



## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN WORK SESSION**

**Monday, December 2, 2019, 4:30 p.m.  
City Hall, 225 W. Center St., Council Room, 2<sup>nd</sup> Floor**

#### **Board of Mayor and Aldermen**

Mayor Patrick W. Shull, Presiding  
Vice Mayor Colette George  
Alderman Jennifer Adler  
Alderman Betsy Cooper

Alderman Darrell Duncan  
Alderman Tommy Olterman  
Alderman James Phillips

#### **Leadership Team**

Chris McCartt, City Manager  
Ryan McReynolds, Deputy City Manager  
J. Michael Billingsley, City Attorney  
Sid Cox, City Recorder/Chief Financial Officer  
Scott Boyd, Fire Chief  
David Quillin, Police Chief  
George DeCroes, Human Resources Director  
Heather Cook, Communications Director  
Ken Weems, Planning Manager  
Jessica Harmon, Assistant to City Manager

1. Call to Order
2. Roll Call
3. Dilapidation Process – Keith Bruner
4. Review of Items on December 3, 2019 Business Meeting Agenda
5. Adjourn

**Next Work Session Dec. 16: KEDB / NETWORKS**

***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.***

# City of Kingsport

## Project Status in Pictures

December 3, 2019



### 1 Miracle Ballfield

*Current work includes foundation and concrete work for the pavilion, dugouts, and concessions stand.*

### 3 Kingsport Aquatic Center

*Work on the pump house and new offices continues.*

### 2 New City Hall

*Ongoing work includes the framing and dry walling of the new offices and sprinkler installation.*

# Status Updates on Active Projects sorted by Cost

Estimated Cost	Project Owner	Project Name	Project Description	Completion Date	Current Status
\$7,500,000.00	Ryan McReynolds	<b>SR 347 (Rock Springs Road) [State &amp; MTPO funded]</b>	TDOT Managed, joint funded reconstruction of the State portion of Rock Springs Road	12/31/2021	TDOT, MTPO and City staff met 8/13/19 to discuss scope. A revised scope and contract are expected.
\$6,000,000.00	Michael Thompson	<b>Main Street Rebuild</b>	The reconstruction of Main Street from Sullivan Street to Clay Street. [City & MTPO Funded]	6/1/2021	MOU was approved by BMA July 2019. Working on obtaining AEP easements.
\$4,400,000.00	Niki Ensor	<b>WWTP Electrical Improvements</b>	Design of wastewater treatment plant improvements. Project includes replacement of the Main Switchgear, Switchgear SB-1 and related equipment at the wastewater treatment plant.	12/31/2020	Plans and specification have been finalized. Target bid date set for January 2020. Following rebid of West Kingsport.
\$3,867,000.00	Chad Austin	<b>Border Regions Sewer Extensions Areas</b>	Sewer extensions to serve the Border Regions Annexations in the vicinity of Tri-Cities Crossing and Fordtown Rd.	3/7/2020	<a href="#">McFall Excavating is the low bidder for the Snapps Ferry/Cox Hollow Road Force Main.</a>
\$3,750,000.00	Niki Ensor	<b>Chemical Feed Design</b>	Design of WTP Chemical Feed improvements. Project will include new facilities for pre and post chemical feed and implementation of bulk bleach for disinfection.	11/1/2020	Awaiting proposal for final design and construction phase services. Funding included in FY20 CIP.
\$3,740,000.00	Niki Ensor	<b>West Kingsport Forcemain and Pump Station Improvements</b>	Rehab of West Kingsport SLS (#119) and installation of new forcemain to the WWTP.	6/1/2020	Received bids on 10/8. Apparent low bidder is J. Cumby at \$6,320,780. Take it to BMA for approval on 10/5/19.
\$3,312,698.00	Ryan McReynolds	<b>City Hall Relocation - Phase 1</b>	Renovations of floors 3 thru 6 for the consolidation of City offices to one location at 415 Broad Street.	6/1/2020	<a href="#">Framing continues; door frame installation has begun on all floors.</a>
\$2,888,300.00	Niki Ensor	<b>Water &amp; Wastewater Facilities SCADA/Telemetry Project</b>	Design and installation of SCADA/Telemetry system that will serve both water and sewer plants, sewer lift stations, water pump stations and boosters, along with monitoring in the distribution and collection systems.	4/1/2020	8/8/19 - Held progress meeting. Sewer SCADA - Finish installing pads and racks for equipment at SLS. Water SCADA - received FCC radio authorization for water sites. Will begin radio pathway study.
\$2,300,000.00	Ryan McReynolds	<b>Justice Center Renovations</b>	Renovations and expansion of Justice Center that will accommodate court space and county offices currently residing in City Hall.	12/31/2020	Progress meeting held on 11/6/19 to discuss future space needs and progress of design plans for expansion.
\$1,044,000.00	Kitty Frazier	<b>Kingsport Greenbelt Extension from Rotherwood Drive to Lewis Lane</b>	This project will build an extension of the Kingsport Greenbelt walking and biking path west from the end of the current Greenbelt at Rotherwood Drive to Lewis Lane on West Stone Drive (State Route 1).	5/31/2024	Awaiting Notice to proceed with the environmental document from TDOT.
\$997,475.00	Michael Thompson	<b>Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements</b>	Construction of sidewalk along Stone Drive from Stonebrook Place Pvt. Dr. to American Way where current sidewalk gaps exist. Includes work to make existing driveways ADA accessible. [95% State Funded 5% City]	8/31/2020	Staff met with TDOT on 9/18. Still working to address some design elements and finalize right of way.

Estimated Cost	Project Owner	Project Name	Project Description	Completion Date	CurrentStatus
\$937,442.00	Kitty Frazier	<b>Kingsport Greenbelt - Eastern Extension - Phase 1 (2019-C6)</b>	New 1 mile long Greenbelt section from the 0.4 mile marker (bottom of the hill from Exchange Place) to Cleek Road. [Fed. Grant & City funded]	11/30/2019	Bridge work coninues, a C.O. is being created for additional fill needed for site.
\$661,140.00	Michael Thompson	<b>Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements</b>	Construction of sidewalk along Stone Drive from Stonebrook Place Pvt. Dr. to Lynn Garden Dr. [95% State Funded 5%]	8/31/2020	Staff met with TDOT on 9/18. Still working to address some design elements and finalize right of way.
\$577,000.00	Niki Ensor	<b>Tri-County Tank Replacement Project</b>	Replacement of 160,000 gallon steel water storage tank in Tri-County Pressure Zone, located on Big Ridge Rd.	7/1/2019	T & B finishiing up wiring etc..Awaiting the Sull Co. Inspector to inspect electrical. AEP then to set power. Our people then to install telemetry. Then install fencing back and roadway to tank.
\$481,183.00	Ryan McReynolds	<b>Wilcox Bridge (Wilcox Dr. &amp; E. Sullivan St.)</b>	Bridge re-painting and landscaping	5/29/2020	Contractor is still working to satisfy CSX requirements. Start date TBD.
\$415,000.00	Chad Austin	<b>SR 93- Fall Branch section (TDOT)</b>	TDOT project to improve State Route 93 in the Fall Branch area. Impacted waterlines in this area will be are to be relocated as part of the TDOT project.	7/30/2021	
\$352,000.00	Chad Austin	<b>SR 93- Horse Creek/Derby Drive Section (TDOT)</b>	TDOT project to improve State Route 93 in the Horse Creek/Derby Drive area. Project also includes improvements with the intersection with Derby Drive, along with a new bridge crossing Horse Creek. Impacted waterlines in this area will be are to be reloc	8/31/2022	TDOT "B Date" package due date pushed back to 5/28/2021; anticipated letting December 2021

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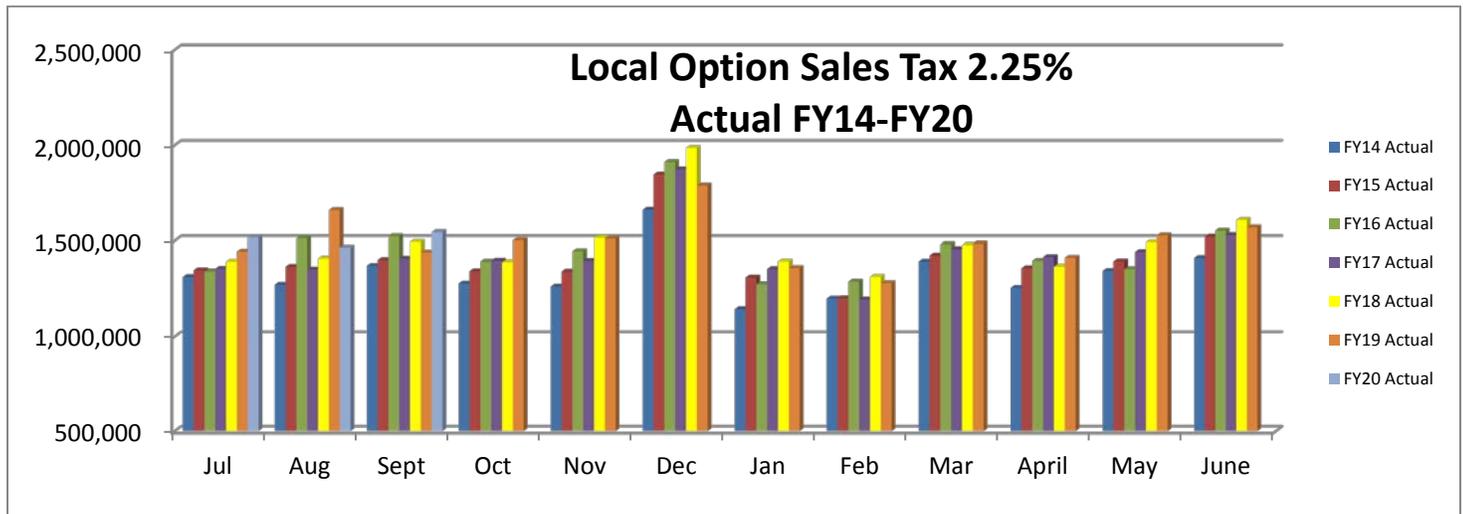
# BMA Report, December 2, 2019



## Financial Comments – Judy Smith

### Local Option Sales Tax 2.25% - Five Year History

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	Adopted FY20 Budget	Variance		% of Growth	
									FY20 Over/ Under Budget	FY20 Over/Under Prev. Year Actual	FY20 Over/Under Prev. Year Actual	FY20 Over/ Under Budget
Jul	\$ 1,312,286	\$ 1,346,896	\$ 1,341,027	\$ 1,354,948	\$ 1,392,147	\$ 1,444,727	\$ 1,517,710	\$ 1,474,300	\$ 43,410	\$ 72,983	5.05%	2.94%
Aug	\$ 1,271,614	\$ 1,365,262	\$ 1,513,366	\$ 1,351,703	\$ 1,408,119	\$ 1,660,189	\$ 1,466,245	\$ 1,488,900	\$ (22,655)	\$ (193,944)	-11.68%	-1.52%
Sept	\$ 1,369,878	\$ 1,401,017	\$ 1,523,474	\$ 1,407,707	\$ 1,493,952	\$ 1,440,056	\$ 1,544,462	\$ 1,445,618	\$ 98,844	\$ 104,406	7.25%	6.84%
Oct	\$ 1,278,027	\$ 1,342,308	\$ 1,392,699	\$ 1,397,511	\$ 1,389,451	\$ 1,503,032		\$ 1,445,705				
Nov	\$ 1,261,963	\$ 1,340,457	\$ 1,446,687	\$ 1,396,643	\$ 1,515,210	\$ 1,510,894		\$ 1,519,047				
Dec	\$ 1,661,378	\$ 1,845,794	\$ 1,911,650	\$ 1,873,531	\$ 1,985,601	\$ 1,788,766		\$ 1,884,702				
Jan	\$ 1,143,685	\$ 1,309,305	\$ 1,274,292	\$ 1,353,575	\$ 1,392,917	\$ 1,358,902		\$ 1,382,547				
Feb	\$ 1,198,993	\$ 1,201,182	\$ 1,287,536	\$ 1,194,890	\$ 1,312,713	\$ 1,280,154		\$ 1,291,256				
Mar	\$ 1,392,759	\$ 1,424,090	\$ 1,481,645	\$ 1,457,518	\$ 1,477,699	\$ 1,484,980		\$ 1,491,207				
April	\$ 1,255,243	\$ 1,357,635	\$ 1,396,651	\$ 1,416,452	\$ 1,366,099	\$ 1,412,517		\$ 1,428,727				
May	\$ 1,343,786	\$ 1,393,582	\$ 1,353,162	\$ 1,442,890	\$ 1,492,028	\$ 1,527,469		\$ 1,502,537				
June	\$ 1,411,977	\$ 1,520,599	\$ 1,552,713	\$ 1,529,681	\$ 1,608,149	\$ 1,571,086		\$ 1,579,454				
<b>Total</b>	<b>\$ 15,901,589</b>	<b>\$ 16,848,127</b>	<b>\$ 17,474,902</b>	<b>\$ 17,177,049</b>	<b>\$ 17,834,085</b>	<b>\$ 17,982,773</b>	<b>\$ 4,528,417</b>	<b>\$ 17,934,000</b>	<b>\$ 119,599</b>	<b>\$ (16,555)</b>	<b>0.21%</b>	<b>2.75%</b>





## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

#### **BUSINESS MEETING**

**Tuesday, December 3, 2019, 7:00 p.m.  
City Hall, 225 W. Center St., Courtroom, 2<sup>nd</sup> Floor**

#### **Board of Mayor and Aldermen**

Mayor Patrick W. Shull, Presiding  
Vice Mayor Colette George  
Alderman Jennifer Adler  
Alderman Betsy Cooper

Alderman Darrell Duncan  
Alderman Tommy Olterman  
Alderman James Phillips

#### **City Administration**

Chris McCartt, City Manager  
Ryan McReynolds, Deputy City Manager  
J. Michael Billingsley, City Attorney  
Sid Cox, City Recorder/Chief Financial Officer  
David Quillin, Police Chief  
Scott Boyd, Fire Chief  
George DeCroes, Human Resources Director  
Heather Cook, Communications Director  
Ken Weems, Planning Manager  
Jessica Harmon, Assistant to City Manager

#### **I. CALL TO ORDER**

#### **II.A. PLEDGE OF ALLEGIANCE TO THE FLAG**

#### **II.B. INVOCATION – Rev. Scottie Burkhalter, Holy Trinity Lutheran Church**

#### **III. ROLL CALL**

#### **IV.A. RECOGNITIONS & PRESENTATIONS**

1. Charles Walter Nichols Award presented to Rodney Deel (Alderman Cooper)
2. 2019 Dobyns-Bennett High School All-Region (Alderman Olterman)
3. 40<sup>th</sup> Annual Performance of the Inter-City Ballet's Nutcracker (Alderman Duncan)

#### **IV.B. APPOINTMENTS**

None

#### **V. APPROVAL OF MINUTES**

1. Work Session – November 18, 2019
2. Business Meeting – November 19, 2019

#### **VI. COMMUNITY INTEREST ITEMS**

##### **A. 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. Budget Adjustment Ordinance FY20 (AF: 274-2019) (Chris McCartt)
  - Ordinance – First Reading

##### **C. BUSINESS MATTERS REQUIRING FINAL ADOPTION**

1. Appropriate Funding from the Criminal Forfeiture Fund (AF: 255-2019) (David Quillin)
  - Ordinance – Second Reading & Final Adoption
2. Amend the Code of Ordinances Section 98-407 Pertaining to Penalties for Violation for Not Using Safety Belts (AF: 267-2019) (Mike Billingsley)
  - Ordinance – Second Reading & Final Adoption
3. Amend the General Project Fund, Meadowview Project Fund, Cattails Project Fund, Water Project Fund, and Sewer Project Fund Budgets by Appropriating General Obligation Public Improvement Bond Series 2019 (AF: 266-2019) (Chris McCartt)
  - Ordinance – Second Reading & Final Adoption

##### **D. OTHER BUSINESS**

1. Enter into an Agreement with United Systems Science & Software for the Kingsport Wastewater System Wide Flow and Rainfall Monitoring (2020) Project (AF: 273-2019) (Ryan McReynolds)
  - Resolution
2. Amending Resolution No. 2020-088 for the Bid to Purchase Two (2) 4x4 Backhoes (AF: 270-2019) (Ryan McReynolds, Steve Hightower)
  - Resolution

3. Renew the Workers Compensation Excess Insurance Coverage through Safety National Insurance Company (AF: 269-2019)
  - Resolution
4. Consideration of the 2020 Joint Tri-Cities Legislative Policy (AF: 271-2019) (Chris McCartt)
  - Policy
5. Issue a Purchase Order to Eagle Sign & Design for the Kingsport Greenbelt Phase 2 Signage Project (AF: 272-2019) (Chris McCartt)
  - Resolution
6. Terminate Lease Agreement and Approve the Condition Assessment and Acknowledgement with Regions Bank (AF: 268-2019) (Ryan McReynolds)
  - Resolution

**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, November 18, 2019, 4:30 PM  
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor Patrick W. Shull, Presiding  
Alderman Jennifer Adler  
Alderman Betsy Cooper

Alderman Darrell Duncan  
Alderman Tommy Olterman  
Alderman James Phillips

City Administration

Chris McCartt, City Manager  
J Michael Billingsley, City Attorney  
Sidney H. Cox, City Recorder

1. **CALL TO ORDER:** 4:30 p.m. by Mayor Patrick W. Shull.
2. **ROLL CALL:** By Deputy City Recorder Marshall. Absent: Alderman Colette George.
3. **REVIEW OF AGENDA ITEMS ON THE NOVEMBER 19, 2019 REGULAR BUSINESS MEETING AGENDA.** City Manager McCartt and members of staff gave a summary or presentation for each item on the proposed agenda. The following items were discussed at greater length or received specific questions or concerns.

**VI.B.2 Amend Code of Ordinances Section 98-407 Pertaining to Penalties for Violation for Not Using Safety Belts** (AF: 267-2019). City Attorney Billingsley noted this would put the city code in compliance with state law.

**VI.B.3 Amend the General Project Fund, Meadowview Project Fund, Cattails Project Fund, Water Project Fund and Sewer Project Fund Budgets by Appropriating General Obligation Public Improvement Bond Series 2019** (AF: 266-2019). City Manager McCartt gave details on this item. City Recorder Cox provided further details on the report on debt obligations at the end of the agenda.

**VI.C.1 Amend City Code by Adding a New Section in Chapter 62, Offenses and Nuisances, Pertaining to Permanent or Temporary Structures on Public Rights-of-Way** (AF: 253-2019). Mayor Shull stated he would like to see unanimous support for this item from the board. City Attorney Billingsley explained the amendment process to be followed at the business meeting. Alderman Adler questioned if this would affect special events to which Alderman Phillips replied no.

**VI.D.3 Bid Award for Purchase of Two (2) Diesel Tandem Axle Dump Trucks** (AF: 264-2019). Deputy City Manager McReynolds commented on the progressive fleet and the criteria that must be met to make new purchases. Steve Hightower provided further details noting it was based on age of the vehicle, mileage and maintenance costs, pointing he managed more than 900 vehicles/equipment valued at over \$1000. City Recorder Cox also confirmed that Fleet functions like an enterprise fund.

**Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Monday, November 18, 2019**

**VI.D.5 Renewal of Property Insurance for City-Owned Buildings** (AF: 260-2019). City Manager McCartt discussed this item, noting the premium will increase. Alderman Phillips questioned if it could go down next year with the city hall relocation and City Attorney Billingsley confirmed that was likely. He also stated that staff gets quotes when asked about the bidding process.

**VI.D.6 Bid Award to Baker's Construction Services, Inc. for Sanitary Sewer Facilities Extension Border Regions - Area 2 and Mitchell Road Project** (AF: 261-2019). City Manager McCartt noted this was one of the last Plan of Service projects that remained from the annexations.

The City Manger then provided details on the emergency purchase item on the agenda under communications, noting a pump at the water treatment facility had an extensive leak. He stated Deputy City Manager McReynolds would provide details at the business meeting for the public.

Mayor Shull commented on a meeting at Meadowview regarding International Pageants.

**4. ADJOURN.** Seeing no other matters presented for discussion at this work session, Mayor Shull adjourned the meeting at 5:00 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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PATRICK W. SHULL  
Mayor

Minutes of the Regular Business Meeting of the  
Board of Mayor and Aldermen of the City of Kingsport, Tennessee  
Tuesday, November 19, 2019, 7:00 PM  
Large Court Room – City Hall

PRESENT:

Board of Mayor and Aldermen

Mayor Pat Shull, Presiding

Vice Mayor Colette George (via phone)

Alderman Jennifer Adler

Alderman Betsy Cooper

Alderman Darrell Duncan

Alderman Tommy Olterman

Alderman James Phillips

City Administration

Chris McCartt, City Manager

J. Michael Billingsley, City Attorney

Sidney H. Cox, City Recorder/Chief Financial Officer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor Pat Shull.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Led by New Vision Youth.
- II.B. **INVOCATION:** Pastor Phil Whittemore, Bloomingdale Baptist Church.
- III. **ROLL CALL:** By City Recorder Cox. All Present.
- IV.A. **RECOGNITIONS AND PRESENTATIONS.** Mayor Shull recognized the three Sullivan County Commissioners in attendance.
- IV.B. **APPOINTMENTS/REAPPOINTMENTS.**
  1. **Reappointments and Appointments to the Senior Center Advisory Council** (AF: 229-2019) (Mayor Shull).

Motion/Second: Duncan/George, to approve:

REAPPOINTMENTS OF RICK CURRIE, PETER SHANG, LISA SHIPLEY, LINDA GEMAYEL AND LAUREL MCKINNEY TO SERVE A SECOND TWO-YEAR TERM ON THE **SENIOR ADVISORY COUNCIL** AND APPOINTMENTS OF BRENDA G. EILERS AND KENNETH A. NAEGELE, JR. TO A TWO-YEAR TERM REPLACING ALDERMAN DARRELL DUNCAN AND DEBORAH EUREY. ALL APPOINTMENTS ARE EFFECTIVE IMMEDIATELY AND WILL EXPIRE ON SEPTEMBER 30, 2021.

Passed: All present voting “aye.”

2. **Appointment to the Historic Zoning Commission** (AF: 259-2019) (Mayor Shull).

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, November 19, 2019**

Motion/Second: Adler/Cooper, to approve:

APPOINTMENT OF LIZA HOWLE ON THE **HISTORIC ZONING COMMISSION** TO FULFILL THE UNEXPIRED TERM OF JIM HENDERSON WHO IS RESIGNING. THE APPOINTMENT IS EFFECTIVE IMMEDIATELY AND WILL EXPIRE ON JUNE 30, 2021.

Passed: All present voting “aye.”

**V. APPROVAL OF MINUTES.**

Motion/Second: Olterman/Phillips, to approve minutes for the following meetings:

- A. November 4, 2019 Regular Work Session
- B. November 5, 2019 Regular Business Meeting

Approved: All present voting “aye.”

**VI. COMMUNITY INTEREST ITEMS.**

**A. PUBLIC HEARINGS.** None.

**PUBLIC COMMENT.** Mayor Shull invited citizens in attendance to speak about any of the remaining agenda items. Dani Cook, Danielle Folkner, Dennis McGuire, Gayla Hatch, Jason Moore, Jamie Pierson, Malcom Stallard, Brooke Sexton and Priscilla Redwine commented on item VI.C.1.

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

**1. Appropriate Funding from the Criminal Forfeiture Fund** (AF: 255-2019) (David Quillin).

Motion/Second: Phillips/Adler, to pass:

AN ORDINANCE TO AMEND THE CRIMINAL FORFEITURE FUND BUDGET BY APPROPRIATING FUNDS FROM THE UNDESIGNATED FUND BALANCE FOR THE YEAR ENDING JUNE 30, 2020; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting “aye.”

**2. Amend Code of Ordinances Section 98-407 Pertaining to Penalties for Violation for Not Using Safety Belts** (AF: 267-2019) (Mike Billingsley).

Motion/Second: Phillips/Duncan, to pass:

AN ORDINANCE TO AMEND SECTION 98-407 OF THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE, PERTAINING TO PENALTIES FOR VIOLATION OF USE OF SAFETY BELTS; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting “aye.”

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**3. Amend the General Project Fund, Meadowview Project Fund, Cattails Project Fund, Water Project Fund and Sewer Project Fund Budgets by Appropriating General Obligation Public Improvement Bond Series 2019** (AF: 266-2019) (Chris McCartt).

Motion/Second: Adler/Cooper, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND AND THE WATER AND SEWER FUND BUDGETS BY APPROPRIATING GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2012C; FOR THE FISCAL YEAR ENDING JUNE 30, 2012; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.**

**1. Amend City Code by Adding a New Section in Chapter 62, Offenses and Nuisances, Pertaining to Permanent or Temporary Structures on Public Rights-of-Way** (AF: 253-2019) (Chris McCartt). Alderman Phillips made a motion to amend, seconded by Alderman Olterman. City Attorney Billingsley read the details of the amendment. All present voting "aye" except for Adler and Duncan voting "nay." There was some discussion.

Motion/Second: Phillips/Olterman, to pass (as amended):

**ORDINANCE NO. 6831**, AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF KINGSFORT, TENNESSEE, BY ADDING A NEW SECTION TO CHAPTER 62, OFFENSES AND NUISANCES, PERTAINING TO TEMPORARY OR PERMANENT STRUCTURES ON PUBLIC RIGHTS-OF-WAY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; TO PROVIDE FOR THE SEVERABILITY OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Cooper, George, Olterman, Phillips and Shull voting "aye" and Adler and Duncan voting "nay."

**2. Appropriate Funds from the Tennessee Highway Safety Office's (THSO) FY20 Coordinator Grant** (AF: 243-2019) (David Quillin).

Motion/Second: Cooper/Duncan, to pass:

**ORDINANCE NO. 6832**, AN ORDINANCE TO AMEND THE GENERAL PROJECT/SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE TENNESSEE HIGHWAY SAFETY OFFICE (THSO) FOR THE YEAR ENDING JUNE 30, 2020; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**3. Appropriate Funds for Private Monetary Donation for the Police K-9 Program** (AF: 250-2019) (David Quillin)

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Motion/Second: Adler/Cooper, to pass:

**ORDINANCE NO. 6833**, AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATED FUNDS FOR THE YEAR ENDING JUNE 30, 2020; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**4. Enter into Agreement with TDOT for Resurfacing of Various Roads** (AF: 248-2019) (Ryan McReynolds)

Motion/Second: Duncan/Cooper, to pass:

**ORDINANCE NO. 6834**, AN ORDINANCE TO AMEND THE MPO PROJECT FUND AND THE GENERAL PROJECTS-SPECIAL REVENUE FUND BUDGETS; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

Motion/Second: Adler/Phillips, to pass:

**Resolution No. 2020-083**, A RESOLUTION APPROVING AGREEMENT NUMBER 190342 WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR RESURFACING VARIOUS ROADS AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

**5. Sewer Budget Adjustment FY20** (AF:258-2019) (McReynolds)

Motion/Second: Duncan/Cooper, to pass:

**ORDINANCE NO. 6835**, AN ORDINANCE TO AMEND THE SEWER PROJECT FUND BUDGET; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**6. Vacate Unimproved Right-of-Way Named Alabama Street Located off of Hollis Street** (AF: 251-2019) (Jessica Harmon)

Motion/Second: George/Olterman, to pass:

**ORDINANCE NO. 6836**, AN ORDINANCE TO VACATE A SECTION OF PUBLIC RIGHT-OF-WAY NAMED ALABAMA STREET LOCATED OFF OF HOLLIS STREET SITUATED IN THE CITY, TWELFTH CIVIL DISTRICT OF SULLIVAN COUNTY; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

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**7. Award Contract to J. Cumby and Transfer Funds for the West Kingsport Sewer Lift Station and Force Main Project (AF: 257-2019) (Ryan McReynolds)**

Motion/Second: Olterman/Duncan, to pass:

**ORDINANCE NO. 6837**, AN ORDINANCE TO AMEND THE SEWER PROJECT FUND BUDGET; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting “aye.”

Motion/Second: Olterman/Cooper, to pass:

**Resolution No. 2020-084**, A RESOLUTION AWARDED THE BID FOR THE WEST KINGSFORT PUMP LIFT STATION AND FORCE MAIN PROJECT TO J. CUMBY CONSTRUCTION, INC. AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting “aye.”

**D. OTHER BUSINESS.**

**1. Authorize FY20 Community Development Partner Agreements with UWGK (AF: 262-2019) (Ken Weems).**

Motion/Second: Phillips/Adler, to pass:

**Resolution No. 2020-085**, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS WITH UNITED WAY OF GREATER KINGSFORT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING IN FISCAL YEAR 2019-2020

Passed: All present voting “aye.”

**2. Bid Award for the Purchase of Three (3) Diesel Single Axle Dump Trucks (AF: 263-2019) (Ryan McReynolds, Steve Hightower)**

Motion/Second: Phillips/Cooper, to pass:

**Resolution No. 2020-086**, A RESOLUTION AWARDED THE BID FOR THE PURCHASE OF THREE DIESEL SINGLE AXLE DUMP TRUCKS TO TRIAD FREIGHTLINER OF TENNESSEE, LLC AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting “aye.”

**3. Bid Award for Purchase of Two (2) Diesel Tandem Axle Dump Trucks (AF: 264-2019) (Ryan McReynolds, Steve Hightower).**

Motion/Second: Duncan/Adler, to pass:

**Resolution No. 2020-087**, A RESOLUTION AWARDED THE BID FOR THE

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PURCHASE OF TWO DIESEL TANDEM AXLE DUMP TRUCKS TO TRIAD FREIGHTLINER OF TENNESSEE, LLC AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting “aye.”

**4. Bid Award for Purchase of Two (2) 4X4 Backhoe** (AF: 265-2019)  
(Ryan McReynolds, Steve Hightower).

Motion/Second: Phillips/Cooper, to pass:

**Resolution No. 2020-088**, A RESOLUTION AWARDED THE BID FOR THE PURCHASE OF TWO 4X4 BACKHOE TO STOWERS MACHINERY CORPORATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting “aye.”

**5. Renewal of Property Insurance for City-Owned Buildings**  
(AF: 260-2019) (Terri Evans).

Motion/Second: Cooper/Olterman, to pass:

**Resolution No. 2020-089**, 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.”

**6. Bid Award to Baker’s Construction Services, Inc. for Sanitary Sewer Facilities Extension Border Regions - Area 2 and Mitchell Road Project** (AF: 261-2019) (Ryan McReynolds).

Motion/Second: Phillips/Duncan, to pass:

**Resolution No. 2020-090**, A RESOLUTION AWARDED THE BID FOR THE SANITARY SEWER FACILITIES EXTENSION BORDER REGIONS-AREA 2 AND MITCHELL ROAD PROJECT TO BAKER’S CONSTRUCTION SERVICES, INC. AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting “aye.”

**VII. CONSENT AGENDA.** None.

**VIII. COMMUNICATIONS.**

**A. CITY MANAGER.** Mr. McCartt commented on the memo from City Recorder Cox (Item VIII.D) and provided details. He also gave details on the memo from the purchase director (Item VIII.E) and provided details.

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**B. MAYOR AND BOARD MEMBERS.** Alderman Phillips commented he was sympathetic to the cause of the protesters but Ballard was a private business that the BMA could not control. Alderman Alder stated that Leadership Kingsport won the first round of the ETSU Elevates grant money last night, noting she hopes other Kingsport organizations apply in the future. Alderman Olterman stated it was basketball season and to support your local team. He also noted the DB football team was in the third round of the playoffs. Alderman Duncan stated the reasons he voted against the ordinance earlier. He also promoted the many upcoming events including Santa's Depot, Jingle and Mingle, the Christmas parade and the downtown loft tours. Alderman Cooper encouraged everyone to wash their hands this time of year to prevent sickness. Vice-Mayor George apologized for not being there and wished everyone a Happy Thanksgiving. Mayor Shull commented on the successful United Way Campaign and other local fundraising efforts including PETWORKS and the Miracle Field.

**C. VISITORS.** Lou Ann White commented on city property. Dani Cook, Brittany Shults, Carolyn Gibbons and Teresa Allgood commented on Ballard and the newly passed ordinance. Mikell Admire and Brian Boling commented on unwanted annexation.

**IX. ADJOURN.** Seeing no other business for consideration at this meeting, Mayor Shull adjourned the meeting at 9:24 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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PATRICK W. SHULL  
Mayor



## ORDINANCE NO.

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR THE YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

PRE-FILED  
CITY RECORDER

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

SECTION I. That the General Project Fund budget be amended by transferring \$100,000 from the Visitors Enhancement Fund to the Greenbelt Wayfinding project (GP1921), by transferring \$10,000 from the Visitors Enhancement Fund to the General Fund Farmers Market Operating Supplies and Tools, by transferring a total of \$82,219 from the General Projects project (GP1750) to the General Fund, \$10,000 to the HR Professional/Consultant, \$32,719 to Police Admin Temporary Employees, \$19,500 to Fire Department Medical Services and \$20,000 to Non-Department Miscellaneous, by transferring \$12,000 from the Police Equipment Project (GP2020) to the Police Equipment project (GP2030), and by transferring a total of \$81,122 from the Police Equipment Project to the General Fund, \$29,184 to Police Overtime and \$51,938 to Non-Department Miscellaneous. Close GP2020.

SECTION II. That the General Project Special Revenue Fund be amended by creating the project, Border Region District Sales Tax (NC2013) in the amount of \$193,374.

SECTION III. That the Water Projects Fund budget be amended by transferring \$78,684 from the Water Treatment Plant Improvements project (WA1505) to Water Fund Electric Service, by transferring \$400,000 from the WTP Chemical Feed project (WA1900) to the Water Treatment Plant Improvements project (WA1505), and by transferring \$74,757 from the Water Tank Rehabilitation project (WA1903) to Water Fund Electric Service and by transferring \$69,425 from the Water Line Improvements project (WA1905) to the Water Line Improvements project WA2005. Close WA1905.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b>Fund 135: Visitors Enhancement Fund</b>			
<b>Revenues:</b>	\$	\$	\$
135-0000-392.01-00 Fund Balance Appropriations	6,550	71,750	78,300
<b>Totals:</b>	<b>6,550</b>	<b>71,750</b>	<b>78,300</b>
<b>Expenditures:</b>	\$	\$	\$
135-1015-405.30-20 Operating Supplies & Tool	28,750	5,550	34,300
135-1015-405.80-15 KCVB (Tourism Council)	35,500	(5,500)	30,000
135-1015-405.90-03 Improvements	38,300	(38,300)	0
135-4804-481.70-01 Transfer to General Fund	72,200	10,000	82,200
135-4804-481.70-36 General Project Fund	75,000	100,000	175,000
<b>Totals:</b>	<b>249,750</b>	<b>71,750</b>	<b>321,500</b>

**Fund 311: General Project Fund**

**General Projects (GP1750)**

**Revenues:**

311-0000-391.01-00 From General Fund	\$ 866,977	\$ (82,219)	\$ 784,758
<b>Totals:</b>	<b>866,977</b>	<b>(82,219)</b>	<b>784,758</b>

**Expenditures:**

311-0000-601.20-20 Professional/Consultant	\$ 25,000	\$ 0	\$ 25,000
311-0000-601.30-20 Operating Supplies & Tool	10,000	0	10,000
311-0000-601.90-03 Improvements	831,977	(82,219)	749,758
<b>Totals:</b>	<b>866,977</b>	<b>(82,219)</b>	<b>784,758</b>

**Fund 111: General Project Special Rev Fund**

**Border Region District Sales Tax (NC2013)**

**Revenues:**

111-0000-332.10-15 Border Regions Allocation	\$ 0	\$ 193,374	\$ 193,374
<b>Totals:</b>	<b>0</b>	<b>193,374</b>	<b>193,374</b>

**Expenditures:**

111-0000-681.75-10 IDBK / Meade Tractor	\$ 0	\$ 193,374	\$ 193,374
<b>Totals:</b>	<b>0</b>	<b>193,374</b>	<b>193,374</b>

**Revenues:**

311-0000-391.69-00 Visitors Enhancement Fund	\$ 100,000	\$ 100,000	\$ 200,000
<b>Totals:</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>

**Expenditures:**

311-0000-601.90-03 Improvements	\$ 100,000	\$ 100,000	\$ 200,000
<b>Totals:</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>

**Police Equipment Project (GP2020)**

**Revenues:**

311-0000-391.601-00 From General Fund	\$ 200,000	\$ (93,122)	\$ 106,878
<b>Totals:</b>	<b>200,000</b>	<b>(93,122)</b>	<b>106,878</b>

**Expenditures:**

311-0000-601.30-20 Operating Supplies & Tool	\$ 35,000	\$ (13,049)	\$ 21,951
311-0000-601.90-06 Purchases \$5,000 & Over	165,000	(80,073)	84,927
<b>Totals:</b>	<b>200,000</b>	<b>(93,122)</b>	<b>106,878</b>

**Police Equipment (GP2030)**

**Revenues:**

311-0000-391.601-00 From General Fund	\$	\$	\$
	0	12,000	12,000
<b>Totals:</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>

**Expenditures:**

311-0000-601.30-20 Operating Supplies & Tool	\$	\$	\$
	0	12,000	12,000
<b>Totals:</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>

**Fund 110: General Fund**

**Revenues:**

110-0000-391.69-00 Visitors Enhancement Fund	\$	\$	\$
	72,200	10,000	82,200
<b>Totals:</b>	<b>72,200</b>	<b>10,000</b>	<b>82,200</b>

**Expenditures:**

110-1501-411.20-20 Professional/ Consultant	\$	\$	\$
	15,212	10,000	25,212
110-3001-441.10-11 Overtime	17,640	2,820	20,460
110-3001-441.20-75 Temporary Employees	731	32,719	33,450
110-3002-441.10-11 Overtime	5,000	191	5,191
110-3003-441.10-11 Overtime	6,825	1,326	8,151
110-3020-442.10-11 Overtime	156,300	4,736	161,036
110-3030-443.10-11 Overtime	121,485	18,025	139,510
110-3050-445.10-11 Overtime	68,565	1,650	70,215
110-3060-446.10-11 Overtime	2,000	436	2,436
110-3501-451.20-52 Medical Services	26,000	19,500	45,500
110-4511-471.30-20 Operating Supplies & Tool	1,000	10,000	11,000
110-4804-481.70-36 From General Project Fund	1,613,750	(163,341)	1,450,409
110-4810-481.20-99 Miscellaneous	0	71,938	71,938
<b>Totals:</b>	<b>2,034,508</b>	<b>10,000</b>	<b>2,044,508</b>

**Fund 451: Water Project Fund**

**Wtr Trmt Plt Improvements (WA1505)**

**Revenues:**

451-0000-391.05-31 2017 B GO Bonds	\$	\$	\$
	297,361	0	297,361
451-0000-391.05-48 GO Bonds Series 2018 B	0	400,000	400,000
451-0000-391.45-00 From Water Fund	78,684	(78,684)	0
<b>Totals:</b>	<b>376,045</b>	<b>321,316</b>	<b>697,361</b>

**Expenditures:**

451-0000-605.20-23 Arch/Eng/Landscaping Serv	\$	\$	\$
	282,621	(78,684)	203,937
451-0000-605.90-03 Improvements	93,424	400,000	493,424
<b>Totals:</b>	<b>376,045</b>	<b>321,316</b>	<b>697,361</b>

**WTP Chemical Feed (WA1900)**

<b>Revenues:</b>	\$	\$	\$
451-0000-391.05-48 GO Bonds Series 2018 B	2,000,000	(400,000)	1,600,000
<b>Totals:</b>	<b>2,000,000</b>	<b>(400,000)</b>	<b>1,600,000</b>

<b>Expenditures:</b>	\$	\$	\$
451-0000-605.20-22 Construction Contracts	2,000,000	(400,000)	1,600,000
<b>Totals:</b>	<b>2,000,000</b>	<b>(400,000)</b>	<b>1,600,000</b>

**Water Tank Rehabilitation (WA1903)**

<b>Revenues:</b>	\$	\$	\$
451-0000-391.05-48 GO Bonds Series 2018 B	150,000	0	150,000
451-0000-391.45-00 From Water Fund	86,230	(74,757)	11,473
<b>Totals:</b>	<b>236,230</b>	<b>(74,757)</b>	<b>161,473</b>

<b>Expenditures:</b>	\$	\$	\$
451-0000-605.20-23 Arch/Eng/Landscaping Serv	142,900	0	142,900
451-0000-605.90-03 Improvements	93,330	(74,757)	18,573
<b>Totals:</b>	<b>236,230</b>	<b>(74,757)</b>	<b>161,473</b>

**Water Line Improvements (WA1905)**

<b>Revenues:</b>	\$	\$	\$
451-0000-391.05-40 2015 A (Oct) GP Pub Imp	121,491	(17,363)	104,128
451-0000-391.05-45 Series 2016 GO (Nov 4)	67,243	0	67,243
451-0000-391.45-00 From Water Fund	687,246	(52,062)	635,184
<b>Totals:</b>	<b>875,980</b>	<b>(69,425)</b>	<b>806,555</b>

<b>Expenditures:</b>	\$	\$	\$
451-0000-605.90-21 New Dist Lines	25,000	(1,858)	23,142
451-0000-605.90-22 Hydrants	40,000	(8,487)	31,513
451-0000-605.90-23 New Meters	150,000	(16,310)	133,690
451-0000-605.90-24 Replacement Meters	95,000	7,636	102,636
451-0000-605.90-25 Replacement Dist Lines	565,980	(50,406)	515,574
<b>Totals:</b>	<b>875,980</b>	<b>(69,425)</b>	<b>806,555</b>

**Water Line Improvements (WA2005)**

<b>Revenues:</b>	\$	\$	\$
451-0000-391.05-40 2015 A (Oct) GP Pub Imp	0	17,363	17,363
451-0000-391.45-00 From Water Fund	700,000	52,062	752,062
<b>Totals:</b>	<b>700,000</b>	<b>69,425</b>	<b>769,425</b>

<b><u>Expenditures:</u></b>	\$	\$	\$
451-0000-605.90-21 New Dist Lines	15,000	0	15,000
451-0000-605.90-22 Hydrants	40,000	0	40,000
451-0000-605.90-23 New Meters	150,000	0	150,000
451-0000-605.90-24 Replacement Meters	145,000	0	145,000
451-0000-605.90-25 Replacement Dist Lines	350,000	69,425	419,425
<b>Totals:</b>	<b>700,000</b>	<b>69,425</b>	<b>769,425</b>

**Fund 411: Water Fund**

<b><u>Expenditures:</u></b>	\$	\$	\$
411-5003-501.20-30 Electric Service	975,000	153,441	1,128,441
411-6996-696.76-01 Water Project Fund	825,000	(153,441)	671,559
<b>Totals:</b>	<b>1,800,000</b>	<b>0</b>	<b>1,800,000</b>

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

\_\_\_\_\_  
PATRICK W. SHULL, Mayor

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING:

PASSED ON 2ND READING:



**AGENDA ACTION FORM**

**Appropriate Funding from the Criminal Forfeiture Fund**

To: Board of Mayor and Aldermen  
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-255-2019  
 Work Session: November 18, 2019  
 First Reading: November 19, 2019

**Final Adoption: December 03, 2019**  
 Staff Work By: Comm. Bellamy  
 Presentation By: Chief Quillin

**Recommendation:**

Approve ordinance to appropriate funding from the Criminal Forfeiture Fund - Fund Balance in the amount of \$40,000.00.

**Executive Summary:**

The Criminal Forfeiture Fund was established for any revenue generated from the seizure of assets of a suspect where the criminal case was investigated by KPD utilizing federal authorities (i.e. DEA, FBI, IRS, etc.) The seized assets are equitably shared between the federal agency and the Kingsport Police Department. Distinct expenditure guidelines are established by the Department of Justice and these funds can only be used by a law enforcement agency for law enforcement purposes. Proceeds from the Criminal Forfeiture Fund are commonly used to fund police department expenditures which cannot be funded for through the fiscal budgeting process. The requested funds will be utilized to upgrade the police department's 3-D scanner.

The police department currently utilizes a *Faro Technologies, Inc.* portable computer-aided 3D Laser Scanning System allowing officers to replicate a crime scene or crash scene for documentation with exact measurement of key points of interest, perspective, and evidence. This tool has proven invaluable by reducing on-site measuring time, limiting risk to employees, lowering overall manpower costs, and providing critical evidence that assists with prosecution. The current scanner is outdated and no longer covered under an existing manufacturer warranty. The upgraded scanner is a more feature rich model that operates utilizing the most up-to-date industry standards. Additionally, the upgraded unit will come with a 4 year manufacturer warranty that will negate the need to pay a costly annual maintenance fee on the current unit.

The total project and expenditure of monies is a permissible use under the guidelines set forth by the Equitable Sharing funds guide book for Drug Funds.

**Attachments:**

- 1. Ordinance

Funding source appropriate and funds are available: *je*

	Y	N	O
Adler	—	—	—
Duncan	—	—	—
Cooper	—	—	—
George	—	—	—
Phillips	—	—	—
Olterman	—	—	—
Shull	—	—	—

ORDINANCE NO.

AN ORDINANCE TO AMEND THE CRIMINAL FORFEITURE FUND BUDGET BY APPROPRIATING FUNDS FROM THE UNDESIGNATED FUND BALANCE FOR THE YEAR ENDING JUNE 30, 2020; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the Criminal Forfeiture Fund budget be amended by appropriating funds in the amount of \$40,000 from the Criminal Forfeiture Fund Undesignated Fund Balance to the Criminal Forfeiture Fund operating budget for 3-D scanning equipment.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b>Fund 126: Criminal Forfeiture Fund</b>			
<b>Revenues:</b>			
	\$	\$	\$
126-0000-392-0100 Fund Balance Appropriation	54,789	40,000	94,789
<b>Totals:</b>	<b>54,789</b>	<b>40,000</b>	<b>94,789</b>
<b>Expenditures:</b>			
	\$	\$	\$
126-3020-442-9006 Purchases \$5,000 & Over	0	40,000	40,000
<b>Totals:</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>

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

\_\_\_\_\_  
PATRICK W. SHULL, Mayor

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

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



**AGENDA ACTION FORM**

**Appropriate Funding from the Criminal Forfeiture Fund**

To: Board of Mayor and Aldermen  
 From: Chris McCartt, City Manager *cm*

Action Form No.: AF-255-2019  
 Work Session: November 18, 2019  
 First Reading: November 19, 2019  
 Final Adoption: December 03, 2019  
 Staff Work By: Comm. Bellamy  
 Presentation By: Chief Quillin

**Recommendation:**

Approve ordinance to appropriate funding from the Criminal Forfeiture Fund - Fund Balance in the amount of \$40,000.00.

**Executive Summary:**

The Criminal Forfeiture Fund was established for any revenue generated from the seizure of assets of a suspect where the criminal case was investigated by KPD utilizing federal authorities (i.e. DEA, FBI, IRS, etc.) The seized assets are equitably shared between the federal agency and the Kingsport Police Department. Distinct expenditure guidelines are established by the Department of Justice and these funds can only be used by a law enforcement agency for law enforcement purposes. Proceeds from the Criminal Forfeiture Fund are commonly used to fund police department expenditures which cannot be funded for through the fiscal budgeting process. The requested funds will be utilized to upgrade the police department's 3-D scanner.

The police department currently utilizes a *Faro Technologies, Inc.* portable computer-aided 3D Laser Scanning System allowing officers to replicate a crime scene or crash scene for documentation with exact measurement of key points of interest, perspective, and evidence. This tool has proven invaluable by reducing on-site measuring time, limiting risk to employees, lowering overall manpower costs, and providing critical evidence that assists with prosecution. The current scanner is outdated and no longer covered under an existing manufacturer warranty. The upgraded scanner is a more feature rich model that operates utilizing the most up-to-date industry standards. Additionally, the upgraded unit will come with a 4 year manufacturer warranty that will negate the need to pay a costly annual maintenance fee on the current unit.

The total project and expenditure of monies is a permissible use under the guidelines set forth by the Equitable Sharing funds guide book for Drug Funds.

**Attachments:**

- 1. Ordinance

Funding source appropriate and funds are available: *js*

	Y	N	O
Adler	—	—	—
Duncan	—	—	—
Cooper	—	—	—
George	—	—	—
Phillips	—	—	—
Oterman	—	—	—
Shull	—	—	—



AGENDA ACTION FORM

**Amend the Code of Ordinances Section 98-407 Pertaining to Penalties for Violation for Not Using Safety Belts**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-267-2019  
Work Session: November 18, 2019  
First Reading: November 19, 2019

**Final Adoption: December 3, 2019**  
Staff Work By: D. Quillin, M. Billingsley  
Presentation By: Mike Billingsley

**Recommendation:**

Approve the Ordinance.

**Executive Summary:**

The ordinance attached amends section 98-407 of the city code pertaining to the penalty for not using safety belts (seatbelts). The caption of the section, which is not part of the ordinance reads, "penalties for violation of use of safety belts", when in actuality it is for failure to use safety belts. The amendment to the section essentially mirrors state law, wherein it is a primary offense rather than a secondary offense. Attached is the current section 98-407 with the changes shown to it by the amendment.

**Attachments:**

1. Ordinance
2. Section 98-407 with changes

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 98-407 OF THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE, PERTAINING TO PENALTIES FOR VIOLATION OF USE OF SAFETY BELTS; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT as follows:

SECTION I. That Section 98-407 of the Code of Ordinances, City of Kingsport, Tennessee, is hereby amended to read as follows:

A person convicted of a violation of section 98-406 shall be fined \$10.00 for a first violation and \$20.00 for each subsequent violation.

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

\_\_\_\_\_  
PATRICK W. SHULL, Mayor

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING \_\_\_\_\_  
PASSED ON 2ND READING \_\_\_\_\_

Sec. 98-407. - Penalties for violation of use of safety belts.

(a) A person convicted of a violation of section 98-406 shall be fined \$10.00 for a first violation and \$20.00 for each subsequent violation. ~~Notwithstanding any provision of law or ordinance to the contrary, no citation shall be issued for a violation of section 98-406 unless a person is stopped by a law enforcement officer for a separate violation of a law or ordinance and is issued a citation for the separate violation.~~

(b) ~~It shall not be necessary that a conviction be had for the separate violation of a law or ordinance for the person to be found guilty of violating section 98-406.~~

(Code 1981, § 14-220; Code 1998, § 102-471)



**AGENDA ACTION FORM**

**Amend the Code of Ordinances Section 98-407 Pertaining to Penalties for Violation for Not Using Safety Belts**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-267-2019  
Work Session: November 18, 2019  
First Reading: November 19, 2019

Final Adoption: December 3, 2019  
Staff Work By: D. Quillin, M. Billingsley  
Presentation By: Mike Billingsley

**Recommendation:**

Approve the Ordinance.

**Executive Summary:**

The ordinance attached amends section 98-407 of the city code pertaining to the penalty for not using safety belts (seatbelts). The caption of the section, which is not part of the ordinance reads, "penalties for violation of use of safety belts", when in actuality it is for failure to use safety belts. The amendment to the section essentially mirrors state law, wherein it is a primary offense rather than a secondary offense. Attached is the current section 98-407 with the changes shown to it by the amendment.

**Attachments:**

1. Ordinance
2. Section 98-407 with changes

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—



**AGENDA ACTION FORM**

**Amend the General Project Fund, Meadowview Project Fund, Cattails Project Fund, Water Project Fund, and Sewer Project Fund Budgets by Appropriating General Obligation Public Improvement Bond Series 2019**

To: Board of Mayor and Aldermen  
 From: Chris McCart, City Manager *CM*

Action Form No.: AF-266-2019  
 Work Session: November 18, 2019  
 First Reading: November 19, 2019

**Final Adoption: December 3, 2019**  
 Staff Work By: Morris/Smith/Winkle  
 Presentation By: McCart

**Recommendation:**

Approve the Ordinance.

**Executive Summary:**

On September 17, 2019, the BMA approved resolution 2020-049 to issue General Obligation Public Improvement Bond Series 2019 not to exceed \$20,250,000 for the purpose of financing a portion of the costs of certain public works projects, consisting of the acquisition of public art; the acquisition, construction, improvement, and renovation of public school facilities; road, street, parking, and sidewalk construction, improvement and expansion, including transmission upgrades; the acquisition, construction, renovation, improvement and equipping of public buildings within the Municipality, including a satellite salt facility and renovations to court facilities and fire facilities; acquisition of public works equipment, including fire equipment and improvements to technology infrastructure and back office improvements; acquisition, construction, improvement and equipping of public parks and recreational facilities, including Bays Mountain Nature Center; construction and improvement of the Municipality's convention center, including roof replacement; construction, improvement, and equipping of the Municipality's golf course; construction, expansion and improvement of the Municipality's water system; construction, expansion, and improvement of the Municipality's sewer system; acquisition of all property real and personal, appurtenant thereto or connected with such work; and to pay legal, fiscal, administrative, and engineering costs (collectively, the "Project"); 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 Bond.

This ordinance appropriates the funding for these projects.

**Attachments:**

- 1. Ordinance

Funding source appropriate and funds are available: *ja*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND, THE MEADOWVIEW PROJCT FUND, THE CATTAILS PROJECT FUND, THE WATER PROJECT FUND, AND SEWER PROJECT FUND BUDGETS BY APPROPRIATING GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2019; FOR THE FISCAL YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

WHEREAS, Resolution No. 2020-049 to issue General Obligation Public Improvement Bond Series 2019 not to exceed \$20,250,000 for the purpose of financing a portion of the costs of certain public works projects, consisting of the acquisition of public art; the acquisition, construction, improvement, and renovation of public school facilities; road, street, parking, and sidewalk construction, improvement and expansion, including transmission upgrades; the acquisition, construction, renovation, improvement and equipping of public buildings within the Municipality, including a satellite salt facility and renovations to court facilities and fire facilities; acquisition of public works equipment, including fire equipment and improvements to technology infrastructure and back office improvements; acquisition, construction, improvement and equipping of public parks and recreational facilities, including Bays Mountain Nature Center; construction and improvement of the Municipality's convention center, including roof replacement; construction, improvement, and equipping of the Municipality's golf course; construction, expansion and improvement of the Municipality's water system; construction, expansion, and improvement of the Municipality's sewer system; acquisition of all property real and personal, appurtenant thereto or connected with such work; and to pay legal, fiscal, administrative, and engineering costs (collectively, the "Project"); 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 Bond;

Section I. That the General Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2019 to fund the Court/Public Facilities Imp Phase 2 project (GP1820) in the amount of \$3,025,130, the Local Roads project (GP2000) in the amount of \$2,000,000, the Education Facilities project (GP2002) in the amount of \$1,000,000, the Fire Facilities project (GP2003) in the amount of \$625,000, the Facility Maint/Imp HVAC project (GP2009) in the amount of \$475,000, the Bays Mountain Nature Center Improvements project (GP1845) in the amount of \$400,000, the IT Infrastructure/Back Office Improvements project (GP2005) in the amount of \$360,000, the Facilities ADA project (GP1909) in the amount of \$345,000, the Public Works ADA project (GP2007) in the amount of \$300,000, the Lynn View Improvements Phase 1 project (GP2006) in the amount of \$75,000, the Brickyard Park Expansion project (GP2008) in the amount of \$150,000, the Street Resurfacing project (GP1846) in the amount of \$100,000, the LPRF Grant Matching project (GP2022) in the amount of \$250,000, and the Local Rds Concrete Repairs project (GP2004) in the amount of \$500,000 and by transferring funds from the General Projects project (GP1750) to the Street Resurfacing project (NC2000) in the amount \$170,000 and to the Salt Shed project (NC2012) in the amount of \$100,000.

Section II. That the Meadowview Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2019 to fund the Meadowview Roof project (MV2000) in the amount of \$350,000.

Section III. That the Cattails Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2019 to the Cattails Improvements project (CG2000) in the amount of \$190,000, and the Pro Shop Improvements project (CG2001) in the amount of \$60,000.

Section IV. That the Water Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2019 to fund the WTP Chemical Feed (WA1900) in the amount of \$3,400,000, the Master Water Plan Upgrades (WA2001) in the amount of \$1,500,000, the Water SCADA Improvements project (WA1700) in the amount of \$780,000, and the Water Tank Rehabilitation project (WA2000) in the amount of \$500,000.

Section V. That the Sewer Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2019 to fund the Misc I & I Rehab project (SW2000) in the amount of \$1,000,000, the Sherwood Dr Property Purchase project (SW2001) in the amount of \$600,000, the WWTP Equalization

Basin project (SW2002) in the amount of \$500,000, the New Crew Equipment project (SW2003) in the amount of \$500,000, the System Wide Flow Monitoring project (SW2004) in the amount of \$400,000, the Misc Sewer Line Rehab project (SW1902) in the amount of \$300,000, the System Improvements SLS project (SW2005) in the amount of \$300,000, and the Lift Station Bypass Pumps project (SW2007) in the amount of \$90,000.

**G.O. Public Improvements Series  
2019**

		<u>Budget</u>	<u>Amendments Increase (Decrease)</u>	<u>Amended Budget</u>
<b>General Project Fund: 311</b>				
<b>Court/Public Facility Pln (GP1820)</b>				
<b>Revenue:</b>				
311-0000-368.10-55	Series 2017 A GO Bonds	1,078,687	0	1,078,687
311-0000-368.10-56	GO Bonds Series 2018 A	3,681,523	0	3,681,523
311-0000-368.10-66	Series 2019 GO Improvement	0	2,805,102	2,805,102
311-0000-368.21-01	Premium From Bond Sale	308,178	252,135	560,313
311-0000-391.01-00	From General Fund	2,750,000	0	2,750,000
<b>Total Revenue</b>		<b>7,818,388</b>	<b>3,057,237</b>	<b>10,875,625</b>

**Appropriation:**

311-0000-601.20-20	Professional/Consultant	8,000	0	8,000
311-0000-601.20-22	Construction Contracts	18,500	0	18,500
311-0000-601.20-23	Arch/Eng/Landscaping Serv	406,200	0	406,200
311-0000-601.20-30	Electric Service	31,036	0	31,036
311-0000-601.20-33	Water and Sewer Service	8,964	0	8,964
311-0000-601.40-41	Bond Sale Expense	136,088	32,107	168,195
311-0000.601.90-02	Buildings	2,827,493	0	2,827,493
311-0000.601.90-03	Improvements	32,300	3,025,130	3,057,430
311-0000.601.90-06	Purchases \$5,000 & Over	4,349,807	0	4,349,807
<b>Total Appropriation</b>		<b>7,818,388</b>	<b>3,057,237</b>	<b>10,875,625</b>

**Local Roads (GP2000)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	1,854,533	1,854,533
311-0000-368.21-01	Premium From Bond Sale	0	166,694	166,694
<b>Total Revenue</b>		<b>0</b>	<b>2,021,227</b>	<b>2,021,227</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	21,227	21,227
311-0000.601.90-03	Improvements	0	2,000,000	2,000,000
<b>Total Appropriation</b>		<b>0</b>	<b>2,021,227</b>	<b>2,021,227</b>

**Education-Facilities Main  
(GP2002)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	927,267	927,267
311-0000-368.21-01	Premium From Bond Sale	0	83,347	83,347
<b>Total Revenue</b>		<b>0</b>	<b>1,010,614</b>	<b>1,010,614</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	10,614	10,614
311-0000.601.90-03	Improvements	0	1,000,000	1,000,000
<b>Total Appropriation</b>		<b>0</b>	<b>1,010,614</b>	<b>1,010,614</b>

**Fire-Facilities/Capital (GP2003)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	579,542	579,542
311-0000-368.21-01	Premium From Bond Sale	0	52,092	52,092
<b>Total Revenue</b>		<b>0</b>	<b>631,634</b>	<b>631,634</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	6,634	6,634
311-0000.601.90-03	Improvements	0	625,000	625,000
<b>Total Appropriation</b>		<b>0</b>	<b>631,634</b>	<b>631,634</b>

**Faci Maint-Improv HVAC (GP2009)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	440,452	440,452
311-0000-368.21-01	Premium From Bond Sale	0	39,590	39,590
<b>Total Revenue</b>		<b>0</b>	<b>480,042</b>	<b>480,042</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	5,042	5,042
311-0000.601.20-22	Construction Contracts	0	475,000	475,000
<b>Total Appropriation</b>		<b>0</b>	<b>480,042</b>	<b>480,042</b>

**Bays Mtn Nat Ctr Impro (GP1845)**

**Revenue:**

311-0000-368.10-56	GO Bonds Series 2018 A	295,883	0	295,883
311-0000-368.10-66	Series 2019 GO Improvement	0	370,907	370,907
311-0000-368.21-01	Premium From Bond Sale	10,985	33,339	44,324
<b>Total Revenue</b>		<b>306,868</b>	<b>404,246</b>	<b>711,114</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	6,868	4,246	11,114
311-0000.601.20-22	Construction Contracts	0	400,000	400,000
311-0000.601.90-03	Improvements	300,000	0	300,000
<b>Total Appropriation</b>		<b>306,868</b>	<b>404,246</b>	<b>711,114</b>

**IT-Tech Infra & Back Offi (GP2005)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	333,816	333,816
311-0000-368.21-01	Premium From Bond Sale	0	30,005	30,005
<b>Total Revenue</b>		<b>0</b>	<b>363,821</b>	<b>363,821</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	3,821	3,821
311-0000.601.90-03	Improvements	0	360,000	360,000
<b>Total Appropriation</b>		<b>0</b>	<b>363,821</b>	<b>363,821</b>

**Facilities ADA (GP1909)**

**Revenue:**

311-0000-368.10-56	GO Bonds Series 2018 A	172,598	0	172,598
311-0000-368.10-66	Series 2019 GO Improvment	0	319,907	319,907
311-0000-368.21-01	Premium From Bond Sale	6,408	28,755	35,163
<b>Total Revenue</b>		<b>179,006</b>	<b>348,662</b>	<b>527,668</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	4,006	3,662	7,668
311-0000.601.90-03	Improvements	175,000	345,000	520,000
<b>Total Appropriation</b>		<b>179,006</b>	<b>348,662</b>	<b>527,668</b>

**Public Works-Parks ADA (GP2007)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvment	0	278,180	278,180
311-0000-368.21-01	Premium From Bond Sale	0	25,004	25,004
<b>Total Revenue</b>		<b>0</b>	<b>303,184</b>	<b>303,184</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	3,184	3,184
311-0000.601.90-03	Improvements	0	300,000	300,000
<b>Total Appropriation</b>		<b>0</b>	<b>303,184</b>	<b>303,184</b>

**Lynn View Improv-Ph 1 (GP2006)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvment	0	69,545	69,545
311-0000-368.21-01	Premium From Bond Sale	0	6,251	6,251
<b>Total Revenue</b>		<b>0</b>	<b>75,796</b>	<b>75,796</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	796	796
311-0000.601.90-03	Improvements	0	75,000	75,000
<b>Total Appropriation</b>		<b>0</b>	<b>75,796</b>	<b>75,796</b>

**Brickyard Park Expansion (GP2008)**

**Revenue:**

311-0000-368.10-66	Series 2019 GO Improvment	0	139,090	139,090
311-0000-368.21-01	Premium From Bond Sale	0	12,502	12,502
<b>Total Revenue</b>		<b>0</b>	<b>151,592</b>	<b>151,592</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	1,592	1,592
311-0000-601.90-06	Purchases Over \$5,000	0	150,000	150,000
<b>Total Appropriation</b>		<b>0</b>	<b>151,592</b>	<b>151,592</b>

**Street Resurfacing (GP1846)****Revenue:**

311-0000-368.10-41	Series 2012 C GO PUB IMP	6,032	0	6,032
311-0000-368.10-51	Series 2015 A (OCT) GO PI	23,102	0	23,102
311-0000-368.10-54	Series 2016 GO (NOV 4)	300,000	0	300,000
311-0000-368.10-55	Series 2017 A GO Bonds	2,985,000	0	2,985,000
311-0000-368.10-66	Series 2019 GO Improvement	0	92,727	92,727
311-0000-368.21-01	Premium From Bond Sale	0	8,335	8,335
<b>Total Revenue</b>		<b>3,314,134</b>	<b>101,062</b>	<b>3,415,196</b>

**Appropriation:**

311-0000-601.20-23	Arch/Eng/Landscaping Serv	186,145	0	186,145
311-0000-601.40-41	Bond Sale Expense	0	1,062	1,062
311-0000.601.90-03	Improvements	3,127,989	100,000	3,227,989
<b>Total Appropriation</b>		<b>3,314,134</b>	<b>101,062</b>	<b>3,415,196</b>

**LPRF Grant (GP2022)****Revenue:**

311-0000-332.72-01	Dept of Conservation/LPRF	250,000	0	250,000
311-0000-368.10-66	Series 2019 GO Improvement	0	231,817	231,817
311-0000-368.21-01	Premium From Bond Sale	0	20,837	20,837
311-0000-391.01-00	From General Fund	60,000	0	60,000
<b>Total Revenue</b>		<b>310,000</b>	<b>252,654</b>	<b>562,654</b>

**Appropriation:**

311-0000-601.20-22	Construction Contracts	20,000	0	20,000
311-0000-601.20-23	Arch/Eng/Landscaping Serv	40,000	0	40,000
311-0000-601.40-41	Bond Sale Expense	0	2,654	2,654
311-0000.601.90-03	Improvements	250,000	250,000	500,000
<b>Total Appropriation</b>		<b>310,000</b>	<b>252,654</b>	<b>562,654</b>

**Local Roads/Concrete Repairs (GP2004)****Revenue:**

311-0000-368.10-66	Series 2019 GO Improvement	0	463,633	463,633
311-0000-368.21-01	Premium From Bond Sale	0	41,674	41,674
<b>Total Revenue</b>		<b>0</b>	<b>505,307</b>	<b>505,307</b>

**Appropriation:**

311-0000-601.40-41	Bond Sale Expense	0	5,307	5,307
311-0000.601.90-03	Improvements	0	500,000	500,000
<b>Total Appropriation</b>		<b>0</b>	<b>505,307</b>	<b>505,307</b>

**General Projects (GP1750)****Revenue:**

311-0000-391.01-00	From General Fund	866,977	(270,000)	596,977
<b>Total Revenue</b>		<b>866,977</b>	<b>(270,000)</b>	<b>596,977</b>

**Appropriation:**

311-0000-601.20-20	Professional/Consultant	25,000	0	25,000
311-0000-601.30-20	Operating Supplies & Tool	10,000	0	10,000
311-0000-601.90-03	Improvements	831,977	(270,000)	561,977
<b>Total Appropriations</b>		<b>866,977</b>	<b>(270,000)</b>	<b>596,977</b>

**General Fund: 110**

**Appropriation:**

110-4804-481.70-35

110-4804-481.70-36

**Total Appropriations**

To General Proj-Special Rev	2,168,200	270,000	2,438,200
To General Project Fund	1,033,750	(270,000)	763,750
	<b>3,201,950</b>	<b>0</b>	<b>3,201,950</b>

**Gen Projects-Special Rev Fund:**

**111**

**Street Resurfacing (NC2000)**

**Revenue:**

111-0000-391.01-00

**Total Revenue**

From General Fund	2,168,200	170,000	2,338,200
	<b>2,168,200</b>	<b>170,000</b>	<b>2,338,200</b>

**Appropriation:**

111-0000-601.20-22

**Total Appropriations**

Construction Contracts	2,168,200	170,000	2,338,200
	<b>2,168,200</b>	<b>170,000</b>	<b>2,338,200</b>

**Salt Shed (NC2012)**

**Revenue:**

111-0000-391.01-00

**Total Revenue**

From General Fund	0	100,000	100,000
	<b>0</b>	<b>100,000</b>	<b>100,000</b>

**Appropriation:**

111-0000-601.20-22

**Total Appropriations**

Construction Contracts	0	100,000	100,000
	<b>0</b>	<b>100,000</b>	<b>100,000</b>

**Meadowview Fund: 420**

**Revenue:**

420-0000-392.99-30

**Total Revenue**

Series 2019 GO Improvement	0	350,000	350,000
	<b>0</b>	<b>350,000</b>	<b>350,000</b>

**Appropriation:**

420-6999-698.78-56

**Total Appropriations**

Series 2019 GO Improvement	0	350,000	350,000
	<b>0</b>	<b>350,000</b>	<b>350,000</b>

**Meadowview Project Fund: 454**

**Meadowview Roof (MV2000)**

**Revenue:**

454-0000-391.05-56

**Total Revenue**

Series 2019 GO Improvement	0	350,000	350,000
	<b>0</b>	<b>350,000</b>	<b>350,000</b>

**Appropriation:**

454-0000-601.20-22

**Total Appropriations**

Construction Contracts	0	350,000	350,000
	<b>0</b>	<b>350,000</b>	<b>350,000</b>

**Cattails Fund:421**

**Revenue:**

421-0000-392.99-30

**Total Revenue**

Series 2019 GO Improvement	0	250,000	250,000
	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Appropriation:**

421-6999-698.78-56

**Total Appropriations**

Series 2019 GO Improvement	0	250,000	250,000
	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Cattails Project Fund:453**  
**Cattails Equipment (CG2000)**

**Revenue:**

453-0000-391.05-56	Series 2019 GO Improvment	0	190,000	190,000
<b>Total Revenue</b>		<b>0</b>	<b>190,000</b>	<b>190,000</b>

**Appropriation:**

453-0000-601.90-03	Improvements	0	190,000	190,000
<b>Total Appropriations</b>		<b>0</b>	<b>190,000</b>	<b>190,000</b>

**Pro Shop Improvements (CG2001)**

**Revenue:**

453-0000-391.05-56	Series 2019 GO Improvment	0	60,000	60,000
<b>Total Revenue</b>		<b>0</b>	<b>60,000</b>	<b>60,000</b>

**Appropriation:**

453-0000-601.90-03	Improvements	0	60,000	60,000
<b>Total Appropriations</b>		<b>0</b>	<b>60,000</b>	<b>60,000</b>

**Water Fund: 411**

**Revenue:**

411-0000-392.99-30	Series 2019 GO Improvment	0	6,180,000	6,180,000
<b>Total Revenue</b>		<b>0</b>	<b>6,180,000</b>	<b>6,180,000</b>

**Appropriation:**

411-6999-698.78-56	Series 2019 GO Improvment	0	6,180,000	6,180,000
<b>Total Appropriations</b>		<b>0</b>	<b>6,180,000</b>	<b>6,180,000</b>

**Water Project Fund:451**

**WTP Chemical Feed (WA1900)**

**Revenue:**

451-0000-391.05-48	GO Bonds Series 2018 B	2,000,000	0	2,000,000
451-0000-391.05-56	Series 2019 GO Improvment	0	3,400,000	3,400,000
<b>Total Revenue</b>		<b>2,000,000</b>	<b>3,400,000</b>	<b>5,400,000</b>

**Appropriation:**

451-0000-605.20-22	Construction Contracts	2,000,000	3,400,000	5,400,000
<b>Total Appropriations</b>		<b>2,000,000</b>	<b>3,400,000</b>	<b>5,400,000</b>

**Master Plan Water Upgrade (WA2001)**

**Revenue:**

451-0000-391.05-56	Series 2019 GO Improvment	0	1,500,000	1,500,000
<b>Total Revenue</b>		<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>

**Appropriation:**

451-0000-605.20-23	Arch/Eng/Landscaping Serv	0	1,500,000	1,500,000
<b>Total Appropriations</b>		<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>

**Water SCADA Imp (WA1700)**

**Revenue:**

451-0000-391.05-31	2014 B GO Bonds	832,639	0	832,639
451-0000-391.05-45	Series 2016 GO (Nov)	1,200,000	0	1,200,000
451-0000-391.05-56	Series 2019 GO Improvement	0	780,000	780,000
451-0000-391.45-00	From Water Fund	102,785	0	102,785
<b>Total Revenue</b>		<b>2,135,424</b>	<b>780,000</b>	<b>2,915,424</b>

**Appropriation:**

451-0000-605.20-22	Construction Contracts	2,030,424	780,000	2,810,424
451-0000-605.20-23	Arch/Eng/Landscaping Serv	105,000	0	105,000
<b>Total Appropriations</b>		<b>2,135,424</b>	<b>780,000</b>	<b>2,915,424</b>

**Tank Rehabilitation (WA2000)**

**Revenue:**

451-0000-391.05-56	Series 2019 GO Improvement	0	500,000	500,000
<b>Total Revenue</b>		<b>0</b>	<b>500,000</b>	<b>500,000</b>

**Appropriation:**

451-0000-605.90-03	Improvements	0	500,000	500,000
<b>Total Appropriations</b>		<b>0</b>	<b>500,000</b>	<b>500,000</b>

**Sewer Fund:412**

**Revenue:**

412-0000-392.99-30	Series 2019 GO Improvement	0	3,690,000	3,690,000
<b>Total Revenue</b>		<b>0</b>	<b>3,690,000</b>	<b>3,690,000</b>

**Appropriation:**

412-6999-698.78-56	Series 2019 GO Improvement	0	3,690,000	3,690,000
<b>Total Appropriations</b>		<b>0</b>	<b>3,690,000</b>	<b>3,690,000</b>

**Sewer Project Fund:452**

**Misc I & I Rehab (SW2000)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvement	0	1,000,000	1,000,000
<b>Total Revenue</b>		<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>

**Appropriation:**

452-0000-606.20-22	Construction Contracts	0	1,000,000	1,000,000
<b>Total Appropriations</b>		<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>

**Sherwood Dr Property Purchase (SW2001)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvement	0	600,000	600,000
<b>Total Revenue</b>		<b>0</b>	<b>600,000</b>	<b>600,000</b>

**Appropriation:**

452-0000-606.90-01	Land	0	600,000	600,000
<b>Total Appropriation</b>		<b>0</b>	<b>600,000</b>	<b>600,000</b>

**WWTP Equalization Basin  
(SW2002)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvment	0	500,000	500,000
<b>Total Revenue</b>		<b>0</b>	<b>500,000</b>	<b>500,000</b>

**Appropriation:**

452-0000-606.20-22	Construction Contracts	0	500,000	500,000
<b>Total Appropriation</b>		<b>0</b>	<b>500,000</b>	<b>500,000</b>

**New Crew Equipment (SW2003)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvment	0	500,000	500,000
452-0000-391.42-00	From Sewer Fund	296,900	0	296,900
<b>Total Revenue</b>		<b>296,900</b>	<b>500,000</b>	<b>796,900</b>

**Appropriation:**

452-0000-606.90-06	Purchases \$5,000 & Over	296,900	500,000	796,900
<b>Total Appropriation</b>		<b>296,900</b>	<b>500,000</b>	<b>796,900</b>

**Systemwide Flow Monitoring  
(SW2004)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvment	0	400,000	400,000
452-0000-391.42-00	From Sewer Fund	125,000	0	125,000
<b>Total Revenue</b>		<b>125,000</b>	<b>400,000</b>	<b>525,000</b>

**Appropriation:**

452-0000-606.20-23	Arch/Eng/Landscaping Serv	125,000	400,000	525,000
<b>Total Appropriation</b>		<b>125,000</b>	<b>400,000</b>	<b>525,000</b>

**Misc Sewer Line Rehab (SW1902)**

**Revenue:**

452-0000-391.05-40	2015 A (Oct) GP Pub Imp	330,747	0	330,747
452-0000-391.05-45	Series 2016 GO (Nov 4)	112,000	0	112,000
452-0000-391.05-56	Series 2019 GO Improvment	0	300,000	300,000
452-0000-391.42-00	From Sewer Fund	871,355	0	871,355
<b>Total Revenue</b>		<b>1,314,102</b>	<b>300,000</b>	<b>1,614,102</b>

**Appropriation:**

452-0000-606.20-23	Arch/Eng/Landscaping Serv	166,000	50,000	216,000
452-0000-606.90-01	Land	10,000	0	10,000
452-0000-606.90-03	Improvements	1,138,102	250,000	1,388,102
<b>Total Appropriation</b>		<b>1,314,102</b>	<b>300,000</b>	<b>1,614,102</b>

**System Improvements SLS  
(SW2005)**

**Revenue:**

452-0000-391.05-56	Series 2019 GO Improvment	0	300,000	300,000
<b>Total Revenue</b>		<b>0</b>	<b>300,000</b>	<b>300,000</b>

**Appropriation:**

452-0000-606.20-23	Arch/Eng/Landscaping Serv	0	40,000	40,000
452-0000-606.90-03	Improvements	0	260,000	260,000
<b>Total Appropriation</b>		<b>0</b>	<b>300,000</b>	<b>300,000</b>

**Lift Station Bypass Pumps**  
**(SW2007)**

**Revenue:**

452-0000-391.05-56

Series 2019 GO Improvment

0

90,000

90,000

**Total Revenue**

**0**

**90,000**

**90,000**

**Appropriation:**

452-0000-606.90-04

Equipment

0

90,000

90,000

**Total Appropriation**

**0**

**90,000**

**90,000**

SECTION VI. 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.

\_\_\_\_\_  
PATRICK W. SHULL, Mayor

ATTEST:

\_\_\_\_\_  
SIDNEY COX  
City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: \_\_\_\_\_

PASSED ON 2ND READING: \_\_\_\_\_



**AGENDA ACTION FORM**

**Amend the General Project Fund, Meadowview Project Fund, Cattails Project Fund, Water Project Fund, and Sewer Project Fund Budgets by Appropriating General Obligation Public Improvement Bond Series 2019**

To: Board of Mayor and Aldermen  
 From: Chris McCart, City Manager *CM*

Action Form No.: AF-266-2019  
 Work Session: November 18, 2019  
 First Reading: November 19, 2019  
 Final Adoption: December 3, 2019  
 Staff Work By: Morris/Smith/Winkle  
 Presentation By: McCart

**Recommendation:**  
 Approve the Ordinance.

**Executive Summary:**

On September 17, 2019, the BMA approved resolution 2020-049 to issue General Obligation Public Improvement Bond Series 2019 not to exceed \$20,250,000 for the purpose of financing a portion of the costs of certain public works projects, consisting of the acquisition of public art; the acquisition, construction, improvement, and renovation of public school facilities; road, street, parking, and sidewalk construction, improvement and expansion, including transmission upgrades; the acquisition, construction, renovation, improvement and equipping of public buildings within the Municipality, including a satellite salt facility and renovations to court facilities and fire facilities; acquisition of public works equipment, including fire equipment and improvements to technology infrastructure and back office improvements; acquisition, construction, improvement and equipping of public parks and recreational facilities, including Bays Mountain Nature Center; construction and improvement of the Municipality's convention center, including roof replacement; construction, improvement, and equipping of the Municipality's golf course; construction, expansion and improvement of the Municipality's water system; construction, expansion, and improvement of the Municipality's sewer system; acquisition of all property real and personal, appurtenant thereto or connected with such work; and to pay legal, fiscal, administrative, and engineering costs (collectively, the "Project"); 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 Bond.

This ordinance appropriates the funding for these projects.

**Attachments:**

- 1. Ordinance

Funding source appropriate and funds are available: *J*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—



**AGENDA ACTION FORM**

**Enter into an Agreement with United Systems Science & Software for the Kingsport Wastewater System Wide Flow and Rainfall Monitoring (2020) Project**

To: Board of Mayor and Aldermen  
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-273-2019  
 Work Session: December 2, 2019  
 First Reading: N/A

Final Adoption: December 3, 2019  
 Staff Work By: Will Stallard  
 Presentation By: Ryan McReynolds

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

Requests for Proposals were opened on November 19, 2019 for the Kingsport Wastewater System Wide Flow and Rainfall Monitoring (2020) Project. This project consists of installation of 36 temporary wastewater flow meters and 13 temporary rain gauges across the City for a period of 60 days. The data collected in this project will directly support CDM Smith's effort to update the City's wastewater flow model and capacity assurance tools to include flow monitoring, model updates, recalibration, and CAP tool update.

City staff, along with consulting engineers, have reviewed the proposal and recommends awarding the contract to the apparent low bidder, United Systems Science & Software in the amount of \$86,800. An option to extend this project for an additional 30 days is contingent upon receiving sufficient rainfall in February and March to meet the data collection requirements of CDM Smith. If required, the cost to extend this Project for an additional 30 days would be \$30,900.

Funding is identified and will be available through the bond issue being approved December 3, 2019, by AF-266-2019. The funding will be placed in SW2004

**Attachments:**

1. Resolution
2. Bid Tabulation
3. Proposal
4. Recommendation Memo
5. Location Map

Funding source appropriate and funds are available: *je*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING THE PROPOSAL OF UNITED SYSTEMS SCIENCE & SOFTWARE FOR THE KINGSPORT WASTEWATER SYSTEM WIDE FLOW AND RAINFALL MONITORING (2020) PROJECT AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, bids for a request for proposals were opened on November 19, 2019, for the Kingsport Wastewater System Wide Flow and Rainfall Monitoring (2020) Project; and

WHEREAS, upon review of the proposals, the board finds United Systems Science & Software is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to enter into a contract for installation of 36 temporary wastewater flow meters and 13 temporary rain gauges across the City for a period of 60 days, which data will be collected in this project to directly support CDM Smith's effort to update the wastewater flow model and capacity assurance tools to include flow monitoring, model updates, recalibration, and CAP tool update from United Systems Science & Software at a cost of \$86,800.00; and

WHEREAS, an option to extend this project for an additional 30 days is contingent upon receiving sufficient rainfall in February and March to meet the data collection requirements of CDM Smith, and if the extension is required, cost to extend this Project for an additional 30 days would be \$30,900; and

WHEREAS, funding is identified in SW2004.  
Now therefore,

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

SECTION I. That the proposal of United Systems Science & Software that includes, but is not limited to, installation of 36 temporary wastewater flow meters and 13 temporary rain gauges across the City for a period of 60 days, which data will be collected in this project to directly support CDM Smith's effort to update the wastewater flow model and capacity assurance tools to include flow monitoring, model updates, recalibration, and CAP tool update at an annual cost of \$86,800.00 is approved.

SECTION II. That an option to extend this project for an additional 30 days is contingent upon receiving sufficient rainfall in February and March to meet the data collection requirements of CDM Smith, and if the extension is required, cost to extend this Project for an additional 30 days would be \$30,900.

SECTION III. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed 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 agreement with United Systems Science & Software, and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

SECTION IV. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement 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 V. 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 public.

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

ADOPTED this the 3rd day of December, 2019.

\_\_\_\_\_  
PATRICK W. SHULL, MAYOR

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTE: ) OPENING  
November 19, 2019 - 4:00 P.M.

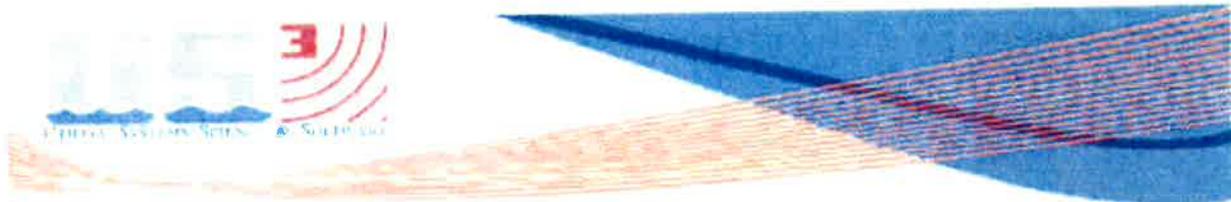
Present: Brent Morelock, Procurement Manager; Michelle Ramey, Assistant Procurement Manager, Schools; and Will Stallard, Water Maint.

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

WASTEWATER SYSTEM WIDE FLOW MONITORING				
Vendor:	Item #:	Unit Price (\$/Unit/Day):	Total Bid Item Price	Total Proposal Price
US Cubed or US3	1	\$550.00	\$19,800.00	\$ 86,800.00
	2	\$400.00	\$ 5,200.00	
	3	\$ 25.00	\$ 54,000.00	
	4	\$ 10.00	\$ 7,800.00	
Frazier Engineering	1	\$590.00	\$ 21,240.00	\$110,316.00
	2	\$200.00	\$ 2,600.00	
	3	\$ 33.60	\$ 72,576.00	
	4	\$ 5.00	\$ 3,900.00	
Hydro Structures	1	\$700.00	\$ 25,200.00	\$138,400.00
	2	\$100.00	\$ 1,300.00	
	3	\$ 50.00	\$108,000.00	
	4	\$ 5.00	\$ 3,900.00	
Hydro Max USA*	1	\$680.00	\$ 24,480.00	\$146,515.00
	2	\$355.00	\$ 4,615.00	
	3	\$ 50.75	\$109,620.00	
	4	\$ 10.00	\$ 7,800.00	
AMG Environmental	1	\$ 14.16	\$ 30,585.60	\$ 89,382.60
	2	\$ 8.14	\$ 6,271.20	
	3	\$ 19.80	\$ 42,768.00	
	4	\$ 12.51	\$ 9,757.80	
Compliance Enviro Systems, LLC	1	\$450.00	\$ 16,200.00	\$218,925.00
	2	\$225.00	\$ 2,925.00	
	3	\$ 82.00	\$177,120.00	
	4	\$ 27.00	\$ 22,680.00	
ADS Environmental Services	1	\$975.00	\$ 35,100.00	\$119,608.00
	2	\$700.00	\$ 9,100.00	
	3	\$ 30.00	\$ 64,800.00	
	4	\$ 13.60	\$ 10,608.00	

\*See handwritten note on proposal.

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



601 Parkcenter Dr. Suite 209  
Santa Ana, CA 92705  
Phone 714-542-1004 Fax: 714-542-1332

November 14, 2019

Procurement Manager, City of Kingsport  
225 W. Center Street  
Kingsport, TN 37660

Subject: Wastewater System Wide Flow Monitoring RFP

Attn: Procurement Manager

Attached you will find Utility Systems Science & Software (US3) response for RFP for Wastewater System Wide Flow Monitoring. US3 will provide thirty-six (36) flow meters and thirteen (13) rain gauges for 60 days, with an optional to add additional 30 days.

The data will be stored on our Cloud Based Redundant Secure Servers, with access from virtually any web-enabled device. You should expect on the order of 95%+ uptime on all devices.

The advantages of selecting US3 include

- Full in-house capabilities for all project requirements.
- All hardware will be non-contact and no confined space entry.
- Direct applicable experience for over 15 years with wastewater monitoring Services.
- An excellent reputation for providing high quality-engineering Services within stipulated budgets and schedules.
- Engineering support for modifications or refinements to the system.
- US3 is Certified Minority Business Enterprise (MBE) and Top 100 Minority Engineering Company.
- Utility Systems Science & Software is one of the leading sewer flow monitoring companies in the USA.

If you have any questions or comments, please contact undersigned at 714-564-3494.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Serres', is written over a white background.

Mark Serres  
Vice President

***Request for Proposal***

***For***

***Wastewater System Wide Flow Monitoring***



**Leaders in Sewer Flow Monitoring Services**

601 N. Parkcenter Dr., Suite 209  
Santa Ana, CA 92705  
Phone: 714-542-1004 Fax: 714-542-1332

9314 Bond Ave. Suite A  
El Cajon, CA 9021  
Phone: 619-546-4281 Fax: 619-398-2380

[www.uscubed.com](http://www.uscubed.com)

[www.sewerflow.com](http://www.sewerflow.com)

[www.utility-iot.com](http://www.utility-iot.com)

## **Wastewater System Wide Flow Monitoring Proposal Index**

- Tab 1: Statement of Qualification
- Tab 2: Technical Approach
- Tab 3: Traffic Control
- Tab 4: Project Management & Staffing
- Tab 5: References
- Tab 6: Bid Proposal Form
- Tab 7: City of Kingsport Required Documents

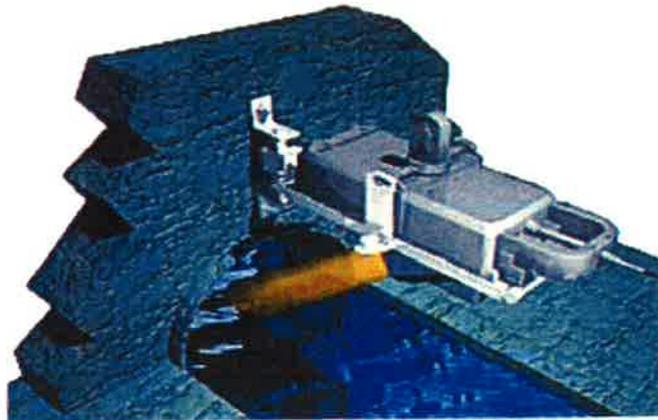
## **Tab 1: Statement of Qualification**

Utility Systems Science & Software, Inc. (**US3**) is a specialty service company providing monitoring and control for Utilities since 1996, performing sewer flow monitoring services 24/7 throughout Southern California.

**US3** is a California Corporation Federal ID No. 33-0729605 and qualifies as a Minority Business Enterprise. US3 has certified as an MBE with the California Public Utility Commission's authorized clearinghouse, Verification Number: 97ES0008.

**US3** is in the forefront of this industry by taking the proven technological approaches, developed in other high tech industries and applying them to protect some of our most precious natural resources - our water.

**US3** engineers and technical personnel have applied advanced instrumentation system technology to water/waste water open channel flow monitoring, pipeline evaluation, engineering, and data analysis, all coupled to the power of the Internet. This unique integrated systems approach allows the company to bring greater insight and intelligence gathering information about the water and waste water system performance of our clients, and in turn to support the fulfillment of their commitments to manage and cost effectively design, operate, and maintain these systems.



**US3 and US3 will utilize exclusively Hach Flo-dar Meters**

Moreover, **US3** supports Municipalities, Consulting Engineering firms and other water/waste water systems integrators by providing temporary technical Services for engineering, software programming and technical site maintenance and calibration site support work primarily in the Water and Waste Water industries.

**US3** is focused on those clients that have regulatory mandated schedule driven projects. Also where budgets can accommodate high quality outstanding technical Services.

**US3's** management has over 30 years' experience in the startup and operation of specialty contract engineering Services. The owners and management team are all

Professional and degreed engineers and have extensive experience in the application and implementation of Water/Waste Water and associated Process Control Projects.

## City of Kingsport, TN

A corporate goal of the organization is to provide our customers with the best professional Engineering, Technician, and Software Programmer personnel available. To accomplish this, we at US3 consider our employees and perspective employees as our most valuable asset and recruit, qualify, and hire with the due diligence to assist our clients in the performance of their work and to assist US3 in developing the long term relationships which will lead to continued growth and profitability.

Specific advantages of selecting US3 include:

- Full in-house capabilities for all engineering disciplines required for this project.
- Direct applicable experience with all components associated with telecommunication systems, including extensive water/wastewater experience.
- An excellent reputation for providing quality-engineering Services within stipulated budgets and schedules.
- Engineering support for modifications or refinements to the system.
- Top of the line products with less Maintenance and Calibration Services
- Certified Confined Space Entry Service Crews.
- Knowledge of Flow Monitoring and integration into existing or new GIS & SCADA systems.



**All technicians are certified for Confined Space Entry.**

### ***US3: Proven Experience with Flow Monitoring Systems***

Utility Systems Science & Software (US3) principles have installed and integrated hundreds of Flow Monitoring Systems for both fresh and wastewater systems all over the world. Today, millions of people from Cities, Counties and Industry depend on our systems to both monitor and control their infrastructure every minute of every day reliably. It would be difficult for one to travel in the USA, from North Slope of Alaska to Mexico, Pennsylvania to Hawaii (North, South, East and West) and not in some way and have not used our systems either directly or indirectly. This level of accuracy and reliability is what ***your*** customers should expect from our industry.

**Why Selecting a Total System Supplier is Critical to Your Success**

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US3 provides an "off the shelf" approach, providing the highest quality of engineering Services and the associated data. When combined with the system integration of US3, this provides City of Kingsport the highest level of system support and Services at the lowest cost. US3's unique approach assures that all components are properly engineered to "fit together," with one contact, one contract and one source for all your system issues providing optimal system quality throughout the life of the system.

**What Makes Experience a Benefit?**

The ability to successfully develop products, engineer systems and implement to high quality standards requires the seamless integration of diverse technical and managerial resources. Complex water systems include multiple control points, wide area coverage, difficult topographical problems, wireless operation, parallel system control, paging interfaces, and many other resource intensive considerations.

**Name of Company:**

**Utility Systems Science & Software**

**Type of Company:**

Utility Systems Science and Software is a Corporation 03-0404434

DIR: 1000014022

Certified Minority Business Enterprise  
Certified Small Business Enterprise

**Address:**

**Corporate Office**  
601 N. Parkcenter Dr., Suite 209  
Santa Ana, CA 92705  
Phone: 714-542-1004 Fax: 714-542-1332

**Number of Employees**

Utility Systems Science & Software has over 80 employees as part of their parent company, Technology Resource Center (TRC).

**Name, Title, Address and Telephone numbers of persons to contact concerning the Proposal.**

**Mark Serres VP**  
**Mark.serres@uscubed.com**  
601 N. Parkcenter Dr., Suite 209  
Santa Ana, CA 92705  
Phone: 714-542-1004 Fax: 714-542-1332

**Tom Williams Engineering Manager**  
**Tom.williams@uscubed.com**  
9314 Bond Ave. Suite A  
El Cajon, CA 9021  
Phone: 619-546-4281 Fax: 619-398-2380  
Supervisor. Available 24/7 via telephone.

## **Tab 2: Technical Approach**

US3 will be providing City of Kingsport an off the Shelf, non-proprietary solution. The City will be monitored with the State of the Art Hach Flow Meters.

- Review and provide input to the identified sites,
- Validate each site for suitability,
- Calibrate and Install flow monitoring equipment,
- Validate preliminary data,
- Modify system to further support the monitoring requirements.
- Provide On-Site Training for Web-Based Viewing & Reporting of the Monitoring Data.

US3's has completed hundreds of successful flow monitoring projects throughout the USA. US3 is taking no exceptions to your requirements, providing a comprehensive solution for each item. Each Project Manager with US3 has over 25 years of experience in the utility industry and will be on-site for this project. Our team will meet your project objectives exactly on budget with results that one would expect with Hach Data Delivery Services (DDS). Where US3 is the largest and most experienced Hach Flow Service Provider in the USA.

### **Project Management Deliverables**

1. Training documentation, including DDS Monitoring & Reporting
2. Standard Methods & Procedures for Installation and Calibration.
3. In addition, US3 will Coordinate flow monitoring activities, attend kick off meeting at your request, and complete all scheduling, permitting, and traffic control (if applicable). We will also provide monthly Progress Reports as well as invoices detailing budget status.

### **Site Assessment**

US3 will perform detailed site investigations/assessments of the potential monitoring sites, assuring they are hydraulically suitable for accurate flow monitoring measurements. The site documentation shall include, at a minimum, a location map with address, digital photographs of the site, pipe size, channel condition, flow characteristics, site drawings, pictures of surrounding area. The Site assessments will also identify traffic control and safety issues, and will be performed only by trained US3 staff.

### **Site Assessment Deliverables**

Site Assessment Technical documentation of each potential flow monitoring location will be provided in a Binder within two weeks before installation for review by City of Kingsport. Alternative recommendations will be suggested should the site not meet the project objectives.

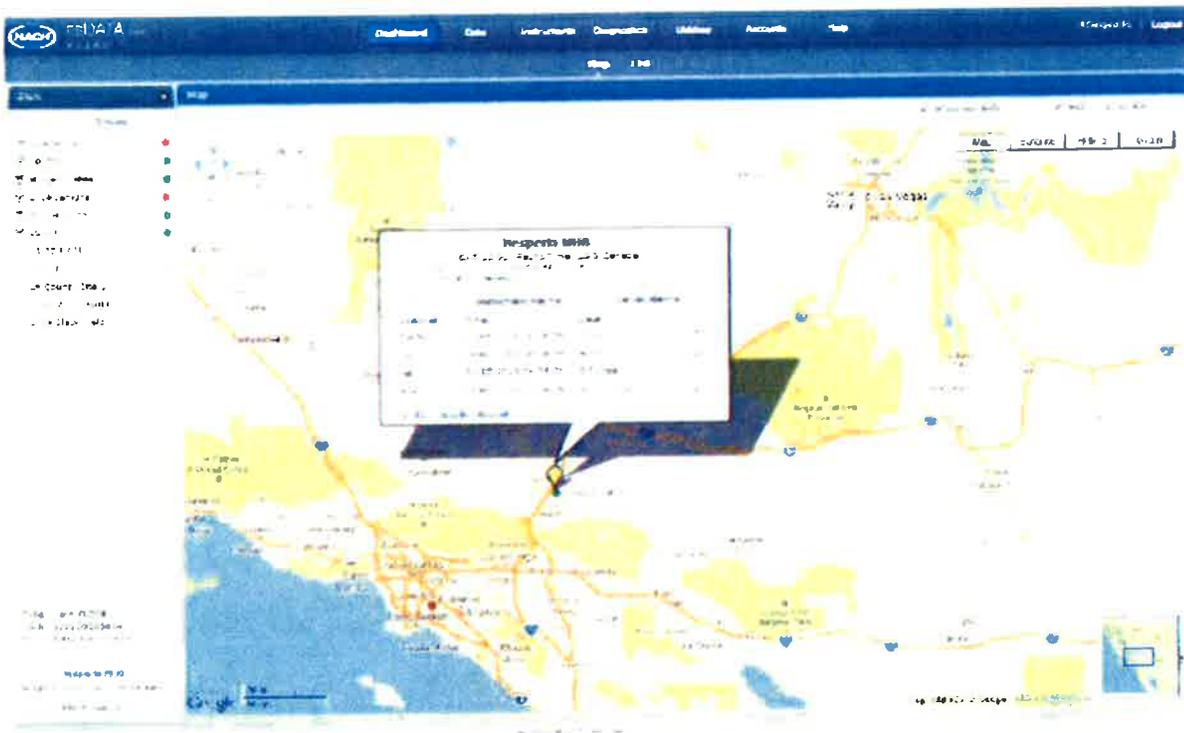
## Equipment Installation, Site Maintenance, Equipment Removal

US3 staff will install all equipment in accordance manufacture recommendations and the associated Project Plan. Each sensor shall be calibrated by the US3 before installation. The project binder for each flow monitoring site shall be created to include the appropriate installation, weekly maintenance, and equipment removal field reports for the site, including sensor identification of the site as well as identification of any additional materials to be used at the site.

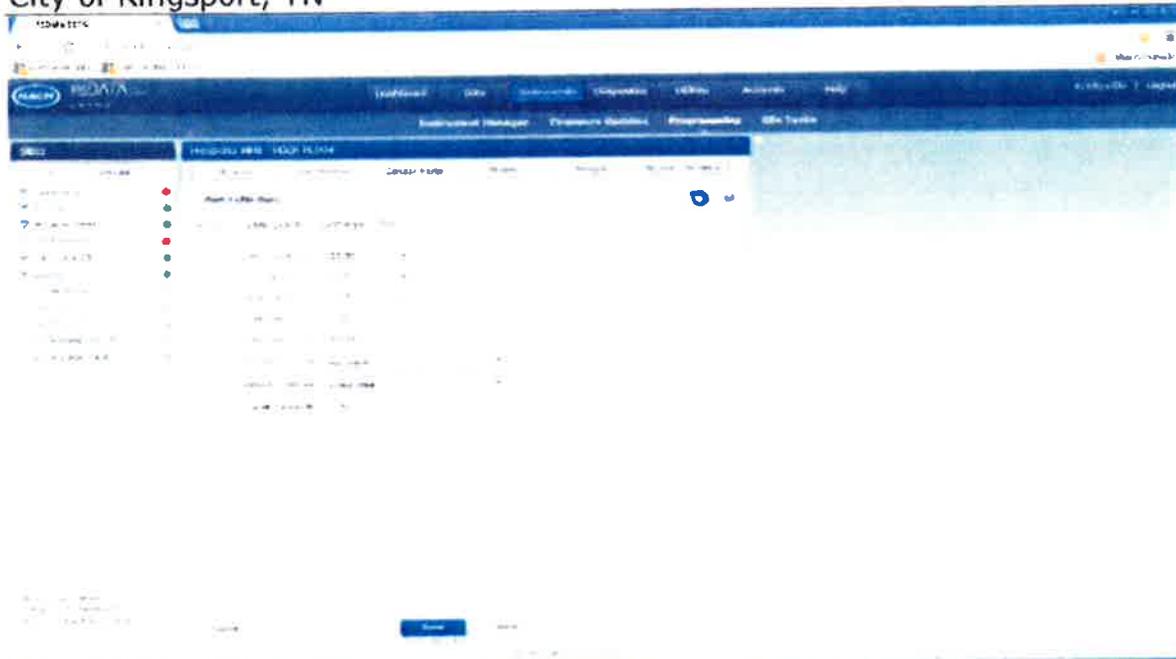
1. Installation will take 1 days.
2. Data from all locations will be available within the hour of installation.
3. All data is backed up in Loveland CO (Hach).

### Data Availability

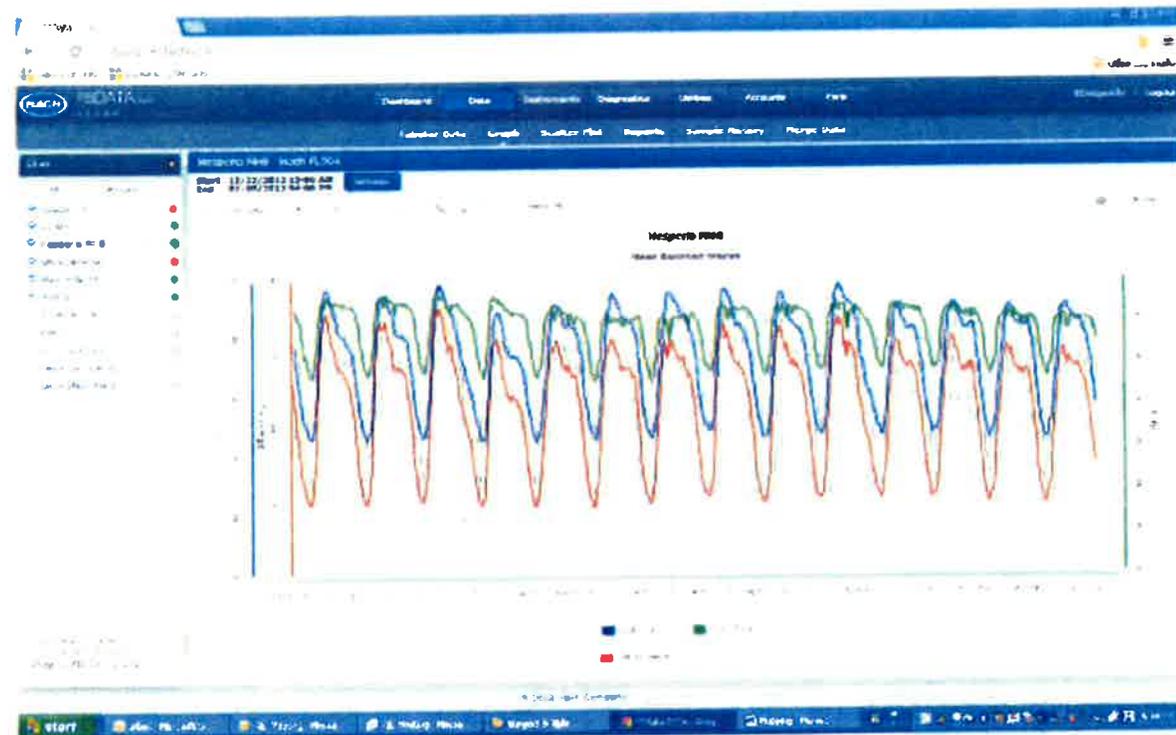
US3 understands that City of Kingsport as a goal of acquiring flow data that is available and accurate 95%+ of the time. Data will be available in near-real time, with uploads from every location on the order of every hour.



**Figure 1:** All Open-Channel Sites will be Mapped, providing complete near-real time flow information and reporting.



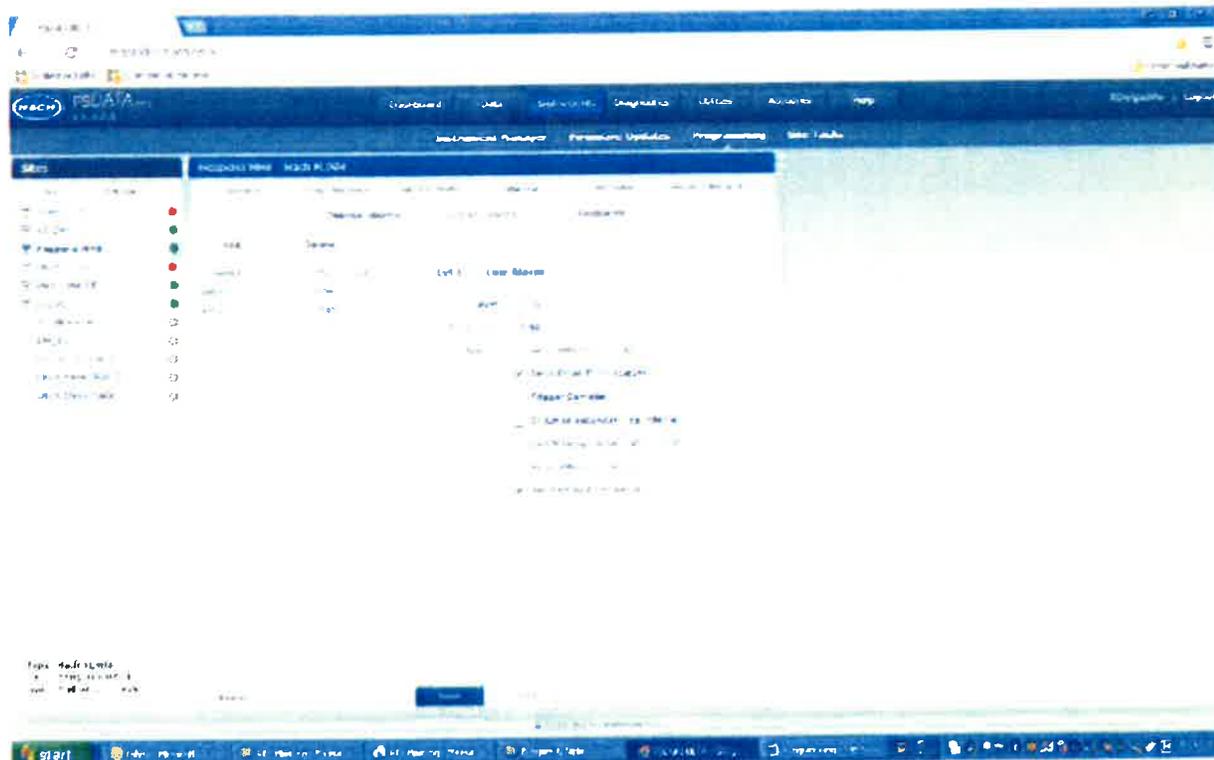
**Figure 2:** All calibration data will be available to City of Kingsport



**Figure 3:** City of Kingsport will have access to all data and reporting 24/7



**Figure 4:** Accuracy of the sensor can be monitored validated online.



**Figure 5:** Although not defined, we could easily set up alarm points.

**Work Plan Data Availability & Quality Assurance**

US3 understands that City of Kingsport as a goal of acquiring flow data that is available and accurate 95% of the time, guaranteed. The 95% uptime is on the equipment replacement, not the data. Where City of Kingsport will provide the labor to replace any failed equipment and the 95% uptime is on the equipment not the data.

<b>Scope of Services/Project Deliverables</b>	
<b>Anticipated Time</b>	
One crew one week	<ol style="list-style-type: none"> <li>1. Provide all necessary calibrated flow monitoring equipment to accurately and continuously measure sanitary sewer flows for City of Kingsport at thirty-six (36) locations and thirteen (13) rain gauges for 60 days, with an option to add another 30 days. US3 shall have full responsibility of its employee's safety and providing appropriate safety equipment.</li> <li>2. Install flow monitoring and rain gauges equipment at the locations specified by City of Kingsport staff and provide the following:                             <ol style="list-style-type: none"> <li>a. In-situ calibration of flow instruments to observed site conditions;</li> <li>b. Manually confirm depth and velocity measurement of each monitor;</li> <li>c. Configure instruments for fifteen (15) minute data collection intervals (this is configurable to say 1, 5, 10, etc )</li> </ol> </li> </ol>
Data Analyst examine data duration of the project.	<ol style="list-style-type: none"> <li>3. Collect simultaneous flow data at thirty-six (36) sites and thirteen (13) rain gauges continuously.</li> <li>4. US3 to provide periodic maintenance and calibration of all equipment to ensure uninterrupted data collection for the duration of the project including:                             <ol style="list-style-type: none"> <li>a. Depth and velocity verifications;</li> <li>b. Checking/measuring any buildup of silt levels;</li> <li>c. Inspection of all points of connection;</li> <li>d. Measuring power supply and battery replacement (if needed);</li> <li>e. Responding to instrument failure.</li> </ol> </li> <li>5. Perform data processing and flow analysis for all data collected according to accepted engineering principles.</li> </ol>
	<ol style="list-style-type: none"> <li>a. Discussion of the process and equipment used;</li> <li>b. Description of site investigation and monitor calibration against City provided flow records;</li> </ol>

One crew two days

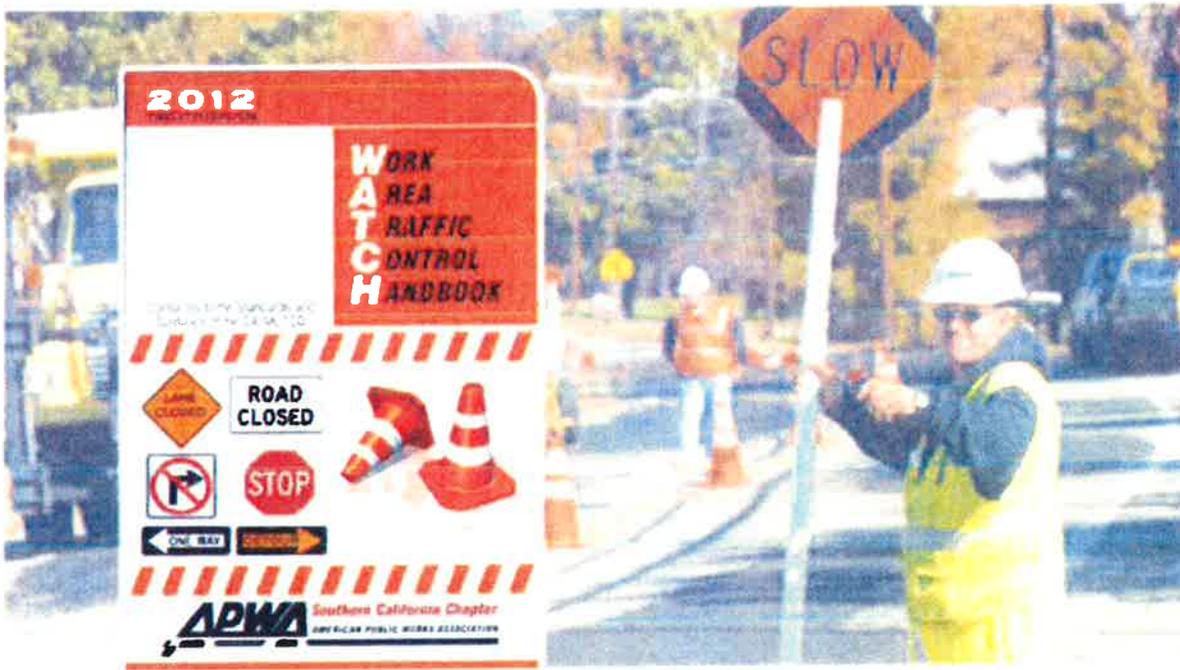
- c. Discussion of installation including a flow site inventory table located on website with:
  - i. Meter site number
  - ii. City's Manhole ID number
  - iii. Site description or address
  - iv. Pipe diameter
  - v. Dates installed and removed
  - vi. Low flow rates in mgd
  - vii. Average daily flow rates in mgd
  - viii. Peak flow rates in mgd
  - ix. Average velocity in ft/sec
  - x. Average depth in inches;
- d. Discussion of monitoring and maintenance procedures;

7. Remove flow monitoring and rain gauge equipment and associated hardware; restore utilities to their original configuration at the end of monitoring period.

8. All data collected shall become the property of City of Kingsport.

### Tab 3: Traffic Control

US3 follows the Manual on Uniform Traffic Control Devices (MUTCD). MUTCD is adopted by TN and takes into consideration the urban traffic environment that local agencies are involved with. MUTCD Committee is composed members made up of traffic and civil engineers, engineering Consultants and individuals involved with providing instructions about work area traffic control to interested agency and contractor personnel. In most cases, US3 work will be installed during very low or off peak traffic conditions.



Traffic Control is included.

## **Tab 4: Project Management & Staffing**

The fundamental objective is to provide city with the high quality Services by utilizing advance-metering technologies factory certified from Hach Co. All Services will be completed per an agreed schedule. The Installations, Calibrations, Maintenance Services will be performed by US3 and is designed to provide City of Kingsport with complete coverage with hardware, software and engineering. Thus, the Implementation Plan includes:

- Verify equipment installation/operation.
- Train City of Kingsport staff up to 10 people with all necessary handouts.
- Gather information as a prelude to software/hardware maintenance.
- Examine system following with the designed format forms.
- Provide engineering/technical on-site support as needed to support the system.
- Provide with 24 hrs on-call response support.

### **Key Personnel**

US3 possess all material, office and technical resources required to successfully maintain the system and provide skilled enhancements for City of Kingsport. Primary in support of this effort will be the following personnel:

US3 possess all material, office and technical resources required to successfully monitor the system and provide skilled enhancements for City of Kingsport. With over 60 engineers and technicians, US3 can easily provide the necessary resources to fully implement this project. Primary in support of this effort will be the following personnel:

**Mr. Mark Serres:** Mr. Serres is a degreed electrical engineer with over 25 years systems Fresh/Waste water systems, project management and systems

Integration experience in relation to complex industrial systems, this includes experience in industrial automation and water/waste water industries. Mr. Serres will be the primary point of contact for all technical issues for City of Kingsport. Mr. Serres will also be responsible for assuring client satisfaction and will marshal the required resources to meet the project requirements.

**Mr. Thomas Williams:** Mr. Williams will be the City of Kingsport Project Manager with over 15 years of complex systems development for wastewater monitoring system experience. This experience includes hydraulic compatibility, instrumentation, communications and analysis.

**Darlene Szczublewski, P.E.:** Mrs. Szczublewski has over ten years of engineering experience in flow monitoring related projects. She assisted in the review of flow meter data and the completion of several SSES and Capacity Analysis projects to meet Consent Decrees. Mrs. Szczublewski has completed numerous I/I-related studies for other clients as well.

Mrs. Szczublewski has developed numerous flow data analysis techniques to present a clear informative picture of flow responses to storm events. Her work also includes the development of training programs for clients describing I/I and capacity analysis methodologies.

## **Tab 5: References / Company Experience**

**US<sup>3</sup>** is the leading sewer flow monitoring company in the USA, providing the highest level of service at the lowest cost. With over 500+ flow meters and calibrated proportional flow water samplers, US3 has the capability of providing City of Kingsport the highest quality flow monitoring Services.

### **Related Flow Monitoring Services**

Utility Systems Science & Software is one of the leading sewer flow monitoring companies in the USA. The listed projects below include virtually every type of standard sewer flow monitoring. It should be noted that for these projects, the data is Web- Based as part of their overall Sewer Flow Monitoring Plan.

These projects are listed because they include:

- Open-Channel Monitoring,
- Pressure side monitoring,
- Pump-Station monitoring,
- Rain-Gauge monitoring.

### **Orange County Sanitation District** Wastewater Monitoring



Date: On-going  
Contact: Christie Shiang  
Process Engineering  
714-593-7499

1. Sewer Flow Monitoring Project.
2. Data Analysis
3. Custom Meter Installation.

## City of Houston

### Wastewater Monitoring



**Date:** On-going  
**Contact:** Vince Turner  
281-650-7500

1. Sewer Flow Monitoring Project with Integration of City Wide Wireless Telemetry Network.
2. Waste Water Event Notification Systems.
3. Wastewater Monitoring Training
4. Customer Meter Installation
5. Finalist in Environmental Project of the Year 2017

## Culver City

### Wireless Waste Water Monitoring, ENS, Sewer Planning, Lift Station Monitoring and Permanent Monitoring



**Date:** On-going  
**Contact:** Gabe Garcia  
Engineering & Information Technology  
310-253-5618

1. Flow Monitoring Project Integration of City Wide Wireless Telemetry Implementation of Wireless Communication Network
2. Waste Water Event Notification Systems
3. Pump Station Integration Projects
4. Sewer Flow Monitoring Training Projects
5. Repair and replace Pump Station Control System
6. Customer Meter Installation

### **City of Riverside**

System Wide Sewer Planning, Waste Water Monitoring, Wireless SCADA and Permanent Monitoring



Dates: On-going  
Contact: Steve Amsden  
SCADA Systems Supervisor  
951-351-6185

1. Sewer Flow Monitoring Project with Integration of City Wide Wireless Telemetry Network
2. Waste Water Event Notification Systems
3. City wide SCADA Integration
4. Wastewater Monitoring Training
5. Treatment Plant Meter Installation

### **City of Laguna Beach**

Sewer Planning, Waste Water Monitoring, ENS, Lift Station Monitoring and Temporary Monitoring



Date: On-going  
Contact: Dave Shissler  
Director of Water Quality  
949-497-0328

1. Wastewater Monitoring
2. Event Notification System
3. Bluebird Canyon Land Slide Waste Water Monitoring
4. Pump Station Level Monitoring
5. Communication Tower Installation
6. 29 Pump Stations Integration Project
7. Successful Temporary study in difficult sites

**Tab 6: Bid Proposal Form**

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**BID PROPOSAL FORM**

**2020 WASTEWATER SYSTEM WIDE TEMPORARY FLOW MONITORING AND RAINFALL DATA  
COLLECTION**

ITEM #	BID ITEM	QUANTITY	UNITS	UNIT PRICE (\$/UNIT/DAY)	TOTAL BID ITEM PRICE (\$)
1	FLOW MONITOR INSTALLATION COSTS	36	EACH	\$200	\$7,200
2	RAIN GAUGE INSTALLATION COSTS	13	EACH	\$400	\$5,200
3	FLOW MONITORS (60 DAYS)	36	EACH	\$250	\$9,000
4	RAIN GAUGES (60 DAYS)	13	EACH	\$100	\$1,300
<b>TOTAL PROPOSAL PRICE</b>					<b>\$22,700</b>

\* Should a 30-day extension period be required and granted by OWNER in writing, billing for the period will be based on the unit daily costs included in line items 3 and 4 above.

\*\* Flow Monitor relocation price (if required) to be the same as in line item 1.

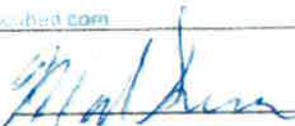
**Note:** The bid item(s) listed above include all support items listed in Section B, Scope of Service

COMPANY: Wally Systems Limited & Software, Inc.

ADDRESS: 501 Parkcenter Drive, Suite 209  
Santa Ana, CA 92705

TELEPHONE: 714-964-3154

EMAIL: mark@wally.com

AUTHORIZED SIGNATURE: 

PRINT NAME: Mark Torres

DATE: 11/14/2019

**THIS BID PROPOSAL FORM MUST BE SIGNED TO BE VALID.**

## **Appendix: City of Kingsport Required Documents**

- Resume
- Contractor's confined space entry certificates
- Sample of Insurance
- Compliance Affidavit

**Mark Serres, MSEE**

Mark Serres is an engineer with over 30 years of experience in fresh and wastewater systems, project management, and systems management. Mark has integration experience in relation to complex industrial systems, including experience in industrial automation and water/wastewater industries. His project capabilities include GIS data collection, development, and maintenance; sanitary sewer Capacity, Management, Operations, and Maintenance (CMOM) programs; wastewater collection, conveyance, treatment, and discharge facility design and permitting; and combined and sanitary gravity sewer modeling.

**Years of Experience**

30

**Education**

MS, Electrical and Electronic Engineering  
Heriot Watt, University  
Edinburgh, Scotland

BS, Electrical Engineering  
Heriot Watt University  
Edinburgh, Scotland

**Orange County Sanitation District Wastewater Monitoring and Water Quality Sampling.** Project Manager for the Local Limits project and HATS projects. OCSD Metered Flow to IRWD Facilities OCSD Collections installed temporary flow meters at all connections to the HATS for a period of 14 days every year, on the anniversary of the connection, or as requested by CSD. The total of the actual meter readings from these temporary meters will be deducted from the total meter readings at the Main Street Pump Station for each month flow is received from OCSD into the HATS.

**City of Santa Barbara Wastewater Monitoring and Water Quality Sampling.** This includes the Flow Monitoring and Wastewater Sampling at eleven locations. Water sampling analysis was provided by US3 on 24 hour sample daily basis. US3 will provided all C31 traffic control per Cal-Trans Methods & Procedures. All Sewer Flow Monitoring was performed using proportional sampling based on flow monitoring real-time results.

**City of Culver City Wastewater Monitoring and Sewer Planning** Project Manager for the Monitoring and planning Services for a seven pump station integration and flow monitoring project for the City of Culver City. Tasks included: providing wastewater monitoring, preparing and replacing pump station control system at two sites; installing a custom metering system; providing flow monitoring for the integration of a city-wide wireless telemetry implementation of a wireless communication network; installing wastewater event notification systems.

**City of Laguna Beach Sewer Planning and Wastewater Monitoring** Project Engineer for the planning, installation, and monitoring of 29 pump stations in the City of Laguna Beach. Tasks include: providing wastewater monitoring; installing an event notification system; assisting in the installation of a communication tower; providing pump station level monitoring; and planning and implementing a successful sewer study in several difficult pump station sites.

**City of Riverside Sewer Flow Monitoring Project** Project Engineer for the integration of a sewer flow monitoring system with a city-wide wireless telemetry network. Tasks include: installing wastewater event notification systems; providing system-wide sewer planning; wastewater monitoring; integrating a city-wide Supervisory Control and Data Acquisition (SCADA) system; installing a treatment plant metering system; and providing training to City staff for future wastewater monitoring.

**City of South Pasadena Wastewater Monitoring** Project Engineer for a wireless sewer flow monitoring project in the City of South Pasadena. Tasks include installing a custom metering system, analyzing wastewater for inflow and infiltration, and training City staff on the operation and maintenance of the wastewater monitoring system.

## City of Kingsport, TN

### Thomas Williams, BSEE, BSME, PE

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Thomas Williams is an electrical and manufacturing engineer with over 24 years of experience in fresh and wastewater systems, project management, and systems management. Thomas is the Engineering Manager for US3. Thomas has integration experience in relation to complex industrial systems, including experience in industrial automation and water/wastewater industries. His project capabilities include GIS data collection, development, and maintenance; sanitary sewer Capacity, Management, Operations, and Maintenance (CMOM) programs; wastewater collection, conveyance, treatment, and discharge facility design and permitting; and combined and sanitary gravity sewer modeling.

Years of Experience: 24

#### Education

BSEE, Electrical Engineering  
Indiana University - Purdue University  
Fort Wayne  
BSME, Manufacturing Engineering  
Indiana University - Purdue University  
Fort Wayne

**Orange County Sanitation District Wastewater Monitoring and Water Quality Sampling.** This includes the Local Limits project and HATS projects. OCSD Metered Flow to IRWD Facilities. OCSD Collections installed temporary flow meters at all connections to the HATS for a period of 14 days every year, on the anniversary of the connection, or as requested by CSD. The total of the actual meter readings from these temporary meters will be deducted from the total meter readings at the Main Street Pump Station for each month flow is received from OCSD into the HATS.

**City of Santa Barbara Wastewater Monitoring and Water Quality Sampling.** This includes the Flow Monitoring and Wastewater Sampling at eleven locations. Water sampling analysis was provided by US3 on 24 hour sample daily basis. US3 will provided all C31 traffic control per Cal-Trans Methods & Procedures. All Sewer Flow Monitoring was performed using proportional sampling based on flow monitoring real-time results.

**City of Culver City Wastewater Monitoring and Sewer Planning** Project Manager for monitoring and planning Services for a seven pump station integration and flow monitoring project for the City of Culver City. Tasks included: providing wastewater monitoring, preparing and replacing pump station control system at two sites; installing a custom metering system; providing flow monitoring for the integration of a city-wide wireless telemetry implementation of a wireless communication network; installing wastewater event notification systems; and providing Flo-ware training for City staff.

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**City of South Pasadena Wastewater Monitoring** Project Manager for a wireless sewer flow monitoring project in the City of South Pasadena. Tasks include installing a custom metering system, analyzing wastewater for inflow and infiltration, and training City staff on the operation and maintenance of the wastewater monitoring system.

## City of Kingsport, TN

### Constance “Darlene” Szczulewski, PE, QSD, LEED AP

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Constance “Darlene” Szczulewski is an environmental engineer with over 12 years of experience as a civil engineer specializing in water resources and flow monitoring related projects. Darlene has integration experience in relation to complex industrial systems, including experience in industrial automation and water/wastewater industries. Current on State Water Resources Control Board (SWRCB) and Regional Water Quality control Board (RWQCB) policies, new construction permit requirements, Total Maximum Daily Loads (TMDL) and related water quality objectives.

**Years of Experience**  
12

**Education**  
BS Environmental Engineering  
San Diego State University

CA Registered Civil Engineer  
NV Registered Civil Engineer

Developed innovative solutions for client construction and post-construction needs using current water quality regulations and Best Management Practices (BMPs). Prepared and delivered numerous presentations on Leadership and Energy and environmental Design (LEED) AND Low Impact Development (LID) water quality BMPs, incorporation cutting edge technology into project designs and plan sets. Her experiences include working with a wide range of projects from urban developments to rural master plan communities to government and public entities.

**Orange County Sanitation District Wastewater Monitoring and Water Quality Sampling.** This includes the Local Limits project and HATS projects. OCSD Metered Flow to IRWD Facilities. OCSD Collections installed temporary flow meters at all connections to the HATS for a period of 14 days every year, on the anniversary of the connection, or as requested by CSD. The total of the actual meter readings from these temporary meters will be deducted from the total meter readings at the Main Street Pump Station for each month flow is received from OCSD into the HATS.

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**City of Riverside Sewer Flow Monitoring Project** Civil Engineer for the integration of a sewer flow monitoring system with a city-wide wireless telemetry network. Tasks include: installing wastewater event notification systems; providing system-wide sewer planning; wastewater monitoring; integrating a city-wide Supervisory Control and Data Acquisition (SCADA) system; installing a treatment plant metering system; and providing training to City staff for future wastewater monitoring.

**City of South Pasadena Wastewater Monitoring** Civil Engineer for a wireless sewer flow monitoring project in the City of South Pasadena. Tasks include installing a custom metering system, analyzing wastewater for inflow and infiltration, and training City staff on the operation and maintenance of the wastewater monitoring system.

J. J. Keller® Training on Demand

## *Certificate of Completion*

**Michael Hudoba**

Has completed the online, interactive training course

**Confined Spaces: Dangerous Places**

And achieved a score of **88 %** on the Final Exam.

UTILITY SYSTEMS SCIENCE & SOFTWARE

Company Name

601 N PARKCENTER DRIVE

Company Address

Santa Ana, CA 92705

City, State, Zip

8/26/2014

Date of Completion

Note: It is the responsibility of the trainer and the trainer's company (named as Company, above) to determine and verify a student's competency. Course completion certificates do not state or imply competency on any given subject, only that the student has completed the online training.

 **J. J. Keller**  
& Associates, Inc.  
Since 1953

J. J. Keller® Training on Demand

## *Certificate of Completion*

**Gregory Serres**

Has completed the online, interactive training course

**Confined Spaces: Dangerous Places**

And achieved a score of **96 %** on the Final Exam.

UTILITY SYSTEMS SCIENCE & SOFTWARE

Company Name

601 N PARKCENTER DRIVE

Company Address

Santa Ana, CA 92705

City, State, Zip

8/26/2014

Date of Completion

Note: It is the responsibility of the trainer and the trainer's company (named as Company, above) to determine and verify a student's competency. Course completion certificates do not state or imply competency on any given subject, only that the student has completed the online training.

 **J. J. Keller**  
& Associates, Inc.  
Since 1953

J. J. Keller® Training on Demand

## *Certificate of Completion*

**Mike Turner**

Has completed the online, interactive training course  
**Confined Spaces: Dangerous Places**

And achieved a score of **90 %** on the Final Exam.

UTILITY SYSTEMS SCIENCE & SOFTWARE

Company Name

601 N PARKCENTER DRIVE

Company Address

Santa Ana, CA 92705

City, State, Zip

7/21/2015

Date of Completion

Note: It is the responsibility of the trainer and the trainer's company (named as Company, above) to determine and verify a student's competency. Course completion certificates do not state or imply competency on any given subject, only that the student has completed the online training.

 **J. J. Keller**  
& Associates, Inc.  
Since 1953

J. J. Keller® Training on Demand

## *Certificate of Completion*

**Juan Vallez**

Has completed the online, interactive training course

**Confined Spaces: Entry Team Training - Maintenance Activities (with EyeCue®; Visual Learning System)**

And achieved a score of **75 %** on the Final Exam.

UTILITY SYSTEMS SCIENCE & SOFTWARE

Company Name

601 N PARKCENTER DRIVE

Company Address

Santa Ana, CA 92705

City, State, Zip

5/3/2016

Date of Completion

Note: It is the responsibility of the trainer and the trainer's company (named as Company, above) to determine and verify a student's competency. Course completion certificates do not state or imply competency on any given subject, only that the student has completed the online training.

 **J. J. Keller**  
& Associates, Inc.  
Since 1953



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Garrett/Mosier/Griffith/Sistrunk Risk Management & Insurance Services 12 Truman Irvine, CA 92620  www.gmgs.com                      0B84519	<b>CONTACT NAME:</b> Ashley Brewster <b>PHONE (A/C, No, Ext):</b> 949-559-3377 <b>E-MAIL ADDRESS:</b> ashleyb@gmgs.com	<b>FAX (A/C, No):</b> 949-559-6703
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Utility Systems Science and Software, Inc. dba Sewer Monitoring Traffic Services 601 N. Parkcenter Drive, Suite 209 Santa Ana CA 92705	<b>INSURER A:</b> Admiral Insurance Company	<b>NAIC #</b> 24856
	<b>INSURER B:</b> Continental Insurance Company	35289
	<b>INSURER C:</b> Insurance Company of the West	27847
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

### COVERAGES

CERTIFICATE NUMBER: 40745699

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY RPD CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CO00000021215	3/28/2017	3/28/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/DP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			6024061042	3/20/2017	3/20/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WSD50697806	10/1/2017	10/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	<b>Professional Liability</b> Claims Made Retroactive Date: 03/28/2003			CO00000021215	3/28/2017	3/28/2018	\$1,000,000 Limit of Insurance \$5,000 Deductible Per Claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Griff Griffith 

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ACORD 25 (2016/03)

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COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)

THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.

VENDOR: Utility Systems, Science & Software, Inc.

CONFLICT OF INTEREST:

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. By submission of this form, the vendor is certifying that no conflicts of interest exist.

DRUG FREE WORKPLACE REQUIREMENTS:

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

ELIGIBILITY:

6. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

GENERAL:

7. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a collusive or sham offer.

IRAN DIVESTMENT ACT:

9. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

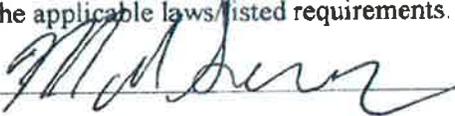
NON-COLLUSION:

- 10. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
- 11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

- 12. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements.

SIGNED BY: 

PRINTED NAME: Mark Serres

TITLE: Vice President

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: 11/14/19

BY (NOTARY PUBLIC): 

MY COMMISSION EXPIRES ON: 11/5/2022



CITY OF KINGSPORT WATER SERVICES DIVISION  
1113 KONNAROCK ROAD  
KINGSPORT, TN 37664  
(423) 224-2921

**ACKNOWLEDGEMENT OF RECEIPT  
OF  
ADDENDUM #1**

**PLEASE**

**Kingsport Wastewater System Wide Flow and Rainfall  
Monitoring - 2020**

Received on: 9/17/19  
(Date)

**RETURN**

At: 10:05 AM EDT  
(Time)

By: Mark Series  
(Please Print Name)

**IMMEDIATELY**

Signed: 

Company: Utility Systems Science & Software, Inc.

**Please return this form to City of Kingsport Water Services Division,  
[WWSStallard@kingsportTN.gov](mailto:WWSStallard@kingsportTN.gov). Thank you.**

# Hach FL900 Series Cellular Wireless Flow Logger

## NEW!

FLOW



When combined with the Flo-Dar®, Flo-Tote® 3, or Submerged Area Velocity Sensor\*, the Hach FL900 Series Wireless Flow Logger takes flow monitoring to a whole new level. With features that reduce site time and increase crew safety, the wireless flow monitoring system allows you to easily manage your flow data 24/7, as well as your budget.

## Features and Benefits

The FL900 Wireless Flow Logger provides users with a reliable, budget saving open channel wireless flow monitoring solution for open portable flow monitoring applications. Flow data is accessible 24/7 with Hach fsDATA web-based software. When combined with the Flo-Dar, Flo-Tote 3, or Sub AV Sensor, the system will drastically reduce site time and increase safety for monitoring crews.

### Increase Monitoring Crew Safety

With the time saving features designed into the FL900 Wireless Flow Loggers, crews spend less time in the manhole and less time on site to decrease monitoring costs while increasing the safety of flow monitoring crews.

### Plug and Play Sensor Ports

The FL900 Series Flow Logger is available with 1, 2 or 4 sensor ports. The sensor ports are "plug and play"; the logger auto-detects the type of sensor connected to allow customers maximum flexibility for their Hach flow sensor inventories.

### Flow Monitoring Data at Your Fingertips with fsDATA™ Web-Based Software

Hach fsDATA web-based flow meter software is the ideal time-saving and economical solution for the management

of your Hach wireless flow meters and data 24/7. With fsDATA routine site visits to collect flow data are eliminated keeping flow monitoring crews safe. (See Lit. No. 2707 for additional information on fsDATA.)

### Easy Installation/Versatile Mounting Options

The logger can be quickly attached to a wall, pole or manhole ladder in minutes. Users can choose to hang logger from standard carabiner or optional 4-bolt wall mount for pole, horizontal or vertical wall mount or ladder rung mount.

### LED Gives Quick Confirmation of Logger Status

Get peace of mind the logger is ready to capture the next flow event, before you leave the site. The rugged FL900 Wireless Flow Logger includes a status LED panel. The indicator light on the top of the logger shows the status of the instrument and modem (if equipped with wireless option). The user can manually send a call to the server to make sure the network connection is good by simply swiping the magnet over the call initiation target.

*\*Requires AV9000 Analyzer module.*

DW = drinking water   WW = wastewater   MW = municipal   PW = pure water / power  
IW = industrial water   E = environmental   C = collections   FB = food and beverage



Be Right™

## Specifications\*

### FL900 SERIES FLOW LOGGER PORTABLE DC POWERED ELECTRONICS (Includes Models FL901, FL902 & FL904)

#### Dimensions (W x D x H)

25.4 x 22 x 40 cm (10.0 x 8.7 x 16.0 in.)

#### Enclosure

PC/ABS structural foam

#### Environmental Rating

NEMA 6P (IP68)

#### Weight (Using Model FL900)

4.5 kg (10 lb)—no batteries; 6.3 kg (14 lb)—2 batteries;  
8.2 kg (18 lb)—4 batteries

#### Operating Temperature

-18 to 60°C (0 to 140°F) at 95% RH

#### Storage Temperature

-40 to 60°C (-40 to 140°F)

#### Power Requirements

8 to 18 Vdc from batteries or external power source,  
2.5W max.

#### Battery Life at 15 minute logging intervals (at room temperature)

185 days with 4 lantern batteries and a Flo-Dar sensor  
306 days with 4 lantern batteries and a Flo-Tote sensor  
296 days with 4 lantern batteries and a Sub AV sensor  
with AV9000 Analyzer

The optional long life alkaline battery pack can be used to extend battery life, if the Flow Logger is ordered with the external power option connector.

#### LED Status Indicator

- Green Flashes every 3 seconds during normal operation. Flashes every 15 seconds during sleep mode.
- Red Flashes when an attached sensor does not agree with the logger program, when an expected sensor is not found or the sensor is not working properly.

#### LED Modem Indicator

- Stays green during a call to the server. Goes blank after the call is successfully completed and terminated.
- Flashes red if the call to the server failed.

#### Sensor Ports

1, 2 or 4 ports

#### Connectors

Stainless steel connectors

#### Datalog Channels

16 maximum

#### Alarms

Maximum of 16 channel alarms including high/high, high, low, low/low and system alarms including low battery, low RTC battery, low slate memory, slate memory full.

#### Alarm Actions

Trigger sampler, change logging interval, change call interval, send an e-mail, or send text message (SMS).

#### Logging Intervals

1, 2, 3, 4, 5, 6, 10, 12, 15, 20, 30 or 60 minutes  
Primary and secondary intervals for dynamic logging.

#### Data Storage

Event Log: 1,000 events maximum in non-volatile flash memory  
Sample History: 2,000 sample events maximum in non-volatile flash memory  
Datalog: 325,000 data points; 1128 days for 3 channels at 15-minute log intervals

#### Local Communication

USB

RS232 (Baud rates: 9600, 19200, 38400, 57600, 115200)

#### Remote Communication (optional)

Wireless modem; CDMA or GPRS technology with a mobile provider, CDMA2000 1xRTT or GPRS.

#### Protocols

Modbus RTU; Modbus ASCII; Mobile-Terminated SMS;  
Mobile-Originated SMS; TCP/IP

#### Timebase Accuracy

±0.002%, synchronized every 24 hours with server software and modem

#### Supported Sensors

Flo-Tote 3, Flo-Dar, Flo-Dar with SVS, Submerged Area Velocity Sensor†, Sigma 950†, and Rain Gauge

#### Sampler Interface

Compatible with Sigma 900 Standard, Sigma 900 Max, Hach SD900 to support set-point sampling, flow-pacing, and logging sample history.

#### Desktop Software

Flo-Ware for Windows software is required for programming the logger, data management, and report generation software. It is compatible with desktop/laptop computers utilizing Windows operating system. Minimum resolution needed is 1024x768.

#### Internet Application Software

rsDATA web-based software for flow meter data management and report generation for wireless flow meters and data access 24/7.

#### Certifications

Logger: CE; optional AC power supply: UL/CSA/CE

#### Warranty

1 year



The FL900 Series Loggers meet CE requirements.

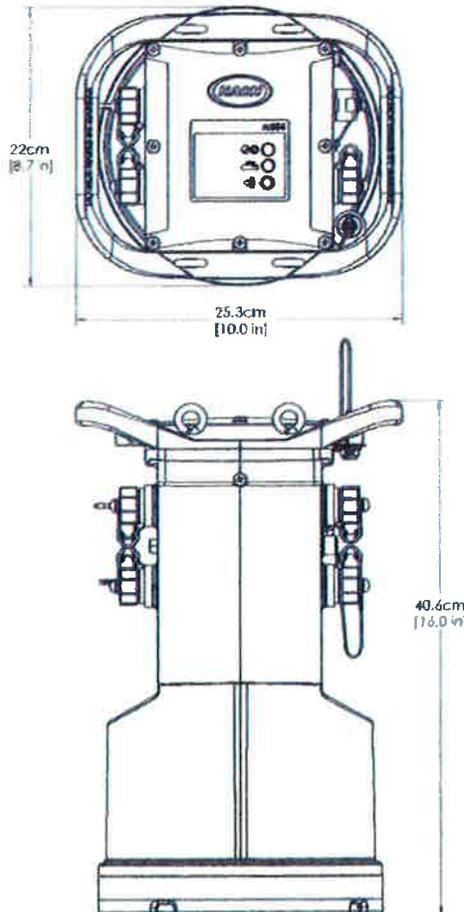
†Requires external module.

\*Specifications subject to change without notice.

## Engineering Specifications

- Exterior dimensions of the Flow Logger shall be 25.4 W x 22 D x 40 cm H (10.0 W x 8.7 D x 16.0 in. H)
- The Flow Logger enclosure material shall be PC/ABS structural foam with NEMA 6P (IP68) rating.
- The operating temperature for the Flow Logger shall be -18 to 60°C (0 to 140°F) at 95% relative humidity and storage temperature of -40 to 60°C (-40 to 140°F).
- Power requirements of the Flow Logger shall be 8 to 18 Vdc from batteries or external power source, 2.5W max.
- When used with a Flo-Dar sensor, the Flow Logger shall have a battery life of 185 days utilizing 4 6v alkaline batteries at a 15 minute logging interval (at room temp.). When used with a Flo-Tote sensor, the Flow Logger shall have a battery life of 306 days utilizing 4 6v alkaline batteries at a 15 minute logging interval (at room temperature). A long-life battery for longer deployments shall be available option. When used with a Submerged AV sensor and AV9000 Digital Analyzer module, the Flow Logger shall have a battery life of 360 days utilizing 4 6v alkaline batteries at a 15 minute logging interval (at room temperature).
- The Flow Logger shall have 1, 2 or 4 sensor ports with stainless steel connector, 1 communications port and 1 auxiliary port.
- The Flow Logger shall have primary logging intervals of 1, 2, 3, 4, 5, 6, 10, 12, 15, 20, 30 or 60 minutes.
- The Flow Logger shall have secondary logging intervals available to modify the logging rate based on a defined channel alarm condition or trigger.
- Optional remote communication shall be available on the FL900 Series Loggers via Wireless modem; CDMA2000 1xRTT or GPRS.
- The Flow Logger data storage event log shall be 1,000 events maximum in non-volatile flash memory.
- Timebase Accuracy of the Flow Logger shall be 0.002% synchronized every 24 hours with server software and modem.
- The Flow Logger shall support the Flo-Dar, Flo-Dar with SVS, Flo-Tote 3, Submerged Area Velocity Sensor, Sigma 950. and Rain Gauge.
- The Flow Logger shall be compatible with Sigma 900 Standard, Sigma 900 Max and Hach SD900 to support set point sampling, flow-pacing and sample history logging.
- The Flow Logger shall be able to connect to a lap top or desk top PC using either USB or RS232 serial connection.
- The Flow Logger shall have an LED indicator for operating /programming status visible on the topmost horizontal surface of the logger.
- The internet data management software shall indicate sites in alarm condition in either a map view or list view.
- When connected to an external power source, the FL900 series logger shall be capable of power switching, i.e. drawing power from the external source and conserving the alkaline batteries inside the logger base. At the time the external power source reaches a low alarm condition, it will then switch the power draw to the alkaline batteries mounted inside the base of the logger.
- The internet software for flow data management shall be Hach FSDATA.
- The logger will be a Hach FL901, FL902, or FL904 Flow Logger.

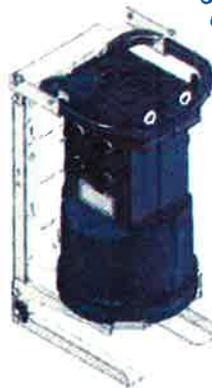
## Dimensions



## Installation/Mounting Options



Flow Logger  
Suspension Cable with  
Carabiner (Standard)



Flow Logger Wall Mount  
Prod. No. 8542700  
(Optional)



Flow Logger Ladder Rung Mount  
Prod. No. 854450  
(Optional)

## Ordering Information

		Sensor Connector(s)	Country Code	Modem	Rain Gauge
FL90X Electronics (Flow Logger)	Model FL90		97		
1 Sensor Connector		1			
2 Sensor Connectors		2			
4 Sensor Connectors		4			
None				X	
AT&T (Activated)				A	
GPS no SIM				G	
Sprint (Inactive)				R	
Sprint (Activated)				S	
No Rain Gauge Connector					X
With Rain Gauge Connector					R

### External Modules

8531300	AV9000 Area Velocity Analyzer module (required to attach a Sigma Sub AV sensor)
8549800	IM9001 Interface module (required to attach a Sigma 950 flow meter)

### Cables

8528700	Cable, External power, 2 wire, 9 ft.
8528200	Cable, Communication, RS232
8528300	Cable, Communication, USB
8528400	Cable, Aux, 7pin MIL 5015 (Connect to Sigma Sampler), 9 ft.
8528401	Cable, Aux, 7pin MIL 5015 (Connect to Sigma Sampler), 25 ft

### Antennas

5228400	Antenna, Half Wave (824-894, 1850-1990 MHz) —US for Verizon, Sprint, AT&T, T-Mobile
6241804	Antenna, Mini-Wing, (824-960, 1710-2170 MHz) —US for Verizon, Sprint, AT&T, T-Mobile
8537600	Antenna, Traffic Rated In Road/Burial (824-960MHz, 1850-1990MHz) —US for Verizon, Sprint, AT&T, T-Mobile
5255400	Antenna, Traffic Rated Manhole Lid (824-896, 1850-1990 MHz) —US for Verizon, Sprint, AT&T, T-Mobile

### Software

Model T200-200	Flo-Ware Desktop Software
FS-HOSTING	Monthly data hosting service for FS-DATA
FS-DATAFR	Monthly wireless service

### Mounting Hardware

8543800	Wall mount bracket (304 Stainless)
8545600	Wall mount bracket with ladder hanger (304 Stainless)
8542700	Wall mount bracket with AC Power Supply shelf (304 Stainless)
8544500	Wall mount bracket with AC Power Supply Shelf with ladder hanger (304 Stainless)

### Replacement Parts

8755500	Desiccant refill beads, Bulk 1.5 lb
11013M	Battery, 6V lantern
8542900	Battery, long-life alkaline
8543000	Battery pack top cap adaptor and cable (for long-life alkaline battery pack 800017701)
8542800	Rain Gauge with 100 ft. cable

Lit. No. 2711 Rev 2

H11 Printed in U.S.A.

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In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.

At Hach, it's about learning from our customers and providing the right answers. It's more than ensuring the quality of water—it's about ensuring the quality of life. When it comes to the things that touch our lives...

Keep it pure.

Make it simple.

Be right.

For current price information, technical support, and ordering assistance, contact the Hach office or distributor serving your area.

In the United States and all other countries except Europe, contact:

HACH COMPANY  
4539 Metropolitan Court  
Frederick, MD 21704-9452, U.S.A.  
Telephone: 800-368-2723  
Fax: 301-874-8459  
E-mail: [hachflowsales@hach.com](mailto:hachflowsales@hach.com)  
[www.hachflow.com](http://www.hachflow.com)

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Rue J.H. Cool 19a  
B-4840 Welkenraedt Belgium  
Telephone: +32-87-899799  
Fax: +32-87-899790  
E-mail: [site@flow-tronic.com](mailto:site@flow-tronic.com)  
[www.flow-tronic.com](http://www.flow-tronic.com)



Be Right™

# Marsh-McBirney FLO-DAR® Area/Velocity Radar Flow Meter Sensor

FLOW



The Flo-Dar Sensor provides an ideal solution for non-contact, maintenance-free portable or permanent sewer flow monitoring.

## Features and Benefits

The Flo-Dar Area/Velocity Radar Flow Meter provides a revolutionary approach to open channel flow monitoring. The sensor combines advanced Digital Doppler Radar velocity sensing technology with ultrasonic pulse echo depth sensing to remotely measure open channel flow. Use with FL900 Series Flow Logger or Flo-Logger/Logger XT for portable monitoring; for permanent monitoring sites, the Flo-Dar can be connected to the Flo-Station which displays flow rate, velocity, and level. (See Lit. No. 2709 [standard] or Lit. No. 2711 [wireless] for Flow Logger product information, or Lit. No. 2616 for Flo-Station product information). Intrinsically safe models available.

### Accurate Flow Measurement

Flo-Dar provides the user with highly accurate flow measurements under a wide range of flows and site conditions. By measuring the velocity of the fluid from above, Flo-Dar eliminates accuracy problems inherent with submerged sensors including sensor disturbances, high solids content and distribution of reflectors.

### Non-Contact Sensor Eliminates Lost Data

No lost data with non-contact, above the flow sensor that is unaffected by fouling due to debris and grease.

### Easy Installation and Maintenance

As the sensor is mounted above the flow, personnel have little or no contact with the flow during installation. Future sensor removal can be done without the need for confined space entry.

### Independent Accuracy / Long-Term Stability Verification

Flo-Dar sensor accuracy and long-term stability (up to 3 years without need for site calibration) from low flow depths up to surcharge conditions has been independently verified

many times over the years including a formal evaluation by the Alden Research Laboratory, Inc. and recent field evaluations done by municipalities and consulting engineering firms.

### Perfect Solution for Difficult Flow Conditions

Operates in the most difficult conditions including flows with high solids content, high temperature, shallow and caustic flows, large man-made channels, and high velocities up to 20 ft/s.

### Optional Surcharge Velocity Sensor

During surcharge events Flo-Dar's optional electromagnetic sensor will continue to provide uninterrupted and accurate flow monitoring through dry and wet weather flows without the need for routine sensor cleaning or maintenance.

### Applications

#### Municipal

- Sanitary Sewer Evaluation Studies
- Collection Systems
- Capacity Studies
- Combined Sewer Overflows
- Inflow and Infiltration (I&I) Studies
- Billing / Custody Transfer
- Plant Influent and Effluent

#### Industrial

- Process Waste
- Plant Influent
- Plant Effluent
- Non-contact Cooling Water
- Stormwater Monitoring and Compliance

DW = drinking water WW = wastewater municipal PW = pure water / power  
IW = industrial water E = environmental C = collectors FB = food and beverage



Be Right™

WW

IW

C

## Specifications\*

### FLO-DAR SENSOR

#### Enclosure

IP68 Waterproof rating, Polystyrene

#### Dimensions

160.5 W x 432.2 L x 297 D mm (6.32 x 16.66 x 11.7 in.), with SVS, D = 387 mm (15.2 in.)

#### Weight

4.8 kg (10.5 lbs.)

#### Operating Temperature

-10 to 50°C (14 to 122°F)

#### Storage Temperature

-40 to 60°C (-40 to 140°F)

#### Power Requirements

Supplied by FL900 Flow Logger, Flo-Logger, or Flo-Station

#### Interconnecting Cable

**-Disconnectable at both sensor and logger or Flo-Station**

Polyurethane, 0.400 (±0.015) in. diameter; IP68  
Standard length 9M (30 ft), maximum 305 m (1000 ft)

Cables are available in two styles:

- connectors both ends
- connector from sensor with open leads to desiccant hub, desiccant hub with connector to logger. A potting/sealant kit will be included. This can be used to run the cable through conduit.

**Important Note:** The sensor cable assembly with desiccant hub is compatible with either the Marsh-McBirney Flo-Logger/Logger XT or the Hach FL900 Series Flow Loggers. When using this cable assembly with the Marsh-McBirney Flo-Logger, do not disconnect the desiccant cartridge that is attached to the Flo-Logger itself. It is important to keep the air tube plugged.

If using Flo-Dar cable with Flo-Station, the cable will have bare leads to the Flo-Station (30 to 1000 ft. lengths) and there will be no desiccant hub, as the air tube terminates inside of the Flo-Station housing.

#### Warranty

1 year

#### Set-up/Data Retrieval

Flo-Ware for Windows software is the user on-site set-up, data management, and report generation software. It is compatible with desktop/laptop computers utilizing Windows operating system.

#### Certification

The Flo-Dar Transmitter is certified to the following requirements:

- Transmitter type: Field Disturbance Sensor
- Frequency: 24.125 GHz - Doppler pulse
- Maximum rated power output: 128 dbuV (ave) @ 3 meters

Certified to: FCC Part 15.245: FCC ID: VIC-FLODAR24  
Industry Canada Spec. RSS210. v7: IC No.: 6149A-FLODAR24

Use of this device is subject to the following conditions:

1. There are no used serviceable items inside this device.
2. The user must install this device in accordance with the supplied installation instructions and must not modify the device in any manner whatsoever.
3. Any service involving the transmitter must only be performed by Hach Company.
4. The user must ensure that no one is within 20 cm of the face of the transmitter when operating.

### SURCHARGE DEPTH MEASUREMENT

Auto zero function maintains zero error below 0.5 cm (0.2 in.)

#### Method

Piezo-resistive pressure transducer with stainless steel diaphragm

#### Range

3.5 m (138 in.), overpressure rating 2.5 x full scale

### VELOCITY MEASUREMENT

#### Method

Radar

#### Range

0.23 to 6.10 m/s (0.75 to 20 ft/s)

#### Frequency Range

24.075 to 24.175 G-Hz, 15.2mW (max.)

#### Accuracy

±0.5%; ±0.03 m/s (±0.1 ft/s)

### DEPTH MEASUREMENT

#### Method

Ultrasonic

**Standard Operating Range from Flo-Dar Housing to Liquid**  
0 to 152.4 cm (0 to 60 in.)

**Optional Extended Level Operating Range from Transducer Face to Liquid**

0 to 6.1 m (0 to 20 ft.) with 43.18 cm (17 in.) dead band, temperature compensated.

#### Accuracy

±1%; ±0.25 cm (±0.1 in.)

### FLOW MEASUREMENT

#### Method

Based on Continuity Equation

#### Accuracy

±5% of reading typical where flow is in a channel with uniform flow conditions and is not surcharged, ±1% full scale max.

### SURCHARGE CONDITIONS DEPTH/VELOCITY

#### DEPTH (Std with Flo-Dar Sensor)

Surcharge depth supplied by Flo-Dar sensor.

#### VELOCITY (Optional Surcharge Velocity Sensor)

#### Method

Electromagnetic

#### Range

±4.8 m/s (±16 ft/s)

#### Accuracy

±0.15 ft/s or 4% of reading, whichever is greater.

#### Zero Stability

> ±0.05 ft/s

### CERTIFICATION INTRINSICALLY SAFE

The Flo-Dar and Surcharge Velocity Sensors are certified to Class I, Zone 1 Standards. They conform to ANSI/UL 60079-11 and are certified to CAN/CSA E60079-11 and EN 60079-11 standards.

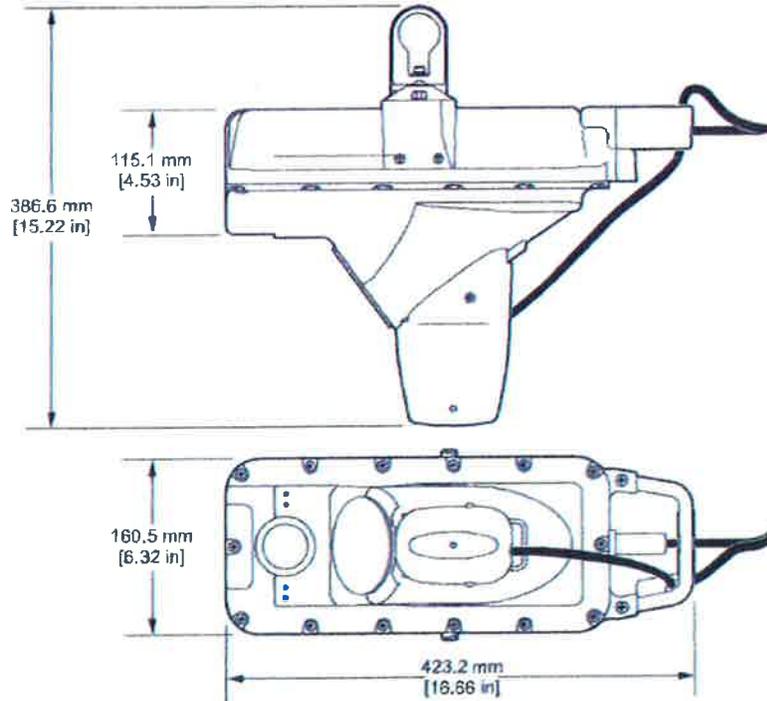


The Flo-Dar sensor meets CE requirements.

## Engineering Specifications

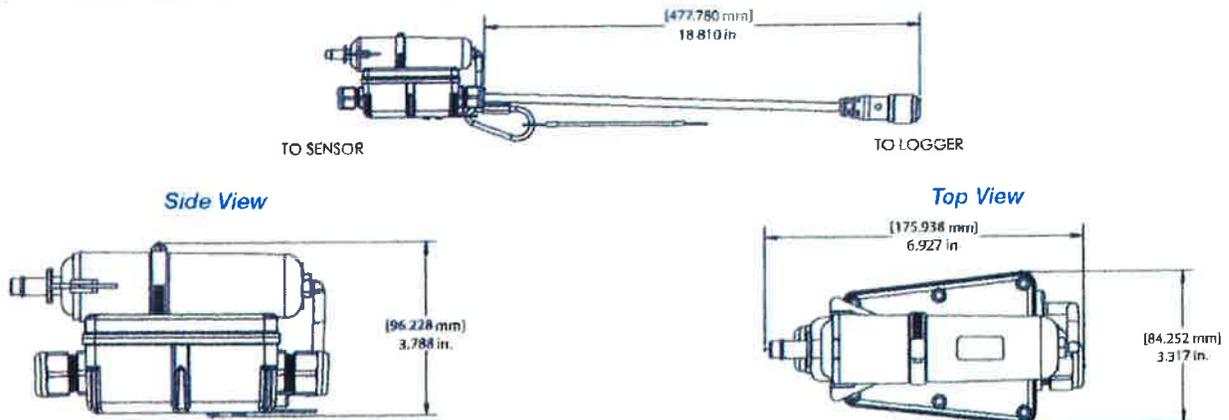
- The flow meter shall be capable of measuring level, average velocity and surcharge depth.
- The method of velocity measurement shall be Doppler radar.
- The sensor shall combine advanced Doppler Radar velocity sensing technology with ultrasonic pulse echo depth sensing to remotely measure open channel flow.
- Flow shall be calculated based on the Continuity Equation ( $Q=V \times A$ ), where  $Q$ =Flow,  $V$ =Average Velocity and  $A$ =Area.
- The range of velocity measurement shall be 0.23 to 6.10 m/s (0.75 to 20 ft/s).
- The method of depth measurement shall be ultrasonic.
- The standard operating range for depth measurement shall be 0 to 152.4 cm (0 to 60 in.) with an optional operating range of 0 to 6.1 m (0 to 20 ft.) with 43.18 cm (17 in.) deadband, temperature compensated.
- The flow meter shall have a surcharge condition velocity sensor option.
- Exterior dimensions of the sensor shall not exceed 160.5 W x 432.2 L x 297 D mm (6.32 W x 16.66 L x 11.7 D in.) or 160.5 W x 432.2 L x 387 D mm (6.32 W x 16.66 L x 15.2 D in.) with Surcharge Velocity option.
- The sensor shall be able to measure bi-directional surcharge flow.
- Optional Intrinsically Safe models available for flow monitoring in hazardous locations.
- The model shall be the Marsh-McBirney Flo-Dar Open Channel Flow Meter Sensor.

## Dimensions



*Flo-Dar Area/Velocity Radar Flow Meter*

The desiccant hub assembly includes a junction box to connect sensor cable to the desiccant and subsequently to the FL900 Logger. The desiccant can easily be replaced without need to purchase a separate desiccant module.



*Desiccant Hub Assemblies for use with portable FL900 Series Loggers and Flo-Logger.  
(Sensor cable for use with Flo-Station will not contain a desiccant hub and will have bare wires on cable end.)*

## Ordering Information

### Configure FLO-DAR Sensor to Logger (Portable)

Flo-Dar Sensor	Model 4000	-	4	X	X
Flo-Dar Sensor with specified cable length (need to add cable as separate line item)			4		
<b>Non Intrinsically Safe</b> Surcharge Velocity Sensor Option (IMPORTANT NOTE: SVS cable length MUST MATCH FloDar Sensor Cable length)				0 3	
<b>Non Extended Range</b> Extended Range Option—Allows use in flow depths up to 18 feet. Allow for 18" deadband. Standard unit max depth is 60". SVS Option requires Remote Extended Range below.					0 1
Remote Extended Range Option with 6' sensor cable—Flow depths up to 18 feet. Allow for 18" deadband. Standard unit max depth is 60".					2

### Configure FLO-DAR Sensor to Flo-Station (Permanent)

Flo-Dar Sensor	Model 4000	-	9	X	X
Flo-Dar Sensor with specified cable length (need to add cable as separate line item)			9		
<b>Non Intrinsically Safe</b> Surcharge Velocity Sensor Option (IMPORTANT NOTE: SVS cable length MUST MATCH Flo-Dar Sensor Cable length)				0 3	
<b>Non Extended Range</b> Extended Range Option—Allows use in flow depths up to 18 feet. Allow for 18" deadband. Standard unit max depth is 60". SVS Option requires Remote Extended Range below.					0 1
Remote Extended Range Option with 6' sensor cable—Flow depths up to 18 feet. Allow for 18" deadband. Standard unit max depth is 60".					2

### Cables

<b>FD9000CBL-XXX*</b>	FL900 Series Logger to Flo-Dar sensor. Cable w/two connectors.
<b>FDJCTBOXCBL-XXX*</b>	FL900 Series Logger to Flo-Dar sensor. Cable with connector to sensor, open end to desiccant hub, desiccant hub with connector to sensor. Includes finishing kit for potting/sealing desiccant hub. For use with conduit.
<b>6000062XX*</b>	SVS Sensor with connector for use with FL900 Series Logger.
<b>570011800-XXX*</b>	Flo-Station to Flo-Dar sensor Cable with one connector and bare leads.
<b>Model 4000-9</b>	
<b>6000059XX*</b>	SVS Sensor with bare leads for use with Flo-Station.

\*Contact customer service for product numbers.

#### Available Cable Lengths (in feet)

30	125	225	400	700
60	150	250	450	800
75	175	300	500	900
100	200	350	600	1000

See Lit. No. 2709 (standard models) and Lit. No. 2711 (wireless models) for FL900 Series Flow Logger ordering information. See Lit. No. 2616 for Flo-Station ordering information.

### Mounting Hardware

<b>800016701</b>	Permanent Sensor Mount—Includes sensor frame & all mounting hardware. Portable Sensor Mounts Available (Sizes 34-107") Contact Sales.
------------------	---

### Accessories & Spares

<b>245000501</b>	Sensor Retrieval Pole - Used to place and retrieve sensor from mounting bracket. Pole extends to 7.3 m (21 ft.)
<b>510012701</b>	Sensor Retrieval Hook - Used with Sensor Retrieval Pole
<b>570011401</b>	Grounding Strap (required with Retrieval Pole and Hook when used with IS units)
<b>8755500</b>	Bulk desiccant beads (1.5 pounds)

Lit. No. 2708 Rev 2

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In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.



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Make it simple.

Be right.

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[www.hachflow.com](http://www.hachflow.com)

In Europe contact:

Flow-Tronic  
Rue J.H. Cool 19a  
B-4840 Welkenraedt Belgium  
Telephone: +32-87-899799  
Fax: +32-87-899790  
E-mail: [site@flow-tronic.com](mailto:site@flow-tronic.com)  
[www.flow-tronic.com](http://www.flow-tronic.com)



Be Right™



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**MEMO**

**To:** Brent Morelock, Procurement Manager

**From:** Chad Austin, Water Services Division Manager

**Date:** 21 November 2019

**Regarding:** WASTEWATER SYSTEM WIDE FLOW AND RAINFALL MONITORING – 2020

---

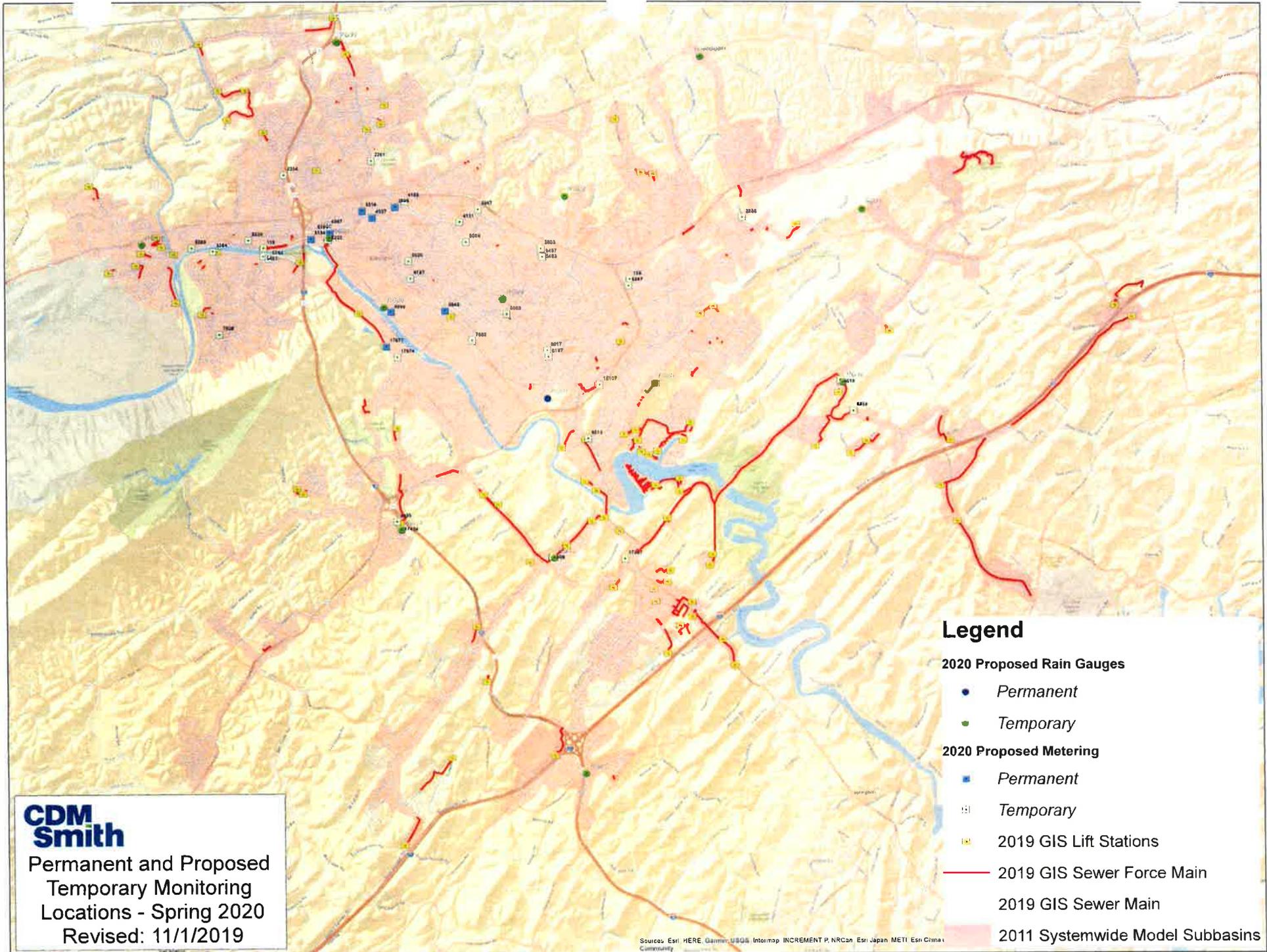
Good day Brent,

The Water Services Division has reviewed the proposals for WASTEWATER SYSTEM WIDE FLOW AND RAINFALL MONITORING -2020 opened 19 November 2019. The Proposal offered by United Systems Science & Software (US<sup>3</sup>) is the lowest priced, compliant proposal. The Proposal price offered by US<sup>3</sup> was \$86,800.00.

We did have one issue with compliance with the US<sup>3</sup> Proposal and have clarified that concern with the President of the company (Mr. Mark Serres) to our satisfaction. We have attached his email reply to this memorandum for inclusion into the record.

With your concurrence, the Water Services Division will take the appropriate next steps to complete the required Action Forms necessary to place this Proposal before the Board of Mayor & Aldermen for approval at their December 3<sup>rd</sup>, 2019 meeting.

Chad Austin  
Manager, Kingsport Water Services Division



**CDM  
Smith**

Permanent and Proposed  
Temporary Monitoring  
Locations - Spring 2020  
Revised: 11/1/2019

### Legend

#### 2020 Proposed Rain Gauges

- Permanent
- Temporary

#### 2020 Proposed Metering

- Permanent
- Temporary

■ 2019 GIS Lift Stations

— 2019 GIS Sewer Force Main

— 2019 GIS Sewer Main

■ 2011 Systemwide Model Subbasins

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China



**AGENDA ACTION FORM**

**Amending Resolution No. 2020-088 for the Bid to Purchase Two (2) 4x4 Backhoes**

To: Board of Mayor and Aldermen  
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-270-2019  
 Work Session: December 2, 2019  
 First Reading: N/A  
 Final Adoption: December 3, 2019  
 Staff Work By: Committee  
 Presentation By: R. McReynolds, S. Hightower

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

This action form is entered to correct the cost on Action Form # 265-2019, Resolution No. 2020-088. This cost is to include the auxiliary hydraulic circuit that the bidder took exception to and added as a priced option on their initial bid. Bids were opened on October 31, 2019 for the purchase of Two (2) 4x4 Backhoe for use by the Water & Waste Water Maintenance Departments. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 16, 2019 and placed on our website for 15 calendar days. Even with the added option, Stowers Machinery is still the apparent low, responsible compliant bidder for Two (2) 420F2 Cat Backhoe as follows:

	\$86,400.00	Unit Cost
	\$915.00	Option 1
	\$1,050.00	Option 2
	\$1,135.00	Option 3
Less	<u>\$7,500.00</u>	Trade in Allowance Equipment # 1832
	\$168,400.00	Total Purchase Price

This unit is a fleet replacement.

Funding is identified in Project/Account # 51150085019010 & SW2003 45200006069006.

**Attachments:**

1. Resolution
2. Bid Opening Minutes
3. Vendor List
4. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: *js*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Oltzman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AMENDING RESOLUTION NO. 2020-088 BY CHANGING THE TOTAL PURCHASE PRICE FOR THE PURCHASE OF TWO 4X4 BACKHOE TO STOWERS MACHINERY CORPORATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, the board approved Resolution No. 2020-088, which awarded the bid for the purchase of two (2) 4x4 backhoe for the use at the in the public works department for water & wastewater maintenance; and

WHEREAS, staff has now realized that the total purchase price should include the auxiliary hydraulic circuit as an option in the initial bid; and

WHEREAS, this amendment should reflect the total purchase price of two (2) 420F2 Cat Backhoe with options 1, 2 and 3, from Stowers Machinery Corporation at a total purchase cost of \$168,400.00, which includes the deduction of the \$7,500.00 trade-in allowance; and

WHEREAS, funding is identified in account #51150085019010 and SW2003 45200006069006.

Now therefore,

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

SECTION I. That Resolution No. 2020-088 be amended to reflect the total purchase cost of \$168,400.00, for the purchase of two (2) 420F2 Cat Backhoe with options 1, 2 and 3, which includes the deduction of the \$7,500.00 trade-in allowance, and is awarded to Stowers Machinery Corporation, 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 3rd day of December, 2019.

\_\_\_\_\_  
PATRICK W. SHULL, MAYOR

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES  
 BID OPENING  
 October 31, 2019  
 4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

4X4 BACKHOE						
Vendor:	Qty.:	Unit Cost:	Trade-In #1832:	Options:	Delivery Time:	Make/Model:
Contractors Machinery Tri-Cities	2	\$88,498.00	\$11,000.00	#1 - \$ 900.00 #2 - \$ 995.00 #3 - \$1,070.00	120 Days	Case 580 Super N
Stowers Machinery	2	\$83,200.00	\$ 7,500.00	#1 - \$ 915.00 #2 - \$1,050.00 #3 - \$1,135.00	160 Days	420 F2 CAT Backhoe
Kubota of Kingsport	2	No Bid	N/A	N/A	N/A	N/A

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

# Vehicle Vendors

Email Address	Business
brian@autoworldbsg.com	Auto World of Big Stone Gap
carlarcher@billgatton.com	Bill Gatton
chite@courtesykingsport.com	Courtesy Chevrolet
crabtreebgmc@gmail.com	Crabtree Buick GMC
kp_porter@hotmail.com	Empire Ford
jason.empireford@gmail.com	Empire Ford II
alandrinnon@fairwaykingsport.com	Fairway Ford
drewjohnson32@yahoo.com	Freedom Ford/Chevrolet
herb.odom@freelandauto.com	Freeland Auto
wpickard@goldencircle.com	Golden Circle Ford
ctuckerold@lcford.com	Lance Cunningham Ford
lcag.fleet@gmail.com	Lonnie Cobb Ford
Donna.Newell@Ford1.biz	Neighborhood Ford
pipec.kirk@tricitiedodge.com	Tri Cities Dodge
dmeador@heavymachinesinc.com	Heavy Machines
sales@goodpasturemotor.com	Goodpasture Motor Co
dave@g-sproducts.com	GSP Marketing
jrogers@thepetestore.com	The Pete Store
chris.jessee@mhc.com	MHC Kenworth
robert@mtjoyrv.com	Mid State Equipment
mequip@iglou.com	Municipal Equipment
nick.jennings@tricitiedodge.com	Tri-cities dodge
scott.pekar@thetruckpeople.com	Worldwide Equipment
todd.love@thetruckpeople.com	Worldwide Ford Sales
rob@ciequipment.com	Carolina Industrial Equipment
cbaton@cdjrcolumbia.com	Columbia Chrysler Dodge Jeep Ram
cmiequip@bellsouth.net	CMI Equip
cory@pweasi.com	Public Works Equipment
richmondmachinery@msn.com	Richmond Machinery
roddersandjetsco@aol.com	Rodders & Jets
dhigdon@stowerscat.com	Stowers
craig@stringfellow.bz	Stringfellow
bjanutolo@triadfreightlinertn.com	Triad Freightliner



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Jason Starnes, Water Construction Foreman
Date: November 8, 2019
Re: 4x4 Backhoe Loader Purchase Recommendation

This will confirm our review and recommendation to purchase the low compliant bid of the following vendor. It is further recommended to accept the Trade-In offering for unit #1832. We are further requesting to purchase one of each Option 1: 18" Bucket, Option 2: 24" Bucket, and Option 3: 30" Bucket.

Table with 5 columns: Item, Quantity, Description, Award to Vendor, Fuel Economy. Row 1: 1, 2, 2019 Cat 420 F2, Stowers Machinery, 1.6 GPH

Low Compliant Bidder

The bidder's compliance was acceptable in all major aspects of the minimum specification requirements for the 4x4 Backhoe Loader needed for the Water and Waste Water Departments use application. It should be noted that the Stowers offering optioned their pricing on the auxiliary hydraulic circuit required for the rear boom in their bid documents. This increased Stowers initial \$83,200 bid price by \$3,200 to total \$86,400 per unit but still makes Stowers the lower compliant bidder. This rear hydraulic circuit was specified and is required to allow the Department to operate their auxiliary tooling such as hammers and breakers.

One unit will be a Fleet Replacement.

The second unit will be an addition to the Fleet for Waste Water Maintenance.

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is 160 days after notification with 15 days to correct inspection deficiencies after delivery inspection and a \$50 dollar a day penalty assessed for non-compliance.

The bid offerings were reviewed with Water Construction Foreman, Jason Starnes, who is in agreement with this recommendation. A confirming email of agreement is below.

Fuel Economy Improvement and Trade In Information

118%

The units being recommended for purchase will have a 118% increase in fuel economy improvement over the unit currently in the fleet.

One (1) Fleet Replacement:

Fleet Unit: 1832 - 2008 NEW HOLLAND BACKHOE - Age: 11 Years 0.49 GPH
Trade Offering: \$7,500

## Origin Information

1. New Unit Origin of Manufacture:
  - a. Backhoe Loader Mfg.– Leicester, England
    - i. 10% Domestic/ 90% Foreign Materials
2. New Unit Purchase Dealer:
  - a. Backhoe Loader – Stowers Machinery – Kingsport, TN

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

Thank you



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

**From:** Starnes, Jason  
**Sent:** Thursday, November 07, 2019 12:14 PM  
**To:** Hightower, Steve <SteveHightower@KingsportTN.gov>  
**Subject:** Backhoe Bid Acceptance

Good afternoon,

After reviewing the bid documentation, this Department is in agreement with the bid being awarded to Stowers Machinery for the purchase of two backhoes. Thank you for your time and assistance,

Jason R. Starnes  
Water Construction Foreman  
City of Kingsport, TN  
O: (423) 229-9322  
C: (423) 534-9081  
[jasonstarnes@KingsportTN.gov](mailto:jasonstarnes@KingsportTN.gov)



725 W. Center Street  
Kingsport, TN 37660



**AGENDA ACTION FORM**

**Renew the Workers Compensation Excess Insurance Coverage through Safety National Insurance Company**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-269-2019  
Work Session: December 2, 2019  
First Reading: N/A

Final Adoption: December 3, 2019  
Staff Work By: T. Evans  
Presentation By: T. Evans

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

The Excess Risk Workers Compensation insurance coverage for the city and schools has been provided by Safety National Insurance Company for several years. Safety National has agreed to renew the insurance at the current statutory limits with a \$500,000 self-insured retention for the term of January 1, 2020 through December 31, 2020 at a rate of .2491 and an annual premium of \$209,885.00.

It is the recommendation to approve the renewal of the Excess Worker's Compensation Insurance with Safety National Insurance Company at a total premium of \$209,885.00 for calendar year and 2020.

**Attachments:**

- 1. Resolution

Funding source appropriate and funds are available: *je*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING THE RENEWAL OF THE AGREEMENT WITH SAFETY NATIONAL INSURANCE CORPORATION FOR WORKERS' COMPENSATION REINSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE THE RENEWAL OF THE POLICY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RENEWAL

WHEREAS, Safety National Insurance Corporation provides workers' compensation reinsurance for the city's self-insured worker's compensation program; and

WHEREAS, the agreement with Safety National Insurance Corporation provides for renewal; and

WHEREAS, upon review of the quotes, the board finds it is in the best interest and advantage to the city to renew the agreement with Safety National Insurance Corporation; and

WHEREAS, the city wants to renew the agreement with Safety National Insurance Corporation to provide workers' compensation reinsurance coverage for the city's self-funded workers' compensation insurance plan effective January 1, 2020, through December 31, 2020; and

WHEREAS, funding is available in the Risk Administration Operating Fund.

Now therefore,

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

SECTION I. That the renewal of the agreement with Safety National Insurance Corporation to provide workers' compensation reinsurance for the city's self-insured workers' compensation program, effective January 1, 2020, through December 31, 2020 with a premium of \$209,885.00 per year, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed 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 Safety National Insurance Corporation to provide worker's compensation reinsurance for the city's self-insured worker's compensation program, effective January 1, 2020, through December 31, 2020, and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

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

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

ADOPTED this the 3rd day of December, 2019.

\_\_\_\_\_  
PATRICK W. SHULL, MAYOR

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY



**AGENDA ACTION FORM**

**Consideration of the 2020 Joint Tri-Cities Legislative Policy**

To: Board of Mayor and Aldermen  
From: Chris McCart, City Manager *CM*

Action Form No.: AF-271-2019  
Work Session: December 2, 2019  
First Reading: N/A

Final Adoption: December 3, 2019  
Staff Work By: Chris McCart  
Presentation By: Chris McCart

**Recommendation:**

Adopt the 2020 Tri-Cities legislative policy.

**Executive Summary:**

A copy of the proposed 2020 Tri-Cities Legislative Policy is attached. As in years past this is a cooperative effort of Kingsport, Bristol and Johnson City.

The areas include Urban Growth & Planning, Education Funding, Local Revenue, Public Safety and Health, and Public Transportation.

The governing bodies for Bristol and Johnson City have already approved the policy.

**Attachments:**

- 1. Policy

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

**2020 Tri-Cities  
Joint Legislative Policy**

**111th General Assembly  
Second Session**

**January 2020**

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## Foreword

You are reading the latest in a long line of Joint Legislative Policy documents produced in cooperation by the cities of Bristol, Johnson City, and Kingsport (the “Tri-Cities” of Northeast Tennessee). This Joint Legislative Policy document is the result of hours of research, discussion, and planning by the governing bodies and staff of all three cities. It represents a long-standing commitment by the Tri-Cities to work together to address problems that face all three cities, as well as other cities across our region and state. The Tri-Cities have long understood that together, our voices are louder.

We do this work because City legislators have an obligation to their constituents to make their voices heard in the statewide debate of legislation that will affect their ability to govern on a local level. Our hope is that this Joint Legislative Policy will help our state legislators understand, appreciate, and give voice to the Cities’ positions on these issues. Ultimately, this Joint Legislative Policy is aimed at helping each city create an atmosphere of growth and stability, which will benefit the Tri-Cities, our region, and the state as a whole.

Tennessee cities of all sizes provide the fuel that drives the economic engine of the state. Cities provide the infrastructure necessary to attract industry to employ Tennessee’s citizens. Cities are commercial centers where citizens go to obtain their most basic needs, from medical care to groceries. Cities also serve as vibrant centers of culture and the arts, making life more enjoyable. Tennessee needs its cities to continue to grow and prosper, so that the state will continue to grow and prosper.

Yet, cities struggle to provide that economic fuel. Cities face a number of threats: erosion of revenue sources; changes in annexation and de-annexation laws; and loss of control over municipal concerns. Recent examples include legislation passed by the state to preempt local control of short-term rentals and small cell wireless in favor of statewide regulation.

In order to continue to effectively serve as the State’s economic growth engine, the Tri-Cities and other Tennessee cities need local control. We believe that the people closest to the issues are in the best position to provide the best solutions, as they live with the decisions. The following pages contain detail about the Tri-Cities’ major legislative priorities, but can summarize with one short request. Let our city legislators do what they are elected to do – make policy and law in the best interests of the cities and citizens they serve.

In other words, keep local control local.

# Urban Growth & Planning

## De-annexation

Cities provide the fuel for the state's economic engine. Providing the resources cities need to create the economic fuel is critically important to the interest of Tennessee. Since 1999, cities have followed prevailing law and allocated extensive capital to provide services to annexed areas through the required "plan of services" (waterline upgrades for fire flow, sewer, and storm water, street lights, paving, refuse collection, schools, emergency services, parks, etc.). Authorizing de-annexation of taxable properties that were included in the repayment assumptions for this capital could have a very negative impact on municipal bond ratings. De-annexation should only be available if a city has failed to meet its plan of services (in other words, failed to allocate the capital necessary to extend services).

We oppose any legislation allowing de-annexation unless the city involved is in default of its plan of services.

## Annexation

Annexation laws need to be clarified to ensure the process proceeds in an orderly, predictable manner. For example, the legislature should define terms such as "qualified voter" to make it clear who is entitled to vote in an annexation referendum.

Further clarification is also needed regarding the statutory requirement of an inter-local agreement to address road maintenance and emergency services for interceding properties of non-contiguous annexations. Specifically, more direction is needed to better identify which properties should be included in the inter-local agreement for emergency services (perhaps those fronting the most direct road route to the annexation site or within a certain distance from the road). Additionally, the road maintenance requirement for interceding properties needs more direction. Is it adequate to simply state in the inter-local agreement that the city will conduct road maintenance on the most direct route to the non-contiguous annexation? A sample inter-local agreement for this requirement would be helpful. Further, added guidance on this issue may help county governments better understand their role in non-contiguous annexations as well.

## Planning

We oppose any legislation that would reduce the authority of regional planning commissions to regulate land use within cities' urban growth boundaries.

## **Blight Elimination**

Property blight affects counties and cities across Tennessee. Blighted properties are in disrepair, often to the point of being uninhabitable or unusable, and may be surrounded with weeds and overgrowth. In addition to posing a public health risk, many blighted properties result in reduced property taxes and lower the value of neighboring properties, causing a ripple effect that hurts the overall tax base. If the record owners of the properties have died or do not live in the area, property taxes may not be paid. Blighted properties have a detrimental effect on all local governments; therefore, we support the creation of new and enhanced mechanisms for local governments to deal with blighted residential and commercial properties. In particular, allowing additional methods of providing notice to owners and occupants of blighted or neglected properties, within constitutional limits, would allow local governments to move ahead with remediation of those properties.

## **Historic Tax Credits**

Historic tax credits have proven a valuable tool in downtown and urban core revitalization, particularly in conversion of obsolete manufacturing and commercial facilities to productive new uses. Tax credits make such projects viable by reducing the financial risk in projects that often contain many structural unknowns. By reducing this risk, projects that might not be feasible, yet are important to the cultural fabric of the community, become affordable. This helps cities by making it easier to preserve historic assets from blight and dilapidation.

All states contiguous to Tennessee provide historic preservation tax credits. The lack of this incentive places our border communities and others at a competitive disadvantage as state tax credits may add 25 percent to the existing 20 percent federal credit for renovations.

## **Education Funding**

### **Maintenance of Effort for Education**

Maintenance of effort for education requires that local funding bodies allocate at least the same dollar amount to school districts that they allocated in the previous funding year, with limited exceptions. Cities with city school systems are responsible for making up the shortfall when the county changes the way it funds the county school system, so that it does not have to allocate a portion of the funding to city school systems. In 2017, Sullivan County did just that, resulting in a reduction in funds from the county's required allocation to the Bristol and Kingsport city school systems. The county's decision to change the method it uses to fund the county school system was not made until August, well after the start of the fiscal year, well after the Bristol and Kingsport school systems had established their budgets, and well after Bristol and Kingsport had appropriated funding to their respective school systems.

Both cities were informed that they might be expected to make up that revenue shortfall, even though neither city had any control over the county's funding decision. The Comptroller's Office interprets maintenance of efforts provisions to mean that local revenues must be maintained from year to year, regardless of the source of that local revenue. This requirement has the potential to throw the budgets of cities that have school systems into turmoil, because of a decision by the county, over which the cities have no control.

Clear direction is needed from the legislature as to the requirements of maintenance of efforts for education in situations like this, including the timing of the budget decisions. Such legislation could provide that a funding body such as a city or a county could not reduce revenues going to a school system, whether the county school system or a city, once the school system's budget has been approved. This would provide certainty to the county, the cities and their school systems.

## **Repairing the Education Finance Act**

On September 6, 2019, TACIR released a draft report on funding issues for Multiple School Systems. There are 33 city school systems, and 30 of the state's 95 counties have more than one school system (both a county and a city school system). The Education Finance Act, and other state laws governing how education in Tennessee is funded, were not written with these independent city school systems in mind. As a result, statutes that operate with clarity and fairness in counties with a unified school system often have the opposite effect in counties with independent school systems. As TACIR's draft report noted, there are taxpayer and spending equity concerns in favor of both the independent city school systems and the county school systems. Despite this, city school systems provide excellent educational opportunities for their students, often exceeding the counties in which they are located. Given this track record of success, the legislature should address the concerns raised in the TACIR report in a way that does not take away revenue sources from independent city school systems.

The Cities support efforts to legislatively repair the damage done by the Court of Appeals in deciding the 2014 City of Athens Board of Education v. McMinn County case. This case allowed counties to collect school tax dollars and earmark them for capital projects, without apportioning those funds among the City school districts within those counties. This could be fixed simply by making T.C.A. § 49-3-315 reflect the clear intent of the legislature, which is that all school funds collected by a county, not just those for current operation and maintenance, shall be apportioned by the county trustee among the local education agencies in the county on the basis of ADA.

## **Local Revenue**

### **The Need for Local Revenue Options**

Given the reduction and eventual elimination of the Hall Income Tax, cities need other options to raise local revenue. Otherwise, cities are faced with property tax increases as the primary means to maintain services.

The Cities appreciate the legislature's efforts to provide for fair distribution of online sales taxes, exemplified in 2019's Public Chapter 491. The Cities' position continues to be that this is not a new tax. We strongly urge the legislature to refrain from offsetting the State sales tax or any other tax as a result of "new" internet sales tax revenue. While the State is currently in a very strong financial position, we feel it is very important to maintain this position without further reducing our revenue options for the future. Without question, there will be recessions in the future, and no one wants to revisit the scenario in the early 2000's, when the State withheld a portion of the city's share of State shared sales tax in order to balance the state budget.

Cities also need local funding options that will allow them to identify revenue sources that are tailored to individual cities and their residents. We request our legislators consider the following

- Raising or Eliminating the Single-Article Sales Tax Cap. The single-article sales tax cap further hinders the ability of cities to realize their economic success as commercial centers. Cities and counties in the Tri-Cities can only collect local option sales tax on the first \$1,600 of the sales price of single articles of personal property, such as motor vehicles, boats, televisions, large machinery or equipment. The local option sales tax on items such as this is no more than \$44 per item, regardless of the total sales price, meaning a buyer pays the same tax whether purchasing a new Lexus or a used Toyota. Giving cities and counties the opportunity to collect their local option sales taxes on a greater portion of the sales price would increase local revenues by up to \$27.50 per \$1,000 of sales price, depending on the applicable local option sales tax rate.
- Local Option Restaurant Privilege Tax. Similar to what Sevierville, Pigeon Forge, and Gatlinburg are now able to do, a local option restaurant privilege tax would allow cities to decide for themselves whether to levy a privilege tax of up to 2% on the amount charged by restaurants, cafes and other such establishments. A substantial portion of the revenue generated from such a privilege tax would be dedicated to infrastructure and programs that support tourism, with the remainder going to the city's general fund.
- Local Option Taxes on Tobacco Products. Currently, the State collects a tax on tobacco products in addition to state and local sales taxes. The rate is \$0.62 per pack of 20 cigarettes, or 6.6% of the wholesale cost of other tobacco products. Giving local governments the option to collect an additional local tax on tobacco products would serve the dual purposes of deterring harmful use of tobacco products by increasing the cost of tobacco products and providing additional revenue for local governments.
- Reducing or Eliminating Trustee Fees. Currently, the State Department of Revenue collects local option sales taxes, and charges local governments a fee of 1.125% of the total amount for administrative costs. The taxes are then transferred to the county trustee,

whose office deducts another 1% before transferring the money to the city where the tax was generated. The county performs very minimal calculations in order to make this transfer – primarily writing a check. In FY 2018, including both city and school systems collectively, Kingsport lost approximately \$280,000 to county trustee fees, Bristol lost approximately \$199,000, and Johnson City lost approximately \$450,000. These amounts are disproportionate to the work performed by the county. In an automated era, these trustee fees are unnecessary and serve to punish cities for generating sales taxes. We urge our legislators to make the Department of Revenue responsible for direct distribution of taxes, eliminating trustee fees.

Permitting these alternative sources of revenue would help cities offset the loss of Hall Income Tax revenue. We ask our delegation to consider pursuing all of these measures. This will give each of the Tri-Cities, and all Tennessee cities, the flexibility to pursue one, more, or none of these new sources of local revenue, depending on the needs of the citizens in each city.

Utility franchise fees are a significant source of revenue to the Tri-Cities. In FY 2019, Johnson City received \$1.3 million in franchise fees, while Kingsport received \$4.7 million and Bristol received \$640,000. The Cities oppose any effort to change the way that utility franchise fees are calculated and paid to local governments, or to prohibit local governments from collecting those fees.

Statewide, all local governments would benefit from legislative efforts to update and streamline state statutes governing how local governments collect delinquent real and personal property taxes. These statutes have not always been updated to reflect court rulings and thus may not provide constitutionally required protections to the property owner. At the same time, the current statutory scheme is cumbersome and requires several expensive newspaper publications, which adds to the burden on taxpayers who already face losing their property. The Cities recommend that the legislature order a review of current delinquent tax laws, perhaps jointly by CTAS and MTAS, with the goal of updating, consolidating and clarifying the delinquent tax collection process.

## **Utilities**

It is imperative that municipal-owned utilities be allowed to recoup costs for water and sewer line extensions outside of the corporate boundaries. Failing to do so can jeopardize the finances of municipal-owned utilities, hindering economic expansion. It can also damage public health and welfare by obstructing the ability to provide safe drinking water and preventing the clean-up of public waters by eliminating older sanitary septic systems. The Tri-Cities oppose any effort to eliminate or reduce utility rate differentials for customers located outside of the corporate limits.

## **Caps on Recovery for Medical Bills in Tort Suits**

In 2017 in the case of *Dedmon v. Steeleman*, the Tennessee Supreme Court ruled that in a personal injury case, plaintiffs are free to submit evidence of the injured party's full, undiscounted

medical bills as proof of the reasonable medical expenses that the plaintiff would be entitled to in a successful personal injury lawsuit. The collateral source rule prevents defendants from submitting evidence that the plaintiff's insurance had paid discounted rates because of negotiated agreements with providers. As a result, though neither the plaintiff nor her insurance actually paid the full, undiscounted medical bills, the defendant could be held liable for that full, undiscounted amount.

This affects local governments (as well as any potential defendant in the state) because it dramatically increases the potential recoveries against local governments in personal injury lawsuits. It's also based on the application of the collateral source rule to an area that has little relation to typical markets; charges for medical expenses are not determined by a free market. Almost no one pays the sticker price for their medical care – the insured pay the negotiated rates, while the uninsured may enter bankruptcy proceedings and end up paying pennies on the dollar. While tort defendants should pay reasonable medical expenses, it is simply unfair to require them to pay undiscounted medical expenses when no one else does so.

## **Public Safety and Health**

### **Pain Clinics**

According to a registry maintained by the Substance Abuse and Mental Health Services Administration, there are currently approximately 34 medical professionals in Sullivan County and 76 in Washington County prescribing products containing buprenorphine such as Subutex and Suboxone. Unlike methadone clinics, these prescribers are not required to apply for and obtain a certificate of need to operate a clinic for opiate addiction. We ask for legislation to require Suboxone clinics to obtain a certificate of need like Methadone clinics are required to obtain. The failure to allow reasonable regulation of these prescribers has resulted in Sullivan County and Washington County becoming a destination for individuals seeking to obtain buprenorphine for criminal purposes as opposed to legitimate treatment.

Legislation is necessary to insure that buprenorphine is being dispensed for legitimate medical purposes as opposed to a profit-driven enterprise operating under the guise of a medical practice devoted to opiate treatment. Other recommendations include the following:

- Expand the second degree murder statute to hold any individual criminally responsible for illegally distributing any scheduled drug that if consumed with any other scheduled drug, would result in the proximate cause of death of the user;
- Expand the Haslam administration's opioid legislative agenda to include more spending for drug education and prevention and for law enforcement to investigate and prosecute drug cases; and

- Tighten the regulation of pain management facilities and Suboxone clinics.

## **Drug Trafficking and DUI Seizures**

The Tri-Cities oppose any legislation that would restrict local governments' ability to seize assets related to drug trafficking and DUI arrests. In the event seizures are not allowed to occur until after a conviction, it will limit the intended impact of such seizures, especially since convictions in criminal cases can take months and sometimes years. Currently, seizures are subject to judicial review before a forfeiture warrant is issued.

Any change that impedes law enforcement's ability to seize assets from applicable DUI and drug cases in a timely manner causes us concern. It is important to have the ability to seize assets used in a criminal enterprise as the seizure affects the ability of criminals to continue illegal activity in our communities. With vehicles seized in connection with a driving under the influence charge, there are parameters under which the vehicle may be seized, and for good reason, as prescribed in Tennessee Code Annotated § 55-10-414(c).

Although there may be a few isolated incidents, the current process is an effective system that over time has served our communities and law enforcement well and should not be discarded wholesale. The Tri-Cities also oppose any legislation that would divert funds away from local drug task forces, without providing for an alternate, equivalent source of funds.

## **Smoking**

Smoking is proven to be detrimental to one's health. In the Tri-Cities area, tobacco usage is responsible for the majority of our chronic health problems and deaths. The percentage of non-smokers outweighs smokers by more than three to one. Granting cities the authority to prohibit smoking within a set number of feet from public facility entrances and in public venues and parks will protect public health.

## **Public Transportation**

### **Passenger & Freight Rail Service**

Passenger rail service is increasing in use in the U.S. In October 2017, AMTRAK extended service to Roanoke, and studies are in process with the hope of extending the service to Bristol, Virginia. We support rail service as an alternate mode of transportation that can improve safety and reduce traffic congestion, fuel consumption, and pollution. The tourism economy can also increase with extended service. We support the extension of rail service south, including Knoxville and

Chattanooga, to facilitate the movement of passengers and freight through the State and to increase the use of rail service by passengers and freight, with intermodal ports along the line. We request the legislature consider the formation of a separate Department of Rail and Public Transportation to focus on rail and other modes of intermodal public transportation, including coordinating with the Virginia Department of Rail and Public Transportation to initiate studies for the feasibility of extending rail service along the Interstates 81, 40, and 75 corridors.

DRAFT



**AGENDA ACTION FORM**

**Issue a Purchase Order to Eagle Sign & Design for the Kingsport Greenbelt Phase 2 Signage Project**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-272-2019  
Work Session: December 2, 2019  
First Reading: N/A

Final Adoption: December 3, 2019  
Staff Work By: T. Elsea / K. Frazier  
Presentation By: Chris McCartt

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

In January 2019 the BMA approved awarding a contract with Eagle Sign & Design for the Kingsport Greenbelt Phase 1 signage project (AF-23-2019). This project consisted of sign types to accomplish a variety of goals helping guide motorist to key entry points, trail guide signs and information kiosks assisting users as they enjoy the park.

Continuing with guidance and assisting users to enjoy the park, signage is needed and will be placed at trail head locations along the Greenbelt. Bid documents for Phase 1 signage included terms for the purchase of additional signs up to two (2) years from the initial bid opening in November 2018. Therefore it is requested to purchase additional signs from Eagle Sign & Design for the Kingsport Greenbelt Phase 2 signage project in the amount of \$58,590.00.

Funding is identified and will be available through the bond issue being approved December 3, 2019, by AF-266-2019. The funding will be placed in GP1921.

**Attachments:**

1. Resolution
2. Eagle Sign & Design Formal Quote
3. Sign Examples (2)

Funding source appropriate and funds are available: *js*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER TO EAGLE SIGN & DESIGN FOR GREENBELT PHASE 2 SIGNAGE PROJECT

WHEREAS, in January, 2019, the board approved an award of bid with Eagle Sign & Design for the Kingsport Greenbelt Phase 1 Signage Project; and

WHEREAS, terms of the bid included additional purchases of signs for 2 years; and

WHEREAS, the city would like to purchase signs for Phase 2 of the Greenbelt Signage Project in the amount of \$58,590.00; and

WHEREAS, funding is available and identified in GP1921.

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 Eagle Sign & Design for the Kingsport Greenbelt Phase 2 Signage Project in the amount of \$58,590.00.

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 3rd day of December, 2019.

\_\_\_\_\_  
PATRICK W. SHULL, MAYOR

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

KINGSPORT GREENBELT WAYFINDING PHASE 2

Sign Type	Description	Quantity	Unit Cost for Bid	Extended Cost for Bid
Kx-1	Trailhead Map Kiosk, Large	3	4,928 <sup>00</sup>	14,784 <sup>00</sup>
Kx-2	Trailhead Map Kiosk, Small	5	2,544 <sup>00</sup>	12,720 <sup>00</sup>
Ix-1/a	Vehicular Identification	1	3,990 <sup>00</sup>	3,990 <sup>00</sup>
Ix-3/a	Vehicular Identification	6	4,391 <sup>00</sup>	26,346 <sup>00</sup>
		15	Subtotal	57,840 <sup>00</sup>

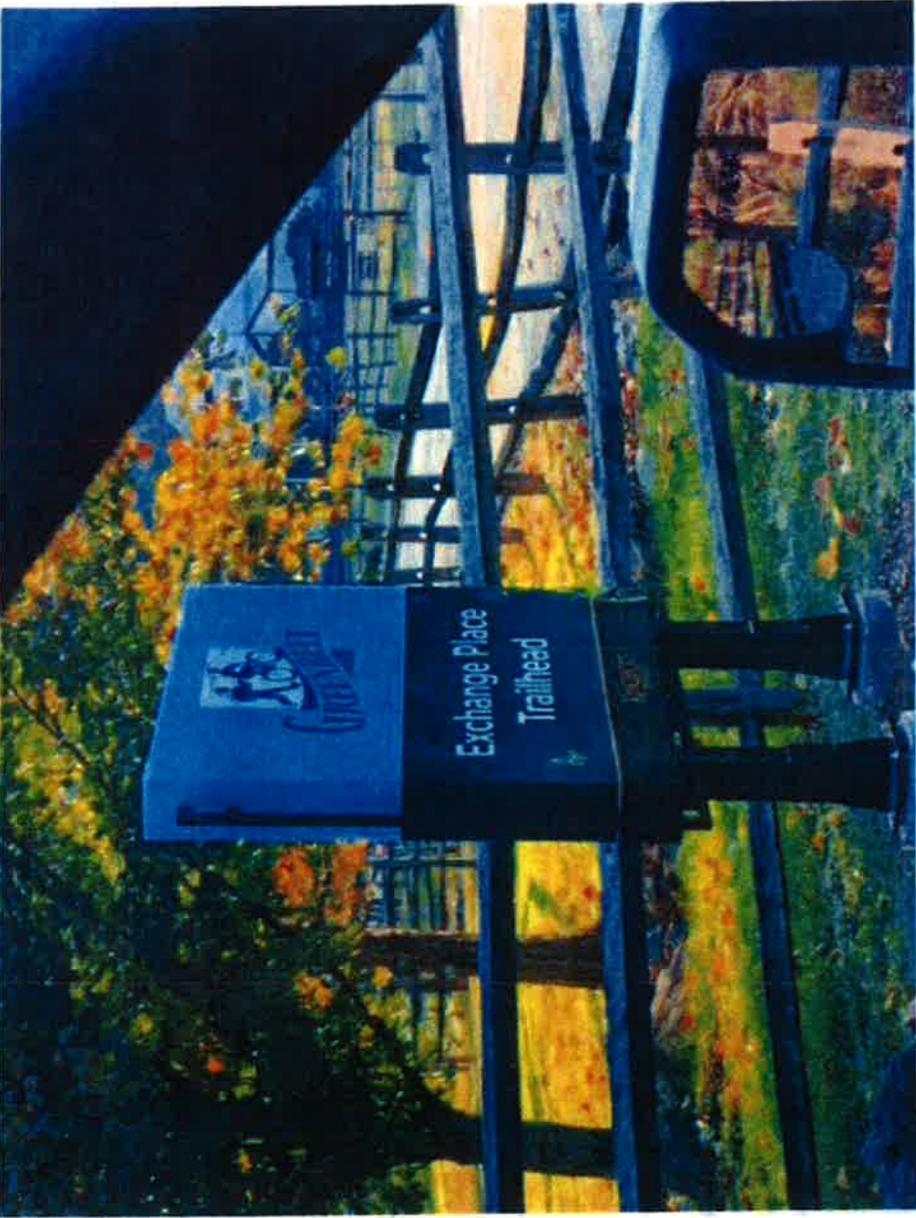
Shipping 750<sup>00</sup>

GRAND TOTAL 58,590<sup>00</sup>

*T. H. EACE SIGN + DESIGN* 11/19/19

Bidder's signature & date







Gx-1/1b Vehicular Trail Access Trailblazer (4" text)  
 Gx-1a Vehicular Trail Access Trailblazer (6" text)  
 Gx-2 Trail Guide Multi-message  
 Gx-3 Trail Guide Single-message  
 Gx-4 Trail Guide Symbols Only  
 Gx-5/5a Urban Pedestrian Trailblazer  
 Kx-1 Trailhead Map Kiosk Large  
 Kx-2 Trailhead Map Kiosk Small  
 Kx-3 Interpretive Sign Frame



Ix-1/1a Vehicular Identification (reuse existing base)  
 Ix-2/2a Vehicular Identification Large (New base)  
 Ix-3/3a Vehicular Identification Small (No base)  
 Ix-4 Mile Marker

**Clinchfield St**  
 Ix-5  
 Overhead Street Identification

Sign Type

Sign Type Array

Scale  
 Not to scale

Color Code

①	Black
②	Dark Green
③	Light Blue
④	Medium Green
⑤	Medium Blue
⑥	Bright Green
⑦	White
⑧	Gold Metallic

Notes

This drawing is design-intent only. Fabricator is responsible for fabrication and overall level of quality. Any changes in design, materials, fabrication method or other details must be approved by Corbin Design or the Owner.

Date	Description
09.27.17	First Submission

Client

City of  
**KINGSPORT**  
 TENNESSEE

**corbindesign**  
 109 East Front Suite 304  
 Traverse City, MI 49684  
 231 947.1236



**AGENDA ACTION FORM**

**Terminate Lease Agreement and Approve the Condition Assessment and Acknowledgement with Regions Bank**

To: Board of Mayor and Aldermen  
From: Chris McCart, City Manager *CM*

Action Form No.: AF-268-2019  
Work Session: December 2, 2019  
First Reading: N/A

Final Adoption: December 3, 2019  
Staff Work By: Tim Elsea  
Presentation By: Ryan McReynolds

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

In November 2018 we entered into an agreement with Regions Bank for the purchase of the building located at 415 Broad Street; an agreement for the purchase of property located at 251 New Street; and also a lease agreement allowing Regions Bank to occupy a portion of the building at 415 Broad Street for a defined timeframe of two (2) years. A letter was received from Regions Bank as written notice pursuant to Section 2 of the lease agreement terminating the lease on December 31, 2019.

It is requested to terminate the lease agreement, and also approve the Condition Assessment and Acknowledgement with Regions Bank effective December 31, 2019.

**Attachments:**

1. Resolution
2. Condition Assessment and Acknowledgement Form
3. Letter from Regions Dated 11/22/19

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A CONDITION ASSESSMENT AND ACKNOWLEDGMENT WITH REGIONS BANK; APPROVING THE TERMINATION OF THE LEASE AGREEMENT WITH REGIONS BANK; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT OR THIS RESOLUTION

WHEREAS, the city has a lease with Regions Bank at the property located at 415 Broad Street, Kingsport, Tennessee; and

WHEREAS, pursuant to the lease, Regions Bank has notified the city in writing that it is terminating the lease effective December 31, 2019.

WHEREAS, Regions Bank has vacated the premises and would like to do a walk through to confirm the premises are in compliance with the lease; and

WHEREAS, a Condition Assessment and Acknowledgment is requested to be executed by the city once the walk through is complete.

Now therefore,

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

SECTION I. That a Condition Assessment and Acknowledgment with Regions Bank is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed 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 Condition Assessment and Acknowledgment with Regions Bank 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:

**CONDITION ASSESSMENT AND ACKNOWLEDGEMENT**

City of Kingsport (Landlord/Lessor) and Regions Bank, an Alabama state banking corporation (Tenant/Lessee) (collectively herein, the Parties) entered into a lease for that certain 21,500 square foot premises municipally known as Kingsport Central (415 Broad St.) (Premises/Leased Premises) (herein, the Lease). The term of the Lease will expire/terminate on December 31, 2019. In anticipation of such event, the undersigned, as the authorized representative of the Landlord, inspected the Premises/Leased Premises on \_\_\_\_\_ and herein acknowledges that as of this date the *physical condition* of the Premises/Leased Premises complies with the Lease and meets the requirements for surrender contained therein

[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, as requested by Regions Bank, the Lease Agreement with Regions Bank is terminated as of December 31, 2019

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

ADOPTED this the 3<sup>rd</sup> day of December, 2019.

\_\_\_\_\_  
PATRICK W. SHULL, MAYOR

ATTEST:

\_\_\_\_\_  
SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY



**CONDITION ASSESSMENT AND ACKNOWLEDGEMENT**

City of Kingsport (Landlord/Lessor) and Regions Bank, an Alabama state banking corporation (Tenant/Lessee) (collectively herein, the Parties) entered into a lease for that certain 21,500 square foot premises municipally known as Kingsport Central (415 Broad St.) (Premises/Leased Premises) (herein, the Lease). The term of the Lease will expire/terminate on December 31, 2019. In anticipation of such event, the undersigned, as the authorized representative of the Landlord, inspected the Premises/Leased Premises on \_\_\_\_\_ and herein acknowledges that as of this date the *physical condition* of the Premises/Leased Premises complies with the Lease and meets the requirements for surrender contained therein.

**Landlord or Landlord's Authorized Representative**

\_\_\_\_\_

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



**Maxwell D. Taylor, CPA**  
Vice President  
Corporate Real Estate – Portfolio Administration



**VIA FEDERAL EXPRESS TRACKING NO: 7770 5848 7774**

November 22, 2019

City of Kingsport  
225 West Center Street  
Kingsport, TN 37660

**Re: Lease Agreement dated December 18, 2018 by and between City of Kingsport and Regions Bank for the property commonly known as Kingsport Central Branch at 415 Broad Street, Kingsport, Tennessee.  
RFC999631**

Dear Landlord:

Please accept this letter as written notice that Regions will terminate the subject lease, effective 12/31/2019, pursuant to Section 2 of the lease agreement. Rent will continue to be paid through 12/31/2019.

The Facility Manager for this location, Mike Humphres, will coordinate all efforts to ensure that the premises are delivered pursuant to the requirements of the lease. Should you need to contact Mr. Humphres for any reason, she can be reached at [mike.humphres@cbre.com](mailto:mike.humphres@cbre.com) or at (865) 415-7956. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Maxwell Taylor".

Maxwell Taylor  
Vice President

cc: Mike Humphres, FM, CBRE

250 Riverchase Parkway East, Suite 600  
Birmingham, Alabama 35244  
Office (205) 560-7268  
[Maxwell.Taylor@regions.com](mailto:Maxwell.Taylor@regions.com)