



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, November 19, 2018, 4:30 p.m.
City Hall, 225 W. Center St., Council Room, 2nd Floor**

Board of Mayor and Aldermen

Mayor John Clark, Presiding
Vice Mayor Mike McIntire
Alderman Jennifer Adler
Alderman Joe Begley

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

Leadership Team

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager for Operations
J. Michael Billingsley, City Attorney
Jim Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief

Scott Boyd, Fire Chief
Lynn Tully, Development Services Director
George DeCroes, Human Resources Director
Heather Cook, Marketing and Public Relations Director

1. Call to Order
2. Roll Call
3. CareHere – Ben Baker, Co-Founder & COO
4. Symphony of the Mountains – Melissa Roberts, Exec. Director
5. Review of Items on November 20, 2018 Business Meeting Agenda
6. Adjourn

Next Work Session, Dec. 3: KKB, Fire Dept., Roads Update

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.

BMA Report, November 19, 2018



Kingsport Employee Wellness, George DeCroes

Utilization: November 2018 – the month of October included Flu Shots.

	01/01/2018 – 10/31/2018	11/01/2018 – 11/12/2018
Total Utilization	94.2%	93.9%
City – Active Employees	61.2%	51.3%
City – Dependents	30.5%	39.9%
City – Retirees	2.4%	1.4%
Extended-Patient Services/Other	0.7%	2.1%
Work Comp	0.4%	0.0%
No Show	4.8%	5.3%

Worker's Compensation, Terri Evans

For the month of October 2018, the city had six (6) recordable worker's compensation claims that involved lost time or restricted duty. Of the six (6) claims involved three (3) were lost time and three (3) were restricted duty.

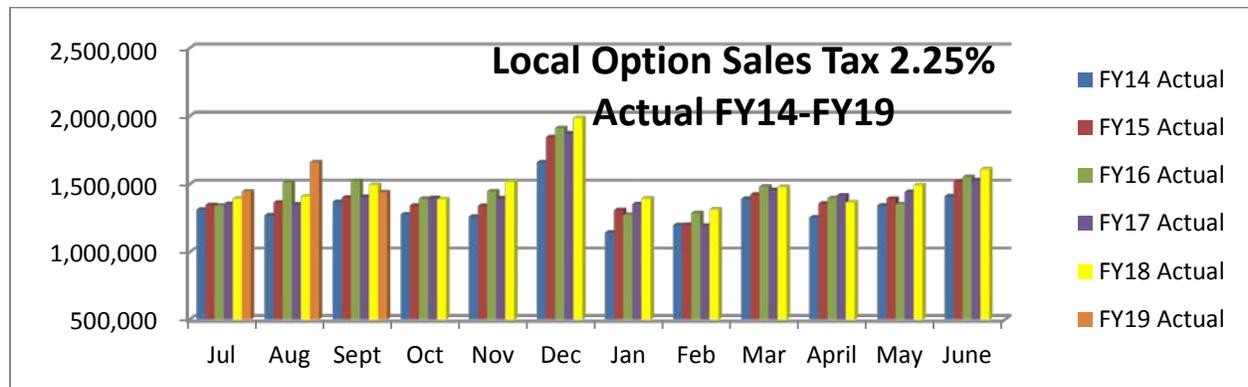
BMA Report, November 19, 2018



Financial Comments – Judy Smith

Local Option Sales Tax 2.25% - Five Year History

	FY14	FY15	FY16	FY17	FY18	FY19	Adopted	Variance		% of Growth	
	Actual	Actual	Actual	Actual	Actual	Actual	FY19	FY19 Over/	FY19 Over/Under	FY19 Over/Under	FY19 Over/Under
							Budget	Under Budget	Prev. Year Actual	Prev. Year Actual	Under Budget
Jul	\$ 1,312,286	\$ 1,346,896	\$ 1,341,027	\$ 1,354,948	\$ 1,392,147	\$ 1,444,727	\$ 1,432,701	\$ 12,026	\$ 52,580	3.78%	0.84%
Aug	\$ 1,271,614	\$ 1,365,262	\$ 1,513,366	\$ 1,351,703	\$ 1,408,119	\$ 1,660,189	\$ 1,488,256	\$ 171,933	\$ 252,070	17.90%	11.55%
Sept	\$ 1,369,878	\$ 1,401,017	\$ 1,523,474	\$ 1,407,707	\$ 1,493,952	\$ 1,440,056	\$ 1,517,534	\$ (77,478)	\$ (53,896)	-3.61%	-5.11%
Oct	\$ 1,278,027	\$ 1,342,308	\$ 1,392,699	\$ 1,397,511	\$ 1,389,451		\$ 1,449,212				
Nov	\$ 1,261,963	\$ 1,340,457	\$ 1,446,687	\$ 1,396,643	\$ 1,515,210		\$ 1,495,411				
Dec	\$ 1,661,378	\$ 1,845,794	\$ 1,911,650	\$ 1,873,531	\$ 1,985,601		\$ 1,991,377				
Jan	\$ 1,143,685	\$ 1,309,305	\$ 1,274,292	\$ 1,353,575	\$ 1,392,917		\$ 1,377,116				
Feb	\$ 1,198,993	\$ 1,201,182	\$ 1,287,536	\$ 1,194,890	\$ 1,312,713		\$ 1,325,780				
Mar	\$ 1,392,759	\$ 1,424,090	\$ 1,481,645	\$ 1,457,518	\$ 1,477,699		\$ 1,535,585				
April	\$ 1,255,243	\$ 1,357,635	\$ 1,396,651	\$ 1,416,452	\$ 1,366,099		\$ 1,457,999				
May	\$ 1,343,786	\$ 1,393,582	\$ 1,353,162	\$ 1,442,890	\$ 1,492,028		\$ 1,496,047				
June	\$ 1,411,977	\$ 1,520,599	\$ 1,552,713	\$ 1,529,681	\$ 1,608,149		\$ 1,567,722				
Total	\$15,901,589	\$ 16,848,127	\$ 17,474,902	\$ 17,177,049	\$ 17,834,085	\$ 4,544,972	\$ 18,134,740	\$ 106,481	\$ 250,754	6.02%	2.43%



City of Kingsport

Project Status in Pictures



1 Indian Trail Drive

Demolition work is underway and contractor has begun installing base stone for new traffic lane.

2 Contracted Paving

A contracted paving project is currently happening on in these areas: Ridgefields, Fort Robinson and Rivermont.

3 DBHS

Crews are working on the installation of the exterior glass curtain wall.



4 Carousel Park

Playground equipment has been installed and final surface installation begins this week.

5 KATS Transit Center

Light poles are being installed outside, while inside, the ceiling insulation is being installed.

Status Updates on Active Projects sorted by Cost

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$7,500,000.00	Ryan McReynolds	Thompson, Michael	SR 347 (Rock Springs Road) [State & MTPO funded]	No City Funds	12/31/2020	Preliminary design plans are near completion. A public design meeting is being planned for Fall 2018.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	10/24/18 - Held 90% plans review. 11/14/18 - Integrator RFQ advertised.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	10/25/18 - 90% design review meeting.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	3/8/2019	Base stone has been laid for the new parking lot.
\$3,867,000.00	Chad Austin	Hank Clabaugh	Border Regions Sewer Extensions		2/17/2020	Ongoing field survey.
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	90% desgin complete. Project is on hold until funding becomes available.
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2019	All easements have been signed.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	6/30/2021	Still awaiting RPAI (East Stone Commons Owner) coordination with designer on access needs.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2020	Preliminary plans comments returned from TDOT and addressed. Work continues towards Right of Way Plans submission (70%).
\$1,405,205.65	Public Works	Clabaugh, Hank	2018 Contracted Paving - Area 10: West Lynn Garden		11/30/2018	The asphalt and road improvements portion of the project is complete. Only the permanent asphalt markings remain.
\$1,300,000.00	Chad Austin	Pamela Gilmer	Phase 4 Water Improvements		8/19/2019	TDEC approval received.
\$961,140.00	Michael Thompson	Elsa, Tim	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to Lynn Garden Drive [95% State Funded 5% City]	GP1725	8/31/2020	Mattern & Craig has received design comments and are addressing/reviewing.
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	11/1/2019	ROW certification approved 8/10/2018. Specification updates approved. Awaiting TIP Adjustment approval and then Notice to Proceed for Construction phase.
\$697,475.00	Michael Thompson	Thompson, Michael	Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to American Way [95% State Funded 5% City]	GP1623	12/7/2019	Finalizing design plans based on meeting with Pratts and discussions with TDOT.
\$668,835.40	Public Works	Clabaugh, Hank	2018 Contracted Paving - Main Roads: Ridgefields, Ft Robinson, Rivermont		11/30/2018	Milling and spot repairs on Ridgefields and Pendragon Roads are about complete. Paving on these roads beginning as weather allows.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$577,000.00	Niki Ensor	Sam Chase	Tri-County Tank Replacement Project	WA1705	2/22/2019	Concrete foundation pour delayed due to weather, rain. Reschedule for 11/20.
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation (2017-C28)	GP1711	12/22/2018	Spillway repair work continues
\$415,000.00	Chad Austin	Chris Alley	SR 93- Fall Branch section (TDOT)		12/31/2020	Project moved to 2019; "B Date" package due 9/26/2018; TDOT Letting Date: December 2018
\$384,689.00		Elsea, Tim	Area 10 Concrete - Phase 1	GP1846/G P1914	2/18/2019	Contractor anticipates starting work on 10/22/2018.
\$365,167.20	Chad Austin	Hank Clabaugh	Border Regions Area 3 Water Upgrades	WA1806	11/30/2018	The new 12" waterline on Fordtown Road has been completed, tested, and brought online. The installation of the new 8" waterline on Snapps Ferry Road is nearing completion.
\$352,000.00	Chad Austin	Chris Alley	SR 93- Horse Creek/Derby Drive Section (TDOT)		12/31/2021	Project moved to 2020; "B Date" package due 9/25/2019; TDOT Letting Date: December 2019
\$350,000.00	Rob Cole	Austin, Chad	Bays Mountain Septic System Upgrades	GP1704	4/26/2019	Working on estimate to do some work in-house.
\$288,000.00	Chris McCartt	Hickman, Mike	Carousel Park		12/15/2018	Final surface installation to be finished next week.
\$278,000.00	David Edwards	David Edwards	Bloomington Culvert Replacement		4/1/2019	ARAP received from TDEC. Mattern & Craig finalizing plans for bid.
\$262,770.00	Chris McCart	Melton, Dawn	Lynn View Community Center Site Improvements Phase 2	GP1802	1/7/2019	Formwork for concrete slab for new maintenance building has started.
\$208,682.50	Tim Elsea	Gilmer, Pamela	Indian Trail Drive at Stone Drive Intersectio	2017-C14	1/18/2019	Demolition work underway. Contractor has begun installing base stone for new lane.
		Jason Starnes	Burwind Ct. Waterline Replacement Project			To TDEC for plan review.
	Niki Ensor	Niki Ensor	SLS Rehab and Replacement	SW1702	3/31/2019	Entered into an agreement with LDA Engineers for design.

Status Updates on Active Projects sorted by Completion Date

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AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

Tuesday, November 20, 7:00 p.m.
City Hall, 225 W. Center St., Courtroom, 2nd Floor

Board of Mayor and Aldermen

Mayor John Clark, Presiding
Vice Mayor Mike McIntire
Alderman Jennifer Adler
Alderman Joe Begley

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager of Operations
J. Michael Billingsley, City Attorney
James Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Scott Boyd, Fire Chief
Lynn Tully, Development Services Director
George DeCroes, Human Resources Director
Heather Cook, Marketing and Public Relations Director

I. CALL TO ORDER

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG

II.B. INVOCATION – Pastor Phil Whitemore, Bloomingdale Baptist Church

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

Rescheduled
for Dec. 4

- ~~1. Proclamation presented to Doby's Bennett High School Competitive Band (Mayor Clark)~~

IV.B. APPOINTMENTS

1. Appointments to PETWORKS (AF: 255-2018) (Mayor Clark)
 - Appointments

V. APPROVAL OF MINUTES

Correction

1. Work Session – November 5, 2018
2. Business Meeting – November 6, 2018

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 for FY19 (AF: 254-2018) (Jeff Fleming)
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Budget Adjustment Ordinance for FY19 (AF: 229-2018) (Jeff Fleming)
 - Ordinance – **Second Reading & Final Adoption**
2. Amend the Fiscal Year Budget for the Addition of One (1) Position within the Senior Citizens Center Division of the Community Services Department (AF: 250-2018) (Chris McCartt)
 - Ordinance – **Second Reading & Final Adoption**

D. OTHER BUSINESS

Correction

1. Award the Bid for J Fred Johnson Stadium Artificial Grass Surface Field Replacement Project to Field Turf USA (AF: 257-2018) (David Frye)
 - Resolution
2. Approve a Policy Regarding the Disposal of Surplus Real Property (AF: 258-2018)
 - Policy
3. Approving an Agreement Renewing Property Insurance for City Owned Buildings (AF: 259-2018) (Terri Evans)
 - Resolution
4. Renew the Workers Compensation Excess Insurance Coverage through Safety National Insurance Company (AF: 260-2018) (Terri Evans)
 - 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



AGENDA ACTION FORM

Appointments to PETWORKS

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

Action Form No.: AF-255-2018
Work Session: November 19, 2018
First Reading: N/A

Final Adoption: November 20, 2018
Staff Work By: Committee
Presentation By: Mayor Clark

Recommendation:

Approve appointments.

Executive Summary:

It is recommended to appoint John Campbell to fill the vacancy on the PETWORKS board, and to appoint Judy Smith, replacing Jeff Fleming on the board. If approved by the Board of Mayor and Aldermen, both appointments will be two-year terms effective immediately and will expire November 30, 2020.

Also, Carol Perkins is the Humane Society Representative and the Humane Society has reappointed Carol to a three-year term that will expire July 31, 2021.

Attachments:

None

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Monday, November 5, 2018, 4:30 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Vice-Mayor Mike McIntire
Alderman Jennifer Adler
Alderman Joe Begley

Alderman Betsy Cooper
Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager
J. Michael Billingsley, City Attorney
James H. Demming, City Recorder

1. **CALL TO ORDER:** 4:30 p.m. by Vice-Mayor McIntire.
2. **ROLL CALL:** By Deputy City Recorder Angie Marshall. Absent: Mayor John Clark and Alderman Colette George.
3. **KEDB/NETWORKS.** Mr. Bill Dudney provided information on the status of KEDB properties. Mr. Clay Walker discussed current projects that the NETWORKS partnership is working. Some discussion followed as both gentlemen answered questions from the board.
4. **KPT POLICE DEPT.** Sgt. Kevin Hite gave a presentation on the SWAT team, highlighting the members and their contribution to the team..
5. **SURPLUS PROPERTY DISPOSAL.** Development Services Director Lynn Tully presented this item, outlining an established process in which to dispose of surplus property. Alderman Begley asked about the designated alderman's duties, stating he would prefer the information be presented to the entire board during the one on one sessions with the city manager, rather than relying on one person for information on a property. Alderman Adler agreed. Staff will move forward with finalizing the policy.
6. **REVIEW OF AGENDA ITEMS ON THE NOVEMBER 6, 2018 REGULAR BUSINESS MEETING AGENDA.** City Manager Fleming 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.1 **Budget Adjustment Ordinance for FY19** (AF: 229-2018) (Jeff Fleming). Budget Director Judy Smith provided details on these funding transfers.
 - VI.D.1 **Approve a Policy with ReliaStar Life Insurance Company for Stop Loss Insurance Coverage** (AF: 247-2018). City Manager Fleming pointed out the savings of \$100,000 and congratulated Human Resources Director George DeCroes.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Monday, November 5, 2018

VI.D.3 Bid Award for Temporary Employment Services (AF: 251-2018). City Manager Fleming noted this was a three year term with annual renewals thereafter.

VI.D.4 Approve a Lease Agreement with Precision Explosives (AF: 253-2018). City Manager Fleming provided details on this item, noting it was a start up company to train canines and confirmed they did have safe storage facilities.

7. ADJOURN. Seeing no other matters presented for discussion at this work session, Mayor Clark adjourned the meeting at 6:03 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor

Minutes of the Regular Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, November 6, 2018, 7:00 PM
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen
Mayor John Clark, Presiding
Vice Mayor Mike McIntire
Alderman Jennifer Adler Alderman Colette George
Alderman Betsy Cooper Alderman Tommy Olterman

City Administration
Jeff Fleming, City Manager
Joseph E. May, Interim City Attorney
James Demming, City Recorder/Chief Financial Officer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor John Clark.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Led by New Vision Youth.
- II.B. **INVOCATION:** Pastor Chris Brown, Colonial Heights Baptist Church.
- III. **ROLL CALL:** By City Recorder Demming. Absent: Alderman Joe Begley.
- IV.A. **RECOGNITIONS AND PRESENTATIONS.** None.
- IV.B. **APPOINTMENTS/REAPPOINTMENTS.**
 - 1. **Appointments to the Neighborhood Advisory Commission** (AF: 252-2018) (Mayor Clark).

Motion/Second: Adler/McIntire, to approve:
APPOINTMENT OF JULIE HAMMONDS TO FULFILL THE UNEXPIRED TERM OF LORA BARNETT ON THE **NEIGHBORHOOD ADVISORY COMMISSION** EFFECTIVE JANUARY 1, 2019 AND EXPIRING ON DECEMBER 31, 2020 AND REAPPOINTMENTS OF SPENCER SNOOK, JESSICA SLAUGHTER, DEBORAH MULLINS AND MARGO SEAY TO SERVE SECOND THREE-YEAR TERMS WHICH WILL EXPIRE ON DECEMBER 31, 2021.
Passed: All present voting “aye.”

V. APPROVAL OF MINUTES.

Motion/Second: McIntire/Olterman, to approve minutes for the following meetings:
A. October 9, 2018 Called Work Session
B. October 15, 2018 Regular Work Session
C. October 16, 2018 Regular Business Meeting
Approved: All present voting “aye.”

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, November 6, 2018**

VI. COMMUNITY INTEREST ITEMS.

A. PUBLIC HEARINGS. None.

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

B. BUSINESS MATTERS REQUIRING FIRST READING.

1. Budget Adjustment Ordinance for FY19 (AF: 229-2018) (Jeff Fleming).

Motion/Second: McIntire/George, to pass:

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

2. Amend the Fiscal Year Budget for the Addition of One (1) Position within the Senior Citizens Center Division of the Community Services Department (AF: 250-2018) (Chris McCartt).

Motion/Second: George/Adler, to pass:

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY ADDING A SENIOR CITIZENS PROGRAM ASSISTANT POSITION FOR THE SENIOR CITIZENS CENTER DIVISION OF COMMUNITY SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Budget Ordinance to Appropriate \$23,284.00 from the USDOJ/Bureau of Justice Assistance Grant FY19 Local Solicitation (AF: 238-2018) (David Quillin).

Motion/Second: George/Cooper, to pass:

ORDINANCE NO. 6765, AN ORDINANCE TO AMEND THE JUSTICE ASSISTANT GRANT FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE STATE OF TENNESSEE OFFICE OF CRIMINAL JUSTICE PROGRAMS FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, November 6, 2018

2. Appropriate \$9,720.00 from the USDOJ/Office Of Justice Programs, Bulletproof Vest Partnership Funding (AF: 243-2018) (David Quillin).

Motion/Second: McIntire/George, to pass:

ORDINANCE NO. 6766, AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE DEPARTMENT OF JUSTICE FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

3. Amend the General Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2018 (AF: 239-2018) (Jeff Fleming)

Motion/Second: McIntire/George, to pass:

ORDINANCE NO. 6767, AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND, THE WATER AND SEWER FUND PROJECT BUDGETS BY APPROPRIATING GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2018; FOR THE FISCAL YEAR ENDING JUNE 30, 2019; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

4. Budget Adjustment Ordinance for FY19 (AF: 240-2018) (Jeff Fleming).

Motion/Second: McIntire/Adler, to pass:

ORDINANCE NO. 6768, AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

5. Appropriate Partnership Support Grant from East Tennessee Foundation (AF: 245-2018) (Chris McCartt).

Motion/Second: George/McIntire, to pass:

ORDINANCE NO. 6769, AN ORDINANCE TO AMEND THE GENERAL PROJECT SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE EAST TENNESSEE FOUNDATION FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, November 6, 2018**

D. OTHER BUSINESS.

1. Approve a Policy with ReliaStar Life Insurance Company for Stop Loss Insurance Coverage (AF: 247-2018) (George DeCroes).

Motion/Second: Adler/McIntire, to pass:

Resolution No. 2019-068, A RESOLUTION APPROVING A POLICY WITH RELIASTAR LIFE INSURANCE COMPANY FOR STOP LOSS INSURANCE COVERAGE AND AUTHORIZING THE MAYOR TO EXECUTE ALL AGREEMENTS TO OBTAIN A POLICY FOR STOP LOSS INSURANCE AND OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RESOLUTION

Passed: All present voting "aye."

2. Approve Contract with Tennessee Department of Transportation Accepting Federal and State Transportation Planning Funds on Behalf of the Kingsport MTPO (AF: 249-2018) (Bill Albright)

Motion/Second: McIntire/Cooper, to pass:

Resolution No. 2019-069, A RESOLUTION APPROVING A GRANT CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE CONTRACT

Passed: All present voting "aye."

3. Bid Award for Temporary Employment Services (AF: 251-2018) (George DeCroes).

Motion/Second: Olterman/George, to pass:

Resolution No. 2019-070, A RESOLUTION AWARDDING THE REQUEST FOR PROPOSALS FOR TEMPORARY EMPLOYMENT SERVICES TO ACCUFORCE 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."

4. Approve a Lease Agreement with Precision Explosives (AF: 253-2018) (Lynn Tully).

Motion/Second: McIntire/George, to pass:

Resolution No. 2019-071, A RESOLUTION APPROVING A LEASE AGREEMENT WITH PRECISION EXPLOSIVES; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, November 6, 2018

Passed: All present voting “aye.”

VII. CONSENT AGENDA. None.

VIII. COMMUNICATIONS.

A. CITY MANAGER. Mr. Fleming pointed out it was election night. He also commented on the new Sentinel statue at the Veteran’s Memorial, noting the service for Veteran’s Day will be held on Monday the 12th at 11:00 am.

B. MAYOR AND BOARD MEMBERS. Alderman Olterman encouraged everyone to vote if they haven’t already. He also mentioned local business owner Brent Warner won volunteer of the year at a TSSAA meeting in Murfreesboro yesterday. Alderman George stated November 17 was a free day at the carousel, sponsored by a local family. She thanked staff for the paving in Lynn Garden, stating she has heard many good comments on that issue and the neighborhood commission as well. Alderman Adler invited everyone to KTG’s production of A Tuna Christmas presented downtown over the next two weekends. She also commented on the TNAchieves program, noting they need volunteers. Alderman Cooper discussed the recent Sip N Stroll and promoted the upcoming small business day and Jingle and Mingle events downtown. Lastly she mentioned a new candy store next to Beatty’s with homemade candy for the holiday season. Vice-Mayor McIntire stated you still have thirty minutes left to vote. He also acknowledged Doby’s Bennett for ranking 9th in the state for their ACT scores. Lastly he congratulated Assistant City Manager for Operations Ryan McReynolds for being recognized as the Tennessee Public Administrator of the Year. Mayor Clark commented on the 100th birthday of Bob Miller, noting the city recognized him before the business meeting for his service to the community. He also wished the Doby’s Bennett band good luck as they head to the national championships in Indianapolis this weekend.

C. VISITORS. None.

D. Report on Debt Obligations, Series 2018A, 2018B and 2018C by City Recorder and Chief Financial Officer Demming.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:40 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY19

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

Action Form No.: AF-254-2018
Work Session: November 19, 2018
First Reading: November 20, 2018

Final Adoption: December 4, 2018
Staff Work By: Judy Smith
Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

The budget adjustment ordinance will transfer funds from several Bays Mountain Projects to provide additional funding for the Sewer project in the amount of \$517,566, Road Improvements in the amount of \$35,167 and Parking Lot Improvements in the amount of \$131,400 for Bays Mountain.

The budget adjustment will also transfer \$100,000 from the Visitors Enhancement fund to the Greenbelt Wayfinding project. It will also transfer \$49,127 to the Signal Pole Upgrades project to complete the Stone Drive and Bloomingdale Roads Signal Pole Upgrade and appropriate \$962,519 received from the Department of Transportation for the Greenbelt East Extension Phase 1 project. The projects that will close are GP1707, GP1711, GP1749, GP1828, GP1837, GP1838, GP1841, GP1842, GP1843, GP1844, GP1910, GP1911, GP1740, GP1840 and GP1917.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR
THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE
EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Project Fund budgets be amended by transferring \$16,050 from the Bays Mountain Park Improvements project (GP1707), \$73,734 from Bays Mountain Dam Repair (GP1711), \$1,743 from Bays Mountain Carpet (GP1749), \$1,333 from Bays Mountain Park Improvements (GP1828), \$30,311 from Bays Mountain Planetarium Upgrades (GP1837), \$3,508 from Bays Mountain Lower Level Bathroom (GP1838), \$67,511 from Bays Mountain Nature Center Exhibit (GP1839), \$67,100 from Bays Mountain Main Entry Gate (GP1841), \$75,592 from Bays Mountain Nature Center Gateway (GP1842), \$129,100 from Bays Mountain Picnic Shelters (GP1843), \$65,803 from Bays Mountain Wayfinding Signage (GP1844), \$559 from the Bays Mountain Improvement project (GP1906) and \$49,500 from Bays Mountain Nature Center Improvements (GP1845) to the Bays Mountain Septic System (GP1704) in the amount of \$347,767, to the Bays Mountain Road Improvements project (GP1832) in the amount of \$35,167 and to the Bays Mountain Parking Lot Improvements (GP1833) in the amount of \$131,038; and by transferring \$40,916 from Bays Mountain Watershed Deign (GP1910), \$61,374 from Bays Mountain Balcony Improvements (GP1911) to the Bays Mountain Greenbelt Septic System in the amount of \$169,801, by transferring \$100,000 from the Visitors Enhancement Fund to the Greenbelt Wayfinding project (GP1921), \$27,440 from the Sullivan & Clay project (GP1740), \$19,087 from the Traffic Signal Infra/Equip project (GP1840) and \$2,600 from the Signal Cabinet Replacement project (GP1917) and by appropriating grant funds in the amount of \$962,519 received from the Department of Transportation to the Greenbelt East Extension Phase I project (GP1529).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 311: General Project Fund			
<u>Bays Mountain Septic System (GP1704)</u>			
<u>Revenues:</u>	\$	\$	\$
311-0000-368-1054 Series 2016 GO (Nov 4)	191,550	0	191,550
311-0000-368-1055 Series 2017 A GO Pub Imp	53,289	0	53,289
311-0000-368-1056 Series 2018 A GO	0	163,919	163,919
311-0000-368-2101 Premium From Bond Sale	2,435	6,079	8,514
311-0000-391-0100 From General Fund	80,000	347,570	427,570
Totals:	327,274	517,568	844,842

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2022 Construction Contracts	286,550	503,767	790,317
311-0000-601-2023 Arch/Eng/Landscaping	40,000	10,000	50,000
311-0000-601-4041 Bond Sale Expense	724	3,801	4,525
Totals:	327,274	517,568	844,842

Fund 311: General Project Fund
Bays MTN Park Improvements (GP1707)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	273,705	(16,050)	257,655
Totals:	273,705	(16,050)	257,655

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	11,769	(4,416)	7,353
311-0000-601-9003 Improvements	258,836	(11,606)	247,230
311-0000-601-9004 Equipment	3,100	(28)	3,072
Totals:	273,705	(16,050)	257,655

Fund 135: Visitors Enhancement Fund

<u>Expenditures:</u>	\$	\$	\$
135-1015-405-3020 Operating Supplies & Tools	51,533	(50,000)	1,533
135-4890-481-6087 Visitor Enhancement Proj.	50,000	(50,000)	0
135-4804-481-7036 General Project Fund	29,654	100,000	129,654
Totals:	131,187	0	131,187

Fund 311: General Fund
Greenbelt Wayfinding (GP1921)

<u>Revenues:</u>	\$	\$	\$
311-0000-391-6900 From Visitors Enhancement Fund	0	100,000	100,000
Totals:	0	100,000	100,000

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-9003 Improvements	0	100,000	100,000
Totals:	0	100,000	100,000

Fund 311: General Fund
Bays MTN Dam Repair (GP1711)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1054 Series 2016 GO (Nov 4)	86,274	0	86,274
311-0000-368-1055 Series 2017 A GO Bonds	561,959	(73,734)	488,225
311-0000-368-2101 Premium From Bond Sale	44,248	0	44,248
Totals:	692,481	(73,734)	618,747

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	237,091	(73,735)	163,356
311-0000-601-4041 Bond Sale Expense	10,191	0	10,191
311-0000-601-3020 Operating Supplies & Tools	445,199	1	445,200
Totals:	692,481	(73,734)	618,747

Fund 311: General Fund
Bays Mountain Carpet (GP1749)

<u>Revenues:</u>	\$	\$	\$
311-0000-391-6900 From Visitors Enhanc. Fund	19,165	(1,743)	17,422
Totals:	19,165	(1,743)	17,422

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-2022 Construction Contracts	19,165	(1,743)	17,422
Totals:	19,165	(1,743)	17,422

Fund 311: General Project Fund
Bays Mountain PK Improvements (GP1828)

<u>Revenues:</u>	\$	\$	\$
311-0000-391-0100 From General Fund	14,654	(1,333)	13,321
Totals:	14,654	(1,333)	13,321

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-9003 Improvements	14,654	(1,333)	13,321
Totals:	14,654	(1,333)	13,321

Fund 311: General Project Fund
Bays MTN Road Improvements (GP1832)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	55,000	0	55,000
311-0000-391-0100 From General Fund	275,000	35,167	310,167
Totals:	330,000	35,167	365,167

<u>Expenditures:</u>	\$	\$	\$
311-0000-601-9003 Improvements	330,000	35,167	365,167
Totals:	330,000	35,167	365,167

Fund 311: General Project Fund
Bays MTN Parking Lot Imp. (GP1833)

<u>Revenues:</u>	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	4,119	16,050	20,169
311-0000-368-1054 Series 2016 GO (Nov 4)	14,472	1	14,473
311-0000-368-1055 Series 2017 A GO Bonds	0	104,467	104,467
311-0000-368-1056 Series 2018A GO Bonds	0	362	362
311-0000-391-0100 From General Fund	311,409	8,636	320,045

311-0000-391-6900 From Visitors Enhan. Fund	0	1,884	1,884
Totals:	330,000	131,400	461,400

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	330,000	131,400	461,400
Totals:	330,000	131,400	461,400

Fund 311: General Project Fund
Bays MTN Planetarium Upgrades (GP1837)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017 A GO Bonds	61,040	(27,225)	33,815
311-0000-368-2101 Premium From Bonds Sale	2,790	0	2,790
311-0000-391-0100 From General Fund	2,945	(2,945)	0
311-0000-391-6900 From Visitors Enhanc. Fund	835	(141)	694
Totals:	67,610	(30,311)	37,299

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	830	0	830
311-0000-601-9003 Improvements	66,780	(30,311)	36,469
Totals:	67,610	(30,311)	37,299

Fund 311: General Project Fund
Bays MTN LWR LVL Bathroom (GP1838)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014A BO Bonds	12,640	0	12,640
311-0000-368-1055 Series 2017A GO Bonds	68,791	(3,508)	65,283
311-0000-368-2101 Premium From Bond Sale	3,144	0	3,144
Totals:	84,575	(3,508)	81,067

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	4,215	(141)	4,074
311-0000-601-4041 Bond Sale Expense	935	0	935
311-0000-601-9003 Improvements	79,425	(3,367)	76,058
Totals:	84,575	(3,508)	81,067

Fund 311: General Project Fund
Bays MTN Nature CTR Exhibit (GP1839)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	84,294	0	84,294
311-0000-368-1056 Series 2018A GO Bonds	65,094	(65,094)	0
311-0000-368-2101 Premium From Bond Sale	6,269	(2,417)	3,852
311-0000-391-0100 From General Fund	8,700	0	8,700
Totals:	164,357	(67,511)	96,846

Expenditures:

311-0000-601-4041 Bond Sale Expense
311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	2,657	(1,511)	1,146
	161,700	(66,000)	95,700
	164,357	(67,511)	96,846

Fund 311: General Project Fund

Bays MTN Main Entry Gate (GP1841)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	67,100	(67,100)	0
	67,100	(67,100)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	67,100	(67,100)	0
	67,100	(67,100)	0

Fund 311: General Project Fund

Bays MTN Nature CTR GTWAY (GP1842)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	75,592	(75,592)	0
	75,592	(75,592)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	75,592	(75,592)	0
	75,592	(75,592)	0

Fund 311: General Project Fund

Bays MTN Picnic Shelters(GP1843)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	129,100	(129,100)	0
	129,100	(129,100)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	129,100	(129,100)	0
	129,100	(129,100)	0

Fund 311: General Project Fund

Bays MTN Wayfinding Signage (GP1844)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	66,000	(65,803)	197
	66,000	(65,803)	197

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	66,000	(65,803)	197
Totals:	66,000	(65,803)	197

Fund 311: General Project Fund
Bays MTN Nature CTR Improvement (GP1845)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	295,883	0	295,883
311-0000-368-2101 Premium From Bond Sale	10,985	0	10,985
311-0000-391-0100 From General Fund	49,500	(49,500)	0
Totals:	356,368	(49,500)	306,868

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	6,868	0	6,868
311-0000-601-9003 Improvements	349,500	(49,500)	300,000
Totals:	356,368	(49,500)	306,868

Fund 311: General Project Fund
Bays MTN Watershed Design (GP1910)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	39,451	(39,451)	0
311-0000-368-2101 Premium From Bond Sale	1,465	(1,465)	0
Totals:	40,916	(40,916)	0

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	916	(916)	0
311-0000-601-9003 Improvements	40,000	(40,000)	0
Totals:	40,916	(40,916)	0

Fund 311: General Project Fund
Bays Mountain Planetarium Improv. (GP1906)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	261,363	(559)	260,804
311-0000-368-2101 Premium From Bond Sale	9,704	0	9,704
Totals:	271,067	(559)	270,508

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	6,067	0	6,067
311-0000-601-9003 Improvements	265,000	(559)	264,441
Totals:	271,067	(559)	270,508

Fund 311: General Project Fund
Bys MTN Balcony Improvement (GP1911)

Revenues:	\$	\$	\$
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311-0000-368-1056	Series 2018A GO Bonds	59,177	(59,177)	0
311-0000-368-2101	Premium From Bond Sale	2,197	(2,197)	0
Totals:		61,374	(61,374)	0

Expenditures:		\$	\$	\$
311-0000-601-4041	Bond Sale Expense	1,374	(1,374)	0
311-0000-601-9003	Improvements	60,000	(60,000)	0
Totals:		61,374	(61,374)	0

**Fund 311: General Project Fund
Greenbelt East Ext. PH. 1 (GP1529)**

Revenues:		\$	\$	\$
311-0000-331-3700	Federal Rev./Dept. of Transportation	0	962,519	962,519
311-0000-364-2000	From Corporations	20,000	0	20,000
311-0000-368-1047	Series 2014 A GO Bonds	10,000	0	10,000
311-0000-368-1051	Series 2015 A (Oct) GO PI	167,360	0	167,360
311-0000-368-1054	Series 2016 GO (Nov 4)	172,654	0	172,654
311-0000-368-2101	Premium From Bond Sale	20,138	0	20,138
311-0000-391-0100	From General Fund	150,000	0	150,000
Totals:		540,152	962,519	1,502,671

Expenditures:		\$	\$	\$
311-0000-601-2023	Arch/Eng/Landscaping	166,000	0	166,000
311-0000-601-4041	Bond Sale Expense	5,152	0	5,152
311-0000-601-9001	Land	150,000	0	150,000
311-0000-601-9003	Improvements	219,000	962,519	1,181,519
Totals:		540,152	962,519	1,502,671

**Fund 311: General Project Fund
Sullivan and Clay Signal (GP1740)**

Revenues:		\$	\$	\$
311-0000-368-1037	Series 2009D (BABS) GO	1,290	18	1,308
311-0000-368-1040	Series 2011 GO PUB IMP	93,845	0	93,845
311-0000-368-1046	Series 2013 B GO PUB IMP	93,757	0	93,757
311-0000-368-1051	Series 2015A (Oct) GO PI	50,000	(27,440)	22,560
311-0000-368-2101	Premium From Bond Sale	13,197	0	13,197
Totals:		252,089	(27,422)	224,667

Expenditures:		\$	\$	\$
311-0000-601-2023	Arch/Eng/Landscaping	12,000	(1,262)	10,738
311-0000-601-4041	Bond Sale Expense	2,089	0	2,089
311-0000-601-9001	Land	10,000	(9,785)	215
311-0000-601-9003	Improvements	228,000	(16,375)	211,625

Totals:	252,089	(27,422)	224,667
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Fund 311: General Project Fund
Traffic Sig Infra/Equip (GP1840)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	100,000	(19,087)	80,913
Totals:	100,000	(19,087)	80,913

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	100,000	(19,087)	80,913
Totals	100,000	(19,087)	80,913

Fund 311: General Project Fund
Signal Capinet Replacement (GP1917)

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	70,000	(2,600)	67,400
Totals	70,000	(2,600)	67,400

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	70,000	(2,600)	67,400
Totals	70,000	(2,600)	67,400

Fund 311: General Project Fund
Signal Pole Upgrades (GP1808)

Revenues:	\$	\$	\$
311-0000-368-1051 Series 2015A (Oct) GO PI	0	27,440	27,440
311-0000-368-1055 Series 2017A GO Bonds	164,712	19,087	183,799
311-0000-368-2101 Premium on Bond Sale	7,528	0	7,528
311-0000-391-0100 From General Fund	87,000	2,600	89,600
Totals	259,240	49,127	308,367

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	40,000	0	40,000
311-0000-601-4041 Bond Sale Expense	2,240	0	2,240
311-0000-601-9003 Improvements	217,000	49,127	266,127
Totals	259,240	49,127	308,367

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

 JOHN CLARK, Mayor



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY19

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

Action Form No.: AF-229-2018
Work Session: November 5, 2018
First Reading: November 6, 2018

Final Adoption: November 20, 2018
Staff Work By: Judy Smith
Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

This budget adjustment will close old projects and transfer the funds to other projects. In the General Project Fund, this ordinance will transfer \$16,775 to the Greenbelt Improvements project, \$12,500 to the Pinnacle Towers Road Project to repair the road leading to the tower on Bays Mountain, \$75,000 to the ADA Signal Upgrades Project, and \$26,738 to the Public Works Equipment project. The following projects will close GP1616, GP1709, GP1825 and GP1817.

In the Community Development Fund, \$10,000 will be transferred to the Code Enforcement project budget, \$7,850 will be transferred to the KAHR program project and \$1,585 will be transferred to the CDBG Administration project. The following projects will be closed CD1601, CD1825, CD1701 and CD1704.

In the Water Fund, \$86,230 will be transferred to the Water Tank Rehabilitation project from the Water Pump Station O&M projects. WA1802 and WA1701 will be closed.

In the Sewer Fund, \$1,494 will be transferred to the Sewer Pump Station O &M project from older Sewer Pump Station projects.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available:

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Oltzman	—	—	—
Clark	—	—	—



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY19

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

Action Form No.: AF-229-2018
Work Session: November 5, 2018
First Reading: November 6, 2018

Final Adoption: November 20, 2018
Staff Work By: Judy Smith
Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

This budget adjustment will close old projects and transfer the funds to other projects. In the General Project Fund, this ordinance will transfer \$16,775 to the Greenbelt Improvements project, \$12,500 to the Pinnacle Towers Road Project to repair the road leading to the tower on Bays Mountain, \$75,000 to the ADA Signal Upgrades Project, and \$26,738 to the Public Works Equipment project. The following projects will close GP1616, GP1709, GP1825 and GP1817.

In the Community Development Fund, \$10,000 will be transferred to the Code Enforcement project budget, \$7,850 will be transferred to the KAHR program project and \$1,585 will be transferred to the CDBG Administration project. The following projects will be closed CD1601, CD1825, CD1701 and CD1704.

In the Water Fund, \$86,230 will be transferred to the Water Tank Rehabilitation project from the Water Pump Station O&M projects. WA1802 and WA1701 will be closed.

In the Sewer Fund, \$1,494 will be transferred to the Sewer Pump Station O &M project from older Sewer Pump Station projects.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

PRE-FILED CITY RECORDER

ORDINANCE NO. _____

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR
THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE
EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Project Fund budgets be amended by transferring \$16,775 from the Greenbelt Park Extension project (GP1616) to the Greenbelt Improvement project (GP1815) and by appropriating \$600 in donations to GP1815, by transferring \$800 to the Police department operating budget, by transferring \$8,725 from the Higher Ed Study project (GP1709) and from \$3,775 from the Litigation Contingency project (GP1614) to the Pinnacle Towers Road Project (GP1900), by transferring \$75,000 from AEP Sidewalk Improvements project (GP1914) to the ADA Signal Upgrades (GP1919), by transferring \$26,000 from the Salt Machine Replacement project (GP1825) and \$738 from the Grounds Hold Over Replacement project (GP1817) to the Public Works Equipment project (GP1920),

SECTION II. That the Community Development Fund be amended by transferring \$728 from the CDBG Administration project (CD1601) and \$7,122 from the KAHR program project (CD1704) to the KAHR Program project (CD1904), by transferring \$1,545 from the CDBG Administration project (CD1601) to the Code Enforcement project (CD1825) and by transferring \$10,000 from the Code Enforcement project (CD1825) to the Code Enforcement project (CD1925), by transferring \$1,585 from the CDBG Administration project (CD1801) to the CDBG Administration project (CD1701).

SECTION III. That the Water Project Fund budgets be amended by transferring \$\$18,040 from the Water Pump Station O&M project (WA1701) and \$68,190 from the Water Pump Station O&M Project (WA1802) to the Water Tank Rehabilitation project (WA1903) and that the Sewer Project Fund be amended by transferring \$358 from the Sewer Lift Station O & M (SW1703) and \$1,494 from the Pump Station Improvements O & M Improvements project (SW1807) to the Sewer Pump Station O&M (SW1903).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 311: General Project Fund			
Greenbelt Improvements (GP1815)			
Revenues:	\$	\$	\$
311-0000-364-3000 From Non-Profit Groups	0	600	600
311-0000-368-1055 Series 2017 A GO Pub Imp	48,445	0	48,445
311-0000-368-2101 Premium From Bond Sale	2,214	0	2,214
311-0000-391-0100 From General Fund	0	16,775	16,775
Totals:	50,659	17,375	68,034

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	659	0	659
311-0000-601-9003 Improvements	50,000	17,375	67,375
Totals:	50,659	17,375	68,034

**Fund 311: General Project Fund
Greenbelt Park Extension (GP1616)**

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	16,775	(16,775)	0
Totals:	16,775	(16,775)	0

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	16,775	(16,775)	0
Totals:	16,775	(16,775)	0

Fund 110: General Fund

Revenues:	\$	\$	\$
110-0000-368-9900 Miscellaneous	100,000	800	100,800
Totals:	100,000	800	100,800

Expenditures:	\$	\$	\$
110-3001-441-2055 Repairs & Maintenance	5,000	800	5,800
Totals:	5,000	800	5,800

**Fund 311: General Fund
Pinnacle Towers Road Project (GP1900)**

Revenues:	\$	\$	\$
311-0000-364-2000 From Corporations	0	8,725	8,725
311-0000-391-0100 From General Fund	0	3,775	3,775
Totals:	0	12,500	12,500

Expenditures:	\$	\$	\$
311-0000-601-2022 Construction Contracts	0	12,500	12,500
Totals:	0	12,500	12,500

**Fund 311: General Fund
Higher Ed Study (GP1709)**

Revenues:	\$	\$	\$
311-0000-364-2000 From Corporations	9,983	(8,725)	1,258
Totals:	9,983	(8,725)	1,258

Expenditures:	\$	\$	\$
311-0000-601-2020 Professional Consultant	8,725	(8,725)	0
311-0000-601-3020 Operating Supplies & Tools	1,258	0	1,258

Totals:	9,983	(8,725)	1,258
<hr/>			
Fund 311: General Fund			
Litigation Contingency (GP1614)			
Revenues:			
311-0000-391-0100 From General Fund	\$ 5,595	\$ (3,775)	\$ 1,820
Totals:	5,595	(3,775)	1,820
<hr/>			
Expenditures:			
311-0000-601-9003 Improvements	\$ 5,595	\$ (3,775)	\$ 1,820
Totals:	5,595	(3,775)	1,820
<hr/>			
Fund 311: General ProjectFund			
AEP Sidewalk Improvements (GP1914)			
Revenues:			
311-0000-368-1054 Series 2016 GO (Nov 4)	\$ 160,000	\$ 0	\$ 160,000
311-0000-391-0100 From General Fund	240,000	(75,000)	165,000
Totals:	400,000	(75,000)	325,000
<hr/>			
Expenditures:			
311-0000-601-2023 Arch/Eng/Landscaping	\$ 0	\$ 5,940	\$ 5,940
311-0000-601-9003 Improvements	400,000	(80,940)	319,060
Totals:	400,000	(75,000)	325,000
<hr/>			
Fund 311: General Project Fund			
ADA Signal Upgrades (GP1919)			
Revenues:			
311-0000-391-0100 From General Fund	\$ 0	\$ 75,000	\$ 75,000
Totals:	0	75,000	75,000
<hr/>			
Expenditures:			
311-0000-601-9003 Improvements	\$ 0	\$ 75,000	\$ 75,000
Totals:	0	75,000	75,000
<hr/>			
Fund 311: General Project Fund			
Public Works Equip (GP1920)			
Revenues:			
311-0000-391-0100 From General Fund	\$ 0	\$ 26,738	\$ 26,738
Totals:	0	26,738	26,738
<hr/>			
Expenditures:			
311-0000-601-9006 Purchases Over \$5,000	\$ 0	\$ 26,738	\$ 26,738
Totals:	0	26,738	26,738
<hr/>			

Fund 311: General Project Fund
Salt Machine Replacement (GP1825)

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	26,000	(26,000)	0
Totals:	26,000	(26,000)	0

Expenditures:	\$	\$	\$
311-0000-601-9006 Purchases Over \$5,000	26,000	(26,000)	0
Totals:	26,000	(26,000)	0

Fund 311: General Project Fund
Grounds Hold Over Replace (GP1817)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	38,756	0	38,756
311-0000-368-2101 Premium From Bond Sale	1,771	0	1,771
311-0000-391-0100 From General Fund	1,600	(738)	862
Totals:	42,127	(738)	41,389

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	527	0	527
311-0000-601-9006 Purchases Over \$5,000	41,600	(738)	40,862
Totals:	42,127	(738)	41,389

Fund 124: Community Development Fund
CDBG Administration (CD1601)

Revenues:	\$	\$	\$
124-0000-331-1000 Community Development	63,493	(2,273)	61,220
Totals:	63,493	(2,273)	61,220

Expenditures:	\$	\$	\$
124-0000-603-1010 Salaries & Wages	27,487	10,251	37,738
124-0000-603-1020 Social Security	5,838	(2,726)	3,112
124-0000-603-1030 Group Health Ins.	9,755	(4,744)	5,011
124-0000-603-1040 Retirement	11,339	(6,075)	5,264
124-0000-603-1050 Life Insurance	223	(103)	120
124-0000-603-1052 Long Term Disability	240	(188)	52
124-0000-603-1060 Workman's Comp	117	1	118
124-0000-603-1061 Unemployment	44	13	57
124-0000-603-2010 Advertising & Publication	500	(75)	425
124-0000-603-2021 Accounting & Auditing	1,200	0	1,200
124-0000-603-2034 Telephone	1,000	(434)	566
124-0000-603-2040 Travel	4,000	2,144	6,144
124-0000-603-2043 Dues & Memberships	1,000	67	1,067
124-0000-603-3010 Office Supplies	500	(200)	300

124-0000-603-3011 Postage	250	(204)	46
Totals:	63,493	(2,273)	61,220

**Fund 124: Community Development Fund
Code Enforcement (CD1825)**

Revenues:	\$	\$	\$
124-0000-331-1000 Community Development	50,000	(8,455)	41,545
Totals:	50,000	(8,455)	41,545

Expenditures:	\$	\$	\$
124-0000-603-1010 Salaries & Wages	40,000	(40,000)	0
124-0000-603-1011 Overtime	0	29,290	29,290
124-0000-603-1020 Social Security	0	2,133	2,133
124-0000-603-1030 Health Insurance	0	4,130	4,130
124-0000-603-1040 Retirement	0	5,466	5,466
124-0000-603-1050 Life Insurance	0	42	42
124-0000-603-1052 Long Term Disability	0	40	40
124-0000-603-1060 Workman's Comp	0	438	438
124-0000-603-1061 Unemployment	0	6	6
124-0000-603-2022 Construction Contracts	10,000	(10,000)	0
Totals:	50,000	(8,455)	41,545

**Fund 124: Community Development Fund
KAHR Program (CD1904)**

Revenues:	\$	\$	\$
124-0000-331-1000 Community Development	158,642	7,850	166,492
Totals:	158,642	7,850	166,492

Expenditures:	\$	\$	\$
124-0000-603-1010 Salaries & Wages	29,917	(3,103)	26,814
124-0000-603-1020 Social Security	0	510	510
124-0000-603-1030 Health Insurance	0	1,205	1,205
124-0000-603-1040 Retirement	0	1,356	1,356
124-0000-603-1050 Life Insurance	0	10	10
124-0000-603-1052 Long Term Disability	0	10	10
124-0000-603-1060 Workman's Comp	0	12	12
124-0000-603-2022 Arch/Eng/Landscaping	0	7,850	7,850
124-0000-603-4023 Other Expenses/Grants	128,725	0	128,725
Totals:	158,642	7,850	166,492

**Fund 124: Community Development Fund
Code Enforcement (CD1925)**

Revenues:	\$	\$	\$
124-0000-331-1000 Community Development	50,000	10,000	60,000
Totals:	50,000	10,000	60,000

Expenditures:

	\$	\$	\$
124-0000-603-1010 Salaries & Wages	50,000	(14,430)	35,570
124-0000-603-1011 Overtime	0	3,165	3,165
124-0000-603-1020 Social Security	0	233	233
124-0000-603-1030 Health Insurance	0	279	279
124-0000-603-1040 Retirement	0	700	700
124-0000-603-1050 Life Insurance	0	3	3
124-0000-603-1052 Long Term Disability	0	3	3
124-0000-603-1060 Workman's Comp	0	47	47
124-0000-603-9001 Land	0	20,000	20,000
Totals:	50,000	10,000	60,000

**Fund 124: Community Development Fund
KAHR Program (CD1704)**

Revenues:

	\$	\$	\$
124-0000-331-1000 Community Development	123,733	(7,122)	116,611
Totals:	123,733	(7,122)	116,611

Expenditures:

	\$	\$	\$
124-0000-603-1010 Salaries & Wages	38,201	(2,847)	35,354
124-0000-603-1020 Social Security	0	2,499	2,499
124-0000-603-1030 Health Insurance	0	6,389	6,389
124-0000-603-1040 Retirement	0	5,622	5,622
124-0000-603-1050 Life Insurance	0	122	122
124-0000-603-1052 Long Term Disability	0	65	65
124-0000-603-1060 Workman's Comp	0	56	56
124-0000-603-2022 Arch/Eng/Landscaping	0	17	17
124-0000-603-4023 Other Expenses/Grants	85,532	(19,045)	66,487
Totals:	123,733	(7,122)	116,611

**Fund 124: Community Development Fund
CDBG Administration (CD1701)**

Revenues:

	\$	\$	\$
124-0000-331-1000 Community Development	68,433	1,585	70,018
Totals:	68,433	1,585	70,018

Expenditures:

	\$	\$	\$
124-0000-603-1010 Salaries & Wages	29,239	10,322	39,561
124-0000-603-1020 Social Security	5,058	(1,855)	3,203
124-0000-603-1030 Health Insurance	13,600	(5,473)	8,127
124-0000-603-1040 Retirement	10,506	(3,183)	7,323
124-0000-603-1050 Life Insurance	209	(78)	131
124-0000-603-1052 Long Term Disability	225	(145)	80

124-0000-603-1060 Workman's Comp	106	(32)	74
124-0000-603-1061 Unemployment	40	(5)	35
124-0000-603-2010 Advertising & Publication	500	(500)	0
124-0000-603-2021 Accounting & Auditing	1,200	(30)	1,170
124-0000-603-2034 Telephone	1,000	(7)	993
124-0000-603-2040 Travel Expense	5,000	2,803	7,803
124-0000-603-2043 Dues & Membership	1,000	(60)	940
124-0000-603-3010 Office Supplies	500	78	578
124-0000-603-3011 Postage	250	(250)	0
Totals:	68,433	1,585	70,018

Fund 124: Community Development Fund
CDBG Administration (CD1801)

<u>Revenues:</u>	\$	\$	\$
124-0000-331-1000 Community Development	70,555	(1,585)	68,970
Totals:	70,555	(1,585)	68,970

<u>Expenditures:</u>	\$	\$	\$
124-0000-603-1010 Salaries & Wages	29,239	0	29,239
124-0000-603-1020 Social Security	5,058	0	5,058
124-0000-603-1030 Health Insurance	13,600	(1,585)	12,015
124-0000-603-1040 Retirement	10,506	(1,478)	9,028
124-0000-603-1050 Life Insurance	209	0	209
124-0000-603-1052 Long Term Disability	225	0	225
124-0000-603-1060 Workman's Comp	106	0	106
124-0000-603-1061 Unemployment	40	0	40
124-0000-603-2010 Advertising & Publication	500	0	500
124-0000-603-2021 Accounting & Auditing	1,200	0	1,200
124-0000-603-2034 Telephone	1,000	0	1,000
124-0000-603-2040 Travel Expense	7,000	1,478	8,478
124-0000-603-2043 Dues and Memberships	1,000	0	1,000
124-0000-603-3010 Office Supplies	622	0	622
124-0000-603-3011 Postage	250	0	250
Totals:	70,555	(1,585)	68,970

Fund 451: Water Project Fund
WA Pump Station O&M (WA1701)

<u>Revenues:</u>	\$	\$	\$
451-0000-391-4500 From Water Fund	185,520	(18,040)	167,480
Totals:	185,520	(18,040)	167,480

<u>Expenditures:</u>	\$	\$	\$
451-0000-605-9019 Pump Stations	185,520	(18,040)	167,480
Totals:	185,520	(18,040)	167,480

Fund 451: Water Project Fund
WA Pump Station O&M (WA1802)

Revenues:	\$	\$	\$
451-0000-391-4500 From Water Fund	125,000	(68,190)	56,810
Totals:	125,000	(68,190)	56,810

Expenditures:	\$	\$	\$
451-0000-605-9019 Pump Stations	125,000	(68,190)	56,810
Totals:	125,000	(68,190)	56,810

Fund 451: Water Project Fund
Water Tank Rehabilitation (WA1903)

Revenues:	\$	\$	\$
451-0000-391-4500 From Water Fund	0	86,230	86,230
451-0000-391-0548 Series 2018B GO Bonds	150,000	0	150,000
Totals:	150,000	86,230	236,230

Expenditures:	\$	\$	\$
451-0000-605-9003 Improvements	150,000	86,230	236,230
Totals:	150,000	86,230	236,230

Fund 452: Sewer Project Fund
Sewer Lift Station O&M (SW1703)

Revenues:	\$	\$	\$
452-0000-391-4200 From Sewer Fund	256,729	(358)	256,371
Totals:	256,729	(358)	256,371

Expenditures:	\$	\$	\$
452-0000-606-9019 Pump Stations	256,729	(358)	256,371
Totals:	256,729	(358)	256,371

Fund 452: Sewer Project Fund
Pump Station Imp. O & M (SW1807)

Revenues:	\$	\$	\$
452-0000-391-4200 From Sewer Fund	245,000	(1,494)	243,506
Totals:	245,000	(1,494)	243,506

Expenditures:	\$	\$	\$
452-0000-606-9003 Improvements	10,454	(6,780)	3,674
452-0000-606-9019 Pump Stations	234,546	5,286	239,832
Totals:	245,000	(1,494)	243,506

Fund 452: Sewer Project Fund
SW Pump Station O&M (SW1903)

Revenues:

452-0000-391-4200 From Sewer Fund

Totals:

\$	\$	\$
245,000	1,852	246,852
245,000	1,852	246,852

Expenditures:

452-0000-606-9019 Pump Stations

Totals:

\$	\$	\$
245,000	1,852	246,852
245,000	1,852	246,852

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

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING:

PASSED ON 2ND READING:



AGENDA ACTION FORM

Amend the Fiscal Year Budget for the Addition of One (1) Position within the Senior Citizens Center Division of the Community Services Department

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

Action Form No.: AF-250-2018
Work Session: November 5, 2018
First Reading: November 6, 2018

Final Adoption: November 20, 2018
Staff Work By: J. Smith/ C. McCartt
Presentation By: Chris McCartt

Recommendation:

Approve the Ordinance.

Executive Summary:

The Senior Center has seen significant growth in membership and daily attendance, growing every year to the most visited and largest membership across the state. The Lynn View site has helped elevate some of the overcrowding of classes, programs, and special events. Current front desk staff at the main site has become overwhelmed with member sign ups, event sign ups, phone calls, and general information. A full time staff member working at the Lynn view site provides the main site with relief in much of the monthly reporting both for grants, silver sneakers, and for city statistics. Combining a part time program assistant position and a part time maintenance position into a full time program assistant, allows the Center to look to the future in potentially extending the hours of operation at Lynn View and to insure that our reporting needs are met on a timely basis. It also offers longevity of personnel as it has been hard to retain someone in the part time program position at Lynn View and the part time maintenance position which has been vacant for over a year now.

Staff recommends eliminating two part-time positions and adding a full time Senior Citizens Program Assistant position at paygrade 25.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available:

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—



AGENDA ACTION FORM

Amend the Fiscal Year Budget for the Addition of One (1) Position within the Senior Citizens Center Division of the Community Services Department

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

Action Form No.: AF-250-2018
Work Session: November 5, 2018
First Reading: November 6, 2018

Final Adoption: November 20, 2018
Staff Work By: J. Smith/ C. McCartt
Presentation By: Chris McCartt

Recommendation:
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Executive Summary:

The Senior Center has seen significant growth in membership and daily attendance, growing every year to the most visited and largest membership across the state. The Lynn View site has helped elevate some of the overcrowding of classes, programs, and special events. Current front desk staff at the main site has become overwhelmed with member sign ups, event sign ups, phone calls, and general information. A full time staff member working at the Lynn view site provides the main site with relief in much of the monthly reporting both for grants, silver sneakers, and for city statistics. Combining a part time program assistant position and a part time maintenance position into a full time program assistant, allows the Center to look to the future in potentially extending the hours of operation at Lynn View and to insure that our reporting needs are met on a timely basis. It also offers longevity of personnel as it has been hard to retain someone in the part time program position at Lynn View and the part time maintenance position which has been vacant for over a year now.

Staff recommends eliminating two part-time positions and adding a full time Senior Citizens Program Assistant position at paygrade 25.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY ADDING A SENIOR CITIZENS PROGRAM ASSISTANT POSITION FOR THE SENIOR CITIZENS CENTER DIVISION OF COMMUNITY SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Fund budget be amended by amending the authorized positions in the Senior Citizens Center budget 110-4520 by eliminating two part-time positions and adding a full time Senior Citizens Program Assistant position at a pay grade 25 for Fiscal Year 2018-2019.

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.

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

Passed on 1st reading: _____

Passed on 2nd reading: _____

A RESOLUTION AWARDING THE BID FOR THE J. FRED JOHNSON STADIUM ARTIFICIAL GRASS SURFACE FIELD REPLACEMENT PROJECT TO FIELD TURF USA 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 were opened November 7, 2018, for the J Fred Johnson Stadium Artificial Grass Surface Field Replacement project; and

WHEREAS, upon review of the bids, the board finds Field Turf USA 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 the replacement of the artificial grass surface field, with Alternate 2 (install fencing and insert sleeves), Alternate 3 (project completion by February 11, 2019), and Alternate 5 (install approximately 6,400 sq. feet of new artificial turf in the indoor practice facility) from Field Turf USA at an estimated construction cost of \$853,807.00; and

WHEREAS, funding for the project and for the architect's fee (\$51,228.00) will come from \$1,000,000 of bond funds allocated to Kingsport City Schools for FY2019 in project GP1801 Acct # 311-0000-601-20.22.

Now therefore,

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

SECTION I. That the bid for the J Fred Johnson Stadium Artificial Grass Surface Field Replacement project with Alternate 2 (install fencing and insert sleeves), Alternate 3 (project completion by February 11, 2019), and Alternate 5 (install approximately 6,400 sq. feet of new artificial turf in the indoor practice facility) at an estimated cost of \$853,807.00 is awarded to Field Turf USA, and the mayor is authorized to execute an agreement for same and all documents necessary and proper to effectuate the purpose of the agreement.

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 public.

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

ADOPTED this the 20th day of November, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MEMORANDUM

TO: Board of Education
Dr. Jeff Moorhouse

FROM: David J. Frye, Chief Finance Officer DJF

DATE: November 13, 2018

SUBJECT: J Fred Johnson Artificial Turf Replacement

Bids were received on November 7, 2018, for the replacement of the artificial turf at J Fred Johnson stadium. The base bids ranged from \$756,045.00 to \$854,531.00. A bid tabulation is included.

There were 5 alternates included with this bid:

1. This alternate was a deduct alternate to install standard infill in lieu of the cooling technology infill.
2. This alternate was to provide and install fencing and insert sleeves.
3. This alternate was for additional cost to insure completion by February 11, 2019. This is the date that official baseball practice begins.
4. This alternate was to reuse/repurpose/installation of approximately 6,400 sf of existing artificial turf in the indoor practice facility.
5. This alternate was to install approximately 6,400 sf of new artificial turf in the indoor practice facility.

Mr. Hank Clabaugh, City Engineer for the City of Kingsport has recommended that we accept the low bid of FieldTurf USA Inc. for the replacement of the artificial turf at J Fred Johnson stadium. It is also recommended that we accept alternates 2, 3, and 5. Total funding for the project is \$956,263.00, as below.

Construction Costs	
Base bid	\$756,045.00
Alternate 2	37,047.00
Alternate 3	10,500.00
Alternate 5	<u>50,215.00</u>
Total Construction Costs	\$853,807.00
Architect Fees (6%)	51,228.00
Contingency (6%)	<u>51,228.00</u>
Total	<u>\$956,263.00</u>

Funding for this project will come from \$1,000,000 of bond funds that were allocated to Kingsport City Schools for FY 2019.

It is recommended that the Board approve a motion to award the bid for the replacement of the artificial turf at J Fred Johnson stadium to FieldTurf USA, Inc. in the amount of \$853,807.00 and establish a 6% contingency of \$51,228.00.



David Frye <dfrye@k12k.com>

J. Fred Johnson Stadium - Artificial Grass Surface/Field Replacement

1 message

Clabaugh, Hank <HankClabaugh@kingsporttn.gov>

Thu, Nov 8, 2018 at 1:14 PM

To: "Ramey, Michelle" <VRamey@k12k.com>, David Frye <dfrye@k12k.com>, "Morelock, Brent" <BrentMorelock@kingsporttn.gov>

Cc: "Nickens, Olivia" <OliviaNickens@kingsporttn.gov>

Good afternoon.

The bids for the above referenced project were received on November 7, 2018. FieldTurf USA, Inc. was the low bidder. A bid summary is attached.

The bid package included a base bid and five bid alternates. The City has decided to award the base bid and bid alternates 2, 3, and 5.

I recommend the City of Kingsport award this project (base bid and bid alternates 2, 3, and 5) to FieldTurf USA, Inc. for a contract price of \$853,807.00.

I will be the project manager for the project.

Please let me know if you have any questions or need any additional information.

Thanks.

Hank Clabaugh, PE

City Engineer

City of Kingsport

P: 423-229-9324

hankclabaugh@kingsporttn.gov

130 Shelby Street

Kingsport, TN 37660

www.kingsporttn.gov**2 attachments****J. Fred Field Replacement.pdf**

Bid Tab - J. Fred Johnson Stadium Artificial Grass Surface Field Replacement

DESCRIPTION	Fieldturf USA, Inc.	Deluxe Athletics, LLC	Shaw Contract Flooring, DBA Shaw Sports Turf	Hellas Construction Inc.
	UNIT COST	UNIT COST	UNIT COST	UNIT COST
Base Bid	\$ 756,045.00	\$ 816,225.00	\$ 777,472.00	\$ 854,831.00
Alternate #1	Deduct - \$68,002.00	Deduct - \$68,082.00	Deduct - \$97,270.00	\$ 769,818.00
Alternate #2	\$ 37,047.00	\$ 40,195.00	\$ 41,456.00	\$ 55,314.00
Alternate #3	\$ 10,500.00	\$ 10,800.00	No Change	\$ 0.00
Alternate #4	\$ 38,335.00	\$ 26,115.00	\$ 26,078.00	\$ 30,739.00
Alternate #5	\$ 50,215.00	\$ 54,235.00	\$ 26,078.00	\$ 43,588.00
	\$ 853,807.00			

MINUTES
 BID OPENING
 November 7, 2018
 4:00 P.M.

Present: Brent Morelock, Procurement Manager; Michelle Ramey, Assistant Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager; Hank Clabaugh, City Engineer; Andy True, Assistant Superintendent Administration; Marybeth McLain, Communications Editor; Bill Shedden, Supervisor of Maintenance & Custodial Services

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

The Procurement Manager opened with the following bids:

J. FRED JOHNSON STADIUM ARTIFICIAL GRASS SURFACE FIELD REPLACEMENT						
Vendor:	Base Bid	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5
Fieldturf USA, Inc.	\$756,045.00	Deduct \$68,002	\$37,047.00	\$10,500.00	\$38,335.00	\$50,215.00
Deluxe Athletics, LLC	\$816,225.00	Deduct \$68,082	\$40,195.00	\$10,800.00	\$26,115.00	\$54,235.00
Shaw Contract Flooring Services, DBA Shaw Sports Turf	\$777,472.00	Deduct \$97,270.00	\$41,456.00	No Change	\$26,078.00	\$26,078.00
Hellas Construction Inc.	\$854,831.00	\$769,818.00	\$55,314.00	\$0	\$30,739.00	\$43,588.00

Completion time for all is 60 Days

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



AGENDA ACTION FORM

Approve a Policy Regarding the Disposal of Surplus Real Property

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

Action Form No.: AF-258-2015
Work Session: November 19, 2018
First Reading: N/A
Final Adoption: November 20, 2018
Staff Work By: Lynn Tully & Mike Billingsley
Presentation By: Lynn Tully

Recommendation:

Approve a policy regarding the disposal of surplus real property for residential use.

Executive Summary:

For several years the BMA has requested the disposal of surplus real property via varying methods. Staff has continued to provide alternatives for each site based on opportunity, private interest, and other factors. With a more complete review of the properties potentially eligible for surplus it is apparent that a more streamlined and regular method of disposal may be necessary to meet the needs of city officials and the public interest. This policy is included for the board's approval.

The policy outlines a regular monthly/semi-monthly opportunity for disposal of surplussed property. The properties would be advertised for sealed bids and opened on a regular basis. Recommended high bidders and single bidders that meet the minimum reserve will be brought to the BMA for approval. Prior to advertisement Aldermen will have the opportunity to comment on any concerns or needs specific to the property for sale. This policy does not limit any other options for disposal or require the BMA to consider sale of a specific type, but gives staff and interested citizens direction on the typical process. Any other options can be carried out for disposal as per the city code and on direction of the BMA.

The intent of the policy is to provide a guidance document only and changes can be made at the discretion of the BMA at any time.

Attachments:

- 1. Surplus Property Disposal Policy November 2018 Draft

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—



**Policy Procedure
for Disposal of Surplus Property
for Residential Use**

Document Name: Disposal of Surplus Property for Residential Use
Effective Date: November 1, 2018
Document Status: Active

1.0 Purpose

The purpose of this policy includes:

- to establish a preferred method for sale and disposition of city owned real property for residential use and homeownership that has been declared surplus by the city;
- to allow opportunity for properties to return to the tax rolls and return to active use and maintenance; and
- to serve the best interests of the city.

2.0 Policy Scope

This policy applies to city owned real property for residential use and homeownership that has been declared surplus.

3.0 Related Policies and Procedures

This policy operates in compliance with the requirements set out in Article X, Section 5 of the Kingsport City Charter and Section 2-569 - General Procedure for disposition of city-owned property and Section 2-570 - Procedures for Disposal - Real Property in the Kingsport City Code.

4.0 Policy Owners

City Recorder/Chief Finance Officer assisted by:

- City Clerk;
- Development Services Director; and
- City Attorney.



**Policy Procedure
for Disposal of Surplus Property
for Residential Use**

5.0 Procedures

Real property subject to this policy that has been declared surplus in accordance with Sec. 2-569 and 2-270 of the City's Code of Ordinances shall follow the following procedures for disposal:

- 5.1 The city recorder will advise the community development director that the surplus property is available and disposal will be conducted per city ordinance.
- 5.2 The property may be leased under such terms and conditions as may be negotiated by the city recorder, subject to the final approval of the board of mayor and aldermen.
- 5.3 Nothing herein prohibits the mutual exchange of such property, except as otherwise prohibited by law, when, after an appraisal to determine the value of the respective properties considered for exchange, such an exchange is deemed to be in the best interests of the city, subject to final approval by the board of mayor and aldermen.
- 5.4 If the real property is of nominal value, or the value would be less than the cost of an appraisal and the disposal is for the convenience of the city, the requirement for an appraisal may be waived and the property may be disposed of, subject to final approval of the board of mayor and aldermen.
- 5.5 Except when the requirement for an appraisal is waived by the board of mayor and aldermen or as otherwise provided in this policy, the property shall be appraised by one or more qualified real estate appraisers. The name of the appraiser shall be kept on file in the office of the city recorder.
- 5.6 Real property subject to this policy will be reviewed by staff with each alderman, to determine suitability for sale, and any special circumstances that may need to be addressed by the sale, and if determined suitable for sale will generally be sold using the following process:



**Policy Procedure
for Disposal of Surplus Property
for Residential Use**

- 5.6.1 Property identified as suitable for sale will be placed on a potential surplus listing available to the public, and can be displayed on a webpage hosted by the city.
- 5.6.1.1 Property identified as suitable for can be advertised for sale by sealed bid, and bid documents will be prepared by the city clerk with review and approval of the development services director and city attorney's office.
- 5.6.1.2 Advertisement of Bids can be by several methods including:
- a. Local newspaper ad in the legal section;
 - b. email notification to local real estate boards (Bristol, NETAR, and any others);
 - c. Letters sent to adjacent property owners;
 - d. Letters or emails sent to local housing related non-profits including Greater Kingsport Homebuilders association, Habitat for Humanity, Eastern Eight CDC, Greater Kingsport Alliance for Development; and
 - e. Letters or emails sent to anyone previously expressing an interest in the property as contact information is available.
- 5.6.1.3 All advertisement and property questions will be handled by the city clerk.
- 5.6.1.4 Advertised properties will have a reserve bid, typically 10% less than the appraised value where available.
- 5.6.1.5 Bids will be advertised with a closing date on or about 30 days from the bid opening.



**Policy Procedure
for Disposal of Surplus Property
for Residential Use**

- 5.6.1.6 Bids will be opened monthly at 11:15am on the fourth Monday of each month as necessary
 - 5.6.1.7 If multiple bids are received the staff will convene to review each bid and proposal and the city recorder shall recommend a single proposal to the Board of Mayor and Alderman for sale.
 - 5.6.1.8 If a single bid is received and it meets all other conditions including the reserve price then it will automatically be recommended to the Board of Mayor and Alderman for sale by the city recorder.
- 5.7 Nothing in this policy shall preclude the sale of property by public auction or private sale, if the board of mayor and alderman determine it is in the best interest of the city.
- 5.8 All sale documents will be prepared by the city clerk with review and approval of the city attorney's office.
- 5.9 All closings will be through the city attorney's office.
- 6.0 Exceptions**
Notwithstanding anything in this policy to the contrary the board of mayor and aldermen may waive any requirement or provision herein and dispose of the property as it determines is in the best interest of the city.

Document History: latest Draft 11/12/18



AGENDA ACTION FORM

Approving an Agreement Renewing Property Insurance for City Owned Buildings

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

Action Form No.: AF-259-2018
Work Session: November 19, 2018
First Reading: N/A

Final Adoption: November 20, 2018
Staff Work By: Evans
Presentation By: Evans

Recommendation:
Approve the Resolution.

Executive Summary:

The city's property insurance coverage is provided through Travelers and covers all buildings owned by the City of Kingsport and Kingsport City Schools. Travelers has agreed to renew the insurance at \$.0331 per \$100.00 of covered value, up from \$.0315 last year. This is an increase of \$.0016 per \$100. The increase is due to the extreme losses throughout the property insurance industry resulting from hurricanes, tornadoes, wildfires and other natural disasters over the last two years. The value of our properties is also increased due to increased building costs for our replacement coverage.

Our local insurance company, McGriff Insurance Services received quotes from several other carriers and none were lower than the rate by Travelers for equal coverage. The 2019 premium will be \$185,818.00.

Attachments:

- 1 Resolution

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

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

WHEREAS, the city would like to renew the agreement with Travelers Insurance to provide specific insurance coverage for the city's property effective January 1, 2019, through December 31, 2019; and

WHEREAS, there is a small increase of \$.0016 in the rate for the premium from last year, which is now \$.0331 per \$100.00 of covered value; 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 Travelers Insurance to provide specific insurance coverage for the city's property insurance, effective January 1, 2019, through December 31, 2019, at the rate of \$.0331 per \$100.00 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 Travelers Insurance to provide property insurance coverage for the city's property effective January 1, 2019, through December 31, 2019, 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 20th day of November, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

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

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

Action Form No.: AF-260-2018
Work Session: November 19, 2018
First Reading: N/A

Final Adoption: November 20, 2018
Staff Work By: Evans
Presentation By: 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 at a reduced rate from last year, with a two year rate guarantee. The 2018 rate was \$.1835 and the 2019 and 2020 rate is \$.156 - per \$100 of covered payroll per calendar year.

Quotes on equal coverage limits were received by the city's local third party administrator, Tri-State Claims Service, from several other carriers. The quote from Safety National was the lowest quote for the same level of coverage.

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 \$131,878 for calendar years 2019 and 2020 (down from \$149,637 in 2018).

Attachments:

- 1. Resolution
- 2. Summary of Quotes Received

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

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, 2019, through December 31, 2020, at a rate reduced from 2018; 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, 2019, through December 31, 2020 with a premium of \$131,878.00 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, 2019, 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 20th day of November, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

City of Kingsport Excess Renewal

1-1-2019 to 1-1-2020

Safety National

Workers Compensation Limit: Statutory

Employers Liability Limit: \$1,000,000

Self Insured Retention: \$500,000

Payroll: \$84,537,374.00

Rate: .156

Premium: \$131,878

Minimum Premium: \$118,690

The rate for the 18/19 policy was .1835

Optional Quote:

1-1-2019 to 1-1-2021 (2 year policy)

Rate: .156

Premium: \$263,757.00

Deposit Premium: \$131,879 Billed Annually

Minimum Premium: \$237,381

Midwest Employers Casualty

Workers Compensation Limit: Statutory

Employers Liability: \$1,000,000

SIR: \$500,000

Aggregate Limit: \$1,000,000

Aggregate retention: \$2,148,585

Payroll: \$84,731,073

Premium: \$132,219

Minimum Premium: \$118,997

The Aggregate can be removed for a savings of \$1,000.

Optional Quote:

1-1-2019 to 1-1-2021 (2 year policy)

Premium: \$264,438

Deposit Premium: \$132,219 Billed annually

Minimum Premium: \$237,994

Arch declined to Quote

US Specialty declined to quote

AIG: Require a \$1,000,000 SIR and Min. Premium of \$250,000

Ace: Require a \$1,000,000 SIR and Min. Premium of \$250,000