and Right-of-Ways for Phase 1 of the Colonial Heights Sanitary Sewer Extension Project

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager 

Action Form No.: AF-281-2014
Work Session: November 3, 2014
First Reading: N/A

Final Adoption: November 4, 2014
Staff Work By: R. Trent, R. McReynolds
Presentation By: M. Billingsley

Recommendation:

Approve the resolution.

Executive Summary:

In order to start the construction of Phase 1 of the Colonial Heights Sanitary Sewer Extension Project, the attached resolution has been prepared authorizing and directing the city attorney to institute condemnation proceedings to acquire in fee property that cannot be voluntarily secured from the property owners.

Attachments:

- 1. Resolution
- 2. Ordinance #6443
- 3. Location Map

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE CONDEMNATION
PROCEEDINGS FOR PHASE 1 OF THE COLONIAL
HEIGHTS SANITARY SEWER EXTENSION PROJECT

WHEREAS, the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, has accorded completion of Phase 1 of the Colonial Heights Sanitary Sewer Project a priority; and

WHEREAS, the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, by passage of Ordinance #6443 authorized and directed the City Attorney of the City of Kingsport to institute condemnation proceedings upon direction by resolution of the Board of Mayor and Aldermen in the event that the necessary property cannot be voluntarily acquired; and

WHEREAS, the City of Kingsport, Tennessee has tendered to the owners of record its offer to purchase certain property in the Colonial Heights area situated in the 14th Civil District of Sullivan County, to-wit:

Larkins Family Trust Property – Larkins Family Trust
Michael & Linda Corash Property – Michael & Linda Corash
Daryl & Pansy Hyder Property – Daryl & Pansy Hyder

WHEREAS, since said owners have either rejected the offer to purchase by the City of Kingsport or have, to this date, not executed a deed, the Public Works Department has requested that the City Attorney institute condemnation proceedings to acquire said property for the sanitary sewer extension project.

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF KINGSPORT, TENNESSEE, as follows:

1. That the recommendation of the Public Works Department to initiate condemnation proceedings to secure the referenced property is well taken and is hereby approved.

2. Further, that the city attorney of the City of Kingsport, Tennessee, is hereby authorized to institute condemnation proceedings to acquire certain property located in the Colonial Heights area situated in the 14th Civil District of Sullivan County, to-wit:

Larkins Family Trust Property – Larkins Family Trust
Michael & Linda Corash Property – Michael & Linda Corash
Daryl & Pansy Hyder Property – Daryl & Pansy Hyder

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS
Mayor

ATTEST:

JAMES H. DEMMING
City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY
City Attorney

ORDINANCE NO. 6443

AN ORDINANCE TO AUTHORIZE AND DIRECT THE CITY ATTORNEY TO INITIATE CONDEMNATION PROCEEDINGS TO ACQUIRE PROPERTY REAL OR PERSONAL OR ANY EASEMENT, INTEREST, ESTATE OR USE THEREIN, FROM AFFECTED PROPERTY OWNERS ALONG THE ROUTE OF CERTAIN PUBLIC WORKS PROJECTS, TO FIX THE PROCEDURE FOR DIRECTING THE INITIATION OF SUCH LITIGATION, AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

WHEREAS the construction of the Public Works Projects are deemed a matter of highest priority for the public health, welfare, safety and convenience of the citizens and the public at large, and

WHEREAS, pursuant to the provisions of Tenn. Code Ann. Section 7-35-101 et seq., the City has embarked upon the accomplishment of the herein named Public Works Project in accordance with the terms and provisions of said Act, and

WHEREAS, the City is empowered by ordinance, in accordance with the provisions of Article I, Section 2, Subsection 9 of the Charter, to condemn property, real or personal, or any easement, interest, estate or use therein, either within or without the City, for present or future public use, and in accordance with the terms and provisions of the general law of the State regarding eminent domain, and

WHEREAS, it may become necessary in the accomplishment of the herein named Public Works Projects to initiate litigation to acquire property, real or personal, or any easement, interest, estate or use therein, in connection with the herein named Public Works Project, and

WHEREAS, time is of the essence in the accomplishment of the herein named Public Works Project

Now therefore,

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows

SECTION I. In accordance with the provision of Article I, Section 2, Subsection 9 of the Charter, the City Attorney is hereby authorized and directed to initiate eminent domain proceedings to condemn property, real or personal, or any easement, interest, estate or use therein, for the accomplishment of the following Public Works Project:

Colonial Heights Sanitary Sewer Extension Project— Phases I & II

SECTION II That since time is of the essence in the expeditious acquisition of property, real or personal, or any easement interest, estate or use therein, to accomplish the foregoing stated purposes the City Attorney is further directed to proceed forthwith to institute eminent domain proceedings as authorized by Resolution

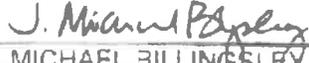

DENNIS R. PHILLIPS, Mayor

ATTEST


ANGELA MARSHALL
Deputy City Recorder



APPROVED AS TO FORM


J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING September 23, 2014

PASSED ON 2ND READING: October 7, 2014

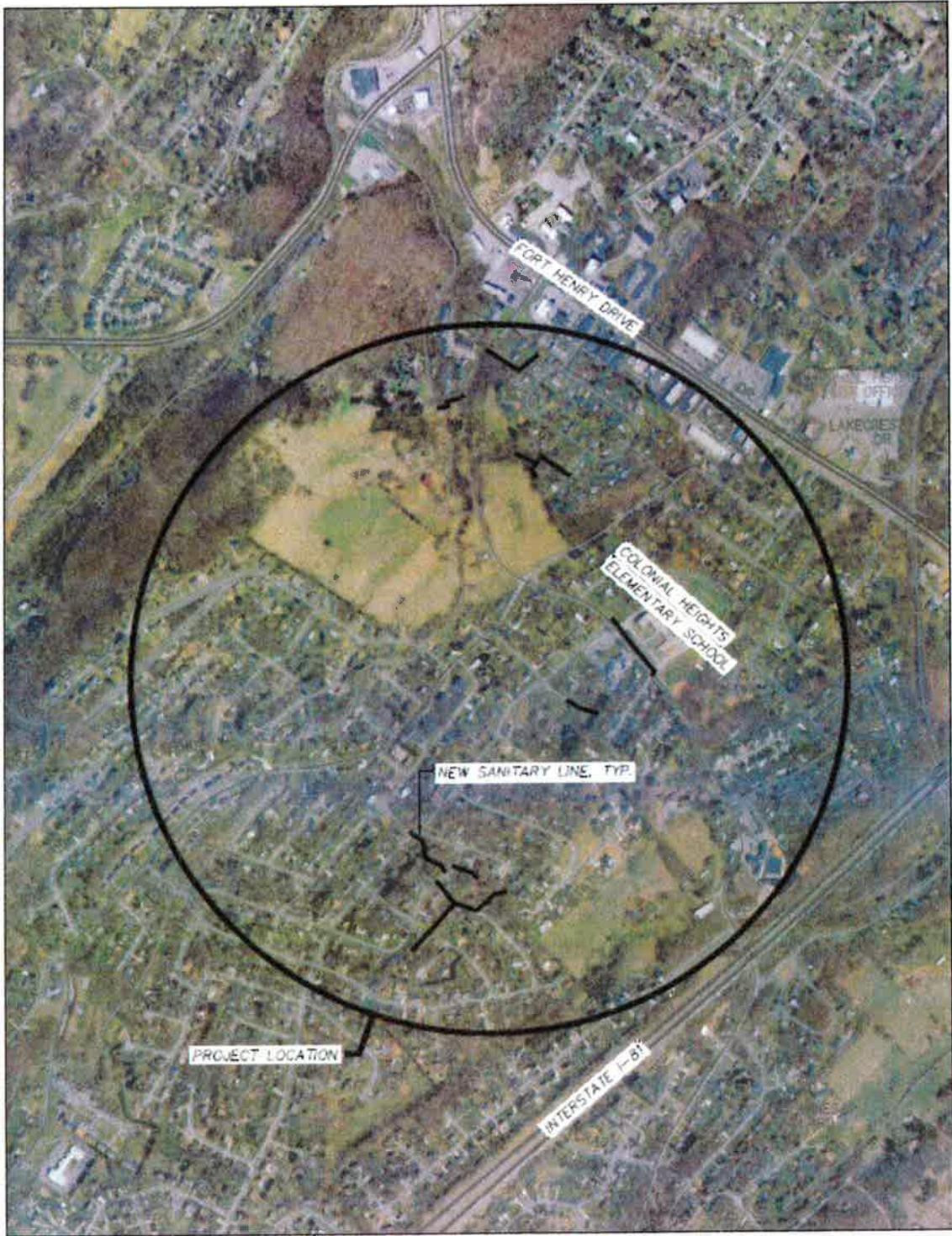


FIGURE 1 — MAP LOCATION

CONONIAL HEIGHTS SEWER PHASE I
EASEMENTS
CITY OF KINGSPORT, TENNESSEE

NO SCALE

9 SEPTEMBER 2014



AGENDA ACTION FORM

Consideration of a Resolution to Renew the Self-Funded Health Insurance Program Excess Insurance Coverage through HCC Life Insurance Company and Authorizing the Mayor to Sign All Needed Documents

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-286-2014
 Work Session: November 3, 2014
 First Reading: N/A

Final Adoption: November 4, 2014
 Staff Work By: T. Evans
 Presentation By: M. Billingsley

Recommendation:

Approve the resolution

Executive Summary:

The city's Self-Funded Health Insurance Program Excess Risk/Stop Loss insurance coverage is provided by HCC Life Insurance Company and has been for several years. It has agreed to renew the insurance at the current limits of a \$135,000 specific limit and a \$175,000 aggregating specific corridor at a 2.42% rate increase. Quotes on equal coverage limits were received by our benefits consultant, Sherrill Morgan, from several other carriers, and none were lower than the rate by HCC Life for equal coverage. HCC also provided quotes with different funding levels, but it was determined that the premium savings was not significant enough to offset the additional exposure to the plan.

The city receives a discount on the aggregate insurance by paying the estimated annual premium in January, a savings of \$2,345. The 2015 premium will be approximately \$517,057.00.

Attachments:

1. Resolution
2. Summary of Quotes Received

Funding source appropriate and funds are available. *J. Smith*

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING RENEWAL OF THE POLICY WITH HCC LIFE INSURANCE COMPANY FOR STOP LOSS REINSURANCE COVERAGE AND AUTHORIZING THE MAYOR TO EXECUTE THE RENEWAL OF THE POLICY AND ALL AGREEMENTS AND OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RENEWAL

WHEREAS, the current policy with HCC Life Insurance Company for Stop Loss Reinsurance can be renewed for the upcoming calendar year; and

WHEREAS, HCC Life Insurance Company has agreed to renew the insurance at the current limits of the Specific Reinsurance Deductible \$135,000 per person, and the Aggregating Specific Corridor at \$175,000; and

WHEREAS, it is recommended to renew the policy with HCC Life Insurance Company to provide specific stop loss and aggregate stop loss insurance coverage for the City's self-funded health insurance plan effective January 1, 2015 through December 31, 2015.

Now therefore,

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

SECTION I. That the renewal of the policy with HCC Life Insurance Company for Stop Loss Reinsurance for the Specific Reinsurance Deductible of \$135,000 per person, and the Aggregating Specific Corridor of \$175,000, 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, a renewal of the policy as approved above with HCC Life Insurance Company to provide specific stop loss and aggregate stop loss insurance coverage for the city's self-funded health insurance plan effective January 1, 2015 through December 31, 2015 and all agreements and other documents necessary and proper to effectuate the purpose of the renewal of the policy.

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 21st day of October, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

10/24/2014

City of Kingsport

Stop Loss Proposal Status Report

Carrier

Status

HCC (Renewal)

Received

HM

Received

IAT

Received

Humana

Declined

Munich Re

Declined

Symetra

Declined

AIG

No Response

Elite Underwriting

No Response

National Medical Excess

No Response

Optum

No Response

Sun Life

No Response



AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Execution of an Agreement with Meritain Health for Health Benefits for Kingsport City Schools and Authorizing the Mayor to Sign All Applicable Documents

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager

Action Form No.: AF-288-2014
 Work Session: November 3, 2014
 First Reading: N/A

Final Adoption: November 4, 2014
 Staff Work By: Committee
 Presentation By: Tammie Davis

Recommendation:

Approve the resolution.

Executive Summary:

The administration of Kingsport City Schools desires to enter into this agreement for the purpose of beginning a self-funded insurance program for employees and retirees. After a two tier project was completed to evaluate the option of self-funded insurance and then to seek proposals for said benefit programs, the Kingsport City Schools recommend that the RFP be awarded to Meritain Health at the proposed fee of \$30.65 per month per covered employee and retiree. There are some additional charges set out in the agreement for various items. The attached resolution will authorize the Mayor to sign the agreement and all applicable documents.

Funding for this agreement will be from the general purpose school budget and employee/retiree contributions that will be accounted for in the newly established funds for the Kingsport City Schools Health Benefits.

Attachments:

1. Resolution
2. Recommendation from Sherrill Morgan
3. Recommendation from Kingsport City Schools

Funding source appropriate and funds are available.

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN ADMINISTRATIVE SERVICES AGREEMENT, INCLUDING EXHIBIT A - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, AND A NEW CLIENT PERFORMANCE GUARANTEE AGREEMENT WITH MERITAIN HEALTH, INC., AND ANY OTHER AGREEMENTS NEEDED TO ALLOW THE SCHOOL DEPARTMENT TO IMPLEMENT SELF-INSURED HEALTH INSURANCE FOR ELIGIBLE SCHOOL EMPLOYEES AND RETIREES EFFECTIVE JANUARY 1, 2015; AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENTS AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE SUCH SELF-INSURED HEALTH INSURANCE, THE PURPOSE OF THE AGREEMENTS, OR THIS RESOLUTION

WHEREAS, the Kingsport City School system is implementing a self-funded health insurance program for eligible employees and retirees, effective January 1, 2015; and

WHEREAS, a request for proposals was issued; and

WHEREAS, after reviewing and evaluating proposals, the Kingsport City Schools recommends that third party administration of the Kingsport City Schools Health Benefits Plan should be awarded to Meritain Health, Inc., with a proposed fee of \$30.65 per month per covered employee and retiree, along with other costs set out in the various agreements; and

WHEREAS, the funding for the agreements will come from the general purpose school budget and employee/retiree contributions that will be accounted for in the newly established funds for the Kingsport City Schools Health Benefits Plan.

WHEREAS, various agreements need to be approved and executed presently so the Kingsport City Schools Health Benefits Plan for the self-funded insurance program for eligible employees and retirees can be fully implemented by January 1, 2015;

Now therefore,

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

SECTION I. That the third party administration of the Kingsport City Schools Health Benefits Plan for the self-funded health insurance program for eligible employees and retirees is awarded to Meritain Health, Inc.

SECTION II. That an Administrative Services Agreement, including Exhibit A - Health Insurance Portability And Accountability Act, and a New Client Performance Guarantee Agreement with Meritain Health, Inc., for third party administration of the Kingsport City Schools Health Benefits Plan self-funded insurance program for eligible employees and retirees, along with any other agreements, whether with Meritain Health, Inc. or another party, needed to allow the school department to properly implement such self-insured health insurance effective January 1, 2015, are approved.

SECTION III. That on behalf of the school department, 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 Administrative Services Agreement, including Exhibit A - Health Insurance Portability and Accountability Act, and a New Client Performance Guarantee Agreement with Meritain Health, Inc., for third party administration of the Kingsport City Schools Health Benefits Plan self-funded insurance program for employees and retirees, along with any other agreements, whether with Meritain Health, Inc. or another party, needed to allow the school department to properly implement such self-insured health insurance effective January 1, 2015, and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution.

SECTION IV. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreements that do not substantially alter the material provisions of the agreements, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION V. That the board finds that qualifications, experience, or competence of the service provider are more important than price in making this purchase; there is more than one solution, and the use of competitive sealed proposals is approved; and the board further 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 VI. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

SHERRILL MORGAN

October 24, 2014

Dr. Lyle C. Ailshie
Superintendent of Schools
Kingsport City Schools
400 Clinchfield Street, Suite 200
Kingsport, Tennessee 37660

Dear Dr. Ailshie:

Thank you for the opportunity to work with Kingsport City Schools on their health benefits program. We recently finished a two tier project for the Schools that has been in progress since June. Tier one of the project was a Self Funding Feasibility Study to determine the benefits and the possibility of the Schools creating a self funded insurance program. The second tier was to conduct a Request for Proposals from self funded insurance Carriers/TPA's, evaluate those proposals, and put together a recommendation for teachers and school staff.

The Self Funding Feasibility Study quickly determined that it is not only possible, but that there are multiple benefits, to the Schools leaving the State plan. The Schools will have more control over the plan designs being offered, the types of benefits, and the costs of those benefits in leaving the State.

After the first tier of the project was completed successfully, the second tier began. The RFP was conducted from the end of June to the end of July. The RFP was issued to appropriate Carriers/TPA's. Responses were received from six different carriers/TPA's including MedBen, Meritain, Custom Design Benefits, North America Administrators, BlueCross BlueShield of Tennessee, and Cigna. Through the points evaluation and the annual fee comparison, it was determined that Meritain offers the greatest benefits for Kingsport City Schools including access to the City of Kingsport's Employee Health and Wellness Center. We have also sought and received approval from the State for this plan. Based on the prior year active enrollment of 646, the new plan and benefits proposed by Meritain should be adequately supported by the budget. The previous year's unit cost was \$11,747 for active employees. The estimated maximum funding annual unit cost proposed by Meritain is \$11,088, and the estimated expected annual unit cost is \$9,477. A more accurate budget determination based on both active and retiree employees will be done when enrollment is complete. With the information at our disposal, we were then able to put together a comprehensive information program that led the teachers to vote in favor of the change in early September.

Taking all of this into account, we believe that Meritain is the best choice for the Schools in moving forward. We look forward to our continued work with the Schools.

Sincerely,



Mark T. Morgan
President
SHERRILL MORGAN

From: Davis, Tammie
Sent: Monday, October 27, 2014 11:24 AM
To: Tallman, Lisa K.
Subject: Re: Letter of Recommendation
Lisa,

Kingsport City Schools agrees with the recommendation from Mark Morgan. This will be presented the Board of Education for their approval on November 6.

Tammie L. Davis
Chief Human Resource Officer
Kingsport City Schools.



AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute and Sign All Documents Necessary to Enter Into an Agreement with Sullivan County, TN to Allow the City of Kingsport to Participate in the Sharing of the Countywide Simulcast P25 Digital 800 MHz Radio System

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager

A handwritten signature in black ink, appearing to read "Jeff Fleming", is written over the printed name "Jeff Fleming, City Manager".

Action Form No.: AF-289-2014
 Work Session: November 3, 2014
 First Reading: N/A

Final Adoption: November 4, 2014
 Staff Work By: Major Bellamy
 Presentation By: Chief Quillin

Recommendation:

Approve the Resolution

Executive Summary:

The current radio system has surpassed its expected life span. Motorola has discontinued maintenance, technical support, and upgrades of the system because it is technologically antiquated. Allowing the system to further degrade will not only affect the public safety arm, but also impact several other agencies who have been allowed access to the system. Specifically, Kingsport City Schools, Public Works, Information Services, and Fleet Maintenance all utilize the radio system.

At the implementation of our current radio system in April 2000 an Oversight Committee was created as part of a 15 year inter-local agreement between Kingsport, Bristol, Bluff City and Sullivan County. The purpose of this committee was to oversee installation, maintenance, performance, user groups, and fiscal assets for each representative agency. This committee has recognized that our current system is no longer technologically adequate and is in need of replacement. The proposed plan for the new radio system is what was agreed upon and brought forward by the Oversight Committee.

This agreement will establish a cooperative effort between the City of Bristol (TN), Sullivan County, and the city of Kingsport for implementation of the new radio system which will be purchased by Sullivan County.

Attachments:

1. Resolution w/ Agreement

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH SULLIVAN COUNTY, TENNESSEE, THE CITY OF BRISTOL, TENNESSEE AND THE CITY OF BLUFF CITY, TENNESSEE TO PARTICIPATE IN THE SHARING OF THE COUNTY WIDE 800 MHZ RADIO SYSTEM AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, the current radio system that used by public safety departments in the city has surpassed its expected lifetime, and Motorola has discontinued maintenance, technical support, and upgrades of the system; and

WHEREAS, a committee of public safety officials has researched replacement options and has recommended an interlocal agreement between Kingsport, Bristol, Bluff City and Sullivan County for a County Wide Simulcast P25 Digital 800 MHz Radio System for use by Kingsport City Schools, Public Works, Information Services, and Fleet Maintenance as well as the public safety departments; and

WHEREAS, this agreement will establish a cooperative effort between the City of Bristol, Tennessee, Sullivan County, Tennessee and Kingsport for implementation of the new radio system, which will be purchased by Sullivan County.

Now therefore,

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

SECTION I. That an interlocal agreement with Sullivan County, Tennessee, City of Bristol, Tennessee, City of Bluff City, Tennessee and Kingsport, Tennessee, for the implementation of a new 800 MHz Radio System 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 Sullivan County, Tennessee, City of Bristol, Tennessee, City of Bluff City, Tennessee and Kingsport, Tennessee and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution, said agreement being as follows:

INTERLOCAL AGREEMENT

THIS AGREEMENT, to be effective as of the last date signed below, is made and entered into by and between **Sullivan County, Tennessee**, a political subdivision of the State of Tennessee (hereinafter referred to as "County") and the **City of Bristol, Tennessee, City of Bluff City, Tennessee and City of Kingsport, Tennessee**, municipal corporations of the State of Tennessee (hereinafter referred to respectively as "Bristol", "Bluff City" and "Kingsport").

WITNESSETH:

WHEREAS, the County, Bristol, Kingsport and Bluff City are committed to provide public safety and general government communications for their citizens; and
WHEREAS, the County, Bristol, Kingsport and Bluff City have studied the implementation of a county-wide Simulcast P25 Digital 800 MHz radio system; and
WHEREAS, the present radio systems are antiquated and in need of immediate replacement, and the availability of repair parts and technical support is rapidly shrinking; and

WHEREAS, through interlocal government cooperation, Bristol, Kingsport, Bluff City and the County can more efficiently meet their respective needs and enhance the new radio system by making it effectively operate as a single system covering the entire county; and WHEREAS, it is in the public's best interest for the County, Bristol, Kingsport and Bluff City to jointly provide and utilize a county-wide Simulcast P25 Digital 800MHz radio system; WHEREAS, County will purchase the necessary infrastructure to complete the system to the operational level. NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by each party here from, the County, Bristol, Kingsport and Bluff City agree as follows:

SECTION I

- A) This agreement is entered into pursuant to the Tennessee Interlocal Cooperation Act, Tennessee Code Annotated §12-9-101, et seq.
- B) The purpose of this agreement is to establish a comprehensive plan to provide, pay for, implement and maintain a county-wide Simulcast P25 Digital 800MHz radio system ("System") wherein the parties hereto agree to work together to provide one simulcast radio system to serve the needs of all parties hereto.
- C) Upon becoming effective, this agreement shall remain in full force and effect for ten (10) years and can be amended or altered only by the approval of all parties hereto in writing.
- D) Pursuant to state law, including the Governmental Tort Liability Act, each party hereto will be responsible for its own acts. No provision of this Agreement shall act as or be deemed a waiver by any party of any immunity, its rights or privileges as a sovereign entity, or of any provision of the Tennessee Governmental Tort Liability Act, T.C.A. section 29- 20101- *et seq.*

SECTION II

SULLIVAN COUNTY'S RESPONSIBILITIES

- A) County will in cooperation with the State of Tennessee and its radio system, the Tennessee Advanced Communications Network, pursuant to the terms of the contract between County and the State of Tennessee (attached hereto as Attachment 1), provide, install and maintain the Blountville, Holston Mountain, Bristol and Bays Mountain transmitter repeater sites.
- B) County shall delegate to the EMA Director and other County officials it deems appropriate, the authority to address and authorize, subject to the allocation of funds, future programming needs and installation of radios on the County's portion of the System. The County's portion of the System is defined as that part of the System that is in the care, custody & control of County (hereinafter "County's portion of the System").
- C) County agrees to appoint representatives to and participate in a countywide oversight committee to assist with the usage and maintenance of the System. (See Section VI.)
- D) County agrees to allow Bristol, Kingsport and Bluff City usage of the County's portion of the System at no cost.
- E) All upgrades, modifications, repairs and maintenance to County's portion of the System shall be in cooperation with the State of Tennessee and the Tennessee Advanced Communications Network as set forth in Attachment 1.
- F) County agrees to provide and maintain dispatch consoles and related equipment to the Blountville Dispatch Center. County agrees to provide at its own expense mobile, portable and other radio devices necessary for County users.

SECTION III

BRISTOL'S RESPONSIBILITIES

- A) Bristol shall delegate to the Police Chief and Fire Chief or other official it deems appropriate the authority to address and authorize, subject to the allocation of funds, future programming needs and installation of radios on Bristol's portion of the System. Bristol's portion of the System is defined as that part of the System that is in the care, custody & control of Bristol (hereinafter "Bristol's portion of the System").
- B) Bristol agrees to appoint representatives to and participate in a countywide oversight committee to assist with the usage and maintenance of the System. (See Section VI.)
- C) Bristol agrees to allow the County, Kingsport and Bluff City usage of Bristol's portion of the System.
- D) Bristol agrees to provide at its own expense mobile, portable and other radio devices necessary for Bristol users.
- E) Bristol agrees to provide County and State of Tennessee access to Bristol's portion of the System as may be necessary for maintenance and repair of the System.
- F) Bristol agrees to provide County EMA Director with a list of radios and pay annual \$200 user fee per radio on or before May 30th of each year per Attachment 1 (State Contract).
- G) Bristol agrees to be responsible for:
Part A.8 of the State Contract (Attachment 1):

- a. Any real estate, towers and buildings owned by Bristol.
- b. Maintenance to the MCC7500 Consoles and control stations, along with all subscriber radios, owned by Bristol.
- c. Fire Station and Alerting System owned by Bristol.

SECTION IV

KINGSPORT'S RESPONSIBILITIES

- A) Kingsport shall delegate to the Police Chief and Fire Chief or other official it deems appropriate the authority to address and authorize, subject to the allocation of funds, future programming needs and installation of radios on Kingsport's portion of the System. Kingsport's portion of the System is defined as that part of the System that is in the care, custody & control of Kingsport (hereinafter "Kingsport's portion of the System").
- B) Kingsport agrees to appoint representatives to and participate in a countywide oversight committee to assist with the usage and maintenance of the System. (See Section VI.)
- C) Kingsport agrees to allow the County, Bristol and Bluff City usage of Kingsport's portion of the System at no cost.
- D) Kingsport agrees to provide at its own expense mobile, portable and other radio devices necessary for Kingsport users.
- E) Kingsport agrees to provide County and the State of Tennessee access to Kingsport's portion of the System as may be necessary for maintenance and repair of the System.
- F) Kingsport agrees to provide County EMA Director with a list of radios and pay annual \$200 user fee per radio on or before May 30th of each year per Attachment 1 (State Contract).
- G) Kingsport agrees to be responsible for:
Part A.8 of the State Contract (Attachment 1):
 - a. Any real estate, towers and buildings owned by Kingsport.
 - b. Maintenance to the MCC7500 Consoles and control stations, along with all subscriber radios, owned by Kingsport.
 - c. Fire Station and Alerting System owned by Kingsport.

SECTION V

BLUFF CITY'S PARTICIPATION

- A) Bluff City agrees to coordinate all communication and programming needs through the Oversight Committee.
- B) Bluff City agrees to provide at its own expense mobile, portable and other radio devices necessary for Bluff City users.
- C) Bluff City agrees to provide County EMA Director with a list of radios and pay annual \$200 user fee per radio on or before May 30th of each year per Attachment 1 (State Contract).

SECTION VI

OVERSIGHT COMMITTEE

This committee will be made up of representatives of the County, Bristol and Kingsport public safety departments. These representatives will be required to keep their principals updated on the System performance. The committee shall be comprised of eight (8) members: two (2) designees each from Bristol and Kingsport knowledgeable in the field of public safety (total of 4), the EMA Director of Sullivan County (total of 1), Sullivan County Sheriff (total of 1), President of Sullivan County Firefighters Association (total of 1), and the Director of Sullivan County EMS (total of 1), for a total of eight (8). The Chairman will be elected annually from the eight (8) members of the committee, by the committee. The committee shall review any requests for access to the System by any other user so as to not overload the System and shall make recommendations to the parties hereto regarding such requests. The County, Bristol and Kingsport shall each have sole authority to allow or deny access to their individual portion of the System (defined hereinabove) by any person or entity other than the parties hereto. The committee shall assist with the installation of the System and shall make recommendations to the parties hereto regarding maintenance of the System by the State of Tennessee and the Tennessee Advanced Communications Network as per Attachment 1. The committee shall also prepare plans for expansion and/or replacement of the System as circumstances dictate.

SECTION VII

TERMINATION AND/OR EXPIRATION

This Agreement will terminate upon the expiration of the term of the Agreement or upon termination of the contract between the State of Tennessee and Sullivan County (attached hereto as Attachment 1), whichever occurs first, unless the term of this Agreement is extended by the written agreement of the parties. Upon termination of this Agreement each party will retain its property.

IN WITNESS WHEREOF, the parties have affixed their respective signatures by their authorized officers.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

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

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER
APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute a Right-of-Way Easement with Kingsport Power Company

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager 

Action Form No.: AF-290-2014
Work Session: November 3, 2014
First Reading: N/A

Final Adoption: November 4, 2014
Staff Work By: R. Trent, K. Frazier
Presentation By: R. McReynolds

Recommendation:

Approve the resolution.

Executive Summary:

American Electric Power has a requested a right-of-way easement from the city in order to upgrade and add additional circuits to existing overhead power lines which will require an easement along the Domtar Park property located on Riverport Road. While the easement is for American Electric Power, it is in the name of its subsidiary, Kingsport Power Company.

Attachments:

- 1. Resolution
- 2. Right-of-Way Sketch and Easement

	Y	N	O
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
RIGHT-OF-WAY EASEMENT WITH KINGSPORT POWER
COMPANY

WHEREAS, American Electric Power is currently in the process of upgrading existing power lines in the Riverport Road area which will include the city-owned property at Domtar Park; and

WHEREAS, in order to upgrade the existing power lines, American Electric Power has requested that the City of Kingsport execute a Right-of-Way Easement to Kingsport Power Company, a subsidiary of American Electric Power; and

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, a Right-of-Way Easement with Kingsport Power Company.

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 the citizens of the city.

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

ADOPTED this the 4th day of November, 2014.

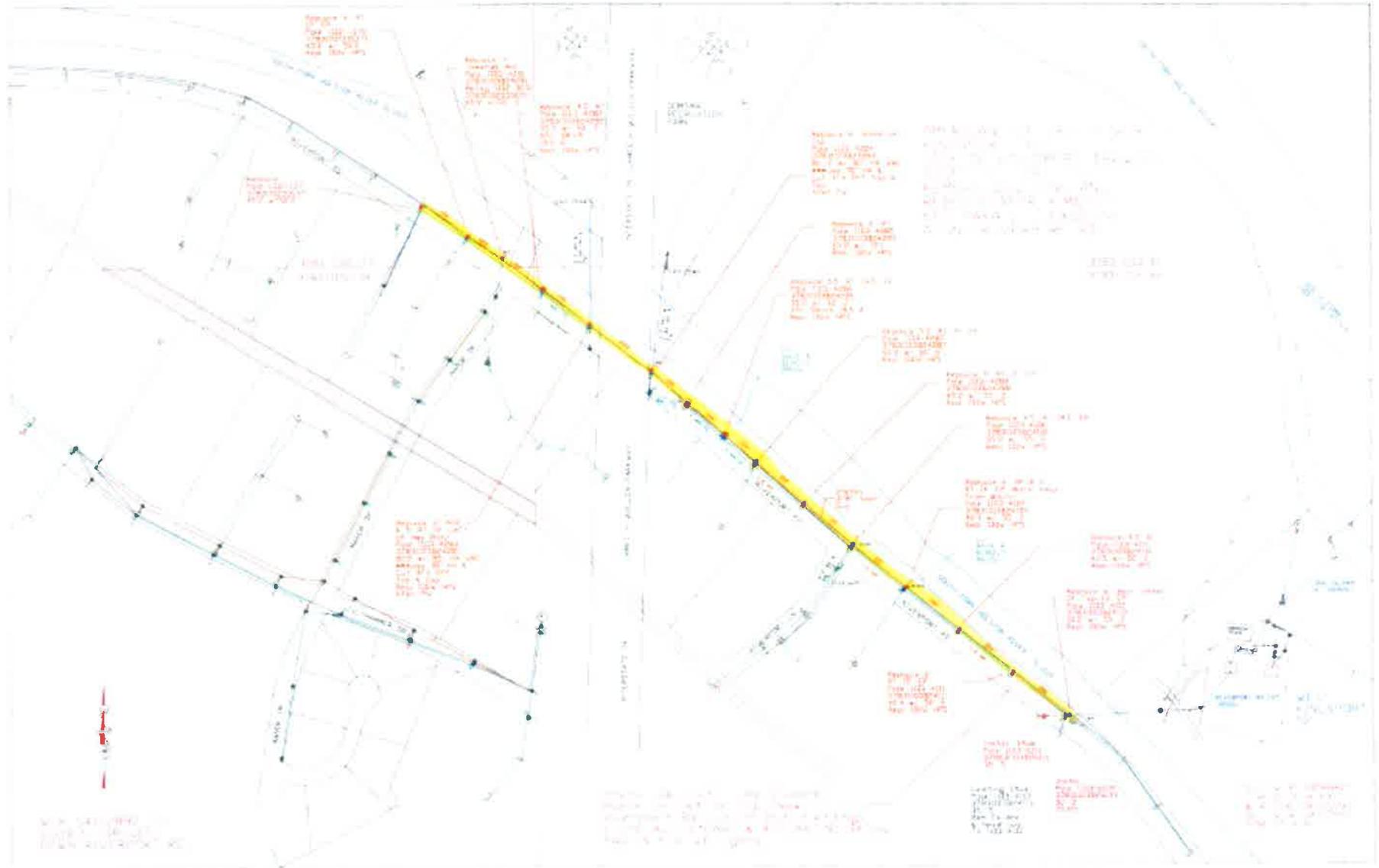
DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



City of Kingsport Eas No. _____ R/W Map No. 3783-1103-B2 & 1102-D3, D4
225 West Center Street W. O. No. W002513201 Job No. 14560064 Prop No. 2
Kingsport, TN 37660 Line AEP Double Ckt Riverport Rd

THIS AGREEMENT, made this _____ day of _____, 20 14,
by and between CITY OF KINGSPORT, a municipal corporation organized and
existing under the laws of the State of Tennessee, herein called "Grantor", and
KINGSPORT POWER COMPANY, a Virginia corporation, herein called "Kingsport".

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid
to Grantor by Kingsport, the receipt whereof is hereby acknowledged, Grantor hereby
grants, conveys and warrants to Kingsport, its successors, assigns, lessees and
tenants, a right of way and easement for an electric power line or lines, and
communication lines, in, on, along, through, over, across or under the following
described lands of the Grantor situated in 12th Civil District,
County of Sullivan, State of Tennessee, and bounded:

On the North by the waters of South Fork of Holston River Sluice
On the East by the waters of South Fork of Holston River Sluice
On the South by the lands of United States of America
On the West by the lands of Riverport Road

This line extends in a Northwesterly direction from
Kingsport's existing Pole numbered 1103-B2-4112 to
and including existing Poles numbered 1103-B2-4111 through
1102-D3-1371.

In the event Kingsport should remove all of said Kingsport's facilities from the lands
of the Grantor, then all of the rights, title and interest of the party of Kingsport in the
right of way and easement herein above granted, shall revert to the Grantor, its
successors and assigns.

Being a right of way easement over the same property conveyed to Grantors herein by
C. P. Edwards, Et Al
by deed dated December 30, 1983
and recorded in Sullivan County, Deed Book No. 381C, Page 841
Map 045, Group _____, CTL Map 045, Parcel 025.00

TOGETHER with the right, privilege and authority to Kingsport, its successors,
assigns, lessees and tenants, to construct, erect, install, place, operate, maintain,
inspect, repair, renew, remove, add to the number of, and relocate at will, poles, with
wires, cables, crossarms, guys, anchors, grounding systems and all other appurtenant
equipment and fixtures (hereinafter called "Kingsport's Facilities"), and string wires and
cables, adding thereto from time to time, across, through, or over the above referred to
premises; the right to cut down, trim, and/or otherwise control, and at Kingsport's option,
remove from said premises, any trees, overhanging branches, buildings or other
obstructions which may endanger the safety of, or interfere with the use of Kingsport's
Facilities; and the right of ingress and egress to and over said above referred to
premises, and any of the adjoining lands of the Grantor at any and all times, for the
purpose of exercising and enjoying the rights herein granted, and for doing anything
necessary or useful or convenient in connection therewith.

It is understood and agreed between the parties hereto, that the Grantor reserves
the right to use said lands in any way not inconsistent with the rights herein granted.

TO HAVE AND TO HOLD the same unto Kingsport Power Company, its
successors, assigns, lessees and tenants.

It is agreed that the foregoing is the entire contract between the parties hereto, and that this written agreement is complete in all its terms and provisions.

IN WITNESS WHEREOF, Grantor has caused its corporate name and seal to be hereunto affixed the day and year first above written.

CITY OF KINGSPORT

By: _____
Mayor

Attest: _____
City Recorder

STATE OF TENNESSEE)
COUNTY OF _____)

To-wit:

Before me, _____ of the State and County aforesaid, personally appeared _____ with whom I am personally acquainted, and who, upon oath, acknowledged himself to be Mayor of the City of Kingsport Tennessee, the within named bargainer, a municipal corporation and that he as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation by himself as Mayor.

Witness my hand and official seal in _____ County, Tennessee, this _____ day of _____, 20__.

Notary Public

My Commission Expires:

I, or we, hereby swear or affirm that the actual consideration for this transfer or value of the property transferred, whichever is greater, is \$ 1.00 which amount is equal to or greater than the amount which the property transferred commanded at a fair and voluntary sale.

KINGSPORT POWER COMPANY

By: _____

STATE OF TENNESSEE)
COUNTY OF SULLIVAN)

To-wit:

Subscribed and sworn to before me this the _____ day of _____, 20__.

My Commission Expires:

Notary Public



AGENDA ACTION FORM

Consideration of a Resolution Authorizing the Mayor to Execute Quitclaim Deeds Conveying to Kingsport Housing & Redevelopment Authority Abandoned Sanitary Sewer Easements

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-282-2014
 Work Session: November 3, 2014
 First Reading: N/A

Final Adoption: November 4, 2014
 Staff Work By: R. Trent, R. McReynolds
 Presentation By: R. McReynolds

Recommendation:

Approve the resolution.

Executive Summary:

On June 19, 2012, at the request of the city's Engineering Department, sanitary sewer easements were executed by Kingsport Housing & Redevelopment Authority for the Tiffany Court Sanitary Sewer Extension Project. The deeds of easement were recorded in the Register's Office for Sullivan County on November 7, 2012. Subsequently, a design change in the project necessitated the easement area to change on both properties and the original easements were no longer necessary for the completion of the sewer line. Deeds of easement with the new amended descriptions have been executed by Kingsport Housing & Redevelopment Authority. The original easements are no longer needed and quitclaim deeds will clear up the title to the properties conveying the easements back to the Kingsport Housing & Redevelopment Authority.

Attachments:

- Resolution

	<u>Y</u>	<u>N</u>	<u>O</u>
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE QUITCLAIM DEEDS CONVEYING TO KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY ABANDONED SANTIARY SEWER EASEMENTS AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE QUITCLAIM DEEDS

WHEREAS, Kingsport Housing & Redevelopment Authority executed sanitary sewer easements for the Tiffany Court Sanitary Sewer Extension Project; and

WHEREAS, due to a subsequent design change, those easements are no longer necessary and the Kingsport Housing & Redevelopment Authority has executed amended easements; and

WHEREAS, quitclaim deeds executed by the city will convey the original easements back to Kingsport Housing & Redevelopment Authority and abandon the city's interest in the properties clearing them from the title.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN as follows:

SECTION I. That quitclaim deeds conveying the city's easement interest back to Kingsport Housing and Redevelopment Authority 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, Quitclaim Deeds conveying the city's easement interest to Kingsport Housing & Redevelopment Authority, and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the quitclaim deeds or this resolution, quitclaim deeds being as follows:

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this _____ day of _____, 2014, between the CITY OF KINGSPORT, TENNESSEE, a municipal corporation of the State of Tennessee, Grantor, and KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY, Grantee.

WITNESSETH:

That said Grantor, for and in consideration of the sum of ONE DOLLAR AND 00/100th's (\$1.00), cash in hand paid, and other good and valuable consideration to it in hand paid by the said Grantee, the receipt of which is hereby acknowledged, has granted, bargained, sold, conveyed, and does hereby grant, bargain, sell and convey unto the Grantee, the following described premises, to-wit: Following is a description of a proposed 15' permanent sanitary sewer easement to be conveyed back to the property of Kingsport Housing & Redevelopment Authority, to wit:

Permanent Easement

Beginning on the westerly sideline of lot 4 (easterly sideline for lot 3), located S 33° 56'52" W a distance of 119.52' along said line from the northwest rear corner of lot 4; thence crossing Lot 4 with the centerline of a proposed 15' permanent sanitary sewer easement S 23° 51'09" W a distance of 49.97'; thence S 41°19'09" E a distance of 94.34' to the easterly sideline of lot 4, S 33°56'52" W a distance of 156.90' along said line from the northeast rear corner of lot 4, and being a 15' Permanent Sanitary Sewer easement across Lot 4, Plantation Manor No. 4, property further identified as Tax Map 106 H, Group B, Parcel 28, and containing approximately 2,165 square feet, more or less.

There is also hereby retained for the duration of construction a 10' Temporary Construction easement located parallel and adjacent to each side of the above described permanent easement, containing approximately 3,000 square feet, more or less.

All as shown on a sketch titled "SANITARY SEWER EASEMENTS ACROSS LOTS 3 THRU 5, PLANTATION MANOR NO. 4", Located in the 14th Civil District of Sullivan County, Tennessee, OFFICE OF THE CITY ENGINEER, DATE: 13 FEBRUARY 2012, SCALE: 1"=50', and on file in the Office of the City Engineer, 1644 Fort Henry Drive, Kingsport, TN 37664.

And being the sanitary sewer easement conveyed to Grantor by Deed of Easement of Record in the Register's Office for Sullivan County at Blountville, Tennessee, in Deed Book 3056 at page 400, to all of which reference is hereby expressly made. Tax Map 106H; Group B; Parcel #028.00

This conveyance is expressly made subject to all covenants, conditions, restrictions, and reservations contained in former deeds and other instruments of record applicable to said property, and to any easements apparent from an inspection of said property.

[Acknowledgements Deleted for Inclusion in this Resolution]

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this _____ day of _____, 2014, between the CITY OF KINGSPORT, TENNESSEE, a municipal corporation of the State of Tennessee, Grantor, and KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY, Grantee.

WITNESSETH:

That said Grantor, for and in consideration of the sum of ONE DOLLAR AND 00/100th's (\$1.00), cash in hand paid, and other good and valuable consideration to it in hand paid by the said Grantee, the receipt of which is hereby acknowledged, has granted, bargained, sold, conveyed, and does hereby grant, bargain, sell and convey unto the Grantee, the following described premises, to-wit: Following is a description of a proposed 15' permanent sanitary sewer easement to be conveyed back to the property of Kingsport Housing & Redevelopment Authority, to wit:

Permanent Easement

Beginning on the centerline of an existing permanent sanitary sewer easement, located on an existing sewer manhole near the rear line of Lot 3; thence crossing Lot 3 with the centerline of a proposed 15' permanent sanitary sewer easement S 23° 51'09" W a distance of 118.69' to the easterly sideline of lot 3, S 33° 56'52" W a distance of 119.52' along said line from the northeast rear corner of lot 3, and being a 15' Permanent Sanitary Sewer easement across Lot 3, Plantation Manor No. 4, property further identified as Tax Map 106 H, Group B, Parcel 29, and containing approximately 1,774 square feet, more or less.

There is also hereby retained for the duration of construction a 10' Temporary Construction easement located parallel and adjacent to each side of the above described permanent easement, containing approximately 2,231 square feet, more or less.

All as shown on a sketch titled "SANITARY SEWER EASEMENTS ACROSS LOTS 3 THRU 5, PLANTATION MANOR NO. 4", Located in the 14th Civil District of Sullivan County, Tennessee, OFFICE OF THE CITY ENGINEER, DATE: 13 FEBRUARY 2012, SCALE: 1"=50', and on file in the Office of the City Engineer, 1644 Fort Henry Drive, Kingsport, TN 37664.

And being the sanitary sewer easement conveyed to Grantor by Deed of Easement of Record in the Register's Office for Sullivan County at Blountville, Tennessee, in Deed Book 3056 at page 403, to all of which reference is hereby expressly made. Tax Map 106H; Group B; Parcel #029.00

This conveyance is expressly made subject to all covenants, conditions, restrictions, and reservations contained in former deeds and other instruments of record applicable to said property, and to any easements apparent from an inspection of said property.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION III. That the Mayor is further authorized to make such changes, approved by the mayor and city attorney, to the quitclaim deeds set out herein that do not substantially alter the material provisions of the deeds, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. 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 V. That this resolution shall take effect immediately upon its adoption, the public welfare requiring it.

ADOPTED this the 4th day of November, 2014.

DENNIS R. PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Consideration of a Resolution Establishing the Minimum Design Standards Document to Standardize, Guide, and Regulate Development within the City of Kingsport

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-292-2014
 Work Session: November 3, 2014
 First Reading: N/A
 Final Adoption: November 4, 2014
 Staff Work By: R. McReynolds/H. Clabaugh
 Presentation By: R. McReynolds/H. Clabaugh

Recommendation:

Approve the Resolution to establish the Minimum Design Standards document.

Executive Summary:

The City of Kingsport Engineering Division has developed a technical guidance document for design professionals (surveyors, engineers, architects, planners, etc.) performing work within the City of Kingsport (on all land, not just subdivided land). This new document provides a "one stop shop" reference manual for design professionals and provides a consistent document by compiling design criteria from numerous City divisions – including the Engineering, Planning, Traffic, Building, Stormwater, Water/Sewer, and Streets and Sanitation Divisions. This single document will streamline and simplify the design process for developers.

This document was presented to the Planning Commission – for informational purposes – during their work session on October 13, 2014 and during their public meeting on October 16, 2014.

Attachments:

1. Resolution w/ Minimum Design Standards
2. Design Standards - Highlights

	<u>Y</u>	<u>N</u>	<u>O</u>
Clark	—	—	—
George	—	—	—
Hall	—	—	—
McIntire	—	—	—
Parham	—	—	—
Segelhorst	—	—	—
Phillips	—	—	—

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING THE MINIMUM DESIGN STANDARDS GUIDE FOR THE CITY OF KINGSPORT

WHEREAS, the Engineering Department worked to develop a technical guidance document for design professionals, such as surveyors, engineers, architects and planners, that may perform work in the city; and

WHEREAS, the Minimum Design Standards set out hereinafter provides a reference manual for design professionals and provides a consistent document by compiling design criteria from numerous city divisions – including the Engineering, Planning, Traffic, Building, Stormwater, Water/Sewer, and Streets and Sanitation Divisions; and

WHEREAS, this document will streamline and simplify the design process for developers.

Now, therefore,

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

SECTION I. That a Minimum Design Standards Reference Guide for design professionals such as surveyors, engineers, architects and planners that may be performing work within the city is hereby established, the said standards to be as follows:

**CITY OF KINGSPORT
MINIMUM
DESIGN STANDARDS**

1. Introduction

1-1 Purpose

The intent of this document is to provide the design professional with guidelines and requirements for designing projects within the bounds of the City of Kingsport.

The requirements contained in this document are in addition and supplementary to all applicable Federal and State laws and regulations, and ordinances of the City of Kingsport, including the codes adopted therein.

1-2 Definitions

ARCHITECT – An individual licensed and registered by the State of Tennessee to practice architecture in the State of Tennessee.

CITY ENGINEER - The City Engineer of the City of Kingsport, an assistant or other representative duly authorized by the City Engineer.

CONTRACTOR - The successful Bidder to whom a contract has been awarded and who has executed the contract documents.

EASEMENT - A property right to use or control real property of another.

ENGINEER – An individual licensed and registered by the State of Tennessee to practice engineering in the State of Tennessee.

INSPECTOR - The Construction Inspector, or other representative duly authorized by the City Engineer.

INVERT - The lowest point in the internal cross section of a pipe or other culvert.

PLANS - The approved plans, profiles, standard details, supplemental plans, and working drawings, which show the location, dimensions, and details of the work to be done.

RIGHT-OF-WAY - A portion of land being used or in the future dedicated to use as a street, road, thoroughfare or crosswalk, pipeway, drainage canal, and/or similar use and designated by means of a right-of-way line.

SPECIFICATIONS - The general term comprising all the directions, provisions, and requirements contained or referred to in the document entitled "City of Kingsport Construction Specifications", of latest issue.

SUBGRADE - That portion of the roadbed prepared as a foundation for the pavement structure.

TRAFFIC ENGINEER - The individual with supervisory responsibility over the Traffic Engineering Division of the City of Kingsport.

1-3 Abbreviations

AASHTO	American Association of State Highway and Transportation Officials
A.B.S.	Acrylonitrile Butadiene Styrene
A.D.A.	Americans with Disabilities Act
ADT	Average Daily Traffic
A.F.F.	Above Finish Floor
ANSI	American National Standards Institute
ASTM	American Society of Testing and Materials
AWWA	American Water Works Association
F	Fahrenheit
ft.	foot
gpd	gallons per day
gpm	gallons per minute
ID	Internal Diameter
lbs.	pounds
MSL	Mean Sea Level
MUTCD	Manual on Uniform Traffic Control Devices
N.E.C.	National Electric Code
NFPA	National Fire Protection Association
OD	Outside Diameter
OSHA	Occupational Safety and Health Association
P.C.	Point of Curvature
PE	Professional Engineer
PLS	Professional Land Surveyor
ppm	parts per million
psi	pounds per square inch
P.T.	Point of Tangency
PVC	Polyvinyl Chloride
P.V.C.	Point of Curvature on Vertical Curve
P.V.T.	Point of Tangency on Vertical Curve
Qmax	maximum discharge
Qmin	minimum discharge
RH	Relative Humidity
SCS	Soil Conservation Service
sec.	second
s.f.	square feet
SU	Single Unit Truck (with 20 feet wheelbase and 30 foot overall length)
TDEC	Tennessee Division of Environment and Conservation
TDOT	Tennessee Division of Transportation
TOSHA	Tennessee Occupational Safety and Health Administration
UL	Underwriters' Laboratories, Inc.
V	Volts
VAC	Voltage - Alternating Current

2. General Provisions

2-1 General

All construction of public infrastructure, all infrastructure that will be public and all infrastructure that is likely to become public shall conform to the requirements and dimensions on the approved construction plans, latest revisions of the City of Kingsport Construction Specifications, the Code of Ordinances of the City of Kingsport, The Kingsport Planning Region Subdivision Regulations, applicable Federal and State regulations, or any other requirements as contained herein. The design of streets, water systems, storm drainage systems, and grading plans shall be signed and sealed by a Professional Engineer, Professional Land Surveyor, Architect or Landscape Architect currently registered with the State of Tennessee. All standards and regulations shall be maintained unless good engineering practices determine otherwise. These modifications will be determined by the City of Kingsport Public Works Department staff/management.

2-2 Inspections

The Contractor shall provide the necessary personnel and equipment required as a part of the inspection process. The presence of the City Engineer or Inspector at the work site shall in no way lessen the

Contractor's responsibility for conformity with the plans and specifications. Should the City Engineer or Inspector accept materials, or work that does not conform with plans and specifications, whether from lack of discovery or for any other reason, it shall in no way prevent later rejection or corrections to the unsatisfactory materials or work when discovered. The Contractor shall have no claim for losses suffered from any necessary removals or repairs resulting from the unsatisfactory work.

Any work which has been covered without the Inspector's approval, shall, at the Inspector's request, be uncovered and be made available for inspection at the Contractor's expense. Work performed before or after City staff's normal work hours or during the weekend or City Holidays shall be approved in advance by the City Engineer or their designee and shall comply with the City Code and shall include only such tasks that do not require observation by an Inspector.

2-3 Maintenance of Traffic

2-3.1 General

When construction occurs in a traffic zone, traffic control devices shall be erected, maintained, relocated, and removed in accordance with the plans, specifications, and MUTCD. This requirement shall apply for all construction occurring on public streets, and right of way including construction or repairs by utility companies. The MUTCD referred to in this provision shall be the current edition of the Manual on Uniform Traffic Control Devices for Streets and Highways. The current edition shall be the edition current at the time of construction.

Traffic control devices shall include but not be limited to signs, drums, barricades, cones, delineators, flashing arrow panels, temporary guardrail, temporary concrete median barrier, vehicle-mounted temporary impact attenuators, pavement marking, raised reflective pavement markers, flaggers and pilot vehicles.

The Contractor/Developer shall be responsible for notification to all emergency service agencies shall occur prior to beginning construction. These agencies consist of the Kingsport Fire Division and the Kingsport Police Division Communications Division.

2-3.2 Materials

Unless otherwise required, materials used in the fabrication and installation of construction traffic control devices shall be in accordance with the applicable provisions of the MUTCD.

2-3.3 Installation and Maintenance

Existing public streets or highways shall be kept open to traffic at all times by the Contractor unless permission to close the street or sidewalk or mobility path, or portions thereof, is granted by the City Traffic Engineer, the Fire Chief, the Police Division, the Public Works Division, TDOT's Division Traffic Engineer, and/or a designated representative, a minimum of 72 hours prior to any closing or partial closing.

Work on any project shall not start until all traffic control devices required for the particular work activity are properly installed. Traffic control devices shall be properly maintained, relocated as necessary, cleaned and operated during the time they are in use. During periods when use of the devices is not warranted, they shall be removed from the work area, covered, or otherwise positioned so that they do not convey their message to the traveling public.

The location, legends, sheeting, dimension, number of supports, and horizontal and vertical placement of warning signs, barricades, and other traffic control devices shall be as required by the approved plans or the MUTCD. Weeds, brush, trees, construction materials, equipment, etc. shall not be allowed to obscure any traffic control device in use.

Competent and properly trained, attired and equipped flaggers, using "stop" and "slow" paddles shall be provided when two-way traffic cannot be maintained or as determined by the City Traffic Engineer or Construction Inspector.

The Contractor shall assume full responsibility for the continuous and expeditious maintenance or replacement of all construction warning signs, barricades, and other traffic control devices. The Contractor shall continuously review and maintain all traffic control measures to assure that adequate provisions have been made for the safety of the public and workers. Failure to maintain all traffic control devices in a satisfactory condition shall be cause for suspension of construction operations until proper traffic control is re-established.

2-4 Permits

During the course of designing, and prior to construction of a utility or street project, all necessary permits from the City, State, or Federal Government shall be obtained. City issued permits are described herein. Coordinate with all other required permits with applicable local, state, or federal agencies.

2-4.1 Grading Permit

A Grading Permit is required whenever the denuded area on a project is to be 2,500 square feet or greater. A Grading Permit may be issued after plans are approved and prior to any grading or site work. The Grading Permit is issued by the Building Division. If the proposed project disturbs

10,000 square feet or greater, an Erosion Prevention and Sediment Control Plan for the project shall be turned into the City at the time of site plan submittal. In certain situations, a Grading Permit may not be required on City, County, State or Federal construction projects.

2-4.2 Driveway Permit

A driveway entrance permit is required prior to the construction or modification of all driveways or connections within the right of way of a City maintained street. The driveway shall be indicated on the site plan and shall conform to City Standards and Subdivision Regulations. The permit application shall be obtained from the City's Traffic Division.

2-4.3 Blasting Permit

A Blasting Permit is required any time there is to be transportation, use or storage of explosive materials. This permit is required a minimum of 24 hours in advance of any blasting operations and shall be obtained from the State of Tennessee.

2-4.4 Right of Way Disturbance Permit

A Right of Way Disturbance Permit shall be obtained from the Public Works Division for all utility cuts, sidewalk modification, utility pole locations/installations/borings, trenching, roadway widening, curb and gutter, and storm drainage connections to the City storm drainage system. All repairs proposed for construction shall be in conformance with the City of Kingsport Construction Specifications.

2-4.5 Demolition Permit

A Demolition Permit shall be obtained from the Building Division for any and all demolition of commercial or residential buildings.

2-5 Acceptance Procedures

All improvements intended for public maintenance are eligible for acceptance by the City of Kingsport following the procedures outlined below:

2-5.1 After the installation of improvements in accordance with approved plans and City of Kingsport Construction Specifications, the Owner/Developer or designee shall contact the Engineering Division and schedule a completion inspection.

2-5.2 The Engineering Division will accept the improvements or respond with a punch list within 30 days of the request.

2-5.3 The Owner/Developer or designee shall complete all items indicated on the punch list, and any additional items noted, within 60 days or the punch list will be void. The Owner/Developer or designee shall then request another completion (final) inspection.

2-5.4 Upon the acceptable completion of all punch list items and payment of any outstanding fees, the Owner/Developer or designee will receive an acceptance letter from the City of Kingsport Engineering Division. This acceptance begins a warranty for materials and workmanship for 1 year from the date of acceptance.

2-5.5 Upon completion of, or just prior to the end of, the warranty period, the Owner/Developer or designee shall request a final inspection from the Engineering Division.

2-5.6 The Engineering Division will respond with final acceptance or a punch list on workmanship or materials within 30 days of the request.

2-5.7 The Owner/Developer or designee shall complete all items indicated on the punch list, and any additional items noted within 60 days or the punch list will be void. The Owner/Developer or designee shall then request another final inspection.

2-6 License Requirements

All contractors performing any construction activity involving the City of Kingsport shall be licensed to practice contracting in the State of Tennessee. The contractor shall be classified in the appropriate area of license for the type construction to be performed and shall not perform construction activity which exceeds the limitations of the designated contractor's license.

2-7 Retaining Walls

All retaining walls with a height of 4 feet or greater shall be designed by a professional engineer and shall be signed and sealed. The design of retaining walls within the public right of way shall be submitted to the Engineering Division for approval prior to construction.

Any retaining wall meeting the height criteria listed herein and located on private property shall be submitted to the City's Building Division and shall comply with the current adopted City Building Code. All necessary permits (e.g. building permit) shall be obtained prior to any construction associated with the retaining wall.

2-8 Bridges

All vehicular and pedestrian bridges shall be designed by a Professional Engineer and shall be properly signed and sealed. The design shall be submitted to the Engineering Division for approval prior to construction. All necessary permits (e.g. those required by the U.S. Army Corps of Engineers) shall be obtained prior to construction.

Vehicular bridges shall be designed to meet or exceed all local, state, and federal highway loading requirements.

2-9 Disciplines Not Covered

These Standards are not intended to be all-inclusive, and should not be used in lieu of applicable State and Federal guidelines. When a conflict arises between City, State, or Federal guidelines, the more stringent shall govern.

Disciplines not covered under this Standard include, but are not limited to, Structural Engineering, Building Codes, Architectural Design, Electrical, HVAC, Life Safety, Fire Safety, and other applicable laws or requirements as determined by the City of Kingsport.

3. Streets

3-1 General

All work and materials shall conform to the latest edition of the City of Kingsport Construction Specifications, Kingsport Planning Region Minimum Subdivision Regulations, latest City adopted revision of the International Building Code, any applicable State and Federal regulations, and/or the Tennessee Division of Transportation Standard Specifications for Road and Bridge Construction, as determined by the City Engineer.

3-2 Earth Work Requirements

3-2.1 Grading the Right-of-Way

The entire width of the right-of-way shall be graded to conform with a cross-section that will have a maximum of +/-5% and a minimum of +/-2% slope extending from the back side of roadway to the right-of-way limit.

3-2.2 Side Slopes and Embankments

The maximum cut and fill slope permitted shall be 50% or two horizontal units to one vertical unit (2:1). Any terrain with a slope greater than 2:1 shall be designed by a professional engineer and approved by the City Engineer. The City Engineer withholds the right to require a geotechnical report for any slope that could endanger the welfare of the general public.

Fill embankments shall be formed of suitable material placed in successive layers not to exceed more than 6 inches in depth for the full width of the roadway cross-section, and 12 inches in the slope and embankment area. No stumps, trees, brush, rubbish or other unsuitable materials or substances shall be placed in the embankment. Each successive layer shall be thoroughly compacted by a sheepfoot tamping roller, 10-ton minimum power roller, pneumatic-tired roller, or other standard method approved by the City Engineer.

Spreading and compacting of material shall be performed in accordance with the pertinent section of the Tennessee Division of Transportation Standard Specifications for Road and Bridge Construction, of latest issue.

3-2.3 Roadway Subgrade

The subgrade shall be prepared in reasonably close conformity with the lines and grades as shown on the approved plans and as staked correctly in the field. The subgrade shall be proof-rolled with a loaded tandem axle dump truck (to the approval of the City.

Engineer or his designee), and soft areas which show will be undercut and brought to the lines and grades by spreading and compacting suitable material in sufficient quantity. Compaction of the subgrade shall conform to the pertinent section of the Tennessee Division of Transportation Standard Specifications for Road and Bridge Construction, of latest issue.

Excavation and undercutting shall be completed per the requirements of the latest revision of the Tennessee Division of Transportation Standard Specifications for Road and Bridge Construction, Section 203.

The Contractor shall construct the final road geometry, elevations, and typical section as shown on the approved Plans. Unless otherwise approved by the City Engineer, the final grade between the back of curbs and the right-of-way shall slope 1/4-inch vertical per 1 foot horizontal toward the top of the curb.

The Contractor shall be responsible for having a registered Geotechnical Engineer provide appropriate compaction testing of the excavation and undercut. Compaction testing shall be taken at a frequency determined by the Geotechnical Engineer, but the City Engineer reserves the right to require tests to be taken in questionable areas. The Geotechnical Engineer shall provide the City with compaction testing results and certify that all excavations were constructed per TDOT and City of Kingsport requirements. The Geotechnical Engineer shall be a licensed engineer and place his seal and signature on the certification. The certification shall be received by the City Engineer prior to construction of any pavement sections, curbs, gutters or other structures on the excavations.

Prior to placement of any pavement base material, the elevation of the subgrade shall be checked by the owner's engineer or surveyor, and the engineer or surveyor shall certify that the lines and grades of the approved plans have been constructed.

3-2.4 Trenching

Trenches for storm water pipe, water lines, sanitary sewer lines, natural gas lines, electric power and telecommunications lines that are within the limits of an improved surface shall be back-filled with crushed stone (pug). The crushed stone material shall be placed in layers not to exceed 6 inches in depth, and each successive layer shall be tamped with a mechanical tamper specifically designed for the direct purpose of compacting material in confined space, such as trenches.

3-3 Design Speed and Sight Distance

3-3.1 For Residential Streets

The design speed sight distances for streets serving predominantly residential areas shall comply with the design standards set forth in Article 4 of the Subdivision Regulations.

3-3.2 For Non-Residential Streets

The design speed for non-residential streets will be determined by considering factors such as the proposed or intended land use along the street, the level of safety and convenience proposed or desired for the street, and the vehicle classification, volume and pedestrian mix likely to use the street. The sight distances for stopping, passing, and intersections will meet or exceed the limits specified in the latest edition of the American Association of State Highway and Transportation Officials', A Policy on Geometric Design of Highways and Streets, the Green Book.

3-4 Alignment

3-4.1 Horizontal Alignment

The minimum radii for residential and non-residential streets shall comply with the American Association of State Highway and Transportation Officials', A Policy on Geometric Design of Highways and Streets, the Green Book. Residential streets may conform to the low speed minimum design criteria.

3-4.2 Vertical Alignment

Minimum Vertical Curve Length: All changes in grade shall be connected by vertical curves of minimum length as established by the design speed and required sight distance. The relationship between the K value and the length of a vertical curve shall be based on the minimum K values for vertical alignment as established in the American Association of State Highway and Transportation Officials', A Policy on Geometric Design of Highways and Streets, the Green Book.

3-4.3 Street Grades

Street grades on collector and arterial streets shall not exceed 12 percent. Grades on other streets may exceed 12 percent but not 15 percent. The minimum grade shall not be less than 0.5 percent.

3-5 Pavement Design

A minimum pavement section is established by these standards for local, Collector, and light industrial streets. To determine if the minimum pavement section can be utilized, a series of soil tests shall be conducted and submitted. Each construction plan shall be submitted with a sufficient amount of soil data and a pavement design based on application of the measured soil data.

3-5.1 Minimum Number of Soil Samples

The minimum required soil data shall include at least one test for each discrete classification of subgrade to be enumerated within the roadway construction lines. The location of each test shall be indicated on the site plan or present layout sheet.

3-5.2 Minimum Required Soil Tests

Each soil test shall include a Standard Proctor Test (ASTM D 698); Atterberg Limit Test (ASTM D 423 and D424); Unified Soil Classification; and a California Bearing Ratio Test (ASTM D 1883). The test results shall be submitted as supplemental data with the site plan or construction plans and shall indicate the date, time, place of testing, and the person or firm supervising the test.

3-5.3 Minimum Pavement Section

The minimum pavement section shall be as follows:

A. For Collector, Non – Residential, Alleys, Lanes, Local, Residential, and Marginal Access Streets:

1. Asphalt Concrete Surface Layer and Asphalt Concrete Binder Layer over a Mineral Aggregate Base:

As defined in the Subdivision Regulations for each applicable street designation cross section and pavement schedule.

2. Full Depth Asphalt concrete:

1-1/4 inches of surface mix

1-1/2 inches of binder mix

1-3/4 inches of asphalt treated base mix 2-1/2 inches of asphalt treated drainage mix

3. Portland Cement Concrete:

7 inches of portland cement concrete
2 inches of mineral aggregate base material

3-6 Curb and Gutter Section

With the exception of the residential rural street described in the Subdivision Regulations, all streets shall have as a part of their pavement section a portland cement concrete combined curb and gutter. Three types of combined curb and gutter may be used: a vertical faced (standard), a mountable type, and rollover curb. See Section 3-9.4 for discussion of median curbs. Details of the dimensions of these curbs are shown in the Construction Specifications. Non-anchored/stand alone extruded curb shall not be permitted.

3-7 Stormwater Manholes or Catch Basins

Stormwater manholes or catch basins will be TDOT standard structures as shown in the TDOT Standard Roadway and Structure Drawings manual of latest revision.

3-8 Sidewalks / Mobility (Shared Use) Paths, and Bicycle Paths

3-8.1 Sidewalks and Mobility Paths

Sidewalks shall be provided as specified in the Subdivision Regulations and in Table 1 of this document. Sidewalks shall be a minimum of 5 feet wide and 4 inches thick - concrete, and mobility paths shall be a minimum of 8 feet wide and 4 inches thick (concrete) or 2 inches thick (asphalt). In areas of high volume pedestrian traffic, additional width may be required.

The City Engineer will determine whether concrete or asphalt will be used for mobility path material.

Where concrete is used, both shall be constructed of no less than 4,000 psi portland cement concrete. The subgrade shall be adequately graded and shall be compacted with a mechanical tamper specifically designed for the direct purpose of compacting subgrade material. The subgrade density shall conform to the compaction requirements of the TDOT Standard Specifications for Road and Bridge Construction, of latest issue. Refer to the Construction Specifications for more detail on how to finish and joint the concrete. The sidewalk area of driveway aprons shall have a minimum thickness of 6 inches. The thickness of the asphalt apron area shall be 4 inches.

3-8.2 Bicycle Paths

Bicycle paths shall be a minimum of 10 feet wide and may be constructed of asphalt concrete or portland cement concrete, with pavement section thicknesses as follows:

A. Asphalt Concrete and Mineral Aggregate Base: 2 inches of asphalt concrete surface mix (4 inches in driveway apron) with 4 inches of mineral aggregate base.

B. Portland Cement Concrete on subgrade:

4 inches of 4,000 psi portland cement concrete (6 inches in driveway apron) with 2 inches of mineral aggregate base.

The subgrade for both of these pavements shall be adequately graded and shall be compacted with a mechanical tamper specifically designed for the direct purpose of compacting subgrade material. The subgrade density shall conform to the compaction requirements of the TDOT Standard Specifications for Road and Bridge Construction, of latest issue.

3-9 Medians

3-9.1 General

Medians are a desirable feature and where medians are planned, they shall be of adequate width to "shadow" a single unit design vehicle. A median shall not be less than 15 feet wide as measured from the face of curb located on each side of the median. However, where a left turn or U turn lane occupies a portion of a median, the medial separator shall be no less than 4 feet wide as measured from the face of curb located on each side of the medial separator. To comply with these requirements, in some designs the width of a median will transition to a wider cross-section in the vicinity of turn lanes and then transition back to the minimum width between turn lanes or intersections. The median cross-section may be raised or depressed, and may be landscaped. However, in no case shall the ground, plants, shrubs, or trees block the stopping or the intersection sight distances that are required for the specified design speed.

3-9.2 Spacing

Median openings, cross streets or high traffic volume driveways shall be spaced no closer than 500 feet as measured from center of opening to the center of the adjacent opening on City roadways. Median opening spacing on state routes are determined by the Tennessee Department of Transportation (TDOT).

3-9.3 Geometric Design

The geometric design of medians shall comply with the American Association of State Highway and Transportation Official's, A Policy on Geometric Design of Highways and Streets, latest edition, the Green Book.

3-9.4 Median Curbs

Medians shall be curbed with a mountable curb as shown in the Construction Specifications. On non-residential streets the median curb may be a detached mountable curb conforming to the types approved by TDOT.

3-10 Safety Features

3-10.1 General

Roadway hazards that may require shielding by a roadside barrier are classified in two categories: embankment hazards and fixed objects.

The design of guardrails shall be in accordance with the TDOT Standard Roadway and Structure Drawings manual of latest revision.

3-10.2 Embankments

Embankment criteria for warranting guardrail in a fill section shall depend on the height and slope of embankments as specified in the TDOT Standard Roadway and Structure Drawings manual of latest revision, and the American Association of State and Transportation Official's Roadside Design Guidelines, of latest issue.

3-10.3 Fixed Objects

A clear, unobstructed, flat roadside is highly desirable. When these conditions cannot be met, criteria to establish barriers needed for shielding roadside objects are necessary. The removal of fixed objects should be considered as the first alternative. If it is not feasible or possible to remove or relocate a hazard, then a barrier may be necessary. A barrier should be installed only if it is clear that the barrier offers the least hazard potential. Refer to the TDOT Standard Roadway and Structure Drawings manual of latest revision and the American Association of State and Transportation Official's Roadside Design Guidelines, of latest issue, for roadside clear zone and barrier requirements. Residential streets of the classification of minor collector and lower may be exempt from the clear zone requirements. However, this exemption should not preclude proper professional judgment when designing the roadside.

3-10.4 Vertical Clearance

Permanently anchored overhead objects such as bridges shall have a minimum vertical clearance per the latest edition of AASHTO, as measured from the crown of the pavement to the lowest portion of an overhead obstacle located within the limits of the sidewalks on each side of the street. The minimum vertical clearance shall be 10 feet for a bicycle path as measured from the crown of the path to the lowest portion of the overhead obstacle located within 5 feet of each edge of the bicycle path. Overhead traffic signals shall meet the minimum vertical clearance specified in the MUTCD of latest edition.

3-10.5 Lateral Clearance

Lateral clearance between the curb face and the closest part of any fixed object not shielded by guardrail shall be a minimum of:

2 feet – Urban with low vehicle speed (under 30 mph), 10 feet – Other Urban (Vehicle speed between 30 and 40 mph), and as per the TDOT Standard Roadway and Structure Drawings manual of latest revision for vehicle speed above 40 mph.

Mailboxes and mailbox support structures constructed as a fixed object will be exempt from this standard only along streets classified as residential by the Zoning Regulations of Kingsport. Fixed object mailboxes shall meet this standard when located on all other street classifications.

4. Traffic

4-1 Traffic Impact Study Requirements

4-1.1 Criteria for a Traffic Impact Study

To adequately assess the impacts of any development proposal on the existing and planned transportation system, a Traffic Impact Study will be required, given any of the following conditions:

A. Adjacent Roadway ADT:

A traffic impact study shall be required for any development proposal for new development or redevelopment of an existing site that is proposed to add over 750 new trips to the existing roadway network.

B. Minimum Peak Hour Volume:

A traffic impact study shall be required if any development proposal for new development or redevelopment of an existing site will generate 100 or more added peak-direction trips to or from the site during the adjacent roadway's peak hours or the development's peak hour.

C. Previous Traffic Studies:

Any development proposal for new development or redevelopment of an existing site with a previous traffic impact study that is more than 1 year old will require an updated traffic impact study.

D. Any new development which generates less than 750 trips per day will still need to include the following on submitted plans:

- i. Intersection
 - a. Description of site including a location map
 - b. Type of project
 - 1. If residential, number and type of units
 - 2. If commercial or office, include square footage and occupancy
 - c. Site plan with access points shown to scale
- ii. Existing Conditions
 - a. Distance from nearest roadway intersection in both directions
 - b. Distance to nearest drive or access points in both directions
 - c. Location shown relative to opposing street, driveways, or access Points
- iii. Proposed Conditions
 - a. Width, radius, and markings of proposed street, driveway, or access point
 - b. Proposed improvements adjacent to access point including but not limited to acceleration, deceleration lanes, and pavement marking adjustments

4-1.2 Preliminary Traffic Impact Study

A preliminary traffic impact study may be required to evaluate the traffic impacts of any development proposal required to undergo a concept review. The preliminary traffic impact study shall include the information required in Subsections 4-2.1 through 4-2.20 of this document.

4-1.3 Responsibility for the Traffic Impact Study

The applicant for a proposed development will be responsible for completing the Traffic Impact Study, with the City serving in a review and approval capacity.

4-1.4 Preparation of the Traffic Impact Study

An Engineer with adequate experience and expertise in transportation engineering shall prepare the Traffic Impact Study. The Engineer shall certify the study by placing and validating his professional seal on the report cover.

4-1.5 Coordination with the City

Transportation consultants and engineers preparing traffic studies shall discuss proposed development projects with the Traffic Engineering Division prior to initiating the study. Issues to be discussed include, without limitation, the major thoroughfare plan, the definition of the study area, relevant sub area plans, methods for projecting build-out volumes, background traffic conditions, trip generation, directional distribution of traffic, and trip assignment. The Traffic Engineering Division, prior to study preparation, shall approve these aspects of the Traffic Impact Study.

4-2. Traffic Impact Study Format

For development proposed to add more than 750 trips per day.

4-2.1 Study Requirements

The information provided in the Traffic Impact Study shall include the following sections as outlined below. The study shall be typed and bound, and clearly identify the data and information in the appropriate sections. In addition, the study shall contain a table of contents, lists of figures, and tables, and shall identify any map pockets and included drawings.

4-2.2 Introduction

The Traffic Impact Study shall provide an introduction with an overview and discussion of the project or development proposal.

4-2.3 Site Location and Zoning

Include a vicinity map detailing the property location, a conceptual site plan reflecting the boundaries of the project or development, and information detailing the designated zoning district, general terrain and physical features of the site and the surrounding area.

4-2.4 Study Area Boundaries

Include the Study Area Boundaries as determined based on discussions with the Traffic Engineering Division, and include all roadways and transportation routes providing access to the site and the surrounding transportation system.

4-2.5 Existing Area Street System Description

Describe and include roadway orientations, functional classifications and geometries, intersection geometries, and traffic controls, including without limitation signage and striping, speed limits, parking restrictions, sight distances, transit routes, the presence of bicycle and pedestrian facilities, and any other related traffic operations information and improvements approved or planned by government agencies. For identified improvements scheduled by government agencies, include the nature of the improvements, extent, implementation schedule, and the responsible agency or funding source.

4-2.6 Existing and Projected Roadway and Intersection Traffic Volumes Include diagrams that map existing traffic volumes, and each variation of projected traffic volumes, for all roadways and intersections within the study area.

4-2.7 Existing and Proposed Site Uses

Include an identification of the existing land use and proposed land use (or the highest potential land use) based on zoning and maximum trip generation where a specific use has not been determined. If rezoning is proposed, the study shall provide a comparison between the highest trip generation uses for the existing zoning and the highest trip generation uses for the proposed zoning.

4-2.8 Existing and Proposed Land Uses in Vicinity of the Site Document any vacant land or potential redevelopment that may result in a change in traffic volume conditions within the study area during each time period studied. Perform and provide trip

generation calculations on these parcels and include the trips generated from these parcels in the trip volume diagrams and level of service analyses for each appropriate time period studied.

4-2.9 Travel Demand Management Strategies

include an outline of travel demand management strategies to mitigate traffic impacts created by proposed development and measures for promoting alternate modes of travel, including but not limited, to the following:

- A. Walking, biking, and use of transit services to access a proposed development, and
- B. Include features that will increase convenience for using alternate modes and that will reduce multiple trips to and from the site, such as:
 - 1. transit shelter and bench amenities,
 - 2. connections to offsite pedestrian, bicycle, and transit systems, and
 - 3. vehicular, pedestrian, bicycle and transit connections to adjacent vacant and developed property.

4-2.10 Trip Generation

Traffic estimates for the proposed project and potential developed or redeveloped properties in the study area shall be obtained by performing trip generation calculations using the procedures outlined in the most current edition of the Institute of Transportation Engineers' (ITE) Trip Generation Manual. If adequate Trip Generation Manual data is not available for a specific land use, the procedures used to estimate trip generation data shall be approved by the Traffic Engineering Division. Include the following specific trip generation information:

A. Summary Table:

List each land use that requires trip generation analysis, including the project plus developed or redeveloped land uses within the study area. For each trip generation summary include land use type, amount, density, average trip generation rates for total daily traffic and peak hour traffic (a.m., noon and/or p.m. peak hour traffic generation may be required), and the resultant total trips generated for each time period and each land use.

B. Calculations:

Calculation of projected trip generation for any land use, used to determine study area impacts, shall be based on the following:

- 1. Trip generation formulas (or rates, if formulas are not available) published in the most recent version of the Trip Generation Manual. Trip generation reports from other industry publications may be considered but are subject to the approval of the Traffic Engineering Division.
- 2. A local trip generation study, if no published rates are available and similar land uses can be studied, provided that the local trip generation study follows procedures outlined in the most recent version of the Trip Generation Manual.
- 3. Additional data or studies from other similar jurisdictions. Trip generation numbers obtained in this fashion are subject to the review and approval of the Traffic Engineering Division.

4-2.11 Trip Generation Reductions

Credit for any trip reductions is subject to review and approval in advance by the Traffic Engineering Division. Anticipated trip reduction assumptions should be discussed and approved by the Traffic Engineering Division prior to the preparation of the Traffic Impact Study. Trip reductions typically fall into one of two categories: those that reassign some portion of the trip generation from the surrounding roadway network (passerby and diverted trip reductions), and those that remove trips generated from the land use trip generation (internal and modal split reductions).

A. Use of passerby and diverted trip reductions may be evaluated and considered in reducing the additional estimated total trip generation of a new land use. However, passerby and diverted trip reduction factors are not to be applied directly to reduce trip generation and turning movement volumes at driveways serving the studied land use. These factors are subject to the approval of the Traffic Engineering Division.

B. Internal trip reductions and modal split assumptions may reduce the total trip generation of a land use. These factors considered in the Traffic Impact Study shall supply analytical support

and detailed documentation to demonstrate how the estimates were derived and incorporated, and are subject to the approval of the Traffic Engineering Division.

4-2.12 Trip Distribution / Assignment and Modal Split

Trip distribution / assignment of generated traffic estimates shall be clearly summarized and illustrated for each access route entering and exiting the generating land use, using the study area transportation system as a basis. Include the following specific trip distribution / assignment information:

A. Trip Distribution:

The trip distribution for each site shall be identified and illustrated with a graphical figure detailing the percentages of vehicles making each movement, at each intersection in the study area. The trip distribution shall be logically based upon factors such as existing traffic volume data in the study area, market analyses, applied census data, and/or professional engineering judgment. Trip distribution assumptions are subject to the approval of the Traffic Engineering Division.

B. Trip Assignment:

Trip assignment shall be done by applying the trip generation totals for each time period studied to the trip distribution percentages developed. The trip assignment shall develop anticipated traffic volumes for each of the movements identified by the trip distribution and each of the time periods identified in the analyses. The resulting traffic volumes shall be illustrated with graphical figures detailing the anticipated volumes making each movement, at each intersection in the study area, during each time period studied.

4-2.13 Existing and Projected Traffic Volumes

A. Traffic Volume Scenarios:

Five traffic volume scenarios and three separate times of the day may be required and included in a traffic impact study analysis. Prior to the development of the Traffic Impact Study, the applicant shall meet with the Traffic Engineering Division to determine the scenarios and time periods to be studied. The number of scenarios and time periods to be studied is subject to the approval of the Traffic Engineering Division. The potential scenarios and time periods include the following:

1. Scenario 1 - Existing Conditions:

An analysis of existing traffic conditions will be required in the Traffic Impact Study. Existing Conditions analysis should attempt to model traffic conditions at the time the Traffic Impact Study is being prepared. Traffic counts that are older than the year the study is being prepared shall be factored up or adjusted to existing year volumes.

2. Scenario 2 – Anticipated Project Completion Year Without Project Volumes:

Include an analysis of the anticipated traffic conditions during the year the project is intended to be finished and traffic is generated. The analysis shall anticipate the increase in background traffic volumes and the generation of other related projects that are not present in the existing condition, but would likely be completed and generating trips in this time period. The trip generation for the proposed project shall not be included in this scenario. If the project is intended to be completed the same year that the Traffic Impact Study is being prepared, then this scenario is the same as Scenario - Existing Conditions.

3. Scenario 3 - Anticipated Project Completion Year With Project Volumes:

This scenario is the same as Scenario 2, except that the project volumes are assigned to the roadway network and included in the analyses.

4. Scenario 4 - Future Build-out Conditions Without Project Volumes:

An analysis of the anticipated traffic conditions during build-out, using a projected build-out year approved by the Engineering and Traffic Divisions. The analysis shall anticipate the increase in background traffic volumes and the generation of other related projects that are not present in the existing condition, but would likely be completed and generating trips in this time period. The trip generation for the proposed project should not be included in this scenario.

5. Scenario 5 - Future Build-out Conditions With Project Volumes:

This scenario is the same as Scenario 4, except that the project volumes are assigned to the roadway network and included in the analyses.

B. Traffic Volume Projections:

The traffic volume projections shall identify existing and projected daily traffic counts and peak hour turning movement counts for each access point, intersection and street identified in the traffic impact study area for each of the aforementioned scenarios required in the study.

C. Time Periods:

Each scenario may be required to look at three different time periods (the a.m., noon and p.m. peak hour conditions). The Traffic Engineering Division will determine which time periods and scenarios are required for each Traffic Impact Study depending upon the project's size, location, types of land use and other pertinent factors.

D. Raw Traffic Count Data:

Include all raw traffic-count data for average daily and peak hour conditions and traffic analysis worksheets in the appendices of the Traffic Impact Study for reference. Computer techniques and associated printouts may be used for this part of the report.

NOTE: All total daily traffic counts must be actual machine counts, not based on factored peak hour sampling. Latest available machine counts from the City, and other agencies, may be acceptable if not more than 2 years older than the year the Traffic Impact Study is being prepared. Data older than the year the Traffic Impact Study is being prepared shall be factored up to current year numbers, using growth rates approved by the Traffic Engineering Division.

4-2.14 Level of Service Analysis

A. The Traffic Impact Study shall provide LOS analyses for all study area intersections (signalized and unsignalized) using methodologies outlined in the current Highway Capacity Manual. The analyses should be performed for Scenarios 1 through 5, described in Section 4-2.13, "Existing and Projected Traffic Volumes," and for each time period (a.m., noon and/or p.m. peaks) that is required in the Traffic Impact Study, unless otherwise required by the Traffic Engineering Division.

B. Level of service analyses shall consider the appropriate infrastructure, lane usage, traffic control and any other pertinent factors for each scenario to be studied. Intersection improvements, planned by the City in the study area, are eligible for inclusion in the level of service analyses. The Engineer will verify if the Traffic Engineering Division want planned improvements included.

C. Signalized intersection level of service analyses shall use the existing timing and phasing of the intersections for all scenarios. If the analyses are to deviate from existing timings or phasing, then a detailed signal progression analysis for the affected corridor may be required.

D. The results of the level of service analysis for each scenario and each time period shall be summarized into one or more tables, which illustrate the differences in level of service for each scenario. At a minimum, these tables shall list the level of service results for each intersection to include the level of service for each approach and the total intersection level of service, as well as the corresponding delay values for each approach and the total intersection. These tables shall highlight any locations where the addition of project traffic has caused any approach of any intersection to fall below LOS C.

4-2.15 Traffic Counts and Analyses Worksheets

Provide capacity analyses calculations based on the planning or operational analysis techniques contained in the current Highway Capacity Manual or subsequent highway capacity techniques established by the Federal Highway Administration, including the following:

A. Raw Traffic Count Data:

Include all raw traffic count data and traffic analyses worksheets in the appendices of the Traffic Impact Study for reference. Computer techniques and associated printouts may be used for this part of the report.

B. Level of Service Analyses:

Include all level of service analyses performed for intersections. If signal timing or phasing changes are proposed for traffic mitigation and the signal is currently part of a coordinated system, a progression analysis will be required to ensure that adequate progression is maintained or provided. All progression analysis and assumptions to be used shall be reviewed and approved by the Traffic Engineering Division.

4-2.16 Traffic Control and Signals

The Traffic Impact Study shall discuss and analyze any traffic control measures that may be necessary to serve a proposed project or development. Any traffic control measures are to be evaluated based on the requirements established in the Manual on Uniform Traffic Control Devices, (MUTCD) and by the City or TDOT, and will be applied as necessary to ensure safe and efficient operation of the City's transportation system. The analysis shall demonstrate the need for traffic control measures, considering alternative site designs in order to minimize or mitigate traffic impacts from the proposed project or development. The following traffic control measures are to be addressed:

A. Regulatory Signage, Markings and Islands:

Regulatory signage, markings and islands shall be applied as necessary in conformance with the MUTCD and City standards and policies.

B. Traffic Signals:

The need for new traffic signals will be based on warrants contained in the MUTCD and on City policies. In determining the location of a new signal, safety and community traffic circulation and

progression will be the primary considerations. If a traffic signal is suggested as part of a mitigation package, and the intersection lies within a series of coordinated traffic signals, then a progression analysis may be required to ensure that adequate progression may still be provided. Generally, a spacing of one-half mile between all signalized intersections is to be maintained, to achieve optimum capacity and signal progression. Pedestrian movements shall be considered in all cases and adequate pedestrian clearance is to be provided in the signalization design.

C. **Intersection and Access Locations:**

When signalization is proposed, to provide flexibility and safety for the existing roadway system and to ensure optimum two-way signal progression, an approved traffic engineering analysis shall be made to properly position all proposed intersections and development access points.

4-2.17 Traffic Accidents

The Traffic Impact Study may need to include accident analyses at one or more locations in the study area. The Engineer will verify if the Traffic Engineering Division want an accident analysis included in the Traffic Impact Study. When an accident analysis is required, estimates of increased or decreased accident potential shall be evaluated for the proposed project or development and appropriate safety-related mitigation measures are to be included. Traffic accident data is available from the Traffic Engineering Division of the City of Kingsport Public Works Division.

4-2.18 Recommendations

The Traffic Impact Study shall include a section in the report that provides any recommendations of the Engineer. These recommendations shall include the Engineer's recommended location, nature and extent of proposed transportation improvements associated with the project or development to ensure safe and efficient roadway operations and capacity.

A. These recommendations are to be supported with appropriate documentation and discussion of the technical analyses, assumptions and evaluations used to make the determinations and findings applied in the Traffic Impact Study. In the event that any traffic impact study analyses or recommendations indicate unsatisfactory levels of service on any study area roadways, a further description of proposed improvements or mitigation measures to remedy deficiencies shall be included.

B. These proposed improvements or mitigation measures may include projects by the City or The Tennessee Division of Transportation for which funds have been appropriated and obligated. These proposals may also include improvements to be funded and constructed by the applicant as a part of project or development construction. Assumptions regarding future roads, widths and lane usage in any analyses are subject to the approval of the Traffic Engineering Division.

C. In general, the recommendation section shall include:

1. **Proposed and Recommended Improvements:** Provide a detailed description and sketch of all proposed and recommended improvements. Include basic design details showing the length, width and other pertinent geometric features of any proposed improvements. Discuss whether these improvements are necessary because of development traffic or whether they would be necessary due to background traffic. Specify the approximate timing necessary for each improvement.

2. **Level of Service Analysis at Critical Points:** Provide another iteration of the LOS analyses that demonstrates the anticipated results of making recommended improvements, such as movement LOS, and operational and safety conditions. In association with LOS analyses for recommended improvements, include a comparison of these results with the background LOS analyses without the proposed project or development. Where appropriate, this step is to be provided for both near term (year of project completion) and built-out scenarios.

4-2.19 Conclusion

Include a conclusion in the report that provides a clear and concise description of the study findings and recommendations, and serves as an executive summary.

4-2.20 Revisions to the Traffic Impact Study

A. Following City review, the Traffic Engineering Division may require revisions to a traffic impact study based on the following considerations:

1. Completeness of the study;
2. Thoroughness of the level of service and impact analyses and evaluations;
3. Compatibility of the study with the proposed access design, project or development plan, and local transportation system;
4. Compliance with local and state regulations and design standards, and;
5. An analysis of study deficiencies, errors, or conflicts.

B. Revisions may also be required as a result of the public process with surrounding neighborhoods and land uses, or review by BMA or the Kingsport Regional Planning Commission.

Additional details requiring traffic impact study revisions may include but are not limited to, the following:

1. An enlarged study area,
2. Alternative trip generation scenarios,
3. Additional level of service analyses, and
4. Site planning and design issues.

4-3 Site Access

4-3.1 General

The efficiency and safety of a street, road, or highway is greatly affected by vehicles entering, leaving, or crossing the roadway. Commercial and multi-family residential developments are major contributors to increased volume of traffic upon municipal streets, roads, and highways. Such developments also give rise to increased traffic volume of a type and pattern characterized by frequent ingress and egress to the same. Therefore, such development significantly affects the efficiency and safety of streets, roads, or highways within the municipality. In the interests of safety, the city must regulate access to the streets, roads, and highways within its city limits in a uniform manner that is fair to the general public, land-owners, and developers. All regulations shall be upheld unless good engineering judgment indicates otherwise. This will be determined by the Traffic Manager or designee.

A. Demolition permits:

When a demolition permit is issued for the removal of a building, the point of ingress and egress to serve the new use must comply with the standards set forth in this article. Any driveway or part thereof rendered useless by demolition, remodeling or renovation not in compliance must be removed, at the expense of the developer, and the curbing, parkway, sidewalks, etc., replaced to meeting existing city specifications.

B. Removal or Modification:

The City of Kingsport requires that when the use of any parcel is changed making any or all of the existing driveways unnecessary or non-conforming, the owners of the property shall at the owner's expense remove the driveway and replace all necessary curbs, gutters, sidewalk, and other features within the border area to a condition consistent with the neighborhood and/or the border areas of the adjacent properties. The required changes shall be made concurrent with other improvements to or on the site or, if none, within 6 months following such change in use.

4-3.2 Access to City Right-of-Way

When connecting a development to a City Street, a permit is required for the following cases;

A. When a Building or Grading Permit is Required:

If a Building or Grading Permit is required, then a driveway permit is also required for any access being proposed. Access associated with a site plan must be reviewed to determine if it complies with City Code and the requirements of this document before the building or grading permit process is complete.

B. Existing access to Vacant Property Proposed for Development:

Existing access to vacant property being proposed for development must be reviewed to determine if the existing access design meets the minimum standards established by City Code and this document.

C. Existing access to Developed Property Proposed for an Upgrade:

When an upgrading, such as remodeling of an existing development is proposed, the existing access design must be upgraded to meet the minimum standards established by City Code and this document.

D. New Access for Development Proposed for Construction or Reconstruction:

Development proposed for construction or reconstruction and planning new access to City streets and alleys require a permit, as set forth in Section 90-248, of the City of Kingsport Code.

All driveway permits shall be in strict accordance to Section 90- 248, of the City of Kingsport Code.

Permit may be revoked if work does not conform to specifications established by this document.

4-3.3 Access Permit Required on State Right-of-Way

Accesses and curb-cuts proposed for construction or reconstruction on state routes require a permit from the Tennessee Division of Transportation. The TDOT permit is issued from Knoxville, Tennessee. When a TDOT access permit is required, it will additionally act as the City access permit, and all requirements of Section 4-3.2 shall apply.

Prior to sending any application to TDOT, a site plan of the proposed development shall be submitted to the Traffic Division of the Public Works Division for review. The site plan shall indicate the proposed access point or points, the type of construction, the width of the driveway, and meet the plan requirements.

Additions or deletions to the design may be requested. When the review comments have been addressed in accordance with the requirements of the Traffic Engineering Staff an approval stamp will be placed on 6 copies of the site plan and 2 copies of the grading plan. The Traffic Division will retain one copy of each to keep on file.

Kingsport Traffic staff will provide necessary documentation and the 5 city-approved site plan copies to the developer, and he or she will be responsible for contacting TDOT Region One in Knoxville for any bond monies required for work in ROW. The TDOT Region One Traffic Engineer will review the application and site plan, and when all TDOT review requirements have been met by the applicant, the TDOT Region One Traffic Engineer will give approval. TDOT will send a copy of the approved permit to both the applicant and the City Traffic Engineer.

4-3.4 Number of Driveways Permitted

In order to minimize interference to traffic flow on the public streets, the number of driveways will be limited to those needed to provide adequate ingress and egress to private property. The number permitted will be determined based on the type of development, the functional classification of the street, and the length of frontage the property has on a given street.

Single Family Residential Driveways Allowed – based on available street frontage		
Street Classification	1 Driveway Allowed	2 Driveways Allowed¹
Arterial Streets	<200'	> 200'
Collector Streets	<125'	> 125'
Local Streets	<75'	> 75'
Residential Streets and Lanes	<50'	> 50'

More than 2 driveways will not be allowed for single family residential properties unless otherwise determined by the City of Kingsport Traffic Division.

All other uses Driveways Allowed – based on available street			
Street Classification	1 D	2 D	Additional Driveways¹
Arterial Streets	<200'	200' –	1 additional for every 400' over
Collector Streets	<200'	200' –	1 additional for every 200' over
Local Streets	<100'	100' –	1 additional for every 200' over
Residential Streets and Lanes	<100'	> 100'	No more than 2 Driveways Allowed

Only allowed based on need demonstrated in a traffic impact study or otherwise determined by the City of Kingsport Traffic Division.

For the purpose of this section, shopping centers, planned developments or developments where there is a series of attached buildings, and associated out-parcels, or developments that are served by a common parking area are considered as one lot.

For the purpose of calculating the number of driveway accesses allowed, where there are one-way traffic movements, one entrance and one exit are considered one driveway access.

Where a lot has more than one street providing access, the secondary street frontages are not automatically entitled to additional driveway accesses. However, if all of the other requirements in this policy can be met, additional driveway accesses could be allowed. Generally, the primary access to a lot will be required to be located on the roadway that has the lower classification or, if the same classification, the lower volume roadway.

A. Interconnection of On-Site Circulation Required:

In addition to the primary access, developments having off-street parking facilities shall provide on-site vehicular circulation allowing access to all portions of the site without using the adjacent street system, and shall interconnect on-site vehicular circulation with adjoining development or vacant property. Additionally, pedestrian access shall interconnect with adjoining development or vacant property.

B. Joint Access

The City will facilitate use of joint-access driveways serving two or more adjoining parcels. Where joint-access driveways are feasible the Traffic Engineering Division may require:

- A. Owners of parcels using the joint-access driveway to share the cost of construction or reconstruction of the driveway;
- B. Owners of parcels using the joint-access driveway to share the cost of traffic signals at the driveway; and,
- C. Locate or relocate the joint-access driveway to conveniently serve all parcels using it.
- D. Signed documentation for both properties involved.

4-3.6 Prohibited Locations of Access

A. Residential Access Prohibited Near Intersections: No residential driveway approach, including curb transitions, shall be permitted within 25 feet of the edge of a cross street or within 5 feet of the point of curb radius at the cross street, whichever is greater on residential/local roadways, 50 feet of the cross street on collector roadways and 100 feet of the cross street for arterial roadways.

B. Commercial Access and Private Roadways Prohibited Near Intersections:

No commercial driveway or private roadway approach including the curb transitions shall be permitted within 75 feet of the edge of a cross street or within 10 feet of the point of curb radius at the cross street, whichever is greater, 100 feet for collector roadways and 150 feet for arterial roadways.

C. Locations with Insufficient Sight Distance Prohibited: Driveways shall not be permitted at locations hidden from the user of the public street,

1. Where possible, access will not be located where intersection sight distance cannot be provided as specified in the American Association of State Highway and Transportation Officials', A Policy on Geometric Design of Highways and Streets, latest version (The Green Book).

2. Access will only be granted if the recommended sight distance outlined in the above mentioned design book are met based on current roadway speed limit. The sight distance will be measured from a point offset 14.5 feet from the cross traffic and at an eye height of 3.5 feet, while sighting a target height of 3.5 feet.

D. Locations Requiring Backing Into the Street Prohibited: With the exception of one and two family dwellings, access will not be permitted in locations that would require or encourage vehicles to exit a driveway or parking lot by backing into the public right-of-way or roadway.

E. Locations Conflicting with Public Facilities or Utilities Prohibited:

No driveway approach shall be permitted to encompass any city or other public utility within a minimum of 5 feet. The applicant may be authorized to relocate any such utility upon application to the subject utility provider and upon making suitable arrangements for financial reimbursements to such provider.

F. Locations Adjacent to Property Lines:

1. Single and Two Family Residential Driveway: No single or two family driveway approach, excluding curb transitions and radii, shall be located within 5 feet of a property line.

2. Multifamily and Commercial Driveway:

No multifamily or commercial driveway, excluding curb transitions and radii, shall be located within 15 feet of a property line.

4-3.7 Access Width

A. Single and Two family Residential Access:

The minimum width for residential driveways shall be 10 feet for single driveways with a maximum of 24 feet (30 feet maximum for shared, joint use driveways) not including the curb transitions and radii.

B. Multi-family and Commercial Access:

The minimum width for commercial driveways shall be 24 feet and a maximum of 40 feet not including curb transitions or curb radii.

C. Industrial Access:

The minimum width for Industrial driveways shall be 24 feet and a maximum of 50 feet not including curb transitions or curb radii.

D. Radius of Driveway Access:

The radius of a non-residential driveway access shall be no less than 15 feet and no more than 50 feet. The radius of a residential driveway shall be a minimum of 5 feet.

E. One Way Access:

The minimum for one way access shall be 12 feet and a maximum of 16 feet. Access shall be signed per MUTCD for the one way access.

4-3.8 Access Spacing

When measuring distances to or between driveways, distance shall be measured from the edge-of-throat to edge-of-throat.

A. Driveways on individual lots providing access to residential streets shall be spaced a minimum of 25 feet apart,

B. Driveways providing access to non-residential local and collector streets shall be spaced a minimum of 50 feet apart,

C. Driveways providing access to minor arterial collector streets shall be spaced a minimum of 125 feet apart,

D. Driveways providing access to principal arterial streets shall be spaced a minimum of 300 feet apart.

However, the Traffic Engineering Division may approve a design that will result in different spacing when all of the following factors are present:

1. The parcel does not have adequate frontage on the street to provide the spacing shown above.
3. For multifamily and commercial applications, after good faith attempts, the owner of the parcel is unable to secure joint access through an adjoining parcel, the parcel to be served cannot be served from another street, and
4. The resultant driveway provides maximum spacing from adjacent driveways giving access to the street, and proper corner clearance is provided. For the following street classifications, the following requirements specify the minimum allowed distances between driveways for Multi-family and commercial access:

Street Classification	Distance between Driveways
Arterial Streets	300 feet
Collector Streets	200 feet
Local Streets	150 feet
Residential Streets and Lanes	50 feet

The City may require joint permanent access easements to minimize the number of driveways along a roadway. Joint permanent access easements shall maintain access control for a minimum length of 40 feet perpendicular from the right-of-way or as determined by a traffic impact study. Single Family Residential properties are exempt from the above local street requirement for the distance between driveways.

4-3.9 Access Alignment and Minimum Length

Horizontal approach angles between the centerline of the driveway and the centerline of the public street shall no more than 30 degrees off perpendicular for one way or two way operation. Access to developments on opposite sides of a collector or arterial, where turning movements are not controlled by a center median or access island, shall either be aligned or offset by at least 125 feet on residential, local roadways or lanes, 200 feet for collector roadways and at least 300 feet on arterials. Greater offsets may be required if left-turn storage lanes are required.

All driveways must extend to the back of the Right of Way or 20 feet into the property from the line of the abutting street before the edge of the driveway may be intersected by a parking space, aisle or drive.

4-3.10 Access Restrictions

Along non-residential, collector and arterial streets, or where necessary for the safe and efficient movement of traffic, the City will require access points that limit turning movements, as follows:

A. Access Islands:

Where restricted turning movements are required by the City, and where the abutting street does not have a median, an access island will be required. Islands shall have a minimum area of 150 square feet, be bounded by vertical curb.

B. Access Island Lanes:

Access island lanes shall be at least 12 feet wide, have a radius of at least 20 feet, and be designed to accommodate the largest vehicle using the access on a daily basis. The island shall provide congruent curb ramps or cut through for sidewalks. The minimum width of the island along the abutting roadway frontage shall be 30 feet for right-in, and right-out-only islands, and 15 feet for islands allowing right-in, right-out and left-turn movements.

C. Access With Median Dividers:

Median dividers may be permitted where a median design can improve traffic circulation, safety or overall site access. Where permitted, medians shall be at least 4 feet wide and extend at least 25 feet beyond the right-of-way.

4-3.11 Traffic Control

All accesses shall be designed and constructed with appropriate traffic control and signage conforming to the MUTCD, and these standards.

4-3.12 One-Way Access Lanes

One-way access lanes may be permitted where restricted access is limited to one turning movement, or where the one-way access improves traffic circulation and safety. One-way access lanes shall be at least 12 feet wide, have a radius of at least 20 feet, and be designed to accommodate the largest vehicle using the access on a daily basis.

4-3.13 Speed Change Lanes

Speed change lanes may be required on collectors and arterials to lessen the proposed access's impact on the public street level of service.

A. Acceleration Lane:

Acceleration lanes may be required when it is critical not to interrupt the traffic speed on the public street, or if an access is located near an adjacent deceleration lane for a separate access and joining the two lanes will provide a safe speed change area for both access locations.

B. Deceleration Lane:

A Deceleration lane may be required in conjunction with new or improved accesses on all collector and arterial streets.

The minimum width of a deceleration lane shall be 11 feet, and the minimum storage lane length shall be 75 feet.

The taper shall be a minimum of 75 feet long for collectors or arterials with posted speeds that are less than or equal to 45 mph.

When posted speed exceeds 45 mph, the taper shall be designed in accordance with the taper length equation given in the MUTCD, Part 6, Traffic Controls for Street and Highway Construction, Maintenance, Utility and Emergency Operations. Small dimensional deviations may be allowed for the deceleration lane when:

1. property limitations are preexisting and not the creation of the applicant,
2. if interference occurs with access locations for existing development not owned by the applicant and combination of access is impractical, or
3. if major drainage or utility structures would block deceleration lane construction.

C. Additional Lanes:

For collector, and arterial streets, additional through lanes and turn lanes may be required at the expense of the applicant / developer:

1. if the lanes are found to be needed by the Traffic Impact Study, or
2. when a development is not required to do a full traffic impact study as outlined in Section 4-1 and 4-2 of these standards, and the City requires a scaled-down study, the addition of lanes shall be required if existing or 20 year projected traffic volumes are in excess of 3,000 ADT and turning movements are projected to exceed 5% of the through traffic ADT at full build-out.

D. Vehicle Storage:

Adequate driveway storage capacity for both inbound and outbound vehicles to facilitate safe, unobstructed, and efficient traffic circulation and movements from the adjacent roadway and within the development shall be provided, except for single-family or duplex residential driveways on local streets. Adequate driveway length will be subject to approval by the Traffic Engineering Division and shall extend at least 20 feet beyond the right-of-way before accessing the first off-street parking space or parking lot aisle.

4-3.14 Construction Details

The construction details for access through curb and sidewalk, and for cases where no curb exists, are shown in the Construction specifications.

4-4 Traffic Control Devices

4-4.1 Traffic Signs and Pavement Markings

The applicant for construction approval shall be responsible for the installation of all traffic control devices and markings prior to the opening of roadways, bike paths, etc.

A. Signing and Striping Plan:

A complete signing and striping plan shall be submitted as part of project or development construction plans, to be approved by the Traffic Engineering Division prior to installation. The plan shall specify the various types and combinations of approved signs, pavement markings, and barricades required for each project or development.

B. Conformance with MUTCD:

All signs, sign materials, and barricade warning lights shall conform to the standards set forth in the Manual on Uniform Traffic Control Devices, (current edition), and these Standards.

C. Materials:

The quality and type of material used in traffic signs, all vandal-proof sign hardware, and all metal u-channel sign posts shall be in conformance with these Standards.

4-4.2 Traffic Signals

The applicant for construction approval shall be responsible for the installation of all traffic signal devices and related equipment prior to the opening of roadways.

A. Traffic Signal Plan:

A complete traffic signal plan shall be submitted as part of project or development construction plans, to be approved by the Traffic Engineering Division prior to installation. The plan shall specify the various types of equipment involved in a traffic signal installation, and it shall show the location of the traffic signal poles and traffic signal heads in relation to the intersection layout. The plan shall indicate the location of sensor loops and other detection and preemption equipment. The design shall meet the minimum requirements established by the MUTCD, TDOT, and the City of Kingsport Traffic Engineering Division

B. Conformance with MUTCD:

All traffic signal layouts and equipment shall conform to the standards set forth in the Manual on Uniform Traffic Control Devices (current edition) TDOT specifications and any other specifications set forth by the Traffic Engineering Division and these Standards.

C. Materials:

The quality of material used in traffic signals, type and quality of all controller equipment, traffic signal poles, traffic signal heads, electric wiring and conduit, and all related items shall meet the minimum specifications of TDOT and the Traffic Engineering Division.

4-5 Street Lighting

4-5.1 Subdivisions

The City of Kingsport will be responsible for lighting all roadways for subdivisions that utilize overhead power; this will include wooden poles and cobra head fixtures.

The property owner/developer will be responsible for all upfront costs for underground decorative street lights in their development.

The City of Kingsport will coordinate with developer and appropriate power provider for the development design. Each power provider has different costs associated with underground lighting.

4-6 Construction Zone Traffic Control

4-6.1 Plan Required

Any construction activity which will impact the traveling public of Kingsport shall prepare a traffic control plan for the warning and detouring of traffic within the construction zone. The plan shall be included in the construction plans, and must receive approval from the Traffic Engineering Division prior to commencement of any construction activity.

4-6.2 Conformance with MUTCD

The plan shall meet the minimum standards established in the MUTCD, TDOT and City of Kingsport specifications.

4-6.3 Responsibility for Design

The owner's Engineer shall be responsible for the design of the Construction Zone Traffic Plan.

The Engineer shall be trained in the design of construction zone traffic plans and shall certify the plan by placing and validating his seal on the Construction Zone Traffic Control Plan. The Traffic Engineering Division shall review the plan for compliance with minimum standards.

5. Excavation and Pipe Trenches

5-1 Side Slopes, Embankments, and Utility Trenching

The maximum cut and fill slope permitted shall be 50% or two horizontal units to one vertical unit (2:1). Any terrain with a slope greater than 2:1 shall be designed by a professional engineer and approved by the City Engineer. The City Engineer withholds the right to require a geotechnical report for any slope that could endanger the welfare of the general public.

Fill embankments shall be formed of suitable material placed in successive layers not to exceed more than 8 inches in depth for the full width of the roadway cross-section, and 12 inches in the slope and embankment area. No stumps, trees, brush, rubbish or other unsuitable materials or substances shall be placed in the embankment. Each successive layer shall be thoroughly compacted by a sheepsfoot tamping roller, 10-ton minimum power roller, pneumatic-tired roller, or other standard method approved by the City Engineer.

Spreading and compacting of material shall be performed in accordance with the pertinent section of the Tennessee Division of Transportation Standard Specifications for Road and Bridge Construction, of latest issue.

The Contractor shall be responsible for having a registered Geotechnical Engineer provide appropriate compaction testing of the excavation. Compaction testing shall be taken at a frequency determined by the Geotechnical Engineer, but the City Engineer reserves the right to require tests to be taken in questionable areas. The Geotechnical Engineer shall provide the City with compaction testing results and certify that all excavations were constructed per TDOT and City of Kingsport requirements. The Geotechnical Engineer shall be a licensed engineer and place his seal and signature on the certification. The certification shall be received by the City Engineer prior to construction of any pavement sections, curbs, gutters or other structures on the excavations.

5-2 Excavation Near Utilities

Contractor shall not fill over existing utilities (water, wastewater, or stormwater) unless approved in writing by the City Engineer. The contractor shall not excavate near or uncover existing utilities without prior approval by the City Engineer and review by the appropriate utility.

6. Water Distribution

6-1 General

All proposed and authorized new extensions or modifications

to the Water Distribution System shall conform to these Water System Design Standards and City Standard Operating Procedures and be constructed in accordance with TDEC and the City of Kingsport Construction Specifications.

Under no circumstances shall a contractor operate any parts of the Water Distribution System without approval from the Water/Wastewater Division. This includes all valves, hydrants, pumps, etc. Such operation

will result in the dismissal of the contractor from the project.

6-2 Engineering Plans and Approval

All new extensions or modifications to the Water Distribution System, shall be provided on engineering plans conforming to these standards, sealed by a Registered Professional Engineer, and approved by the Engineering Division or TDEC. Hydraulic calculations shall accompany the plans.

Design shall further conform to all other applicable federal, state, and local laws and regulations, and all required permits shall be obtained prior to construction.

Engineering plans shall clearly show and label the proposed water line extension, all fittings and appurtenances, and service lines and water meter locations to be installed; existing and/or proposed roads and road right-of-way; water line easements; lot lines; lot numbers; proposed location of all new underground utilities within the same right-of-way as the proposed water system improvements; topographic information or profile view to include proposed final depth of bury of water mains and facilities; north arrow; location map; applicable and current City of Kingsport construction details; and any other information necessary for the appropriate and accurate construction of the proposed water system extension or modification.

6-3 Right-of-Way and Access

All water distribution system extensions or modifications (including meters) to be owned and maintained by the City of Kingsport shall be within a publicly-owned and maintained street right-of-way or easement with sufficient access from public right-of-way. Whenever practical, water mains shall be located outside of paved or otherwise improved surfaces and shall maintain a horizontal separation of at least 3 feet from other utilities with the exception of sewer which shall have a horizontal separation of 10 feet. The right-of-way and/or easement shall be dedicated to the City of Kingsport.

6-4 Pre-Construction Meeting and Notice to Proceed

No construction of extensions or modifications shall begin before plans are approved for construction and Authorization to Construct Permit is granted by the Engineering Division through a Pre-Construction Meeting coordinated by the Engineering Division. Any construction done prior to this Notice may be summarily rejected or refused without further investigation. In addition, beginning construction without authorization violates State regulations and subjects the offender to State enforcement actions.

6-5 Contractor License Requirement

All contractors and subcontractors performing any construction on water distribution system extensions or modifications, except Personnel of the Water Division, shall be licensed Utility Contractors by the State of Tennessee. The developer shall provide the Engineering Division with the names and license number of each contractor or subcontractor before each begins construction on the water system.

6-6 Accessibility During Construction

The construction site shall be accessible at all times from the Notice to Proceed for inspection of progress by the Engineering or Water/Wastewater Division. Failure to provide accessibility may result in rejection of the work.

6-7 Connections to Existing Water System

6-7.1 Refer to City of Kingsport Construction Specifications for appropriate detail drawings for use in plans. Temporary backflow devices shall be required on all taps to existing water lines.

6-7.2 All connections to or modifications of existing water mains shall be performed using the current Standard Operating Procedures of the Water/Wastewater Division. These procedures will be made available upon request.

6-7.3 The Contractor shall provide a minimum of 72 hours advance notice to the Water/Wastewater Division for water interruption for a tie-in, and the Contractor is strongly encouraged to provide additional notice when possible. All requests, except emergency repairs, of less than 72 hours will be denied.

6-7.4 All new service connections installed on water main extensions shall be tapped on the new water main before the water main is hydrostatically tested and disinfected, and the service connections shall be disinfected to the meter cut-off valve as the water main is being disinfected. If a contractor taps a water main for any purpose in violation of these standards after the

disinfection test but before the Letter of Acceptance, the disinfection test shall become invalid and will be required to be repeated.

6-8 Water Mains

6-8.1 Size

The size of water mains shall be justified by hydraulic analysis. The standard size water main shall be 8 inches in diameter, except smaller water mains may be established under the following conditions:

A. A water main may be 6 inches in diameter within local areas of distribution where the extent of present and future service demand can be fully defined and adequate residual water pressure can be maintained throughout as required by the TDEC and the Water/Wastewater Division. Predicted residual pressure shall be confirmed through engineering hydraulic calculations, for both peak domestic flow conditions and a maximum fire flow condition during average day demand. Such calculations shall use $C=130$ and shall be approved by the City of Kingsport. However, in no case may a 6-inch main extend beyond the last connection with another water main greater than 2,000 feet, except as follows: an exception may be granted by the City Engineer when the following are all true:

1. The existing main at the point of connection is 6 inches
2. The proposed extension as a 6 inch main will provide adequate volume and pressure over its entire distance, including peak demands and fire protection;
3. The most recently adopted Master Plan does not specify otherwise for this location; and
4. There is no practical means to connect the extension to another existing main (6 inches or larger) anywhere along its route (when the proposed main passes within 400 feet of an existing main 6 inches or larger and a connecting water main can be placed across this separation in accordance with these standards, connection is considered practical).

B. A water main may be 2 inches in diameter in a cul-de-sac beyond the last fire hydrant, not to exceed 3000 feet in length, provided adequate residual water pressure can be maintained at peak flow as required by the TDEC, and provided no future extension of the water main beyond the cul-de-sac will be permitted and no fire hydrants are required. A water main may also be 4 inches in diameter in areas where all abutting land is developed as single family residential, connected at both ends to a larger water main, requires no fire hydrant or fire suppression service within this length of proposed 4 inch pipe, and satisfies peak demand and residual pressure requirements.

6-8.2 Design

All water mains 6 inch or larger shall be constructed of ductile iron pipe and fittings as specified by AWWA C150 and C151 for laying condition Type 2 and as required by the Construction Specifications. All fittings, bends, tees, and crosses, and all straight pipe joints within encasement pipe shall be adequately restrained. All ductile iron pipe up to 12 inch shall be pressure class 350. Ductile iron pipe 16 inch and larger shall be pressure class 250.

All water mains below 6 inch in diameter shall be constructed of SDR-17 PVC pipe as specified by AWWA C900 and required by the Construction Specifications, unless working pressures require a higher pressure rating pipe. Pipe shall be installed according to AWWA C605 and Construction Specifications

All water main pipe and fittings shall be rated for a working pressure at least 1.5 times the highest design static pressure in the location where the pipe is being provided.

All water mains shall be specified to be installed with a minimum of 36 inches of ground cover, but not greater than 4 feet of ground cover except where prohibitive conflicts of limited distance require deeper construction. Ground cover shall be measured as the distance from the top of the pipe to final grade. When grading is to be altered during construction, the proposed final grade shall be shown on the plans for water system construction. Sections of water main to have greater than 4 feet of cover or less than 30 inches shall be profiled on the plans to show required elevation and show conflict being avoided, for the approval of the Engineering Division.

6-8.3 Location and Service Connections

Meter boxes shall be set near the property line (on public ROW) in front of the property being served. Each meter shall have its own service line.

When the required service line size for multiple-family, commercial, or industrial property may be accurately defined, such service lines and meter boxes/vaults shall be included with construction of water mains. All service lines, meter boxes, and meter vaults to be constructed as part of the water main extension shall be shown to scale on the approved plans for construction.

6-9 Fire Hydrants and Blow-Offs

6-9.1 Location and Spacing of Fire Hydrants

Fire hydrants shall be supplied by not less than a 6-inch diameter main. A gate valve shall be provided on each branch line to a fire hydrant assembly and shall be located within 18 inches of

the hydrant branch tee. The minimum fire flow for fire hydrants shall be determined by the needed fire flows for the property being served. Where building sizes have not been determined, the minimum base fire flow shall be 1,000 gpm for single family dwellings and 1,500 gpm for other uses, unless otherwise determined by the Fire Official.

Fire hydrants shall be within 600 feet of structures, when possible. When structures are located over 600 feet from the ROW, a private fire system may be required as determined by the Fire Official. Where the building sizes have not been determined the minimum locations shall be as follows:

A. In areas consisting exclusively of one- and two-family residential homes, the maximum distance between hydrants, measured along street centerlines, shall be 1,200 feet, except as noted otherwise below. In cul-de-sacs serving one- and two-family residential homes exclusively, the last hydrant shall be within 600 feet of the end of the cul-de-sac as measured along the street centerline.

B. In all other districts, including multiple-family residential, the maximum distance between hydrants, measured along the street centerlines, shall be 1,200 feet. In cul-de-sacs, the last hydrant shall be within 600 feet of the end of the cul-de-sac as measured along the street centerline, unless otherwise determined by the Fire Official.

C. Fire hydrants shall be located at street intersections when possible; however, additional fire hydrants may be located between intersections when necessary to meet spacing requirements. Hydrants between intersections shall be located adjacent to boundaries between adjoining properties in subdivided areas.

D. Fire hydrants may be placed in a staggered arrangement on both sides of any street classified as a major thoroughfare with the spacing specified above, when approved by the Fire Official.

When new buildings are constructed or existing buildings are expanded, required fire hydrant locations shall be determined by the latest International Fire Code. The Owner/Developer of the extension or modification to the Water Distribution System shall demonstrate by actual tests that the system will supply the required fire flow. These tests may be required to be witnessed by the Fire Official.

6-9.2 Location of Blow-offs

Blow-offs shall be installed at the end of all dead-end water lines at points to allow for natural drainage. Fire hydrants may serve as a blow-off on lines 6 inches to 12 inches in diameter. Blow-offs on transmission mains larger than 12 inches shall be sized to provide a flushing velocity in the transmission main up to 5 feet per second. Blowoffs shall not be located where there is a possibility of flooding private property.

6-10 Valves

6-10.1 Location

Valves shall be installed within 18 inches of branch fittings (either tee or cross) at the intersection of two water mains, or a water main and either a hydrant or blow-off branch line. Maximum separation between valves along a water main shall be 1,000 feet.

The number of valves at a branch fitting shall be determined as follows:

A. At a cross fitting with only one direction supplying from the water source, a minimum of three valves shall be installed, one on each of the "dead-end" directions.

B. At a cross fitting with three directions supplying from the water source, a minimum of three valves shall be installed, one in each supply direction.

C. At a cross fitting with two directions supplying from the water source, four valves shall be installed, one in each direction.

D. At a cross fitting with all four directions supplying from the water source, three valves shall be installed in the directions with smaller diameter mains (if the main size is the same in all directions, designer choice).

E. At a tee fitting with only one direction supplying from the water source, a minimum of two valves shall be installed, one on each of the "dead-end" directions.

F. At a tee fitting with two directions supplying from the water source, a minimum of two valves shall be installed, one in each supply direction, except at a hydrant tee one valve shall be on the hydrant branch and the second on either side of the tee.

When there already exists a valve within 200 feet of a tee or cross intersection in one or more directions and the requirements above would specify a new valve in that direction, the existing valve is deemed to be sufficient and an additional valve in that direction is not required.

6-11 Water Service Lines & Meters

6-11.1 Size and Location

Individual water services shall be provided from the main to each water meter for single family residences. No individual water meter may serve more than one property.

On property where two or more meters are provided to serve more than one building or unit on the same property, each meter shall be located directly in front of the unit or building served, or the meter boxes shall be clearly labeled to describe the address of the unit or building served. If labeling is used, a permanent nameplate with engraving of address shall be permanently secured to the interior wall of each meter box within 3 inches of the top of the box, of non-corrosive materials. The developer or builder is also responsible for insuring that plans for construction define which meter goes with which unit or building, and that the plumber hired to connect the plumbing to the building or units connects the plumbing to comply with the schedule shown on the plans and labeled on the meter boxes.

All service connections shall be made perpendicular from the main line and shall run straight to the meter which shall be located at the edge of the serviced lot's right-of-way or easement. All new water meter boxes or vaults shall be located outside the street, sidewalk, or parking areas in residential areas. In non-residential areas, meter location shall be considered on a case-by-case basis, but generally as close to the main as possible.

Service taps on new water lines shall be made by the Contractor when required by these Standards. Taps made by the Contractor may be made by wet tap or dry tap. Wet taps shall be made after the new water system is pressurized, but before the new water main is hydrostatically tested, disinfected, and connected to the active water system.

The size and type of water meter shall be determined under consultation with the Water/Wastewater Division based on type of facility receiving service, projected peak water demand, and expected fluctuation in water demand, and shall be selected to insure high standards for accuracy for all service conditions. The size shall be the smallest which is designed for a normal test flow rate covering both the minimum and maximum flow rate expected by the customer. AWWA Manual M22 shall be used as a reference for sizing of water meters.

6-12 Relation of Water Mains to Other Utilities

6-12.1 Sanitary and Storm Sewers

Normal Conditions – Water mains shall be laid at least 10 feet horizontally from any sanitary sewer, storm sewer, or sewer manhole, whenever possible; the distance shall be measured edge-to-edge.

Unusual Conditions – When local conditions prevent a horizontal separation of 10 feet, a water main may be laid closer to a storm or sanitary sewer provided that:

- The bottom of water main is at least 18 inches above the top of the sewer.
- Where this vertical separation cannot be obtained, the sewer shall be constructed of materials and with joints that are equivalent to water main standards of construction and shall be pressure tested to assure water tightness prior to backfilling.

6-12.2 Crossing of Sanitary and Storm Sewers

Normal conditions – Water mains crossing house sewers, storm sewers, or sanitary sewers shall be laid to provide a separation of at least 18 inches between the bottom of the water main and the top of the sewer, wherever possible.

Unusual conditions – When local conditions prevent a vertical separation as described above, the following construction shall be used:

- Sewers passing over or under water mains shall be constructed of materials and with joints that are equivalent to water main standards of construction and shall be pressure tested to assure water tightness prior to backfilling.
- Water mains passing under sewers shall, in addition, be protected by providing:
- A vertical separation of at least 18 inches between the bottom of the sewer and the top of the water main;
- Adequate structural support for the sewers to prevent excessive deflection of joints and settling on and breaking the water mains;
- That the length of water pipe be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer;
- Both the sewer and the water main shall be constructed of water pipe and pressure tested.

Sewer manholes - No water pipe shall pass through or come into contact with any part of a sewer or sewer manhole.

6-12.3 Natural Gas Mains, Cables, and Other Utilities

Other utilities shall have a minimum horizontal clearance of 2 feet and vertical clearance of 4 inches, to permit proper maintenance of the water main.

6-13 Cross Connection

Backflow protection devices shall be installed and maintained by the customer. The determination of the requirement for a backflow protection assembly shall be made according to the City's current Cross Connection Control Plan. The plan will be supplied upon request.

6-14 Water Booster Pump Stations

6-14.1 Applicability

When required, a booster pump station, reservoir, and instrumentation controls shall be designed and constructed as part of an extension or modification of the Water Distribution System to maintain necessary available water volume and necessary but not excessive water system pressures to points of service.

Except as specifically approved otherwise in writing by the City Engineer, pumping units shall not cause drop in suction pressures greater than 20 psi between operating and stopped condition, and shall not cause service pressure at any meter in water distribution system under peak demand conditions to drop below 40 psi or increase above 120 psi under static (no demand) condition.

Pump design flow rate in gallons per minute, and reservoir storage volume in gallons, shall be stipulated in the Letter of Commitment. Guidelines used by the Water/Wastewater Division in developing these requirements include the following:

A. Satisfy peak demand projections with minimum 40 psi residual at all points in the Water Distribution System;

B. Satisfy projected average day demand coincident with fire flow demand with minimum 20 psi residual at all points in the Water Distribution System, with 25% of the reservoir volume conserved at the end of the fire demand period if the reservoir was full when the fire demand began;

C. Maximum residual static pressure at any point in the Water Distribution System not in excess of 120 psi with booster pump off

6-14.2 Intent

Because of the significant variability of pump station designs depending on location and site specific characteristics, these standards are intended to be general guidelines of the basic requirements and are not intended to be specific or detailed. The designer shall develop detailed specifications for construction as a part of the pump station design.

A separate and unique site plan for each pump station shall be developed based on the topographic and subsurface features of the specific site. For pump design, the design flow rate shall be as specified in the Letter of Commitment. Total dynamic head requirements shall be calculated by the engineer of record based on flow rate, pipe sizes, and specific reservoir elevation and characteristics through the development of a System Curve, and Pump Curve data provided by acceptable pump manufacturers.

6-14.3 Pump Design

The Engineer of record shall determine the pumping capacity and a total dynamic head of the pumping units based on the specific elevation requirements, storage availability, pipe head loss calculations, acceptable pressure range for all customer service connections, average demand with fire flow required, and peak demand.

6-14.4 Building or Enclosure

Pump station shall be designed for ground level entry to pumping units, internal piping and accessories, and electrical switchgear and controls, through a standard doorway. Access designed for confined space entry will not be acceptable. Building or enclosure shall be low maintenance, insulating walls with air conditioning and thermostat controlled unit to maintain maximum temperature of 80 degrees F when outdoor temperature reaches 100 degrees F. Heating unit shall maintain temperature of at least 60 degrees F when outdoor temperature reaches -10 degrees F. Space shall be adequate to meet all building and electrical codes and permit maintenance of individual equipment components without disassembly of other equipment or interruption of service. Minimum 50-year design life shall be used.

The building shall incorporate natural light by use of skylights. The building shall be interfaced with the water plant.

Overhead beam and crane shall be provided if weight of pump assembly exceeds 500 pounds. When not provided, adequate space shall be provided between pumping units to access portable A-frame with pulley to lift pump assemblies. Security fencing with minimum three barbed wire strands, dead bolt door locks, or equivalent access security shall be provided.

Factory built package units may be accepted provided they meet the requirements of these standards. The developer shall submit such requests to the Engineering Division for approval.

Exterior architectural features and landscaping may be designed to "fit into" the theme of surrounding properties, subject to these standards and approval by the Water/Wastewater Division.

7. Sanitary Sewer Collection System

7-1 General

All proposed connections and authorized new extensions or modifications to the existing Public Sewer Collection System shall conform to these Design Standards and be constructed in accordance with Tennessee Division of Environment and Conservation – “Design Criteria for Sewage Works” and the City of Kingsport Construction Specifications.

7-2 Engineering Plans and Approval

All new extensions or modifications to the Sewer Collection System shall be provided on engineering plans conforming to these standards, sealed by a Registered Professional Engineer, and approved by the City of Kingsport Engineering Division or TDEC. Hydraulic calculations shall accompany the plans.

Design shall further conform to all other applicable federal, state, and local laws and regulations, and all required permits shall be obtained prior to construction. Engineering plans shall clearly show and label the proposed sewer line extension, all fittings and appurtenances, and public sewer lateral locations to be installed; existing and/or proposed roads and road right-of-way; water line, sanitary sewer, and storm sewer easements; lot lines; lot numbers; proposed location of all new or existing underground utilities within the same right-of-way as the proposed system improvements; topographic information or profile view to include proposed final depth of bury; north arrow; location map; applicable and current City of Kingsport construction details; and any other information necessary for the appropriate and accurate construction of the proposed system extension or modification.

7-3 Right-of-Way and Access

All proposed extensions or modifications to the system that are to be owned and maintained by the City of Kingsport shall be within a publicly-owned and maintained dedicated street right-of-way or easement. Whenever practical, mains and appurtenances shall be located outside of paved or otherwise improved surfaces and shall maintain a horizontal separation of at least 3 feet from all utilities, with the exception of water which shall have a horizontal separation of 10 feet.

7-4 Pre-Construction Meeting and Notice to Proceed

No construction of extensions or modifications shall begin before plans are approved for construction and Authorization to Construct Permit is granted by the Engineering Division through a Pre-Construction Meeting coordinated by the Engineering Division. Any construction done prior to this Notice may be summarily rejected or refused without further investigation. In addition, beginning construction without authorization violates State regulations and subjects the offender to State enforcement actions.

7-5 Contractor License Requirement

All contractors and subcontractors performing any construction on sewer collection system extensions or modifications, except Personnel of the Kingsport Water/Wastewater Division, shall be licensed Utility Contractors by the State of Tennessee. The developer shall provide the Engineering Division with the names and license number of each contractor or subcontractor before each begins construction.

7-6 Accessibility During Construction

The construction site shall be accessible at all times from the Notice to Proceed for inspection of progress by the Engineering or Water/Wastewater Division. Failure to provide accessibility may result in rejection of the work.

7-7 Connections to Existing Sewer System

7-7.1 Refer to City of Kingsport Construction Specifications for appropriate detail drawings for use in plans.

7-7.2 All connections to the existing Sewer Collection System shall be made by or approved by the City of Kingsport Water/Wastewater Division. Connections include tapping of existing active sewer mains or existing manholes.

7-7.3 8 inch and larger Sewer Taps

The contractor shall perform all excavation and backfill, through trenching and shoring practices which at all times meet the requirements of City of Kingsport Construction Specifications and TOSHA, and shall provide all safety barricading, traffic control devices, required permits, and other protection of the excavation. The contractor shall expose the sewer infrastructure or main to be tapped, and clean all dirt and debris from the existing structures.

The contractor shall pay the appropriate fees for the Water/Wastewater Division to make the tap into the system or hire a City approved company to build the connection, meeting these standards and the Construction Specifications, and test the connection with compressed air to insure it is properly installed.

7-7.4 6 inch and smaller Sewer Taps

The City of Kingsport’s Water/Wastewater Division will furnish and install 6 inch and smaller sewer taps onto the Public Sewer System, after the appropriate fees are paid, and extend a 6

inch public sewer lateral to the nearest property line, and will terminate with a two-way cleanout for the Contractor/Developer to connect onto.

The Contractor shall provide a minimum of three weeks advance notice to the Water/Wastewater Division to request a tap, and the Contractor is strongly encouraged to provide additional notice when possible. All requests, except emergency repairs, of less than 72 hours will be denied.

8. Wastewater Pump Stations

8-1 General

8-1.1 Location and Flood Protection

Wastewater pump stations should be located as far as practicable from present or proposed built-up residential areas, and a paved access road shall be provided, with 6 inches of stone and 2 inches of binder, minimum. Noise control, odor control, and station architectural and landscaping design should be taken into consideration. Sites for stations shall be of sufficient size for future expansion or addition, if applicable. The station site for all above ground stations shall also be fenced and locked.

The station's operational components shall be located at an elevation that is not subject to the 100-year flood or shall otherwise be adequately protected against the 100-year flood damage. The top (floor) of the pump station shall be a minimum of 6 inches above the finished grade of the site around the station.

Where the wet well is at a depth greater than the water table elevation, special provisions shall be made to ensure water tight construction of the wet well. Any connections to the pump station shall be made at an elevation higher than the maximum water table elevation, where possible.

The site for the pump station shall be a minimum of 25 feet by 25 feet in size. Larger sites will be required dependent upon the size of the station. A chain link fence shall be provided around the site. The site shall be large enough to allow maintenance trucks to turn around on the site. The site shall be dedicated to the City as public property and the site shall have access to a public street.

For accessibility, a 25 foot right-of-way (connecting to a public street) shall be provided for all pump stations. The width of an access road shall be 12 feet minimum. Storm drainage ditches and culverts shall be provided. All graded areas along the access road shall be a maximum slope of 2:1 (horizontal:vertical). All graded areas shall be satisfactorily seeded and mulched. Vertical gradient for the access road shall not exceed 12%. Provisions shall include sufficient right-of-way for overhead power and telephone service. Site shall be graded to allow drainage and prevent ponding of storm water.

8-1.2 Pumping Rate and Number of Units

At least two pump units shall be provided, each capable of handling the maximum design flow (residential pump stations shall be simplex – one unit). Pump and system head curves shall be submitted to the City of Kingsport Engineering Division for review and approval.

Where three or more units are provided, they shall be designed to fit actual flow conditions and shall be of such capacity that, with any one unit out of service, the remaining units will have capacity to handle the maximum sewage flow. The number of pump units may be controlled by the reliability classification of the adjacent receiving waters.

When the station is expected to operate at a flow rate less than one half the average design flow for an extended period of time, the design shall address measures taken to prevent septicity from long holding times in the wet well.

For standardization purposes, the following pump stations shall be specified:

- A. For duplex submersible grinder pump stations – Hydromatic, Barnes, and/or Zoeller.
- B. For simplex, submersible residential grinder pump stations – Environment One (E-One).
- C. For duplex, submersible solids handling/non-clog pump stations – Flygt, and/or KSB.
- D. For duplex, suction lift/self priming pump stations – Gorman-Rupp.

Plan sheets showing the requirements for these standardized pump stations can be obtained from the City of Kingsport Engineering Division. These standard plan sheets shall be completed by a registered professional engineer. The completed plan sheets shall be reviewed and approved by the City of Kingsport Engineering Division prior to construction.

8-1.3 Pumping Units

8-1.3.1 Pump Openings

Solids handling/non-clog pumps and suction lift/self priming pumps shall be capable of passing solids of at least 3 inches in diameter.

8-1.3.2 Priming

Pumps shall be so placed that under normal operating conditions they will operate under a positive suction head (except for suction lift pumps).

8-1.3.3 Intake

Each pump shall have an individual intake. Wet well design should be such as to avoid turbulence near the intake.

8-1.3.4 Controls

Control float switches should be so located as not to be affected by the flows entering the wet well or by the suction of the pumps. Controls shall be able to activate additional pumps if water in the wet well continues to rise. Provisions should be made to automatically alternate the pumps in use. Pump stations with motors and/or controls below grade should be equipped with a secure external disconnect switch. If float switches are used, an "intrinsically safe" power source shall be considered.

Where a pump station requires and utilizes a controller device, the Multitrode Multismart controller shall be used.

8-1.4 Flow Measurement

Suitable devices for measuring sewage flow should be provided at pumping stations with flow capacity greater than 1.0 million gallons per day (mgd). Hour timers (totalizers) shall be installed on all pumps unless otherwise approved by the Division.

8-1.5 Alarm System

An alarm system shall be provided for all pumping stations. Consideration of telemetry alarm to 24-hour monitoring stations or telephone alarms to duty personnel shall be given when reliability classifications or property damage warrants it. When telemetry is not used, an audiovisual device should be installed at the station for external observation.

Alarms for high wet well and power failure shall be provided, as a minimum, for all pump stations. For larger stations, alarms signaling pump and other component failures or malfunctions should also be provided.

A backup power supply, such as a battery pack with an automatic switchover feature, shall be provided for the alarm system, such that a failure of the primary power source will not disable the alarm system. Test circuits should be provided to enable the alarm system to be tested and verified that it is in good working order.

8-1.6 Emergency Overflow Pumping

A separate valve vault with appropriate valving, piping, fittings, and connections shall be provided for all pump stations to hook up portable pumps.

8-2 Special Details

8-2.1 Materials

In the selection of materials, consideration should be given to the presence of hydrogen sulfide and other corrosive gases, greases, oils, and other constituents frequently present in sewage.

8-2.2 Electrical Equipment

Electrical systems and components (e.g., motors, lights, cables, conduits, switchboxes, control circuits) in enclosed or partially enclosed spaces where flammable mixtures occasionally may be present (including raw sewage wet wells) shall comply with the National Electrical Code requirements for Class I Division 1 locations.

Electrical equipment shall be enclosed in a weatherproof stainless steel enclosure.

8-2.3 Water Supply

There shall be no physical connection between any potable water supply and a wastewater pump station which under any conditions might cause contamination of the potable water supply.

A freeze proof yard hydrant with backflow preventer shall be installed at all wastewater pump station locations.

8-2.4 Lighting

Adequate lighting for the entire pump station shall be provided.

8-2.5 Pump and Motor Removal

Provisions shall be made to facilitate removing pumps, motors, and other equipment, without interruption of system service.

8-2.6 Access

Suitable and safe means of access should be provided to equipment requiring inspection or maintenance. Stairways and ladders shall satisfy all OSHA requirements.

8-2.7 Valves and Piping

Suitable shutoff valves shall be placed on suction and discharge lines of each pump for normal pump isolation. A check valve should be placed on each discharge line between the shutoff valve and the pump. Pump suction and discharge piping should not be less than 4 inches in diameter except where design of special equipment allows. The velocity in the suction line should not exceed 6 feet per second and, in the discharge piping, 8 feet per second. A separate shutoff valve is desirable on the common line leaving the pump station.

A separate valve vault shall be installed at each pump station location. All pipe within the wet well and valve vault shall be ductile iron or stainless steel. A quick connect/disconnect fitting shall be installed in all the valve vaults. See standard pump station plan sheet for details.

8-2.8 Ventilation

Ventilation should be provided for all pump stations during all periods when the station is manned. Where the pump is below ground, mechanical ventilation is required and should be arranged so as to independently ventilate the dry well. If screens or mechanical equipment, which might require periodic maintenance and inspection, are located in the wet well, then it should also be mechanically ventilated. There should be no interconnection between the wet well and the dry well ventilation systems. In pits over 15 feet deep, multiple inlets and outlets are desirable. Dampers should not be used on exhaust or fresh air ducts, and fine screens or other obstructions in air ducts should be avoided to prevent clogging. Switches for operation of ventilation equipment should be marked and conveniently located above grade and near the pump station entrance. Consideration should be given also to automatic controls where intermittent operation is used. The fan wheel should be fabricated from nonsparking material. In climates where excessive moisture or low temperature is a problem, consideration should be given to installation of automatic heating and/or dehumidifying equipment. Where heat buildup from pump motors may be a problem, consideration should be given to automatic ventilation to dissipate motor heat.

8-2.9 Emergency Power Supply

Provision of an emergency power supply for pumping stations may be made, and may be accomplished by connection of the station to at least two independent public utility sources, or by provision of in-place internal combustion engine equipment that will generate electrical or mechanical energy, or by provision of portable pumping equipment. Emergency power shall be provided for all stations which are 1 MGD or larger. Emergency power shall be provided that, alone or combined with storage, will prevent overflows from occurring during any power outage that is equal to the maximum outage in the immediate area during the past 10 years. If available data are less than 10 years, an evaluation of a similar area served by the power utility for 10 years would be appropriate.

8-3 Wet Wells and Valve Vaults

8-3.1 Materials

For grinder pump stations, wet wells and valve vaults shall be fiberglass. Integral wet wells and valve vaults are recommended.

For solids handling/non-clog and suction lift/self priming pump stations, wet wells and valve vaults shall be concrete. Wet well and valve vault shall be separate structures.

8-3.2 Wet Well Size

The effective capacity of the wet well should be evaluated based on pumping requirements and reliability classifications.

8-3.3 Floor Slope

The wet well floor should have a minimum slope of 1-to-1 in the hopper bottom. The horizontal area of the hopper bottom should be no greater than necessary for proper installation and function of the inlet.

8-3.4 Ventilation

Wet well shall be designed to allow ventilation. Vents shall be constructed of stainless steel.

8-4 Suction Lift/Self Priming Pump Stations

8-4.1 Priming

Conventional suction lift/self priming pumps should be of the self-priming type, as demonstrated by a reliable record of satisfactory operation. The maximum recommended lift for a suction lift pump station is 15 feet, using pumps of 200 gallons per minute (gpm) capacity or less.

8-4.2 Capacity

The capacity of suction lift/self priming pumps should be limited by the net positive suction head and specific speed requirements, as stated on the manufacturer's pump curve, for the most severe operating conditions.

8-4.3 Air Relief

8-4.3.1 Air Relief Lines

All suction lift/self priming pumps shall be provided with an air relief line on the pump discharge piping. This line should be located at the maximum elevation between the pump discharge flange and the discharge check valve to ensure the maximum bleed-off of entrapped air. Air relief piping shall be sized appropriately. A separate air relief line shall be provided for each pump discharge. The air relief line should terminate in the wet well or suitable sump and be open to the atmosphere.

8-4.3.2 Air Relief Valves

Air relief valves should be provided in air relief lines on pumps not discharging to gravity sewer collection systems. The air relief valve should be located as close as practical to the discharge side of the pump.

8-4.4 Pump Location

Suction lift/self priming pumps shall not be located within the wet well.

8-4.5 Access to Wet Well

Access to the wet well should not be through the dry well, and the dry well should have a gastight seal when mounted directly above the wet well.

8-5 Submersible Pumps

8-5.1 Pump Removal

Submersible pumps shall be readily removable and replaceable without dewatering the wet well or requiring personnel to enter the wet well. Continuity of operation of the other units shall be maintained.

A hoist and accessories for removing the pumps from the wet well should be provided.

8-5.2 Controls

The control panel shall be located outside the wet well and suitably protected from weather, humidity, and vandalism. Control panel shall be constructed of weather proof stainless steel.

8-5.3 Valves

All control valves on the discharge line for each pump should be placed in a convenient location outside the wet well in separate pits and be suitably protected from weather and vandalism. Outside valve covers should not be installed.

8-6 Operability and Reliability

8-6.1 Objective

The objective of reliability is to prevent the discharge of raw or partially treated sewage to any waters and to protect public health by preventing backup of sewage and subsequent discharge to basements, streets, and other public and private property.

8-6.2 Backup Units

A minimum of two pumps shall be provided in each station. Each pump shall be capable of delivering the maximum design flow.

8-7 Force Mains

8-7.1 Size

Minimum size force mains should be not less than 4 inches on diameter, except for grinder pumps. All force main inside the wet well and valve vault and within 5 feet of the wet well, and valve vault shall be stainless steel or ductile iron. Remainder shall be AWWA C900 or C905 piping with metallic tracing tape or wire.

8-7.2 Velocity

At pumping capacity, a minimum self-scouring velocity of 2 feet per second (fps) should be maintained. Velocity should not exceed 8 feet per second.

8-7.3 Air Relief/Vacuum Valve

An air relief/vacuum valve shall be placed at the necessary high points in the force main where the elevation differential is greater than 5 vertical feet to relieve air locking. Air relief valves shall be installed according to the City of Kingsport Engineering Division's detail.

8-7.4 Termination

The force main shall enter the receiving manhole with its centerline horizontal and with an invert elevation that will ensure a smooth flow transition to the gravity flow section; but in no case shall the force main enter the gravity sewer system at a point more than 1 foot above the flow line of the receiving manhole. The design should minimize turbulence at the point of discharge.

Consideration should be given to the use of inert materials or protective coatings for the receiving manhole to prevent deterioration as a result of hydrogen sulfide or other chemicals where such chemicals are present or suspected to be present because of industrial discharges or long force mains.

8-7.5 Pressure Tests

Before backfilling, all force mains shall be tested at a minimum pressure of at least 50 percent above the design operating pressure for at least 30 minutes. Leakage shall not exceed the amount given by the following formula:

$$L = \frac{ND(P)}{7,400} 0.5$$

$$7,400$$

Where L is allowable leakage in gallons per hour, N is the number of pipe joints (18 foot joints), D is the pipe diameter in inches, P is the test pressure in psi.

8-7.6 Restraint

Force mains shall be sufficiently anchored and restrained within the pump station and throughout the line length. The number of bends shall be as few as possible. Thrust blocks and restrained joints shall be provided where restraint is needed.

8-7.7 Friction Losses

A "C" factor shall be used that will take into consideration the conditions of the force main at its design usage. A pipe that is coated with grease after several years will not have the same "C" factor as it did when it was first placed into operation.

8-7.8 Water Hammer

The force main design shall investigate the potential for the existence of water hammer.

8-7.9 Flushing & Cleanouts

There shall be a means of cleaning the system, particularly to clear any settleable solids or grease accumulation.

Cleanouts and valves shall be provided at a maximum of 400 foot intervals.

8-7.10 Location

Force mains may be installed within the same ditch line as gravity sewer provided that the same spacing requirement regarding to water lines is maintained. Special care shall be provided to protect both the force main and the gravity sewer during construction and during the operation of the sanitary sewer system.

9. Storm Water Management, Erosion Prevention, and Sediment Control

9-1 Erosion Prevention and Sediment Control

Refer to the Tennessee Division of Environment and Conservation Erosion Prevention and Sediment Control Handbook of latest issue.

9-2 Storm Water Management

Refer to the City of Kingsport Stormwater Management Ordinance of latest issue.

10 Landscaping

10-1 Types of Landscaping

Landscaping may consist of, but is not limited to:

A. Lawn Installation:

Soil Preparation, Application of Soil Amendments, Seeding, Sodding, Mulching, Watering, Initial Maintenance, Replanting of Unsatisfactory or Damaged Turf.

B. Plant Material Installation:

Proper Selection, Backfilling and Bed Preparation, Handling of Plant Material, Planting, Weed Removal, Mulching, Initial Maintenance and Care

C. Lawn Maintenance:

Mowing, Watering, Fertilizing, Aeration, Topdressing, Insect and Disease Control

D. Shrub, Groundcover, and Tree Maintenance: Pruning, Watering, Fertilizing, Mulching, Insect and Disease Control

E. Excavation, Backfilling or other preparations of an area where future landscaping may be installed.

10-2 Standards

10-2.1 Documents

The design and execution of work shall comply with the provisions of the latest editions of the following specifications, standards, ordinances, and zoning requirements except as otherwise shown or specified herein.

A. AMERICAN STANDARD FOR NURSERY STOCK, (Latest Edition Available)

B. AMERICAN NATIONAL STANDARDS FOR ARBORICULTURAL AND TREE CARE OPERATIONS (Latest Editions Available)

C. ORDINANCE NO. 5171, ALSO KNOWN AS THE CITY OF KINGSPORT'S TREE ORDINANCE

D. ORDINANCE NO. 3191, ALSO KNOWN AS THE CITY OF KINGSPORT'S LANDSCAPING ORDINANCE

E. SECTION 114 OF THE CITY OF KINGSPORT'S CODE OF ORDINANCES

10-2.2 Topsoil

Topsoil shall be natural, fertile, friable sandy loam soil, typical of the locality and obtained from well-drained areas. It shall be without admixture of subsoil or slag and shall be free of stones, lumps, sticks, plants or their roots, toxic substance or other extraneous matter that would be harmful to plant growth or would interfere with future maintenance. Topsoil pH range shall be 5.5 to 6.5.

10-2.3 Soil Conditioners and Amendments

A. Agricultural limestone shall contain not less than 95 percent calcium carbonate equivalent and shall be ground to such fineness that at least 98 percent will pass a 20-mesh sieve and at least 50 percent will pass a 100-mesh sieve.

- B. Aluminum sulfate shall be horticultural grade.
- C. Peat shall be a natural product of sphagnum moss peat (peat moss), derived from a freshwater site conforming to ASTM D2607 except as otherwise specified. Peat shall be measured in a dry condition, containing not more than 35% moisture by weight.
- D. Sand shall be clean and free of toxic materials.
- E. Vermiculite shall be horticultural grade and free of any toxic materials.
- F. Gypsum shall be 90 percent pure, free of any toxic materials, and at least 95 percent by weight shall pass a 4-mesh sieve.
- G. Other amendments as recommended shall be approved by the Landscape Specialist upon requested use.

10-2.4 Seed

Seed shall be the best blend of certified lawn grass and/or ground cover. Seed must be common to the site location and comply with established tolerances for germination and purity in accordance with the U. S. Division of Agriculture Rules and Regulations under the latest edition of the Federal Seed Act. Seed mixture and seeding rate shall be specified on the drawings.

10-2.5 Fertilizer

All fertilizers shall be complete formula fertilizers and shall conform to the applicable State and Federal Laws. All fertilizers shall be uniform in composition, free-flowing and suitable for application with approved equipment. Fertilizers shall be fully labeled and shall bear the name, trade name, trademark, and warranty of the producer.

10-2.6 Planting Mixture

Planting mixtures shall consist of a uniform mixture of three parts topsoil and one part peat moss. The mixture must be thoroughly ground up and mixed so that there is no visible segregation of material.

10-2.7 Pesticides

- A. All pesticides must comply with all applicable State and Federal Laws and be registered with the U. S. Environmental Protection Agency.
- B. Pesticides may only be applied by a Tennessee Division of Agricultural Licensed Company.

10-2.8 Water

Water shall not contain elements toxic to plant life and shall be obtained from a locally approved water source.

10-2.9 Mulches

A. Mulches for plant stock shall be Shredded Pine Bark Mulch. It shall be of a relative uniform particle size with a median size of one and one-half inches (1-1/2") and shall be free of sticks, stones, leaves and any other debris.

B. Mulches for lawn areas:

1. Seeded areas 3:1 slope or less shall be clean, dry, weed-free straw suitable for placing with mulch blower equipment or by hand.
2. Seeded areas over 3:1 slope shall be:
 - a) A clean, dry and weed-free straw matting with binding material of a readily decomposing nature.
 - b) A wood cellulose fiber for use with hydraulic application of grass and seed and fertilizer. The wood cellulose shall consist of commercially prepared natural wood cellulose fiber or wood pulp processed to contain no growth or germination-inhibiting factors. The wood cellulose fiber shall be manufactured so that the fibers disperse readily and uniformly as homogeneous slurry.

10-2.10 Plant Stock

- A. Plant Material shall be first quality stock and shall conform to the code of standards set forth in the current edition of the American Standards for Nursery Stock sponsored by the American Association for Nurserymen, Inc.
- B. Species and variety as specified shall be certified true to their genus, species and variety.
- C. Planting stock shall be well branched and well formed, sound, vigorous, healthy, free from disease, sun-scale, windburn, abrasion, and harmful insects or insect eggs, and shall have healthy, normal unbroken root systems. Deciduous trees and shrubs shall be symmetrically developed or uniform habit of growth, with straight trunks or stems.
- D. All plant material measurements shall be in strict accordance with the latest edition of the American Standard for Nursery Stock. Please refer to the "Landscape and Land Use Approved Plant List for acceptable types and minimum sizes. Any plant not on this list must be approved before use by the City's Landscape Specialist.
- E. Tree caliper measurements shall be taken at a point on the trunk, six inches (6") above natural ground for trees.

10-3 Execution of Work

10-3.1 Underground Obstructions

The location of underground obstructions or utilities shall be the responsibility and at the expense of the installer. Care shall be taken when excavating plant pits and placing stakes and anchors in the proximity of such obstructions to avoid damaging them or any work done by others.

10-3.2. Protection of Existing Vegetation

A. If lawns have been established prior to planting operations; the surrounding turf shall be covered in a manner that will protect turf areas before excavations begin.

B. During excavation, conflicts with existing plant roots and branches should be avoided. However if pruning is required, a proper cut shall be performed smoothly and neatly without splitting or crushing. Do not use tree paint or wound dressing.

10-3.3. Installation of Topsoil

A. Prior to topsoil placement, areas to receive topsoil shall be cleared of all debris.

B. A minimum of six inches (6") of topsoil shall be placed over all areas to be established in turf, shrubs or groundcover, except planter islands as specified below. The topsoil layer shall bring all landscape areas to finish grade.

C. A minimum of twenty-four inches (24") of topsoil shall be placed in any areas where plants and trees are to be installed or plan to be installed at a future date. (This is also referred to as a planter island). Depending on the design this may require the removal of the sub-grade or existing material.

D. Planter islands shall be bermed to a high point of six inches (6") above the adjacent curb or lawn area (or higher if necessary) to ensure positive drainage (a minimum of 5% slope).

E. Fertilizer and soil amendments as recommended shall be thoroughly tilled in before placing into planter areas.

F. After soil amendments have been thoroughly tilled in to soil, all areas are to be rolled in to firm up and compact the soil. Care shall be taken as not to over compact the soil (Maximum Compaction of 85% Standard Proctor). During the rolling, all depressions caused by settlement of rolling shall be filled with additional topsoil and the surface shall be re-graded and rolled until presenting a smooth and even finish to the required finish grade.

G. Finish grading shall be done just prior to seeding or sodding. The entire area shall be raked to a smooth surface free of all clods, roots, stones 1" or larger, any other debris that might interfere with planting or maintenance operations.

10-3.4. Seeding

A. Topsoil, fertilizer, lime and seed shall be applied to all areas to be seeded as specified herein and in accordance with standard horticultural practices.

B. Any irregularities in the surface resulting from fertilizing, liming, tilling, or other causes shall be smoothed prior to application of seed.

C. Seeding shall not be done during windy weather or when the ground is excessively wet, frozen or otherwise un-tillable.

D. Seeding may be applied with a mechanical hand seeder or by hydro-seeding at the normally expected rate for the type applied.

E. Immediately after seeding, all areas shall be lightly rolled. If, due to slope conditions, rolling cannot be done, seed shall be raked unto top 1/4" of soil. Mulch as specified below shall be applied immediately after seed has been sown.

F. All seeded areas shall be mulched immediately after seeding. Mulch may be either dry straw or wood cellulose fiber. Straw shall be applied at a rate of 100 pounds per 1,000 square feet.

G. Seeded areas shall be watered regularly to ensure good germination and growth.

10-3.5. Sodding

A. Topsoil, fertilizer, lime and seed shall be applied to all areas to be sodded as specified herein and in accordance with standard horticultural practices.

B. Any irregularities in the surface resulting from fertilizing, liming, tilling, or other causes shall be smoothed prior to application of sod.

C. Sodding shall not be done when the ground is excessively wet, frozen or otherwise un-tillable.

D. Sod is to be "American Sod Producers Association" certified, cultivated, turf type grass sod. Sod must also be a minimum age of 18 months, with a root development that will support its own weight without tearing when suspended vertically by holding the upper corners, free of stones and not containing more than 10 weeds per 1000 sq.ft.

E. Sod must be delivered on pallets or in rolls and the roots protected from dehydration.

F. Sod is to be laid tight with no open joints visible and not overlapping, with staggered end joints of a minimum of 12 inches.

G. Where sod is used on slopes 3:1 or steeper, along stream banks, and/or along ditch linings; sod is to be laid perpendicular to the slope and every row secured with pegs at a minimum of 5 feet on center.

H. Sod shall be watered properly and immediately after installation, saturating the sod and the topsoil layers.

10-3.6. Planting of Trees, Shrubs, and Groundcover

A. All planting shall be performed by a licensed Contractor familiar with the accepted Horticulture and Arboriculture practices.

B. No digging or planting operations shall be conducted when the soil or plants are excessively wet, muddy, or in a frozen condition.

C. When considered advisable and in keeping with proper horticultural procedures, a request may be made to delay installation until favorable conditions occur.

D. Existing plants remaining on the site shall be protected from soil compaction and other damages during the planting operations.

E. Planting pits shall be excavated to in such a way as to alleviate glazing and loosen any hard subsoil in the bottom of pit.

F. Mechanical "Tree Spade" transplanting equipment and augers may be used to dig and install plants. However provisions shall be made to assure natural subsurface water circulation, surface water circulation and surface water absorption.

G. B&B and container-grown plants shall be handled and moved only by the ball or container. Plants shall be set plumb and held in position until sufficient soil has been placed around roots or ball. Plants shall be set in relation to surrounding grade so that they are even with the depth as which they were grown.

H. All plants shall be planted in soil mixture as specified and backfilled properly to eliminate voids and air pockets.

I. Containers, Burlap and tying materials shall be carefully removed

10-3.7 Mulching and Weed Removal:

A. The mulched bed outline shall be continuous and cut vertically

B. Any undesired vegetation or weeds within the bed shall be removed (roots included) prior to mulching.

C. Mulch for planting beds shall be installed to a minimum depth of three inches (3") in all areas specified.

D. Mulch shall be kept out of the crowns of shrubs and off buildings, sidewalks, and other structures.

E. The top of all areas of mulch shall be even to 1" below the top of adjacent curb, walk or edge of pavement.

10-3.8 Pruning:

A. Plant materials shall be pruned following planting operations to remove broken or damaged branches.

B. Damaged or otherwise excessively damaged and improperly pruned plants shall be cause for rejection.

10-3.9 Completion and Acceptance

A. Constant care should be exercised to maintain a safe and clean work site.

B. The landscape installer shall be responsible for the repair and any damage to lawns, paved areas, roads, walks, curbs, or underground utilities which may result from their work.

C. If required, any replacement plants or materials shall be subject to all requirements previously stated in this document.

D. All work and design is subject to review and inspection by the City's Landscape Specialist or his designee.

11. Submittal Requirements

11-1 General Layout

All roadway and public utility construction plans shall comply with the TDOT format for roadway construction plans. Some exemptions are made for subdivision and private development site plans as specified in the following discussion.

11-2 Technical Specifications

Construction workmanship and quality of construction materials shall be as specified in the latest edition of the City of Kingsport Construction Specifications.

11-3 Standard Drawings

The Tennessee Division of Transportation Standard Roadway and Structure Drawings manual of latest revision shall be utilized in the design of subdivision, public, and private development unless otherwise specified in this document.

11-4 Standard Notes

The Standard Notes of latest revision, as published in the Tennessee Division of Transportation Design Guidelines shall be used, as they would apply to the type of construction being specified in the plans.

11-5 Right-of-way Plans

When required, right-of-way plans shall conform to the TDOT right-of-way plan format, as specified in the TDOT Design Guidelines.

11-6 Construction Plans

11-6.1 Organization of Plans

Sheets shall be arranged per the list in this section. The standard symbols specified by TDOT shall be used to represent different existing and proposed features on the plan sheets. These symbols are shown in the front section of the TDOT Standard Roadway and Structures Drawings manual. Each sheet that follows the cover sheet shall be numbered in the upper right corner.

Preferred scales for the Present and Proposed Layout Sheets are 1"= 50', 1"= 40", or 1"= 20', with a maximum allowable of 1"=50'. Sheet size shall be 24"x36" or 22"x34".

11-6.2 Cover Sheet

The construction plans shall have a cover sheet containing:

- A. A project name,
- B. A location map scaled to no less than 1' = 1000 feet,
- C. Subdivision, area, or institution to be served,
- D. The name and address of the professional designer, or the professional design firm,
- E. Current and projected ADT, design hour volume, and design speed,
- F. The current date, and
- G. The revision date, if the plans have been revised during the review process.
- H. Case number of any previous planning actions (i.e. rezoning, variances, etc.)

11-6.3 Sheet for the List of Quantities and Tabulation Tables

Any private development and infrastructure will be exempt from providing this sheet. Following the cover page, a sheet will be provided which will list the estimated quantities and show applicable footnotes associated with individual construction items. Tables consisting of drainage structures and pipe sizes may be included on this sheet. Other sheets may be provided when room is insufficient on the first sheet of this section. Other construction items, which require tabulation, shall be included in this section.

11-6.4 Standard Drawing Sheet

When TDOT standard drawings will depict construction items being specified, a list of standard drawing numbers may be substituted on a plan sheet following the cover sheet. If TDOT has made a revision to the standard drawing being specified, then the effective date of TDOT's revision will be shown along with the standard drawing number.

11-6.5 Details Sheet

Details, which are not included in the TDOT Standard Roadway and Structures Drawings notebook, shall be shown following the list of applicable standard drawings.

11-6.6 Right-of-Way Sheet

Subdivisions and plans for private development will be exempt from providing this sheet. When right-of-way will be acquired, a sheet will be provided with a right-of-way index map at a scale that will show effective detail. The corresponding tract numbers shall be listed on each tract. If room allows, a TDOT style right-of-way table shall be included. If necessary, the right-of-way table may be included on a separate sheet.

11-6.7 Present Layout and Right-of-Way sheets

Subdivisions and plans for private development will be allowed to vary some from this format. However, to preserve a degree of compliance to a standard style, subdivision and private development construction plans should follow this pattern as close as possible.

Site plans for private development shall include existing contour lines at 2-foot intervals, and if this sheet is to be a grading plan, include the proposed contour lines at 2-foot intervals.

A plan view of the present topographic features of the area under construction shall be shown on this sheet. If the sheet will become cluttered with the standard topographic and proposed right-of-way information, a second sheet may be included for the right-of-way information.

The proposed right-of-way sheet shall conform to the style used by TDOT. Topographic features to be shown on the present layout sheet are not to be limited to the following, but this list is to provide a minimum example:

1. Centerline of the proposed street with station numbers,
2. Edge of pavement, and back of curb,
3. Storm water drainage inlets and sanitary, telephone, and electric power manholes,
4. End of pipes, centerline of storm water drainage ditches, stream banks, and springs,
5. Water and natural gas valves,

6. Water meters, electric line pull boxes, and sanitary sewer clean-out caps,
7. Underground utility lines such as; storm water, sanitary sewer, natural gas, telephone / communication, electric power, etc.,
8. Electric power, telephone, cable television, street light, traffic signal poles,
9. Buildings, sidewalks, driveways, significant trees and planted / landscaped areas,
10. Proposed street centerline, and proposed slope lines,
11. Property information, iron pins, property lines with calls and distances, and public and private easements,
12. Traffic and business signs.
13. FEMA flood fringe and flood way limits.

11-6.8 Proposed Layout Sheets

The proposed layout sheet shall show all new construction items being proposed, station numbering and centerline of the proposed street.

Additionally, horizontal curve data shall be included on this sheet. The requirements set forth by TDOT for their proposed layout sheets shall apply. Subdivision and site plans for private development shall include existing and proposed contour lines at 2 foot intervals if they are not shown on a separate, existing layout sheet.

Where applicable, identify/show the quantity of all impervious surfaces (square footage) and FEMA flood fringe and flood way limits.

Include site data block – provided by the City of Kingsport Engineering Division - on the plan cover sheet. Data block includes information for zoning, density, disturbed area, impervious area, building size, etc.

11-6.9 Profile Sheets

A profile along the project centerline of existing ground and proposed finished grade shall be shown on this sheet. Vertical curve information shall be indicated on this sheet along with any superelevation being planned for horizontal curves. The profile of existing and proposed storm water, sanitary sewer, water, and natural gas lines shall be shown.

11-6.10 Cross-section Sheets

Subdivision and site plans for private development are exempt from providing cross-section sheets. All roadway plans shall include cross-sections at 50-foot intervals along the centerline of the proposed street. The information shall be presented in the same format as TDOT cross-section sheets.

11-6.11 Miscellaneous Sheets Which are Required

- A. Erosion and Sediment Control Plan
- B. Work Zone Traffic Control Plan

11-6.12 Miscellaneous Sheets Which May be Required

- A. Detailed Intersection Geometric Layout
- B. Traffic Signal Layout
- C. Landscaping Plan

11-7 As-Built Plans

11-7.1 General

As-built plans are required for all permitted development. The plans shall be prepared by a professional surveyor, and shall accurately record the as-built location of the street and storm drainage system.

Submit to the City of Kingsport Engineering Division two hard copies and one digital copy (AutoCad and Adobe .pdf) of the As-Built Drawings with a transmittal letter containing date, project title, Developer/Owner's name and address, list of documents, and signature of Developer/Owner. A licensed surveyor or engineer shall certify that the submitted As-Built Drawings accurately portray what has been built. The As-Built Drawings shall accurately illustrate the installed location of all utilities, roads, storm water facilities, and any other public infrastructure. The installed locations shall be verified by a certified survey showing dimensions, locations, elevations, profiles, and cross-sections of construction. All easements and Rights of Way (ROW) shall be shown on the As-Built Drawings. The As-Built Drawings shall be standard size plan sheets (24"x36" or 22"x34") with a scale no greater than 1"=50'. The digital copy shall be full scale and shall be coordinated to the KGRN coordinate system.

11-7.2 Contents

The as-built plans shall be of the same format as the construction plans, and contain the following information:

- A. Cover Sheet with an area map and project identification;
- B. Plan view of the horizontal layout of the completed street:
 1. Curve radii, center line bearing, street widths,
 2. Street, Curb and gutter, sidewalks, handicap ramps;
 3. Storm inlets, storm manholes, storm pipe end walls;

4. Ground mounted electric transformers, street light poles;
5. Water valves, gas valves, and sanitary sewer manholes;
6. Notes of all revisions made to the design during construction.
- C. Profile of the vertical alignment of the completed street:
 1. Tangent grades, vertical curve lengths, finished street grade;
 2. Location of storm inlets and manholes;
 3. The profile of storm pipes indicating their slope and diameter;
 4. The profile of water and sewer lines and their sizes;
- D. A typical cross-section of the different types of streets in the development.
- E. Typical details of storm water structures, and bridges.
- F. The completed detention basin, indicating its location and volume.
- G. Typical details of the detention basin outlet structure.
- H. Location of special drainage easements.
- I. The 100 year flood boundary and flood way limits,
- J. Location and volume of sinkholes receiving storm water from public streets,
- K. Typical details of constructed sinkhole treatments, and
- L. The validated seal of the engineer that produces the as-built plans.
- M. Location of all permanent stormwater BMPs.

11-8 Review Requirements

All reports, final plans and specifications should be submitted at least 30 days prior to the date on which action by the Engineering Division is desired. However, subdivision plans and reports are subject to the deadline for the Kingsport Regional Planning Commission.

It is highly recommended that the developer and design consultant schedule a pre-development meeting with the City of Kingsport to discuss each particular project.

11-8.1 Preliminary Submittals

Submittal of partially completed plans to these offices for an informal or preliminary review is encouraged. This can usually reduce the number of comments transmitted to the designer during later reviews, leading to an expedited approval of the final construction plans.

11-8.2 Approval of Construction Plans

Approval of construction plans will be granted when the plans, construction documents, and specifications are found to be complete as compared to these City Design Standards, Construction Specifications, pre-development meeting with City staff, permits, and any other criteria specified in this document.

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 the citizens of the city.

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

ADOPTED this the 4th day of November, 2014.

DENNIS PHILLIPS, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

DESIGN STANDARDS HIGHLIGHTS

- Multiple City Documents – One Stop Shop Reference Guide
 1. Construction Specifications – Engineering Division
 2. Subdivision Regulations – Planning Division
 3. ROW Disturbance Permit Requirements – Streets and Sanitation Division
 4. Driveway Permit Requirements – Traffic Division
 5. Grading/Building Permit Requirements and Building Code – Building Division
 6. Zoning Requirements – Planning Division
 7. Stormwater Manual – Stormwater Division
 8. Water and Sewer Standard Operating Procedures (SOPs) – Water/Sewer Division
 9. Landscaping Requirements – Streets and Sanitation Division
 10. Commercial Sidewalk Ordinance – Engineering Division
 11. Signals/Intersections/Streetlights – Traffic Division

- Applies to all land within the City limits, not just subdivided land.

- Streamlines and Provides a Consistent Design Process for Developers.

- Consistent Looking Developments (sidewalks, curb and gutters, etc.).

- More Logical Place for Technical Specifics, Details, Figures, “Formulas”, etc.

- Local Municipalities.
 1. Johnson City (separated from Sub Regs in 1997), Ashville, and Hendersonville currently have Design Standards.
 2. Bristol, TN is in the process of developing them (separating from Sub Regs).