

**OAK RIDGE CITY COUNCIL  
WORK SESSION**

August 18, 2015

Immediately Following Adjournment of 6:00 p.m. City Council Special Meeting

AGENDA

- I. Discussion on a report by the Special Events Advisory Task Force Chair Trina Baughn on the Task Force's recommendations regarding special events in accordance with Resolution No. 2-19-2015.
- II. Discussion on staff direction for process to select members for a Charter Review Committee as required by the Oak Ridge City Charter, Article III, Section 14.
- III. Discussion of topics, interests, and timetables for focus of City Council Work Session and Retreat to be scheduled in September/October timeframe.
- IV. Updates:
  - a. Release of information and comments on EPA/TDEC responses to DOE landfill
  - b. Comments to DOE on Public Safety Facility
  - c. Peace Bell Project
  - d. 8<sup>th</sup> Rowling Lane Project
  - e. Jackson Square

DATE: August 5, 2015  
TO: Honorable Mayor and Members of City Council  
FROM: Trina Baughn, Chair, Special Events Advisory Task Force  
SUBJECT: Secret City Festival Recommended Changes

### Introduction

An item for the agenda is a set of recommendations provided by the Special Events Advisory Task Force who is recommending expanding the scope of the Secret City Festival into a veteran's themed celebration that occurs sometime between October and Veterans Day, lasting one week and culminating with a festival. The idea is not to limit the celebration to a single event, but to incorporate other activities over an expanded period of time that allow for greater participation by both patrons and various organizations within the community. Additionally, the task force has recommended turning the responsibility of implementing the celebration and festival over to an independent non-profit organization to function similarly to the Dogwood Arts Council.

### Background

At the recommendation of the city manager, at the February 9, 2015, City Council unanimously passed a resolution creating a Special Events Advisory Task Force to review and provide recommendations for city-supported special events. Each council member appointed a designee to form the ad hoc committee and Mayor Gooch appointed myself to chair the committee.

The purpose of the tax force was to provide recommendations to City Council on planning, funding review and execution of all special events managed or supported by the City. The committee was tasked with meeting for a period of six months and providing a recommendation to council by August 2015.

In its initial meetings, the committee prioritized its focus on the Secret City Festival based on its understanding that council's expressed concern had primarily been on the festival's financial impact to the taxpayers, its dependence on city staff resources and on its sustainability. The committee studied other events and determined that a six month deadline would not allow time for heavy exploration of other major changes.

### Formal Recommendations

The following recommendations are submitted on behalf of the Special Events Advisory Task Force for council's consideration. While the recommendations were developed with the goal of being implemented collectively, they are submitted separately for ease of discussion and voting purposes. The task force recommends city council:

1. Expand the scope of the Secret City Festival into a celebration that occurs within the timeframe of October into Veteran's Day, Nov 11, with a minimum duration of one week and includes the Secret City Festival.
2. Establish a 501(c)(3) non-profit to assume the responsibility of implementing the Secret City Celebration with the goal of becoming self-sustaining within five (5) years.
3. Appoint the inaugural board of directors of the Secret City Celebration non-profit at the October 2015 City Council meeting.
4. Encourage or require the non-profit organization to develop a Veterans theme for the Celebration around the arts, history, science and culture of the City of Oak Ridge either directly or indirectly with other organizations.
5. Appoint a board with a minimum of fourteen (14) members, seven (7) of which will include the previously appointed members of the special events advisory task force. In addition, Council will appoint non-voting, ex-officio members as representative members of community organizations with specific areas of expertise. The board shall hire an executive director or consultant within twelve (12) months of their first meeting.

Trina Baughn  
City Councilwoman

section shall not apply to any public utility over which the said commission exercises regulatory authority.

Section 12. Official city newspaper.

The council by resolution shall designate a newspaper of general circulation in the city as the official city newspaper. The official notices and publications to be published in the official city newspaper shall also be published on the city's web site. [As amended by referendum, November 11, 2010]

Section 13. City attorney.

The council shall appoint a city attorney together with such assistant city attorneys as the council shall determine are required. The city attorney shall be responsible for representing and defending the city in litigation in which the city is a party, shall be the prosecuting officer in the city court, shall attend all meetings of the council, shall advise the council, city manager and other officers and employees of the city concerning legal aspects of the city's affairs, shall approve as to form and legality all contracts, deeds, bonds, ordinances, resolutions, motions, and other official documents, and shall perform such other duties as may be prescribed by the council or city manager. The city attorney shall be an attorney licensed in the State of Tennessee.

Section 14. Periodic charter review.

Every eight years beginning in July 2007, the city council shall appoint a Charter Review Committee. The duty of the Committee shall be to review the Charter to ensure consistency with state law. The Charter Review Committee shall consist of seven members appointed by the city council. The city manager and city attorney shall serve as non-voting ex officio members. The Charter Review Committee shall conduct regular meetings, appoint one of its members as chair, keep minutes of its meetings, and submit its proposed amendments to the city council not later than 10 months from the date of official appointment. The city council shall consider the recommendations of the Charter Review Committee, and submit amendments that the council deems appropriate to a referendum of the voters in accord with the home rule provisions of the Tennessee Constitution.