



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, October 15, 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. Visit Kingsport – Jud Teague
4. Miracle Field – Jud Teague
5. Projects Status – Jeff Fleming
6. Review of Items on October 16, 2018 Business Meeting Agenda
7. Adjourn

Next Work Session, Nov. 5: KEDB/NETWORKS, Fire Dept.

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



1 Border Regions Area 3: Waterline Improvements

This project is improving fire protection in the border regions area. Current work includes replacement of waterlines.

2 PaveKingsport

Current paving efforts are focused on the side streets parallel to I26 in West Lynn Garden. Pictured is Peach Orchard Drive.

3 DBHS Renovations

Concrete columns are being placed for right half of the third floor roof.

4 Clinchfield Waterline

Water system improvements along Clinchfield Street include service connections to the Press Building.

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	8/16/18 - Held 60% plans review for WTP and SLS. Continue to work on radio pathway study for remote water sites.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	Expect 90% plans for staff review October 12th, 90% plans review meeting October 22nd and 100% plans on November 14th.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	3/8/2019	Foundations for entrance and dumpster enclosure being installed.
\$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% design 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	Continue to work on two easements. Meeting with property owner on 8/22/18.
\$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		11/16/2018	Current paving is on Fairview Avenue and Peach Orchard.
\$1,300,000.00	Chad Austin	Pamela Gilmer	Phase 4 Water Improvements		8/19/2019	Plans have been submitted to TDEC for review and approval.
\$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	Conference call with TDOT on 9/21 to discuss additional funding needed to meet ADA requirements on all the driveways. Meeting also scheduled with Pratt's on 10/4.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$668,835.40	Public Works	Clabaugh, Hank	2018 Contracted Paving - Main Roads: Ridgefields, Ft Robinson, Rivermont		11/16/2018	Notice to Proceed date has been set for October 15th.
\$619,720.46	Michael Thompson	Thompson, Michael	Signalization of the SR 126 (Memorial Blvd. at Island Road Intersection [State & MTPO Funded])	MPO15A	11/12/2018	Contractor has installed the signal poles and heads. Working to get power on the signal.
\$577,000.00	Niki Ensor	Sam Chase	Tri-County Tank Replacement Project	WA1705	2/22/2019	Demo complete. Graded out for tank pad 10/3/18. Waiting for S&ME to test tank pad area.
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation (2017-C28)	GP1711	12/22/2018	Scaffolding installed for Spillway rehabilitation.
\$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
\$365,167.20	Chad Austin	Hank Clabaugh	Border Regions Area 3 Water Upgrades	WA1806	11/25/2018	Work continues on Cox Hollow Road.
\$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 with consultant on alternatives to upgrade sewer system.
\$288,000.00	Chris McCartt	Hickman, Mike	Carousel Park		11/30/2018	Site is ready for equipment delivery.
\$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	Shop Drawings and submittals submitted to Barge.
\$246,225.00	Tim Elsea	Elsea, Tim	Lynn Garden Signal System [MTPO & City funded]	MPO15C	9/25/2018	Contractor is working on punchlist items and clean up.
\$230,000.00	Chris McCart	Hickman, Mike	Library Colonnade Expansion	GP1807	10/31/2018	Project substantially complete. Installing data cables and trim.
\$208,682.50	Tim Elsea	Gilmer, Pamela	Indian Trail Drive at Stone Drive Intersection Improvements	2017-C14	12/24/2018	Construction Start scheduled for 9/24/2018.
	Niki Ensor	Niki Ensor	SLS Rehab and Replacement	SW1702	3/31/2019	6/15/18 - Entered into an agreement with LDA Engineers for design.

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BMA Report, October 15, 2018



Kingsport Employee Wellness, George DeCroes

	01/01/2018 – 09/30/2018	10/01/2018 – 10/08/2018
Total Utilization	92.3%	89.2%
City – Active Employees	60.7%	53.6%
City – Dependents	31.0%	41.4%
City – Retirees	2.4%	1.4%
Extended-Patient Services/Other	0.5%	0.5%
Work Comp	0.5%	0.0%
No Show	4.9%	3.1%

Worker's Compensation, Terri Evans

For the month of September 2018, the city had ten (10) recordable worker's compensation claims that involved lost time or restricted duty. Of the ten (10) claims involved four (4) were lost time and six (6) were restricted duty.



AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

**Tuesday, October 16, 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 – Carl Strickler, Retired Minister

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

1. Fire Academy Graduates (Barry Brickey & Gene Lady)
2. 9/11 Stair Climb Crew (Mayor Clark & Chief Boyd)

IV.B. APPOINTMENTS

None

V. APPROVAL OF MINUTES

1. Business Meeting – October 1, 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 Ordinance to Appropriate \$23,284.00 from the USDOJ / Bureau of Justice Assistance Grant FY 2019 Local Solicitation (AF: 238-2018) (David Quillin)
 - Ordinance – First Reading
2. Appropriate \$9,720.00 from the USDOJ/Office of Justice Programs, Bulletproof Vest Partnership Funding (AF: 243-2018) (David Quillin)
 - Ordinance – First Reading
3. Amend the General Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2018 (AF: 239-2018) (Jeff Fleming)
 - Ordinance – First Reading
4. Budget Adjustment Ordinance for FY19 (AF: 240-2018) (Jeff Fleming)
 - Ordinance – First Reading
5. Ordinance to Appropriate Partnership Support Grant from East Tennessee Foundation (AF: 245-2018) (Chris McCartt)
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant (AF: 228-2018) (David Quillin)
 - Ordinance – **Second Reading & Final Adoption**
2. Acceptance and Appropriation of Contura Energy Services Gift (AF: 232-2018) (Barry Brickey, Scott Boyd)
 - Ordinance – **Second Reading & Final Adoption**

D. OTHER BUSINESS

1. Awarding the Bid for the Purchase of Seventeen (17) 4x4 Regular Cab Stake Bed Trucks (AF: 218-2018) (Ryan McReynolds, Steve Hightower)
 - Resolution

2. Awarding Purchase Order for Refurbishment of Explosive Ordinance Disposal Robot (AF: 234-2018) (David Quillin)
 - Resolution
3. Authorizing the Mayor to Execute a Signature Authorization Allowing the Chief of Police or His Designee to Complete Grant Reports as Required by the U.S. Department of Justice for JAG #2018-DJ-BX-0324 (AF: 237-2018) (David Quillin)
 - Resolution
4. Apply for and Receive a Grant for Up to \$25,000 from Firehouse Subs Public Safety Foundation (AF: 236-2018) (David Quillin)
 - Resolution
5. Approve Purchasing Self Contained Breathing Apparatus for the Fire Department (AF: 241-2018) (Scott Boyd, Jim Everhart)
 - Resolution
6. Apply and Receive the Assistance to Firefighters Grant (AFG) through the U.S. Fire Administration of the Federal Emergency Management Administration (FEMA) Division of the Department of Homeland Security (DHS) (AF: 244-2018) (Scott Boyd, Jim Everhart)
 - Resolution
7. Approve a Change Order to Purchase Order Number U01095 Issued to Worldwide Equipment, Inc. (AF: 246-2018) (Ryan McReynolds, Steve Hightower)
 - Resolution
8. Memorandum of Understanding – Engineering and Design Agreement with Kingsport Power Company (dba AEP) for Relocation of the Existing Line Associated with Main Street Redevelopment (AF: 248-2018) (Ryan McReynolds)
 - Resolution.

Added 10/16/18

VII. CONSENT AGENDA

1. Execute an Annual Renewal of Public Library Maintenance of Effort Agreement with the Tennessee State Library and Archives for Services via the Holston River Regional Library (AF: 233-2018) (Chris Markley)
 - Resolution
2. Amending an Agreement with Flores and Associates to Raise the Maximum on Medical Flexible Spending Debit Cards for Eligible Employees (AF: 242-2018) (George DeCroes)
 - Resolution
3. Apply for and Receive the Tennessee Agriculture Enhancement Grant – Farmers Market Promotion & Retail Grant (AF: 231-2018) (Chris McCartt, Sid Cox)
 - Resolution

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 Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, October 2, 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 Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James Demming, City Recorder/Chief Financial Officer

I. CALL TO ORDER: 7:00 p.m., by Mayor John Clark.

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG: Jackson Family.

II.B. INVOCATION: Pastor Sam Ward, Mountain View United Methodist Church.

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

IV.A. RECOGNITIONS AND PRESENTATIONS.

1. Public Information Officer Barry Brickey - Educator of the Year (Chief Boyd)
2. Kingsport Police Department Traffic Safety (Chief Quillin)

IV.B. APPOINTMENTS/REAPPOINTMENTS. None.

V. APPROVAL OF MINUTES.

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

- A. September 17, 2018 Regular Work Session
- B. September 18, 2018 Regular Business Meeting

Approved: All present voting "aye."

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.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 2, 2018**

1. Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant (AF: 228-2018) (David Quillin).

Motion/Second: Adler/George, to pass:

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, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

2. Acceptance and Appropriation of Contura Energy Services Gift (AF: 232-2018) (Barry Brickey, Scott Boyd).

Motion/Second: George/Cooper, to pass:

Resolution No. 2019-053, A RESOLUTION ACCEPTING A DONATION FROM CONTURA ENERGY SERVICES, LLC FOR THE KINGSPORT FIRE DEPARTMENT

Passed: All present voting "aye."

Motion/Second: George/Olterman, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATED FUNDS TO THE CONTURA ENERGY SERVICES PROJECT FOR THE 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. Establish a Percentage-Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of the Increased Merchant Fees (AF: 225-2018) (Jim Demming, Lisa Winkle).

Motion/Second: George/Cooper, to pass:

ORDINANCE NO. 6761, AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY APPROPRIATING CREDIT CARD PROCESSING FEES 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, Begley, Cooper, George, McIntire and Olterman voting "aye."

2. Amend the Water and Sewer Project Fund Budgets by Appropriating TDOT Funds to the Memorial Boulevard Improvement Projects (AF: 224-2018) (Ryan McReynolds, Chad Austin).

Motion/Second: McIntire/Adler, to pass:

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 2, 2018**

ORDINANCE NO. 6762, AN ORDINANCE TO AMEND THE WATER AND SEWER PROJECT FUND BUDGETS BY APPROPRIATING TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FUNDS TO THE MEMORIAL BOULEVARD IMPROVEMENT PROJECTS (WA1908 AND SW1908); AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

D. OTHER BUSINESS.

1. Authorize the Mayor to Execute a Signature Authority Form Allowing the Chief of Police or His Designee to Complete Grant Reports for the Tennessee Highway Safety Office’s 2018-2019 Grant (AF: 227-2018) (David Quillin).

Motion/Second: McIntire/George, to pass:

Resolution No. 2019-054, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SIGNATURE AUTHORITY CONSENT FORM AND OTHER DOCUMENTS NECESSARY AND PROPER TO THE TENNESSEE HIGHWAY SAFETY OFFICE DESIGNATING THE CHIEF OF POLICE AS THE MAYOR’S DESIGNEE TO EXECUTE GRANT REPORTS AND OTHER DOCUMENTS REQUIRED BY GRANTS FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed: All present voting “aye.”

2. Amend Grant Managed by the Tennessee Department of Environment & Conservation’s Office Of Energy Programs (TDEC OEP) - Tennessee Natural Gas and Propane Vehicle Grant Program (AF: 226-2018) (Ryan McReynolds, Steve Hightower)

Motion/Second: McIntire/Cooper, to pass:

Resolution No. 2019-055, A RESOLUTION TO AMEND THE NATURAL GAS AND PROPANE VEHICLE GRANT MANAGED BY THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION’S OFFICE OF ENERGY TENNESSEE BY ADDING ADDITIONAL VEHICLES AND AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND PROPER TO RECEIVE THE GRANT

Passed: All present voting “aye.”

3. Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center (AF: 230-2018) (Ryan McReynolds).

Motion/Second: George/Begley, to pass:

Resolution No. 2019-056, A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CAIN RASH WEST ARCHITECTS FOR THE JUSTICE CENTER AND 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, October 2, 2018**

Passed: All present voting “aye.”

VII. CONSENT AGENDA. None.

VIII. COMMUNICATIONS.

A. CITY MANAGER. Mr. Fleming commented on his recent trip to Baltimore for the City Manager’s conference. He stated a map of Kingsport was being used as the example at the Cartograph vendor booth as an example, noting the exposure for our city. He also asked Chief Quillin to provide details on tomorrow’s “Coffee with a Cop” event at Bagel Exchange.

B. MAYOR AND BOARD MEMBERS. Alderman Olterman encouraged everyone to attend their local high school athletics events this weekend. Alderman George provided details on upcoming events, including the State of the City breakfast, the downtown Wine Festival and city-wide leaf pickup. She also commented on the Mayor’s recent proclamation regarding the awareness of children’s cancer. Alderman Adler promoted Keep Kingsport Beautiful’s tree sale on the Chamber website and also the upcoming 4th Annual Walk for Wellness Expo. Alderman Cooper commented on the Kingsport Theatre Guild’s upcoming production of The Great Gatsby and provided further details on the Wine Festival. Vice-Mayor McIntire thanked Steve Robbins for leading the effort in Tennessee and around the country with green initiatives in the fleet department. He also thanked Barry Brickey and the traffic unit for the work to receive the recognition earlier in the meeting. Mayor Clark made comments on the new Innovation Center and the benefits it will provide for Kingsport, encouraging citizens to learn more about it and what it has to offer.

C. VISITORS. None.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:38 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Budget Ordinance to Appropriate \$23,284.00 from the USDOJ / Bureau of Justice Assistance Grant FY 2019 Local Solicitation

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

Action Form No.: AF-238-2018
 Work Session: October 15, 2018
 First Reading: October 16, 2018

Final Adoption: November 6, 2018
 Staff Work By: Captain Gore
 Presentation By: Chief Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On August 7, 2018, via Action Form 178, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a US DOJ Bureau of Justice Assistance Grant. We have been notified that we were approved for \$23,284.00 which will be utilized to purchase equipment and/or technology improvements.

There are no matching fund requirements.

Attachments:

1. Budget 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 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

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

SECTION I. That the Justice Assistant Grant Fund budget be amended by appropriating grant funds received from the US DOJ Bureau of Justice Assistant Grant Program (JAG) in the amount of \$23,284 to the Justice Assistant Grant Equip /Technology project (JG1901) to purchase equipment and /or technology improvements. No matching funds are required.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 134: Justice Assist Grant Fund			
<u>Justice Assistant Grant Equip/Technology (JG1901)</u>			
<u>Revenues:</u>	\$	\$	\$
134-0000-331-4537 Bureau of Justice/JAG	0	23,284	23,284
Totals:	0	23,284	23,284
<u>Expenditures:</u>			
134-3030-443-9006 Purchases Over \$5,000	0	23,284	23,284
Totals:	0	23,284	23,284

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

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

Appropriate \$9,720.00 from the USDOJ/Office of Justice Programs, Bulletproof Vest Partnership Funding

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

Action Form No.: AF-243-2018
 Work Session: October 15, 2018
 First Reading: October 16, 2018

Final Adoption: November 6, 2018
 Staff Work By: Capt. Randall Gore
 Presentation By: Chief David Quillin

Recommendation:


Approve the Budget Ordinance.

Executive Summary:

On May 1, 2018 via AF-65-2018, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a US Department of Justice Grant for funding of bulletproof vests. We have been notified that we were approved for \$9,720.00 in reimbursements for vest expenditures. A fifty percent match is required and the match is provided from the police department operating budget.

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
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

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

SECTION I. That the General Project-Special Revenue Fund budget be amended by appropriating grant funds received from the Department of Justice/Bureau of Justice Assistance Bulletproof Vest Partnership to the Bullet Proof Vest project (NC1904) in the amount of \$9,720 and requires a 50% local match of \$9,720 which is provided for in the operating budget.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: General Project-Special Revenue</u>			
<u>Bullet Proof Vest Project (NC1904)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-331-3800 U.S. Dept. of Justice	0	9,720	9,720
111-0000-391-0100 From General Fund	0	9,720	9,720
<i>Totals:</i>	0	19,440	19,440

<u>Expenditures:</u>			
111-3020-442-3020 Operating Supplies & Tools	0	19,440	19,440
<i>Totals:</i>	0	19,440	19,440

Fund 110: General Fund

<u>Expenditures:</u>			
110-3030-443-3025 Safety Supplies	12,500	(9,720)	2,780
110-4804-481-7035 General Proj-Spec Rev	(900,000)	9,720	(890,280)
<i>Totals:</i>	(887,500)	0	(887,500)

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

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 General Project Fund Budget by Appropriating General Obligation Public Improvement Bond Series 2018

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

Action Form No.: AF-239-2018
 Work Session: October 15, 2018
 First Reading: October 16, 2018

Final Adoption: November 6, 2018
 Staff Work By: Smith/Winkle
 Presentation By: Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

On August 21, 2018, the BMA approved resolution 2019-027 to issue General Obligation Public Improvement Bond Series 2018A not to exceed \$10,350,000 for public works projects, road, street, parking and sidewalk construction, improvement and expansion, including Transit Garage, improvement and renovation of public schools, and renovations to the Library, HVAC improvements, Court Facilities/Public Facilities plan, Park Land Acquisition, and technology system improvements/Back Office Improvements, Resolution 2019-029 to issue General Obligation Public Improvement Bond Series 2019B not to exceed \$5,400,000 for improvements to the Water system and improvements to the Waste Water system and Resolution 2019-031C to issue General Obligation Public Improvement Bond Series 2019C not to exceed \$2,400,000 for the Aquatic Center Pool Expansion.

This ordinance appropriates the funding for these projects.

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 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

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

WHEREAS, Resolution No. 2019-027 to issue General Obligation Public Improvement Bond Series 2018 A was adopted authorizing the issuance of bonded debt Series 2018 A in an amount not to exceed \$10,350,000 to provide funding for certain public works projects, consisting of the acquisition of public art; construction, improvement and renovation of public schools, road, street, parking, and sidewalk construction, improvement and expansion, including Transit Garage improvements; acquisition, construction, renovation, improvement and equipping of public buildings within the Municipality, including renovations to the library and including HVAC improvements; including Bays Mountain facility/capital,

WHEREAS, Resolution No. 2019-029 was adopted authorizing the issuance of bonded debt Series 2018 B in an amount not to exceed \$5,400,000 to provide funding for improvements to the Municipality's water system, construction, expansion and improvement of the Municipality's sewer system; the acquisition of all property real and personal, appurtenant thereto or connected with such work; 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 Bonds;

WHEREAS, Resolution No. 2019-031 was adopted authorizing the issuance of bonded debt Series 2018 C in an amount not to exceed \$2,400,000 to provide funding for certain public works projects, consisting of the acquisition of public art; construction, improvement and renovation of renovation, improvement and equipping of a municipal recreational center and related facilities, including a public swimming pool; and the acquisition of all property real and personal, appurtenant thereto or connected with such work' and to pay legal, fiscal, administrative, and engineering costs to reimburse the Municipality for the costs of the above project, to pay capitalized interest, and to pay costs incident to the issuance and sale of Bonds;

Section I. That the General Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2018 A to fund the Library Improvements Project (GP1908) in the amount of \$140,000, Bays Mountain Nature Center Improvements Project (GP1845) in the amount of \$306,868, Bays Mountain Animal Habitat project (GP1905) in the amount of \$276,161, Bays Mountain Park Planetarium Improvements project (GP1906) in the amount of \$271,067, Bays Mountain Park Nature Center Exhibit (GP1839) in the amount of \$67,511, Bays Mountain Park Balcony Improvements (GP1911) in the amount of \$61,374, Bays Mountain Watershed Redesign (GP1910) in the amount of \$40,916, School Facility Maint. Improvements project (GP1801) in the amount of \$1,022,893, Facilities & HAVAC Improvements (GP1903) in the amount of \$436,731, IT Infrastructure/Back Office Improvements (GP1904) in the amount of \$368,242, Facilities ADA (GP1909) in the amount of \$179,006, Transit Garage (GP1727)

project in the amount of \$89,255, Higher Ed Parking Lot project (GP1907) in the amount of \$255,723, Court Public Facilities Improvements (GP1820) in the amount of \$3,784,704.

Section II. That the Water Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2018B to fund the WTP Chemical Feed (WA1900) in the amount of \$2,000,000, Fire Protection & Age Upgrades (WA1902) in the amount of \$1,442,000, Main St. Water Line Replacements (WA1901) in the amount of \$400,000, and Water Tan Rehabilitation (WA1903) in the amount of \$150,000 .

Section III. That the Sewer Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2018B to fund WWTP SCADA Improvement project (SW1900) in the amount of \$917,000 and Main St. Sewer Line Replacement project (SW1901) in the amount of \$400,551.

Section IV. That the Aquatic Center Project Fund be amended by appropriating G.O. Public Improvement Bond Series 2018C to fund the Aquatic Center Pool Expansion project (AQ1900) in the amount of \$2,331,740.

**G.O. Public
Improvements Series
20018**

**General Project
Fund:311
Library Improvements
(GP1908)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	135,853	135,853
311-0000-368-2101	Premium From Bond Sale	0	5,043	5,043
Total Revenue		0	140,896	140,896

Appropriation:

311-0000-601-4041	Bond Expense	0	3,153	3,153
311-0000-601-9003	Improvements	0	137,743	137,743
Total Appropriation		0	140,896	140,896

**General Project
Fund:311
Facilities ADA (GP1909)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	172,598	172,598
311-0000-368-2101	Bond Premium	0	6,408	6,408
Total Revenue		0	179,006	179,006

Appropriation:

311-0000-601-4041	Bond Expense	0	4,006	4,006
311-0000-601-9003	Improvements	0	175,000	175,000
Total Appropriation		0	179,006	179,006

**General Project
Fund:311**

**Bays Mountain
Improvements (GP1906)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	261,363	261,363
311-0000-368-2101	Premium from Bond Sale	0	9,704	9,704
Total Revenue		0	271,067	271,067

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,067	6,067
311-0000-601-9003	Improvements	0	265,000	265,000
Total Appropriation		0	271,067	271,067

Bays MTN Nature Center Exhibit (GP1839)

Revenue:

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

Appropriation:

311-0000-601-4041	Bond Sale Expense	1,146	1,511	2,657
311-0000-601-9003	Improvements	95,700	66,000	161,700
Total Appropriation		96,846	67,511	164,357

Bays MTN Balcony Improvements (GP1911)

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	59,177	59,177
311-0000-368-2101	Premium on Sale	0	2,197	2,197
Total Revenue		0	61,374	61,374

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	1,374	1,374
311-0000-601-9003	Improvements	0	60,000	60,000
Total Appropriation		0	61,374	61,374

**Bays MTN Watershed
Redesign (GP1910)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	39,451	39,451
311-0000-368-2101	Premium on Sale	0	1,465	1,465
Total Revenue		0	40,916	40,916

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	916	916
311-0000-601-9003	Improvements	0	40,000	40,000
Total Appropriation		0	40,916	40,916

**Facilities Maint &
HVAC Improvements
(GP1903)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	421,097	421,097
311-0000-368-2101	Premium on Bond Sale	0	15,634	15,634
Total Revenue		0	436,731	436,731

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	9,774	9,774
311-0000-601-9003	Improvements	0	426,957	426,957
Total Appropriation		0	436,731	436,731

**Bays MTN Nature
Center Imp. (GP1845)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	295,883	295,883
311-0000-368-2101	Premium on Bond Sale	0	10,985	10,985
311-0000-391-0100	General Fund	49,500	0	49,500
Total Revenue		49,500	306,868	356,368

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,868	6,868
311-0000-601-9003	Improvements	49,500	300,000	349,500
Total Appropriation		49,500	306,868	356,368

**Bays MTN Animal
Habitat (GP1905)**

Revenue:

311-0000-368-1056	Series 2018A GO Bonds	0	266,295	266,295
311-0000-368-2101	Premium on Bond Sale	0	9,886	9,886
Total Revenue		0	276,181	276,181

Appropriation:

311-0000-601-4041	Bond Sale Expense	0	6,181	6,181
311-0000-601-9006	Purchases Over \$5,000	0	270,000	270,000
Total Appropriation		0	276,181	276,181

**School Facility Imp.
(GP1801)**

Revenue:

311-0000-368-1055	Series 2017A GO Bonds	968,894	0	968,894
311-0000-368-1056	Series 2018A GO Bonds	0	986,277	986,277
311-0000-368-2101	Premium on Bond Sale	44,281	36,616	80,897
Total Revenue		1,013,175	1,022,893	2,036,068

Appropriation:

311-0000-601-4041

Bond Sale Expense

13,175

22,893

36,068

311-0000-601-9003

Improvements

1,000,000

1,000,000

2,000,000

Total Appropriation**1,013,175****1,022,893****2,036,068****IT Infrastructure &
Back Office Imp.
(GP1904)****Revenue:**

311-0000-368-1056

Series 2018A GO Bonds

0

355,060

355,060

311-0000-368-2101

Premium on Bond Sale

0

13,182

13,182

Total Revenue**0****368,242****368,242****Appropriation:**

311-0000-601-4041

Bond Sale Expense

0

8,242

8,242

311-0000-601-9006

Purchases Over \$5,000

0

360,000

360,000

Total Appropriation**0****368,242****368,242****Higher Ed Parking Lot
(GP1907)****Revenue:**

311-0000-368-1056

Series 2018A GO Bonds

0

246,569

246,569

311-0000-368-2101

Premium on Bond Sale

0

9,154

9,154

Total Revenue**0****255,723****255,723****Appropriation:**

311-0000-601-4041

Bond Sale Expense

0

5,723

5,723

311-0000-601-9003

Improvements

0

250,000

250,000

Total Appropriation**0****255,723****255,723****Transit Garage (1727)****Revenue:**

311-0000-368-1054

Series 2016 GO (Nov 4)

13,530

0

13,530

311-0000-368-1055

Series 2017A GO Bonds

32,980

0

32,980

311-0000-368-1056

Series 2018A GO Bonds

0

86,060

86,060

311-0000-368-2101

Premium on Bond Sale

27,137

3,195

30,332

Total Revenue**73,647****89,255****162,902****Appropriation:**

311-0000-601-4041

Bond Sale Expense

4,789

1,998

6,787

311-0000-601-9003

Improvements

68,858

87,257

156,115

Total Appropriation**73,647****89,255****162,902**

**Court/Public Facility
Plan (GP1820)**

Revenue:

311-0000-368-1055	Series 2017A GO Bonds	1,078,687	0	1,078,687
311-0000-368-1056	Series 2018A GO Bonds	0	3,649,223	3,649,223
311-0000-368-2101	Premium on Bond Sale	172,697	135,481	308,178
311-0000-391-0100	From General Fund	2,700,000	0	2,700,000
Total Revenue		3,951,384	3,784,704	7,736,088

Appropriation:

311-0000-601-2023	Arch/Eng/Landscaping	301,000	0	301,000
311-0000-601-4041	Bond Sale Expense	51,384	84,704	136,088
311-0000-601-9002	Buildings	2,700,000	0	2,700,000
311-0000-601-9003	Improvements	0	3,700,000	3,700,000
311-0000-601-9006	Purchases Over \$5,000	899,000	0	899,000
Total Appropriation		3,951,384	3,784,704	7,736,088

**Aquatic Center Pool
Expansion (AQ1800)**

Revenue:

459-0000-391-0546	Series 2017A GO Bonds	170,000	0	170,000
459-0000-391-0549	Series 2018A GO Bonds	0	2,331,740	2,331,740
Total Appropriation		170,000	2,331,740	2,501,740

Appropriation:

459-0000-629-2023	Arch/Eng/Landscaping	170,000	0	170,000
459-0000-629-9003	Improvements	0	2,331,740	2,331,740
Total Appropriation		170,000	2,331,740	2,501,740

**Aquatic Center Fund
419:**

Revenue

419-0000-392-9926	Series 2018 C GO Bonds	0	2,331,740	2,331,740
Total Revenue		0	2,331,740	2,331,740

Expenditure

419-6999-698-7849	Series 2018 C GO Bonds	0	2,331,740	2,331,740
Total Expenditures		0	2,331,740	2,331,740

**WTP Chemical Feed
(WA1900)**

Revenue:

451-0000-391-0548	Series 2018 B GO Bonds	0	2,000,000	2,000,000
Total Revenue		0	2,000,000	2,000,000

Appropriation:

451-0000-605-2022	Construction Contracts	0	2,000,000	2,000,000
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Total Appropriations

0	2,000,000	2,000,000
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**Fire Protection & Age
Upgrades (WA1902)****Revenue:**

451-0000-391-0548 Series 2018 B GO Bonds

0	1,442,000	1,442,000
0	1,442,000	1,442,000

Total Revenue**Appropriation:**

451-0000-605-9003 Improvements

0	1,442,000	1,442,000
0	1,442,000	1,442,000

Total Appropriations**Main St. Water Line
Replacement
(WA1901)****Revenue:**

451-0000-391-0548 Series 2018 B GO Bonds

0	400,000	400,000
0	400,000	400,000

Total Revenue**Appropriation:**

451-0000-605-9003 Improvements

0	400,000	400,000
0	400,000	400,000

Total Appropriations**Water Tank
Rehabilitation
(WA1903)****Revenue:**

451-0000-391-0548 Series 2018 B GO Bonds

0	150,000	150,000
0	150,000	150,000

Total Revenue**Appropriation:**

451-0000-605-9003 Improvements

0	150,000	150,000
0	150,000	150,000

Total Appropriations**Water Fund 411:**

Revenue:

411-0000-392-9927	Series 2018 B GO Bonds	0	3,992,000	3,992,000
Total Revenue		0	3,992,000	3,992,000

Expenditure:

411-6999-698-7848	Series 2018 B GO Bonds	0	3,992,000	3,992,000
Total Expenditures		0	3,992,000	3,992,000

Sewer Proj Fund:452**WWTP SCADA****Improvements****(SW1900)****Revenue:**

452-0000-391-0548	Series 2018 B GO Bonds	0	917,000	917,000
Total Revenue		0	917,000	917,000

Appropriation:

452-0000-606-2022	Construction Contracts	0	917,000	917,000
Total Appropriations		0	917,000	917,000

Main St. Sewer Line**Replacement****(SW1901)****Revenue:**

452-0000-391-0548	Series 2018 B GO Bonds	0	400,551	400,551
Total Revenue		0	400,551	400,551

Appropriation:

452-0000-606-2023	Arch/Eng/Landscaping	0	100,000	100,000
452-0000-606-9003	Improvements	0	300,551	300,551
Total Appropriation		0	400,551	400,551

Sewer Fund:412**Revenue**

412-0000-392-9927	Series 2018 B GO Bonds	0	1,317,551	1,317,551
Total Revenue		0	1,317,551	1,317,551

Expenditures

412-6999-698-7848	Series 2017 B GO Bonds	0	1,317,551	1,317,551
Total Expenditures		0	1,317,551	1,317,551

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

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

Budget Adjustment Ordinance for FY19

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

Action Form No.: AF-240-2018
 Work Session: October 15, 2018
 First Reading: October 16, 2018

Final Adoption: November 6, 2018
 Staff Work By: Judy Smith
 Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

FY18 ended with General Fund excess revenue over expenses by \$1,642,223. The projects that will be funded from the excess revenue in this ordinance total \$1,490,856. After the auditors finish in December and we are comfortable that no other adjustments will be made, we can allocate more revenue to projects if the BMA desires. The ordinance will appropriate \$260,000 to the Fire Facilities/Capital project to purchase the Motorola Solutions Fire Alerting Upgrade, \$150,000 to complete the Greenbelt East Extension Phase I project, \$30,000 to the Street Light project for design, \$680,000 for the MOU to Petworks New Shelter, \$87,000 to the Traffic Signal Pole Upgrade project to compete Signal Pole Upgrades for Stone Drive and Bloomingdale Road, \$60,000 for a IT Help Desk temporary position, \$200,000 for a Leaf Compactor, and \$23,856 to the Transit Garage.

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 Fund and the General Project Fund budgets be amended by appropriating \$680,000 from the General Fund, Fund Balance to the Petworks Project (GP1912), \$260,000 to the Fire Facilities/Capital Project (GP1804) \$150,000 to the Greenbelt-East End Project (GP1529), \$23,856 to the Transit Garage Project, \$60,000 to the IT Help Desk project (NC1903), \$200,000 to the Leaf Compactor project (GP1913), \$30,000 to the Street Light project (GP1809), and \$87,000 to Traffic Signal Pole Upgrades.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 110: General Fund</u>			
<u>Revenue</u>			
110-0000-392-0100 Fund Balance Appropriation	137,960	1,490,856	1,628,816
Total	137,960	1,490,856	1,628,816

<u>Expenditures:</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
110-4804-481-7035 To Gen Proj-Special Rev.	(890,280)	60,000	(830,280)
110-4804-481-7036 To General Project Fund	4,530,300	1,430,856	5,961,156
Totals:	3,640,020	1,490,856	5,130,876

Fund 311: General Project Fund
Fire Facilities/Capital (GP1804)

<u>Revenues:</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
311-0000-368-0500 Land Sales	0	65,000	65,000
311-0000-368-1051 Series 2015 A (Oct) GO PI	7,819	0	7,819
311-0000-368-1054 Series 2016 GO (Nov 4)	9,328	0	9,328
311-0000-368-1055 Series 2017A GO Bonds	411,354	0	411,354
311-0000-368-2101 Premium From Bond Sale	18,800	0	18,800
311-0000-391-0100 From General Fund	0	260,000	260,000
Totals:	447,301	325,000	772,301

<u>Expenditures:</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
311-0000-601-2023 Arch/Eng/Landscaping	0	600	600
311-0000-601-4041 Bond Sale Expense	5,594	0	5,594
311-0000-601-9003 Improvements	391,707	0	391,707
311-0000-601-9006 Purchases Over \$5,000	50,000	324,400	374,400

Totals:**447,301****325,000****772,301****Fund 311: General Project Fund
Greenbelt East Ext. PH. 1 (GP1529)****Revenues:**

	\$	\$	\$
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	0	150,000	150,000
Totals:	390,152	150,000	540,152

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	69,000	150,000	219,000
Totals:	390,152	150,000	540,152

**Fund 311: General Project-Special Rev. Fund
Street Lights (GP1809)****Revenues:**

	\$	\$	\$
311-0000-368-1055 Series 2017 A GO Bonds	145,334	0	145,334
311-0000-368-2101 Premium From Bond Sales	6,642	0	6,642
311-0000-391-0100 From General Fund	0	30,000	30,000
Totals:	151,976	30,000	181,976

Expenditures:

	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	1,976	0	1,976
311-0000-601-9003 Improvements	150,000	30,000	180,000
Totals:	151,976	30,000	181,976

**Fund 311: General Project Fund
Petworks New Shelter (GPGP1912)****Revenues:**

	\$	\$	\$
311-0000-391-0100 From General Fund	0	680,000	680,000
Totals:	0	680,000	680,000

Expenditures:

	\$	\$	\$
311-0000-601-8006 Petworks	0	680,000	680,000
Totals:	0	680,000	680,000

Fund 311: General Project Fund
Traffic Signal Pole Upgrade (GP1808)

Revenues:

311-0000-368-1055 Series 2017 A GO Bonds	\$ 164,712	\$ 0	\$ 164,712
311-0000-368-2101 Premium From Bond Sales	7,528	0	7,528
311-0000-391-0100 From General Fund	0	87,000	87,000
Totals:	172,240	87,000	259,240

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	130,000	87,000	217,000
Totals:	172,240	87,000	259,240

Fund 111: General Project/Spec. Rev. Fund
IT Help Desk Position(1901)

Revenues:

111-0000-391-0100 From General Fund	\$ 0	\$ 60,000	\$ 60,000
Totals:	0	60,000	60,000

Expenditures:

111-0000-601-2075 Temporary Employees	\$ 0	\$ 60,000	\$ 60,000
Totals:	0	60,000	60,000

Fund 311: General Project Fund
Leaf Compactor (GP1913)

Revenues:

311-0000-391-0100 From General Fund	\$ 0	\$ 200,000	\$ 200,000
Totals:	0	200,000	200,000

Expenditures:

311-0000-601-9006 Purchases Over \$5,000	\$ 0	\$ 200,000	\$ 200,000
Totals:	0	200,000	200,000

Fund 311: General Project Fund
Transit Garage (GP1727)

Revenues:

311-0000-368-1054 Series 2016 GO (Nov 4)	\$ 13,530	\$ 0	\$ 13,530
311-0000-368-1055 Series 2017 A GO Bonds	32,980	0	32,980
311-0000-368-1056 Series 2018 A GO Bonds	86,060	0	86,060
311-0000-368-2101 Premium From Bond Sales	30,332	0	30,332
311-0000-391-0100 From General Fund	0	23,856	23,856
Totals:	162,902	23,856	186,758

Expenditures:

311-0000-601-2023 Arch/Eng/Landscaping	\$ 0	\$ 23,856	\$ 23,856
--	------	-----------	-----------

311-0000-601-4041 Bond Sale Expense	6,787	0	6,787
311-0000-601-9003 Improvements	156,115	0	156,115
Totals:	162,902	23,856	186,758

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

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

Ordinance to Appropriate Partnership Support Grant from East Tennessee Foundation

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

Action Form No.: AF-245-2018
 Work Session: October 15, 2018
 First Reading: October 16, 2018

Final Adoption: November 6, 2018
 Staff Work By: B. Macdonald/C. McCartt
 Presentation By: Chris McCartt

Recommendation:

Approve the Ordinance.

Executive Summary:

The East Tennessee Foundation has awarded the City of Kingsport for the Office of Cultural Arts an Arts Fund grant of \$8,000 for FY19/FY20 which will be used for public art initiatives and community engagement through Sculpture Walk Workshops and Exhibition.

Grant dollars should be appropriated to NC1612 Temporary Art Project Account 111-0000-601.20-20 for artistic contract employment over the 2 year period.

Attachments:

1. Ordinance

Funding source appropriate and funds are available: *df*

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

ORDINANCE NO. _____

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

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

SECTION I. That the General Projects Special Revenue Fund budget be amended by appropriating grant funds received from the East Tennessee Foundation in the amount of \$8,000 for public art initiatives and community engagement. No matching funds are required.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 111: General Projects-Special Rev.			
Temporary Public Art (NC1612)			
Revenues:	\$	\$	\$
111-0000-364-2000 From Corporations	7,500	0	7,500
111-0000-364-3000 From Non-Profit Groups	6,400	8,000	14,400
111-0000-391-0100 From General Fund	60,000	0	60,000
Totals:	73,900	8,000	81,900

Expenditures:	\$	\$	\$
111-0000-601-2020 Professional Consultant	53,400	8,000	61,400
111-0000-601-2099 Miscellaneous	10,500	0	10,500
111-0000-601-3020 Operating Supplies & Tools	10,000	0	10,000
Totals:	73,900	8,000	81,900

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

ATTEST:

ANGIE MARSHALL
Deputy City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____



AGENDA ACTION FORM

Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant

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

Action Form No.: AF-228-2018
 Work Session: October 1, 2018
 First Reading: October 2, 2018

Final Adoption: **October 16, 2018**
Staff Work By: Capt. Randall Gore
Presentation By: Chief David Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On March 20, 2018 via AF-29-2018, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a Tennessee Highway Safety Office (THSO) Grant. We have been notified that we were approved for \$20,000.00 in grant funds for the upcoming fiscal year. The grant will be utilized for traffic safety enforcement overtime.

There are no matching fund requirements.

Attachments:

1. Budget Ordinance

Funding source appropriate and funds are available: *js*

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



AGENDA ACTION FORM

Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant

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

Action Form No.: AF-228-2018
 Work Session: October 1, 2018
 First Reading: October 2, 2018

Final Adoption: October 16, 2018
 Staff Work By: Capt. Randall Gore
 Presentation By: Chief David Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On March 20, 2018 via AF-29-2018, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a Tennessee Highway Safety Office (THSO) Grant. We have been notified that we were approved for \$20,000.00 in grant funds for the upcoming fiscal year. The grant will be utilized for traffic safety enforcement overtime.

There are no matching fund requirements.

Attachments:

1. Budget Ordinance

Funding source appropriate and funds are available: Js

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

ORDINANCE NO. _____

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, 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/Special Revenue Fund budget be amended by appropriating funds received from the Tennessee Highway Safety Office in the amount of \$20,000 to the TN Highway Safety Office Grant project (NC1902) for traffic safety enforcement overtime. No matching funds are required.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: General Project/Special Rev Fund</u>			
<u>TN Highway Safety Office Grant (NC1902)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-337-6010 Safety/Homeland Security	0	20,000	20,000
<i>Totals:</i>	0	20,000	20,000

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-1011 Overtime	0	14,000	14,000
111-0000-601-1020 Social Security	0	1,600	1,600
111-0000-601-1030 Health Insurance	0	200	200
111-0000-601-1040 Retirement	0	3,700	3,700
111-0000-601-1050 Life Insurance	0	50	50
111-0000-601-1052 Long Term Disability	0	50	50
111-0000-601-1060 Workmen's Comp	0	300	300
111-0000-601-1061 Unemployment Ins.	0	100	100
<i>Totals:</i>	0	20,000	20,000

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

JOHN CLARK, Mayor

ATTEST:

ANGIE MARSHALL
Deputy City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: _____

PASSED ON 2ND READING: _____



AGENDA ACTION FORM

Acceptance and Appropriation of Contura Energy Services Gift

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

Action Form No.: AF-232-2018
 Work Session: October 1, 2018
 First Reading: October 2, 2018

Final Adoption: October 16, 2018
 Staff Work By: Barry Brickey
 Presentation By: Barry Brickey/ Scott Boyd

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

Contura Energy Services, LLC offers a matching gift program to participants of the company's political action committee, Contura PAC. A member of Contura PAC has designated the Kingsport Fire Department to receive a contribution from Contura Energy Services, LLC through this matching gift program. The proposed contribution from Contura Energy Services, LLC and the PAC totals \$787.50.

The Kingsport Fire Department will use to funds for needs designated by Chief Boyd.

Attachments:

1. Resolution
2. Ordinance

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



AGENDA ACTION FORM

Acceptance and Appropriation of Contura Energy Services Gift

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

Action Form No.: AF-232-2018
 Work Session: October 1, 2018
 First Reading: October 2, 2018

Final Adoption: October 16, 2018
 Staff Work By: Barry Brickey
 Presentation By: Barry Brickey/ Scott Boyd

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

Contura Energy Services, LLC offers a matching gift program to participants of the company's political action committee, Contura PAC. A member of Contura PAC has designated the Kingsport Fire Department to receive a contribution from Contura Energy Services, LLC through this matching gift program. The proposed contribution from Contura Energy Services, LLC and the PAC totals \$787.50.

The Kingsport Fire Department will use to funds for needs designated by Chief Boyd.

Attachments:

1. Resolution
2. Ordinance

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

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A DONATION FROM CONTURA
ENERGY SERVICES, LLC FOR THE KINGSPORT FIRE
DEPARTMENT

WHEREAS, the city would like to accept the donation from Contura Energy Services, LLC
in the amount of \$787.50 for the Kingsport Fire Department; and

WHEREAS, the funds will be used for needs designated by the fire chief; and

Now therefore,

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

SECTION I. That the donation to the Kingsport Fire Department from the Contura
Energy Services, LLC in the amount of \$787.50 is accepted.

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 date, the
public welfare requiring it.

ADOPTED this the 2nd day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATED FUNDS TO THE CONTURA ENERGY SERVICES PROJECT 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-Special Revenue Fund budget be amended by appropriating a donation in the amount of \$787 received from the Contura Energy Services, LLC Pac program to the Contura Energy Services project (NC1903).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: Gen Projects-Special Rev Fund</u>			
<u>Contura Energy Services (NC1903)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-364-3000 From Non-Profit Groups	0	787	787
<i>Totals:</i>	0	787	787
<u>Expenditures:</u>	\$	\$	\$
111-0000-601-3020 Operating Supplies & Tools	0	787	787
<i>Totals:</i>	0	787	787

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

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

Awarding the Bid for the Purchase of Seventeen (17) 4x4 Regular Cab Stake Bed Trucks

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

Action Form No.: AF-218-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Committee
 Presentation By: R. McReynolds/S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on September 11, 2018 for the purchase of 17 4x4 Regular Cab Stake Bed Trucks for use by Public Works. The advertisement for the Invitation to Bid was published in the Kingsport Times News on August 19, 2018 and placed on our website for 23 calendar days. It is the recommendation of the committee to accept the apparent low compliant bid from Worldwide Ford Sales for seventeen (17) 2019 Ford F350 with Blaziers Bodies Stake Bed Trucks and reject the trade-in offers as follows:

\$46,798.24	Unit Cost
\$795,570.08	Total Purchase Price

These units are fleet replacements.

Funding is identified in account # 51150085019010.

Attachments:

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

Funding source appropriate and funds are available: 

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

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF SEVENTEEN 4X4 REGULAR CAB STAKE BED TRUCKS TO WORLDWIDE FORD SALES AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened September 11, 2018, for the purchase of seventeen (17) regular cab stake bed trucks for use by public works; and

WHEREAS, upon review of the bids, the board finds Worldwide Ford Sales is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase seventeen (17) 2019 Ford F350s with Blazers bodies stake bed trucks from Worldwide Ford Sales, at a total purchase cost of \$795,570.08; and

WHEREAS, funding is identified in account number 51150085019010.

Now therefore,

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

SECTION I. That the bid for the purchase of seventeen (17) 2019 Ford F350s with Blazers bodies stake bed trucks, at a total purchase cost of \$795,570.08, is awarded to Worldwide Ford Sales, 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 public.

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

**MINUTES
BID OPENING
September 11, 2018
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 REGULAR CAB STAKE BED TRUCKS						
Vendor:	Worldwide Ford Sales Kingsport Iron & Metal	Worldwide Ford Sales Blaziers, Trucks, Trailers & More	Fairway Ford	Auto World of Big Stone Gap	Ted Russell Ford	Ted Russell Ford
Qty.:	17	17	17	17	17	17
Unit Cost:	\$48,438.72	\$46,798.24	\$48,642.00	\$53,997.77	\$47,980.00	\$49,370.00
Trade-In #1391:	\$ 300.00	\$ 300.00	\$ 1,400.00	\$ 107.77	\$ 250.00	\$ 250.00
Trade-In #1577:	\$ 800.00	\$ 800.00	\$ 1,400.00	\$ 1,307.77	\$ 500.00	\$ 500.00
Trade-In #1585:	\$ 500.00	\$ 500.00	\$ 1,800.00	\$ 307.77	\$ 500.00	\$ 500.00
Trade-In #1586:	\$ 300.00	\$ 300.00	\$ 1,600.00	\$ 307.77	\$ 500.00	\$ 500.00
Trade-In #1624:	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 3,107.77	\$ 800.00	\$ 800.00
Trade-In #1626:	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,107.77	\$ 1,000.00	\$ 1,000.00
Trade-In #1627:	\$ 2,500.00	\$ 2,500.00	\$ 3,800.00	\$ 2,707.77	\$ 1,000.00	\$ 1,000.00
Trade-In #1628:	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 3,707.77	\$ 1,500.00	\$ 1,500.00
Trade-In #1684:	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 3,107.77	\$ 1,200.00	\$ 1,200.00
Trade-In #1692:	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,707.77	\$ 1,200.00	\$ 1,200.00
Trade-In #1693:	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 3,107.77	\$ 1,000.00	\$ 1,000.00
Trade-In #1767:	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00	\$ 9,107.77	\$ 2,000.00	\$ 2,000.00
Trade-In #1769:	\$ 4,500.00	\$ 4,500.00	\$ 6,000.00	\$ 7,707.77	\$ 2,000.00	\$ 2,000.00
Trade-In #1828:	\$ 6,500.00	\$ 6,500.00	\$ 6,000.00	\$ 5,107.77	\$ 2,000.00	\$ 2,000.00
Trade-In #1871:	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,007.77	\$ 1,000.00	\$ 1,000.00
Trade-In #1873:	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,007.77	\$ 1,000.00	\$ 1,000.00
Trade-In #1885:	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 9,707.77	\$ 2,200.00	\$ 2,200.00
Delivery Time:	395 Bus. Days	275 Bus. Days	365 Bus. Days	340 Bus. Days	200 Bus. Days	280 Bus Days
Make/Model:	Ford F350	Ford F350	2019 Ford F350	2019 3500 Reg. Chassis Cab 4X4	Ford F350 SRW Cab Chassis XL Reg. Cab 4X4	Ford F350 SRW Cab Chassis XL Reg. Cab 4X4

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



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Rodney Deel, Sanitation Supervisor
Greg Willis, Street Supervisor
Steve Hightower, Fleet Manager
Date: September 21, 2018
Re: 4x4 Regular Cab Stake Bed Dump - Purchase Recommendation

This will confirm our review and recommendation to purchase the low compliant bid of the following vendor for use by the Public Works Street and Sanitation Department. We are further recommending that the trade values be rejected. The price would be \$46,798.24 each.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	17	2019 Ford F350 w/Blaziers Body	Worldwide Ford	10 City/ 12 Hwy

Low Compliant Bidder

The bidder was the low compliant bidder in all major aspects of the minimum specification requirements for the 4x4 Regular Cab Stake Bed Dump Truck(s) specified, which includes a Blazier's provided dump body and snow plow.

These unit(s) will be a Fleet Replacement(s).

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 275 business 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 the by Committee, who are in agreement with this recommendation.

Fuel Economy Improvement

00%

No fuel economy improvements would be realized since the replacement unit(s) are similar to the current unit(s) being operated.

Trade In(s)

1. Trade in(s):

Recommendation is to reject trade in offerings.

Recommendation for trade in offer rejection is due to the market value expectation of the present units. It is determined by staff that the offering of World Wide Marion Ford is below the expectations of the true value potential. It is our objective to dispose the replaced units by utilizing the City's standard accepted methods.

Origin/ Dealer Information

1. New Unit(s) Chassis Origin of Manufacture:
 - a. Chassis – Louisville, KY
 - i. 65 % Domestic/ 15 % Mexico
2. Dump Body Manufacturer:
 - a. Body – Parkhurst Mfg. – Sedalia, MO
 - i. 95 % Domestic/ 5 % Foreign Materials
3. Unit(s) Chassis Dealer:
 - a. Chassis –Worldwide Ford – Marion, VA.
4. Unit(s) Body Dealer:
 - a. Body – Blaziers Truck Trailers - Knoxville, TN
5. Snowplow Dealer:
 - a. Blaziers Truck Trailers - Knoxville, TN

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

Thank you.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.



AGENDA ACTION FORM

Awarding Purchase Order for Refurbishment of Explosive Ordinance Disposal Robot

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

Action Form No.: AF-234-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Commander J. Bellamy
 Presentation By: Chief D. Quillin

Recommendation:

Approve Resolution to award the purchase order for refurbishment of the EOD robot to Remotec.

Executive Summary:

The Kingsport Police Department is currently utilizing an explosive ordinance robot model that has long been discontinued. Consequently, many components are no longer serviceable. The refurbishment process will bring the unit to current standards, providing many years of serviceable life. The refurbishment process can be accomplished for \$69,389.00 and avoid the need to purchase a new unit at a far greater cost. Remotec is the sole source manufacturer/provider for the ANDROS line of hazardous duty robots. All parts are sold and all maintenance is performed directly from Remotec's facility in Clinton, TN.

Funding for this project has been identified Criminal Forfeiture Fund, line 126-3021-442-9006.

Attachments:

1. Resolution
2. Sole Source Document from Remotec
3. Memo from City Manager Fleming Designating Remotec as Sole Source
4. Quote for Refurbishment

Funding source appropriate and funds are available: js

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE A PURCHASE ORDER FOR THE REFURBISHMENT
OF THE EXPLOSIVE ORDINANCE DISPOSAL ROBOT FOR THE
KINGSPORT POLICE DEPARTMENT

WHEREAS, the Kingsport Police Department currently uses a Remotec explosive ordinance robot model that has long been discontinued and many components are no longer serviceable; and

WHEREAS, the city would like to refurbish the current model, which will bring the unit to current standards, providing many years of serviceable life, and avoiding the need to purchase a new unit at a far greater cost; and

WHEREAS, Remotec is the sole source manufacturer/provider for the ANDROS line of hazardous duty robots and all parts are sold and all maintenance is performed directly from Remotec's facility in Clinton, Tennessee; and

WHEREAS, the refurbishment is estimated to cost \$69,389.00 and funding for this project has been identified criminal forfeiture fund, line 126-3021-442-9006.

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 Remotec for the refurbishment of the Remotec explosive ordinance robot model in the amount of \$69,389.00.

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 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



Northrop Grumman Corporation Information Systems

September 25 2018

Greg Lane,

REMOTEC, A Subsidiary of Northrop Grumman, is the sole manufacturer and distributor for the ANDROS line of hazardous duty robots including the ANDROS RONS, Wolverine, Mark V-A1, F6 Series, Titus, Mini-ANDROS II and HD Series Robot Systems including all related upgrades, accessories, parts, training, refurbishments and service.

Our ANDROS Robots are in use by police departments and many different organizations in 52 countries around the world. Some of these organizations include all branches of the U.S. Military, the Federal Bureau of Investigation and the U.S. Secret Service.

REMOTEC's ANDROS systems have a unique articulated track design, which is patented under U.S. Patent No. 4,746,977, Patent No. 4,923,831 and Patent No. 5,022,812. REMOTEC is the only manufacturer that offers the articulated track design.

REMOTEC does not have any product dealers or resellers within the United States. All parts are sold and all maintenance is performed directly from REMOTEC's facility located in Clinton, Tennessee. If you have any questions, please feel free to contact me at (865) 483-1492.

Sincerely,

Jack Caylor
Remotec Service Department
353 J. D. Yarnell Parkway
Clinton, TN 37716
PH: 865-483-1492
FAX: 865-483-1436
remotecservice@ngc.com



KINGSPORT POLICE DEPARTMENT

MEMORANDUM

TO: Jeff Fleming, City Manager

FROM: Jason Bellamy, Commander

RE: Sole Source Designation

DATE: September 26, 2018

As you may recall, there was recent board action to appropriate funding for the refurbishment of the police department Explosive Ordinance Disposal robot. The current robot has long been discontinued and many components are no longer serviceable. The refurbishment process will bring the unit to current standards, providing many years of serviceable life and avoiding the need to purchase a new unit at a far greater cost. Total cost of this project is \$69,389.00.

Remotec, a subsidiary of Northrop Grumman, is the sole manufacturer and distributor of the ANDROS line of hazardous duty robots. Remotec does not have any product dealers or resellers within the United States. All parts are sold and all maintenance is performed directly from Remotec's facility in Clinton, TN. Additional support for Remotec's sole source designation can be found in the attached document.

City Code Section 2-599 permits the City Manager to enter into a one source contract when determined to be in the best interest of the City of Kingsport. I am kindly requesting approval of Remotec as a sole source provider and recommending they be awarded the refurbishment contract.

If you are in agreement with this recommendation I would ask that you sign below so we may have documentation for the file. Should you have any questions please feel free to call upon me.

Approved: _____

A handwritten signature in blue ink, appearing to read "Jeff Fleming", is written over a horizontal line.

Date: _____

9/28/18

NORTHROP GRUMMAN

Remotec

<p style="text-align: center;">REMOTEC, INC. SERVICE DEPARTMENT QUOTE</p> <p>353 J.D. Yarnell Pkwy Clinton, TN 37716 Phone: (865) 483-1492 Fax: (865) 483-1436 E-mail: RemotecService@NGC.com</p> <p>Attn: Jones, Eric</p> <p>CMPNY: Kingsport Police Department ATTN: Lane, Greg ADDR: 200 Shelby St.</p> <p style="text-align: center;">Kingsport, TN 37660</p> <p>PHONE: 423-229-9436 FAX: Email: greglane@kingsporttn.gov</p>	<p>Date: 7/31/2018</p> <p>Terms: Net 30 Days</p> <p>Prices are F.O.B. Clinton, TN</p> <p>Delivery: 180 Days After Receipt of Order Or Sooner</p> <p>This pricing is valid for 90 days.</p> <p>ROBOT MODEL: F6A ROBOT S/N: F5680-01N011204</p> <p>QUOTE #: Q-14250</p> <p>RMA# N/A</p>
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PAGE 1 OF 1

ITEM	DESCRIPTION	PART NO.	QTY.	UNIT PRICE	TOTAL PRICE
	Upgrade 2455 F6A SN:	E2461-0100	1		
	Upgrade to F6+ Style Including:				
A	Chassis Upgrade only				
1	Vehicle Electronics Assy. (Includes Drive Camera Assy.)	E2461-4000	1	\$ 30,000.00	\$ 30,000.00
2	Drive Motor Connector	CON-HDP26-18-6SN	2	\$ 19.00	\$ 38.00
3	Lift Bearing Plate	C2457-1037	2	\$ 145.00	\$ 290.00
4	Membrane Pot	B2461-1020	2	\$ 275.00	\$ 550.00
5	Wiper Plunger	B2461-1006	2	\$ 28.00	\$ 56.00
6	Wiper Mount Block	B2461-1007	2	\$ 22.00	\$ 44.00
7	Labor to Assemble Chassis	LABOR2	40	\$ 88.00	\$ 3,520.00
B	Optional Chassis Repair Parts				
1	New Tracks (6 tracks = one full set)	B2400-1013-FT	0		\$ -
2	F6A Wheel Assy. (Tire, Tube and Rim)	B2450-0113	0		\$ -
C	Arm Upgrade ONLY Including:				
1	Arm Joint Pot Assy (Shoulder, Elbow, Pitch)	B2461-2278	3	\$ 647.00	\$ 1,941.00
2	Cord Grips (Pitch)	GRIPCORD-056	2	\$ 28.00	\$ 56.00
3	New Shoulder Lift Plate (Shoulder, Elbow, Pitch)	B2461-2026	3	\$ 256.00	\$ 768.00
4	Labor to Re-wire Wrist Pitch Assembly	LABOR2	5	\$ 88.00	\$ 440.00
5	Labor to Re-wire Elbow Assembly	LABOR2	5	\$ 88.00	\$ 440.00
6	Torso Sensor Gear Shaft	B2461-2267	1	\$ 35.00	\$ 35.00
7	Torso Pot Mount	C2461-2265	1	\$ 230.00	\$ 230.00
8	Torso Sensor Gear	B2461-2261	1	\$ 92.00	\$ 92.00
9	Sensor	SENSOR-005	1	\$ 135.00	\$ 135.00
10	Cord Grip	GRIPCORD-055	1	\$ 81.00	\$ 81.00
11	Gear	GEAR-002	1	\$ 71.00	\$ 71.00
12	Worm Gear Shaft	D2400-2030	1	\$ 1,333.00	\$ 1,333.00
13	Shoulder Side Plate	C2461-2025	1	\$ 452.00	\$ 452.00

14	Labor to Re-wire Shoulder Assembly	LABOR2	7	\$ 88.00	\$ 616.00
15	Labor to Further Modify Arm Parts to F6+	LABOR2	20	\$ 88.00	\$ 1,760.00
16	Firing Circuit Assembly	D2460-3950	1	\$ 646.00	\$ 646.00
D	Camera Upgrades				
1	Small Pan/Tilt Arm Mount Kit w/LED light	C3865-5030	0		\$ -
2	Color Arm Camera Assembly w/ LED light	C2461-3650	0		\$ -
3	LED Light Mounting Bracket for P&T Camera	B3865-0183	2	\$ 40.00	\$ 80.00
4	LED Light Mounting Bracket for Arm Camera	B3865-3616	1	\$ 202.00	\$ 202.00
5	LED Light for P&T and Arm Camera	C3865-3620	3	\$ 1,800.00	\$ 5,400.00
6	Rear Drive Camera Kit	B2460-5140	0	\$ 1,155.00	\$ -
7	Camera Sighting Kit Assembly	C7055-5140	0		\$ -
E	Battery Replacement Options				
1	Battery Assembly (Plug n' Play)	D2450-1600	0		\$ -
2	F6 Battery (AGM, 12V, 32AH) (Requires 2)	BATTERY-010	0		\$ -
3	Console Battery (GEL, 50AH, Round Terminal)	BATTERY-009	0		\$ -
F	Controller Upgrade				
1	Tac-1 Controller	D2461-8125	1	\$ 15,500.00	\$ 15,500.00
2	Truck Mount Kit AC/DC (Power Supply and Cord)	D2461-8150-2	1	\$ 3,975.00	\$ 3,975.00
3	Switchbox Modification				
A	Labor To Modify	LABOR2	2	\$ 88.00	\$ 176.00
B	Switchbox Software Chip PSD311	ICPSD311-15L	1	\$ 22.00	\$ 22.00
G	Optional Gripper Rebuild				
4	Optional Gripper Rebuild (3 hours)	LABOR2	0		\$ -
5	Replace Worm Gear Shaft (Optional Requires 2)	B7045-2333	0		\$ -
6	Replace Worm Gear (Optional Requires 2)	B7045-2332	0		\$ -
H	Accessories				
1	Power Hawk Assembly	E2455-7500-1	0		\$ -
2	Rear Receiver Hitch (Required with Powerhawk)	B2455-7580	0		\$ -
3	Hybrid Radio Control Assy (With Case)	C2456-8440-xxxxxx	0		\$ -
4	Dual Pan Disrupter Mount Assembly	D2450-5350	0		\$ -
**	Other Accesories Prices Available On Request			\$ -	\$ -
I	Final Acceptance Test				
1	Labor	LABOR2	5	\$ 88.00	\$ 440.00
J	Warranty				
1	Year 2 Extended Warranty	MAINTENANCE-001	0	\$ -	\$ -
A	Third Year Extended Warranty Contract	MAINTENANCE-001	0	\$ -	\$ -
B	Fourth Year Extended Warranty Contract	MAINTENANCE-002	0	\$ -	\$ -
C	Fifth Year Extended Warranty Contract	MAINTENANCE-003	0	\$ -	\$ -
D	Sixth Year Extended Warranty Contract	MAINTENANCE-004	0	\$ -	\$ -
E	5 Years of Extended Warranty (Year 2 Through 6)	MAINTENANCE-005	0	\$ -	\$ -
K	Shipping				
1	Shipping To and From Remotec	N/A	0		\$ -
2	Shipping from Customer Site to Remotec ONLY	N/A			\$ -
3	Shipping Remotec to Customer Site ONLY	N/A			\$ -
4	3 Way Shipping if Purchasing a New Crate	N/A			\$ -
5	Reusable Crate (Requires 3 Way Shipping)	CRATE-002	0		\$ -
6	Customer Pickup/Dropoff **NO FEE INCURED**	N/A			\$ -

TOTAL COST \$ 69,389.00



AGENDA ACTION FORM

Authorizing the Mayor to Execute a Signature Authorization Allowing the Chief of Police or His Designee to Complete Grant Reports as Required by the U.S. Department of Justice for JAG #2018-DJ-BX-0324

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

Action Form No.: AF-237-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Capt. Gore
 Presentation By: Chief Quillin

Recommendation:

Approve the Resolution.

Executive Summary:

The U.S. Department of Justice requires that the signing authority or their formal designee complete annual/semi-annual and/or quarterly documents for grant reporting purposes. Information regarding the formal delegation of such authority must be placed in a file and available on-site for immediate review if requested. While the Department of Justice recognizes that the Mayor as the signing authority may not complete the documents himself, they do require that the individual completing them be "formally" recognized or approved by his office.

Attachments:

1. Resolution

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SIGNATURE AUTHORITY CONSENT FORM AND OTHER DOCUMENTS NECESSARY AND PROPER TO THE UNITED STATES DEPARTMENT OF JUSTICE AND TO DESIGNATE THE CHIEF OF POLICE AS HIS DESIGNEE TO EXECUTE GRANT REPORTS AND OTHER DOCUMENTS REQUIRED BY THE GRANTS FROM THE UNITED STATES DEPARTMENT OF JUSTICE

WHEREAS, the United States Department of Justice grants require a new Signature Authority Consent Form for contracts, invoices and other documents involved with the grants; and

WHEREAS, the Signature Authority Consent Form authorizes the mayor to execute formal documents, and to designate an individual as signatory authority "to sign grant documents required for reporting as contracted on behalf" of the city for a specific grant;

Now therefore,

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

SECTION I. 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 Signature Authority Consent Form for contracts, invoices and other documents with the United States Department of Justice, said Signatory Authority Consent Form being generally as follows:

Signatory Authority Consent Form

I, _____ as the _____
Name of Person Granting Signature Authority (Printed) Title of Person Granting Authority

of _____ hereby grant the position(s) below or their
Name of Organization Receiving Grant

designee, signatory authority for the grant awarded by the US Department of Justice, Bureau of Justice Assistance _____
2018-DJ-BX-0324
Grant year and number

Individuals or positions listed are entitled to sign only grant documents required for reporting as contracted on behalf of my organization for the above listed grant.

Title and Name (printed)

Signature

Title and Name (printed)

Signature

The above signatory authority granted to the above individuals may be revoked by me or by my organization at any time.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION II. That the mayor is authorized to designate the chief of police as his designee to complete and execute grant reports and other reporting documents, as required by the grant from the United States Department of Justice.

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 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MIKE BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Apply for and Receive a Grant for Up to \$25,000 from Firehouse Subs Public Safety Foundation

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

Action Form No.: AF-236-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Capt. Gore
 Presentation By: Chief Quillin

Recommendation:

Approve the Resolution.

Executive Summary:

The Kingsport Police Department has qualified to apply for a grant up to \$25,000 through Firehouse Subs Public Safety Foundation. The grant will be utilized to purchase equipment and/or supplies for a 911 Public Education Training Program to be conducted through our 911 Communications Center for Kingsport citizens of all ages.

There are no matching fund requirements.

Attachments:

1. Resolution.

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL
DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND
RECEIVE A FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION
GRANT FOR USE BY THE 911 COMMUNICATIONS CENTER

WHEREAS, the city, through the 911 Communications Center, would like to apply for a grant through the Firehouse Subs Public Safety Foundation, which will provide funds to purchase supplies and equipment for 911 Public Education Training Program; and

WHEREAS, the maximum amount of the grant award is \$25,000.00, with no local match required.

Now therefore,

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

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, all documents necessary and proper to apply for and receive grant funds from the Firehouse Subs Public Safety Foundation in the amount of \$25,000.00 for the 911 Communications Center.

SECTION II. That the mayor is authorized to execute any and all documents, including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions, necessary and proper to effectuate the purpose of the grant 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 public.

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

ADOPTED this the 16 day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Approve Purchasing Self Contained Breathing Apparatus for the Fire Department

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

Action Form No.: AF-241-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Committee
 Presentation By: S. Boyd, J. Everhart

Recommendation:

Approve the Resolution.

Executive Summary:

The Fire Department needs to purchase 20 each SCBA's (Self Contained Breathing Apparatus). The BMA previously approved an action form to utilize the Public Procurement Authority Master Intergovernmental Cooperative Purchasing Agreement. The execution of this agreement enables the City to utilize the National Purchasing Partners (NPPGov) FireRescue GPO which is the purchasing engine for the fire service program of NPPGov.

FireRescue GPO is a program of NPPGov providing fire departments access to publicly solicited contracts from vendors who supply goods and services to the fire service. Contracts are created through a public RFP process by a Lead Public Agency that allows members to "piggyback" on the contract, eliminating the need to complete their own RFP process.

MES Quote number QT1202384 contains the Scott Air-Paks as well as accessories and references FireRescue GPO contract pricing in the total amount of \$140,580.00.

Funding is identified in project # GP1804, account # 31100006019003.

Attachments:

1. Resolution
2. Quote from MES

Funding source appropriate and funds are available: js

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR 20 SELF CONTAINED BREATHING APPARATUS FOR THE KINGSPORT FIRE DEPARTMENT TO MUNICIPAL EMERGENCY SERVICES THROUGH THE NATIONAL PURCHASING PARTNERS FIRERESCUE GPO

WHEREAS, the Kingsport Fire Department would like to purchase 20 self-contained breathing apparatus' (SCBA); and

WHEREAS, the city is a member of National Purchasing Partners (NPPGov) FireRescue GPO , a cooperative purchasing group, which allows the city to purchase goods and services directly from holders of contracts with the network without conducting the bidding process, as authorized by T.C.A. Section 12-3-1009; and

WHEREAS, Municipal Emergency Services has a contract with the purchasing network; and

WHEREAS, in order to purchase the SCBA, a purchase order needs to be executed for Municipal Emergency Services, in the amount of \$140,580.00; and

WHEREAS, funding for this equipment is available in # GP1804, account # 31100006019003.

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 Municipal Emergency Services for the purchase of 20 self-contained breathing apparatus (SCBA) in the amount of \$140,580.00.

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 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



6701-C Northpark Blvd
Charlotte, NC 28216

Quote

Date 9/5/2018
Quote # QT1202384
Expires 10/5/2018
Sales Rep Jenkins, Timothy A
PO #
Shipping Method FedEx Ground

Bill To
CITY OF KINGSPORT
130 ISLAND STREET
Kingsport TN 37660

Ship To
CITY OF KINGSPORT
130 ISLAND STREET
Kingsport TN 37660

Item #	Unit	Description	QTY	Unit Price	Total
Scott X3	X3614022205...	X3614022205A04 Scott X3 4.5 Air-Pak X3 Pro with CGA, Standard Harness with Parachute Buckles, Standard Belt with No Escape Rope, Regulator with Quick Connect Hose, Dual EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, SEMS II Pro, No Case, Packaged 2 SCBA Per Box (Black)	20	6,000.00	120,000.00
201215-05		AV-3000 HT (M), KVL R w/ R BRKT	20	0.00	0.00
804722-01		CYL&VLV ASSY,CARB,45MIN,4500	20	1,029.00	20,580.00
804722-01		CYL&VLV ASSY,CARB,45MIN,4500	20	0.00	0.00
Scott Part	201716-03	201716-03 Scott Part 2018 Rtro,X3Pro,Lbl,UEBSS,Hose	20	0.00	0.00

Contract Pricing per the Fire Rescue GPO
Membership ID #M-5713228

Subtotal 140,580.00
Shipping Cost (FedEx Ground) 0.00
Total \$140,580.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1202384



AGENDA ACTION FORM

Apply and Receive the Assistance to Firefighters Grant (AFG) through the U.S. Fire Administration of the Federal Emergency Management Administration (FEMA) Division of the Department of Homeland Security (DHS)

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

Action Form No.: AF-244-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: J. Everhart
 Presentation By: S. Boyd, J. Everhart

Recommendation:

Approve the Resolution.

Executive Summary:

The Kingsport Fire Department (KFD) is eligible to apply for a FEMA for Assistance to Firefighters Grant (AFG). This program is designed to meet the firefighting and emergency response needs of the fire departments and nonaffiliated emergency medical services organizations. The Grant Programs directorate of the Federal Emergency Management Agency administers the grants in cooperation with the U.S. Fire Administration.

The grant will be for 40 sets of ballistic protective equipment that will be compliant with NFPA 3500. Each set will include a ballistic vest with a minimum threat level of IIIA along with a ballistic helmet and light, wireless communication and an individual first aid kit. The cost per set will be \$2265.00. The grant will be for a total up to but not exceed \$82,000.00 with a ten percent (10%) of the matching funds \$8,200.00.

This shall be accomplished with a combination of a grant and funds from project account # GP1804, account # 31100006019003.

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 MAYOR TO SIGN ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE AN ASSISTANCE TO FIREFIGHTERS GRANT FROM THE UNITED STATES FIRE ADMINISTRATION OF THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION DIVISION OF THE DEPARTMENT OF HOMELAND SECURITY FOR THE KINGSPORT FIRE DEPARTMENT

WHEREAS, the Federal Emergency Management Administration (FEMA), a division of the U.S. Department of Homeland Security, has Assistance to Firefighters Grants available to the Kingsport Fire Department; and

WHEREAS, the grant is \$82,000.00 and would be used to purchase 40 sets of ballistic protective equipment that will be compliant with NFPA 3500, and each set will include a ballistic vest with a minimum threat level of IIIA along with a ballistic helmet and light, wireless communication, and an individual first aid kit; and

WHEREAS, the cost of the kits are \$2,265.00 each; and

WHEREAS, the grant will require a local match of ten (10%) percent (\$8,200.00), which funds are available in #31100006019003.

Now therefore,

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

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized 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, all documents necessary and proper to apply for and receive a grant from the United States Department of Homeland Security through the Federal Emergency Management Administration (FEMA) for an Assistance to Firefighter Grant to purchase 40 sets of ballistic protective equipment that will be compliant with NFPA 3500, and each set will include a ballistic vest with a minimum threat level of IIIA along with a ballistic helmet and light, wireless communication and an individual first aid kit at an approximate cost of \$82,000.00, and with a required local match of ten (10%) percent, which funds are available.

SECTION II. That the mayor is authorized and directed to execute any and all documents to obtain the grant including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant 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 public.

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Approve a Change Order to Purchase Order Number U01095 Issued to Worldwide Equipment, Inc.

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

Action Form No.: AF-246-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Committee
 Presentation By: R. McReynolds, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

On September 19, 2017 the BMA approved awarding the bid for two Automated Refuse Trucks to Worldwide Equipment, Inc. The award of the bid included accepting trade in offers for equipment numbers 1751 & 1762 which were valued at \$8,000.00 each. The bid was awarded for a total price of \$531,730.00 which is inclusive of accepting the two trade-in offers.

On or about September 4, 2018 Refuse Truck # 1763 experienced an engine failure. The repair estimate for this unit came in at \$14,989.14 for parts. Worldwide equipment has agreed to allow us to change our purchase order in order to keep equipment # 1751. This action requires the City to increase our current purchase order with Worldwide Equipment by \$8,000.00. Fleet's plan is to use the engine from 1751 to replace the engine in 1763. This action will result in a savings of \$6,989.14 in repair costs for unit # 1763 as well as an additional savings of \$1,000.00 for scrap value of #1751.

Funding is identified in account # 51150085019010.

Attachments:

1. Resolution
2. Repair Estimate

Funding source appropriate and funds are available: *js*

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

RESOLUTION NO. _____

A RESOLUTION APPROVING CHANGE ORDER #1 TO THE PURCHASE ORDER U01095 ISSUED TO WORLDWIDE EQUIPMENT, INC. FOR THE PURCHASE OF TWO AUTOMATED REFUSE TRUCKS AND AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #1 TO THE PURCHASE ORDER

WHEREAS, on September 19, 2017, the board approved the purchase of two automated refuse trucks, which included trade in offer for equipment numbers 1751 and 1762, which were valued at \$8,000.00 each; and

WHEREAS, the city manager issued Purchase Order U01095 for the two new automated refuse trucks in the amount of \$531,730.00, which included a discount of \$16,000.00, for the trade-in of equipment numbers 1751 and 1762; and

WHEREAS, on September 4, 2018, refuse truck #1763 experienced an engine failure, and the repair estimate for the unit is \$14,989.14 for the parts; and

WHEREAS, Worldwide Equipment, Inc. has agreed to allow the city to keep unit number 1751 so as to use the engine to replace the one in 1763; and

WHEREAS, the two new automated refuse trucks have been in the process of being built, and have not been received by the city, and until that time, the city has possession of equipment 1751 and 1762; and

WHEREAS, the purchase order must be changed to reflect the increase in the purchase price of \$8,000.00 for unit 1751; and

WHEREAS, the city would like to amend the purchase order to increase the purchase from \$531,730.00 to \$539,730.00.

WHEREAS, funding is available and identified in 51150085019010.

Now therefore,

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

SECTION I. That change order #1 to the purchase order U01095 with Worldwide Equipment, Inc. increasing the purchase price from \$531,730.00 to \$539,730.00 to reflect the difference in the original purchase price without the trade-in value of unit #1751, of \$8,000.00.00, is approved and the city manager is authorized to execute a change 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 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

TRIAD FREIGHTLINER OF TENN

841 EASTERN STAR RD.

KINGSPORT, TN 37660

PHONE: 423-349-3000

FAX: 423-349-2380

NAME

CITY OF KINGSPORT

RO#

DATE 10/4/2018

PHONE#

CELL#

FAX#

C.W.

MAKE	YEAR	BODY TYPE	VIN	UNIT	MILEAGE	ENGINE SER
CONDOR	2007		Z15442			
REPAIR	REPLACE	DESCRIPTION OF REPAIRS & REPLACEMENTS			PARTS	LABOR
	X	ENGINE PISTON KIT			1,848.42	
	X	CYLINDER LINERS			939.12	
	X	RODS BRGS			186.54	
	X	MAIN BRG SET			223.82	
	X	LOWER ENGINE KIT			558.44	
	X	UPPER ENGINE KIT			512.64	
	X	WATER PUMP			191.73	
	X	CAM BUSHINGS			140.56	
	X	SEAL KIT			159.80	
	X	OIL SEALS			140.67	
	X	CYL HEAD W/CORE			3,703.05	
	X	TURBO W/CORE			5,384.07	
		ENGINE OIL			166.40	
		COOLANT			83.88	
		FREIGHT			750.00	
X		REBUILD ENGINE				45.0

Estimates good for 30 days.

TOTAL HRS. 45.0

THIS ESTIMATE IS BASED ON A VISUAL INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEGUN, AS WORN OR DAMAGED PARTS WHICH WERE NOT EVIDENT ON FIRST INSPECTION MAY BE UNCOVERED. THEREFORE, THIS ESTIMATE DOES NOT COVER SUCH SITUATIONS. PARTS PRICES SUBJECT TO CHANGE WITHOUT NOTICE.


THIS WORK AUTHORIZED BY

TOTAL PARTS	\$	14,989.14
TOTAL LABOR	\$	5,625.00
SUBLET REPAIRS		
TOWING CHARGE		
SUPPLIES	\$	393.75
SUB TOTAL	\$	21,007.89
SALES TAX		
GRAND TOTAL	\$	21,007.89



AGENDA ACTION FORM

Memorandum of Understanding – Engineering and Design Agreement with Kingsport Power Company (dba AEP) for Relocation of the Existing Line Associated with Main Street Redevelopment

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

Action Form No.: AF-248-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Michael Thompson
 Presentation By: Ryan McReynolds

Recommendation:

Approve the Resolution.

Executive Summary:

In keeping with the City's long term efforts as described in the Downtown Kingsport Gateway Development Plan, VISCOR and the Model City Coalition; the City has made a concerted effort to improve the Corridor leading from I-26 to Downtown. Recently, this effort has manifest itself in two (2) projects affecting Main Street that are moving quickly toward implementation.

- A. The Main Street Redevelopment Project: This MPO project is near final design with a projected construction date to begin in 2019. All power distribution and communication lines will be relocated and/or undergrounded in this project.
- B. Main Street AEP Transmission Line Relocation Project

The City's desire is to relocate the power transmission lines from along the Main Street Corridor along the southern side of Main Street. The estimated construction cost for this option is \$2,283,300.00.

It is recommended to enter into an engineering and design agreement with Kingsport Power (KPC) for engineering studies, including surveying operations, in order to design and detail the relocation of the existing line. The estimated amount for engineering and design in an amount not to exceed \$514,550. Proposed funding is available in the AEP Aesthetic Improvements account.

Attachments:

1. Resolution

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

RESOLUTION NO. _____

A RESOLUTION APPROVING AN ENGINEERING AND DESIGN
MEMORANDUM OF UNDERSTANDING WITH KINGSPORT
POWER COMPANY FOR THE RELOCATION OF THE POWER
LINES LOCATED ON MAIN STREET AND AUTHORIZING THE
MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER
DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE
THE PURPOSE OF THE AGREEMENT

WHEREAS, the city is preparing to rebuild a portion of Main Street that includes new sidewalks and streetscape as part of the Downtown Kingsport Gateway Development Plan; and

WHEREAS, the city would like to have the powerlines on Main Street relocated to the opposite side of the street thereby reducing the number of powerlines, improving the condition and appearance of the power poles and improve the aesthetics of the street and the streetscape, as part of the Downtown Kingsport Gateway Development Plan; and

WHEREAS, the powerlines are owned and control by Kingsport Power Company, and to begin the process of reducing the number of powerlines and moving the same the city must enter into an engineering and design memorandum of understanding with Kingsport Power Company; and

WHEREAS, the estimated engineering and design amount is \$514,550.00, and the funding is available in the AEP Aesthetic Improvements Account.

Now therefore,

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

SECTION I. That an engineering and design Memorandum of Understanding with Kingsport Power Company 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 engineering and design Memorandum of Understanding with Kingsport Power Company 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:

MEMORANDUM OF UNDERSTANDING - RELOCATION AGREEMENT

THIS AGREEMENT made and entered into as of this the _____ day of _____ 2018, and between **THE CITY OF KINGSPORT, TENNESSEE** (referred to hereinafter as "THE CITY OF KINGSPORT") and **KINGSPORT POWER COMPANY**, (referred to hereinafter as "KPC").

WHEREAS:

THE CITY OF KINGSPORT has requested KPC to relocate, replace, and/or upgrade the below Structure Numbers, structures supporting KPC's Cumberland-Holston #1 34.5 kV Transmission Power Line and Cumberland-Holston #2 34.5kV Transmission Power Line, located in THE CITY OF KINGSPORT in the County of Sullivan, State of Tennessee. THE CITY OF KINGSPORT intends to develop certain tracts or parcels of real estate more particularly identified in the attached Exhibit A (which tract or parcel is referred to hereinafter as the "Development Property"); and,

A section of KPC's transmission line crosses the Development Property (which section is referred to hereinafter as the "Existing Line") in an area in which THE CITY OF KINGSPORT intends to develop and/or will require access for the planned development; and,

KPC agrees to relocate the said structures and associated line facilities, and such adjacent structures and line facilities as are required, at THE CITY OF KINGSPORT's expense, from the existing location to approximately the location as identified on Exhibit "B" attached and made a part hereof and including permanent vehicular access to said location.

THE CITY OF KINGSPORT has requested KPC to engage in engineering studies, including surveying operations, in order to design and detail the relocation of its Existing Line; and,

The parties hereto desire to memorialize their agreement with respect to the requested engineering and surveying operations pertaining to the line relocations to be conducted by KPC.

Structures to be relocated, replaced, and/or upgraded are as follows:

Cumberland-Holston #1 34.5kV Transmission Line

Relocate: Structures 399-1 through 399-26

Cumberland-Holston #2 34.5kV Transmission Line

Replace: Structures 400-1 through 400-7, and 400-43

Upgrade: Structures 400-37 through 400-42

NOW THEREFORE:

THE CITY OF KINGSPORT AGREES TO:

1. Pay the actual cost of engineering and design associated with relocation of the Existing Line, including all company overheads and expenses associated with said relocation as reasonably incurred and determined by KPC after work is completed. KPC agrees to provide reasonable supporting documentation to THE CITY OF KINGSPORT, which substantiates KPC's final cost. KPC will bill THE CITY OF KINGSPORT for the total amount owed to KPC within one hundred twenty (120) days of completion of the relocation engineering and design, and THE CITY OF KINGSPORT will pay such amount to KPC within ninety (90) days of receipt of such invoice.
2. Provide proposed layout for Development Property and all supporting details, drawings, and survey data by _____ to allow KPC to design the relocation properly. Grant and/or obtain KPC the right of way and easement for the Transmission Line relocation in accordance with KPC's supplemental transmission easement form attached hereto as "Exhibit C" and incorporated herein by reference. Such easements will vary in right of way widths from forty (40') to eighty (80') as determined by AEP Engineering; and
3. Obtain right of way easements for the line relocation in accordance with KPC's standard electric transmission easement form attached thereto as "Exhibit D" and incorporated herein by reference. The standard easement is for areas that are not currently owned by THE CITY OF KINGSPORT and is on properties affected by the relocated transmission line. No changes will be made to the standard KPC form, except those approved in writing by KPC.
4. Be solely responsible for paying the cost of acquiring all easements deemed necessary by KPC, including the cost of all title examinations and surveys. Said easements are to include a right of way width predetermined by AEP Engineering.

KPC AGREES TO:

1. Use its best efforts to complete the engineering and design pertaining to the relocation of the Existing Line based on the completion of the conditions set forth in THE CITY OF KINGSPORT items 1 through 5 above.
2. Use its best efforts not to exceed the preliminary cost estimate for the engineering and design. (Being estimated as \$514,550.00) hereto and based on the completion of the conditions set forth in the THE CITY OF KINGSPORT items 1 through 5 above.

KPC AND THE CITY OF KINGSPORT AGREE THAT:

1. This Agreement shall be interpreted in accordance with the laws of the State of Tennessee, without recourse to its conflicts of law provisions.
2. The Parties will comply with all applicable laws, regulations, and codes governing the work associated with the Relocation.
3. This Agreement is the sole and only agreement of the Parties relating to the subject matter hereof, and supersedes any prior understandings or written or oral agreements with respect to the subject matter hereof.
4. No amendment, modification or alteration of the terms of this Agreement shall be binding unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the Parties hereto.
5. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date and year first above written.

[Acknowledgements Deleted for Inclusion in this Resolution]

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

SECTION IV. That the board finds that the reduction in the number of and relocation of the powerlines to improve the aesthetics of Main Street and the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the citizens of the city.

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Execute an Annual Renewal of Public Library Maintenance of Effort Agreement with the Tennessee State Library and Archives for Services via the Holston River Regional Library

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

Action Form No.: AF- 233-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Chris Markley
 Presentation By: Chris Markley

Recommendation:

Approve the Resolution.

Executive Summary:

This is an annual agreement which makes the library eligible to receive training, technical support, access to state grants, 81,000 downloadable eBooks/eaudio, 69 state-funded online databases, state-wide courier book deliveries to/from other libraries in the state, and funds (usually about \$14,000 annually) for library materials from the State Library through the Holston River Regional Library (a Multi-County Regional System). This agreement also made it possible for the library to receive a \$1815 Training Opportunity Grant to use for software, hardware, and free digital skills training classes for the citizens of Kingsport.

This State assistance received by the Kingsport Public Library through the Regional Library is intended to supplement local appropriations as required in the establishment of public libraries by the Tennessee Code Annotated, Title 10, Chapter 3. In return for State assistance, each public library desiring to belong to the Multi-County Regional system must maintain "the allocation of locally appropriated funds at a level not less than the amount appropriated the last fiscal year as well as the expenditure of locally appropriated funds at a level not less than the total amount expended in the last fiscal year."

If the Kingsport Public Library fails to meet MOE efforts, the library would not only lose access to these services and funding, but would also have to return all the materials purchased for the library with these funds over the last 20 plus years – which amounts to 27% of our collection. The potential loss to the library would equate to \$730,000.

Attachments:

1. Resolution
2. 2018-2019 Public Library Maintenance of Effort Agreement

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE ANNUAL RENEWAL OF THE PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT WITH THE TENNESSEE STATE LIBRARY AND ARCHIVES TO RECEIVE FUNDING FOR BOOKS AND TRAINING AND FOR SERVICES THROUGH THE HOLSTON RIVER REGIONAL LIBRARY SYSTEM

WHEREAS, the Maintenance of Effort Agreement is an annual agreement that allows the library to be eligible to receive training, technical support, access to state grants, 50,000 state-funded downloadable ebooks/eaudio, 69 state-funded online databases, state-wide courier book deliveries to/from other libraries in the state, and funds for library materials from the State Library through the Holston River Regional Library (a multi-county regional system); and

WHEREAS, the state assistance from this agreement equals \$100,000.00.

Now therefore,

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

SECTION I. That a Maintenance of Effort Agreement with Tennessee State Library and Archives, attached as Exhibit A, 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 Maintenance of Effort Agreement with Tennessee State Library and Archives 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 mayor is further authorized and directed 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 IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Exhibit A
2018-2019 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT
Office of the Secretary of State
Tennessee State Library and Archives

due to the Holston River Regional Office by October 26, 2018

Region: Holston River

County(ies): Sullivan

Library/Library System: Sullivan County-Kingsport

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Office is hereby notified that public funds were appropriated and expended for library services in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year. In addition, the total number of library operating hours will be maintained, per the *Public Library Service Agreement*. The undersigned acknowledge that failure to meet MOE (Maintenance of Effort) may result in the loss of all regional services, including materials currently held at the local library(ies) paid for with State and Federal funds.

Public funds appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, or pass-through money appropriated by another County or City.

A. Appropriated and Expended by the County(ies):

County(ies)	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18	Expended FY 2017-18	Appropriated FY 2018-19
Sullivan	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00

B. Appropriated and Expended by the City(ies):

City(ies)	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18	Expended FY 2017-18	Appropriated FY 2018-19
Kingsport	\$1,278,275.00	\$1,280,278.00	\$1,328,900.00	\$1,337,875.50	\$1,313,900.00
TOTAL	\$1,278,275.00	\$1,280,278.00	\$1,328,900.00	\$1,337,875.50	\$1,313,900.00

C. Totals:

	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18	Expended FY 2017-18	Appropriated FY 2018-19
TOTAL	\$1,278,275.00	\$1,280,278.00	\$1,328,900.00	\$1,337,875.50	\$1,328,900.00

Exhibit A
2018-2019 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT
Office of the Secretary of State
Tennessee State Library and Archives

D. Number of library operating hours in a normal week:

Name of Library Building	Main or Branch Library	Number of Hours per Week FY 2016-17	Number of Hours per Week FY 2017-18	Number of Hours per Week FY 2018-19	Comments
Kingsport Public Library	Main	61	61	61	
Total		61	61	61	

E. Official Signatures:

John Clark, Kingsport Mayor

Date

Lane Dukart, Library Board Chair

Date

For State Library Use Only

Reviewed by:

Signature _____

Nancy Roark, Holston River Regional Library Director

Date _____

Additional notes:

Approved by:

Signature _____

Charles A. Sherrill, State Librarian and Archivist

Date _____



AGENDA ACTION FORM

Amending an Agreement with Flores and Associates to Raise the Maximum on Medical Flexible Spending Debit Cards for Eligible Employees

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

Action Form No.: AF-242-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Stacey Baumgardner
 Presentation By: George DeCroes

Recommendation:

Approve the Resolution.

Executive Summary:

The city has provided a Flexible Spending Account (FSA) program to its employees for several years through Flores and Associates. The current Flexible Savings Account allows employees, including those not on the city's health insurance, to deposit up to \$2,500 of an employee's pay into an account, pre-tax, to be used to pay for certain out of pocket health costs without having to pay tax on the money. Additionally, employees can set aside \$5,000 pre-tax dollars for eligible dependent care expenses.

Effective January 1, 2019 the IRS has raised the maximum annual contribution from \$2500 to \$2650.

Our current agreement with Flores and Associates was approved last year and is in effect through 2022.

Attachments:

1. Resolution
2. Enrollment Form

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

RESOLUTION NO. _____

A RESOLUTION AMENDING THE AGREEMENT WITH FLORES
AND ASSOCIATES AND AUTHORIZING THE MAYOR TO
EXECUTE ANY AND ALL OTHER DOCUMENTS NECESSARY
AND PROPER TO EFFECTUATE THE PURPOSE OF THE
AMENDMENT

WHEREAS, in November, 2017, the city entered into a flexible saving account to all employees to pay for certain medical expenses, including employees who are not on the city health insurance plan for 2018; and

WHEREAS, the maximum amount of the savings account was up to \$2,500.00; and

WHEREAS, effective January 1, 2019, the IRS has increased the amount allowed in the flexible spending account to \$2,650.00; and

WHEREAS, the current agreement with Flores and Associates is in effect through 2022.

Now therefore,

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

SECTION I. That the amendment to the Medical Flexible Spending Program with Flores and Associates increasing the maximum of the savings account, effective January 1, 2019, 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, any and all documents necessary and proper to effectuate the amendment of the agreement with Flores and Associates,

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

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

FSADirect ENROLLMENT FORM
PLEASE PRINT CLEARLY. USE ALL CAPITAL LETTERS.**GENERAL INFORMATION**

Group:	<input type="text" value="City of Kingsport"/>	Plan ID:	<input type="text" value="1000764400"/>
ID#	<input type="text"/>		
Name	<input type="text" value="Last"/>	<input type="text" value="First"/>	
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	-	<input type="text"/>
Phone (<input type="text"/>) -	<input type="text"/>
E-Mail	<input type="text"/>		
Pay Frequency	<input type="radio"/> Weekly <input type="radio"/> Bi-Weekly <input type="radio"/> Semi-Monthly <input type="radio"/> Monthly		Effective Date <input type="text"/>

All enrollment elections made on this form are effective for the plan year beginning 01 /01 /19 and ending 12 /31 /19. No changes can be made to these elections once the plan year has begun unless you experience a family status change event. See your enrollment booklet for a list of these events. **Return the completed form to your Human Resources department.**

For Assistance Call 1-800-532-3327

MEDICAL SPENDING ACCOUNT INFORMATION

Minimum Annual Contribution: Maximum Annual Contribution:

In the spaces provided below, indicate the amount you wish to contribute to the Medical Spending Account for the year and the amount to be deducted from each paycheck. Note: If your annual election does not equal your paycheck deduction multiplied by the number of payperiods left in the plan year, then your paycheck deduction amount will be adjusted accordingly.

Your Annual Election: Your Paycheck Deduction:

DEPENDENT CARE SPENDING ACCOUNT INFORMATION

Minimum Annual Contribution: Maximum Annual Contribution:

In the spaces provided below, indicate the amount you wish to contribute to the Dependent Care Spending Account for the year and the amount to be deducted from each paycheck. Note: If your annual election does not equal your paycheck deduction multiplied by the number of payperiods left in the plan year, then your paycheck deduction amount will be adjusted accordingly.

Your Annual Election: Your Paycheck Deduction:

INSURANCE PREMIUM INFORMATION

In the spaces provided below, indicate the amount to be withheld from your paycheck for each listed insurance plan. If you are not participating in a plan, enter zero as your deduction amount for that plan. Lines labeled "Not Applicable" should be left blank.

PAYROLL AUTHORIZATION

I have read The Summary Plan Description provided by the above mentioned employer and hereby choose to participate as shown above. I agree to a per pay period reduction during the plan year referenced above for the amounts indicated. I understand that this election is binding for the plan year and that changes are only permitted in case of a change in family status or spouse's employment.

Employee Signature (Void if not signed)

Date





AGENDA ACTION FORM

Apply for and Receive the Tennessee Agriculture Enhancement Grant – Farmers Market Promotion & Retail Grant

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

Action Form No.: AF-231-2018
 Work Session: October 15, 2018
 First Reading: N/A

Final Adoption: October 16, 2018
 Staff Work By: Kristie Leonard
 Presentation By: Chris McCartt / Sid Cox

Recommendation:

Approve the Resolution.

Executive Summary:

The Tennessee Department of Agriculture makes enhancement grants available to local Farmers Markets to help with their marketing needs. This Promotion and Retail Grant will assist with marketing efforts for the Kingsport Farmers Market during fiscal year 2019. The total grant amount is \$1,000.

There are no matching funds.

Attachments:

1. Resolution

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A FARMERS MARKET PROMOTION AND RETAIL GRANT FROM THE TENNESSEE DEPARTMENT OF AGRICULTURE

WHEREAS, the city, would like to apply for a Farmers Market Promotion and Retail Grant from the Tennessee Department of Agriculture, which will provide funds to support the marketing associated with the farmers market; and

WHEREAS, the maximum amount of the grant award is \$1,000.00, with no local match required.

Now therefore,

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

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized 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, all documents necessary and proper to apply for and receive a Farmers Market Promotion and Retail Grant funds from the Tennessee Department of Agriculture in the amount of \$1,000.00, and requires no local match.

SECTION II. That the mayor is authorized to execute any and all documents including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant 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 public.

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

ADOPTED this the 16th day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY