

**OAK RIDGE CITY COUNCIL MEETING**  
Municipal Building Courtroom

October 10, 2016 —7:00 p.m.

AGENDA

I. INVOCATION

Rationalists of East Tennessee

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPEARANCE OF CITIZENS

V. PROCLAMATIONS AND PUBLIC RECOGNITIONS

Public Recognitions

Representatives from the Sister City Support Organization and the Middle School Student Exchange to express appreciation to City Council for support of the Sister City Exchange program with Naka, Japan

Proclamations

- a. A proclamation expressing support for members of the National Guard and Reserve
- b. A proclamation recognizing William Bear Stephenson for receipt of the Aid to Distressed Families of the Appalachian Counties (ADFAC) Bill Wilcox Bow Tie Award
- c. A proclamation designating October, 2016 as Fire Prevention Month

VI. SPECIAL REPORTS

- a. City Attorney Evaluation Committee Report – Councilmember Rick Chinn, Chair
- b. City Manager Evaluation Committee Report – Councilmember Kelly Callison, Chair

VII. CONSENT AGENDA

- a. Approval of the September 6, 2016 City Council special meeting minutes
- b. Approval of the September 12, 2016 City Council regular meeting minutes
- c. A RESOLUTION RENEWING THE INTERLOCAL AGREEMENT WITH THE GREAT SMOKY MOUNTAINS REGIONAL GREENWAY COUNCIL AND RE-AFFIRMING THE APPOINTMENTS OF JON HETRICK AS THE CITY'S GOVERNMENT REPRESENTATION AND ROGER MACKLIN AS THE CITY'S CITIZEN REPRESENTATIVE ON THE GREENWAY COUNCIL.

VIII. RESOLUTIONS

- a. A RESOLUTION GRANTING A PERMIT TO KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES IN THE CITY OF OAK RIDGE AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE, AND WAIVING THE RESIDENCY REQUIREMENT FOR BOTH APPLICANTS.
- b. A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND ISSUE ON BEHALF OF THE CITY OF OAK RIDGE CERTIFICATES OF COMPLIANCE FOR KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE.
- c. A RESOLUTION APPROVING AN AGREEMENT WITH LDA ENGINEERING TO CONVERT THE CITY'S WATER SYSTEM MAPS FROM COMPUTER-AIDED DESIGN (CAD) TO GEOGRAPHIC INFORMATION SYSTEM (GIS) IN AN AMOUNT NOT TO EXCEED \$125,000.00.
- d. A RESOLUTION AUTHORIZING TRANSMITTAL OF COMMENTS TO THE NATIONAL PARK SERVICE, U.S. DEPARTMENT OF THE INTERIOR, AND THE U.S. DEPARTMENT OF ENERGY ON THE DRAFT FOUNDATION DOCUMENT FOR THE MANHATTAN PROJECT NATIONAL HISTORICAL PARK (TENNESSEE, NEW MEXICO, WASHINGTON) DATED SEPTEMBER 2016

IX. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

X. FINAL ADOPTION OF ORDINANCES

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. Elections/Appointments
- b. Announcements
- a. Scheduling
  - i. Review of meeting calendar and schedule through end of year

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

- a. CITY MANAGER'S REPORT
  - i. Letter of support for Tennessee College of Applied Technology (TCAT) Knoxville "Drive to 55" Project Capacity Grant
- b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

**PROCLAMATIONS  
AND  
PUBLIC RECOGNITIONS**

**CITY CLERK MEMORANDUM**  
**16-27**

DATE: September 28, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: PROCLAMATIONS FOR THE OCTOBER 10, 2016 CITY COUNCIL AGENDA

The following proclamations are presented for the October 10, 2016 City Council meeting for the City Council's consideration:

Expressing a Statement of Support for Members of the National Guard and Reserve

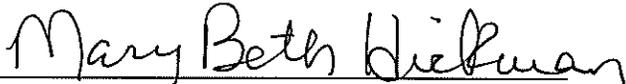
This request was submitted by City Manager Mark Watson to proclaim a statement of support for members of the National Guard and Reserve. A representative from the Employer Support of the Guard and Reserve (ESGR) organization has been invited to the meeting to accept the proclamation.

Recognition of William Bear Stephenson for receipt of the Bill Wilcox Bow Tie Award from the Aid to Distressed Families of the Appalachian Counties (ADFAC)

This request was submitted by Mayor Warren Gooch to recognize Anderson County auctioneer William Bear Stephenson, who has been chosen by ADFAC as the recipient of this year's Bill Wilcox Bow Tie Award. Mr. Stephenson will be presented with the award and the proclamation at ADFAC's 4<sup>th</sup> Annual Bow Tie Celebration to be held on Tuesday, October 25<sup>th</sup> at 5:30 in the Family Life Center at St. Mary's Church.

Designation of October, 2016 as Fire Prevention Month

This request was submitted by Oak Ridge Fire Marshal Travis Solomon to designate October, 2016 as Fire Prevention Month.

  
Mary Beth Hickman

Attachments:

Proclamation expressing a Statement of Support for Members of the Guard and Reserve  
Proclamation recognizing William Bear Stephenson  
Proclamation recognizing October, 2016 as Suicide Prevention Month

# PROCLAMATION

**WHEREAS**, National Guard and Reserve forces comprise nearly half of our nation's military strength and are essential to America's national security; and

**WHEREAS**, Reserve forces stand ready to answer the call to serve, whether serving alongside active duty counterparts all across the globe or responding to humanitarian crises at home and abroad; and

**WHEREAS**, the members of our National Guard and Reserve demonstrate the dignity and selflessness that are at the core of the American spirit; and

**WHEREAS**, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession and deserve the support of every segment of our society; and

**WHEREAS**, employers across America are fostering a culture of military support in the workplace by hiring and retaining members of the Guard and reserve; and

**WHEREAS**, many employers further demonstrate that invaluable support by ensuring our men and women in uniform and their families get the flexibility and care they need during deployment.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:**

That the City of Oak Ridge proclaim a statement of support for

## **MEMBERS OF THE NATIONAL GUARD AND RESERVE**

and that we join other employers in pledging that the City of Oak Ridge fully recognize, honor and comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA); provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve; appreciate the values, leadership and unique skills Service members bring to the workforce; encourage opportunities to employ Guardsmen, Reservists, transitioning Service members and veterans; and continually recognize and support our country's Service members and their families in peace, in crisis, and in war .

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed this the 10<sup>th</sup> day of October in the year 2016.

---

**WARREN L. GOOCH**  
**MAYOR**

# PROCLAMATION

**WHEREAS**, Aid to Distressed Families of the Appalachian Counties (ADFAC) has chosen William Bear Stephenson as the recipient of this year's Bill Wilcox Bow Tie Award; and

**WHEREAS**, Bear Stephenson embodies the true meaning of this award through his selfless donation of his time and talents by serving on the boards of numerous nonprofit agencies and helping them with their fundraising efforts; and

**WHEREAS**, Bear Stephenson opened Stephenson Realty in 1982, and after graduating from the Nashville Auction School in 1983, became Anderson County's first auctioneer; and

**WHEREAS**, Bear Stephenson attended Tennessee Technological University on an Army ROTC scholarship where he graduated with a degree in Business as a 2<sup>nd</sup> Lieutenant; and

**WHEREAS**, Bear Stephenson was deployed to Vietnam as a 2<sup>nd</sup> Lieutenant and was commissioned as a 1<sup>st</sup> Lieutenant after two years of service; and

**WHEREAS**, Bear Stephenson was elected President of the Tennessee Auctioneers Association in 1992 and was later appointed by Governor Bredesen to the Tennessee Real Estate Commission; and

**WHEREAS**, Bear Stephenson was inducted into the 2013 Anderson County Hall of Fame for Lifetime Achievement and was the first recipient of the Starfish Award; and

**WHEREAS**, it has been said that Bear Stephenson was "born with the gift of gab," which has delighted thousands of local residents who have attended his auctions or personally know him in any way; and

**WHEREAS**, Bear Stephenson's impressive career is just as impressive as his generosity and genuine care for those around him as well as his love for his community.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:**

That in recognition of his distinguished service and contributions to the region and the community, the Oak Ridge City Council pays tribute to

## **WILLIAM BEAR STEPHENSON**

and congratulates him on receiving the Bill Wilcox Bow Tie Award from Aid to Distressed Families of the Appalachian Counties (ADFAC).

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed this the 10<sup>th</sup> day of October in the year 2016.

---

**WARREN L. GOOCH, MAYOR**

# PROCLAMATION

**WHEREAS**, the Great Chicago Fire of 1871 killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres; and

**WHEREAS**, at the same time the Peshtigo Fire also roared through Northeast Wisconsin, burning down 16 towns, killing 1,152 people and scorching 1.2 million acres, making it the most devastating forest fire in American history; and

**WHEREAS**, both blazes produced countless tales of bravery and heroism, duty they also changed the way firefighters and public officials thought about fire safety; and

**WHEREAS**, on the 40<sup>th</sup> anniversary of the Great Chicago Fire, the Fire Marshals Association of North America (today known as the International Fire Marshals Association) decided that the anniversary should be observed in a way that would keep the public informed about the importance of fire prevention; and

**WHEREAS**, in 1920, President Woodrow Wilson issued the first National Fire Prevention proclamation; and

**WHEREAS**, the President of the United States has signed a proclamation proclaiming a national observance every year since 1925, making it the longest running public health and safety observance on record; and

**WHEREAS**, the Oak Ridge Fire Department will provide in home assistance with smoke alarm installation and home escape planning and conduct educational programs within our school system to increase awareness of the importance of fire prevention and safety.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that the month of October 2016 be proclaimed

## FIRE PREVENTION MONTH

in the City of Oak Ridge, Tennessee, and that all citizens be encouraged to practice fire prevention and safety by checking their smoke alarms and designing a home escape plan.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed this the 10<sup>th</sup> day of October in the year 2016.

---

**WARREN L. GOOCH**  
**MAYOR**

# **SPECIAL REPORTS**

**CITY ATTORNEY EVALUATION COMMITTEE  
MEMORANDUM**

**DATE:** August 10, 2016

**TO:** Fellow Members of City Council

**FROM:** City Attorney Evaluation Committee  
Councilmember Rick Chinn, Chair  
Mayor Warren L. Gooch  
Councilmember L. Charles Hensley

**SUBJECT:** CITY ATTORNEY EVALUATION REPORT AND RECOMMENDATIONS FOR FY2016

The City Attorney Evaluation Committee met on August 10, 2016 to discuss and determine the process and schedule for the FY2016 evaluation of the City Attorney. Committee members Mayor Warren Gooch, Councilmember L. Charles Hensley and I were present along with the City Attorney Kenneth R. Krushenski and City Clerk Mary Beth Hickman.

Before discussions began, the City Attorney noted that he was only requesting a salary increase consistent with the raise that all City employees received in FY2016 and a one-year contract extension to March 1, 2019.

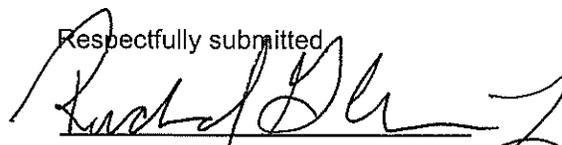
The Committee unanimously agreed that upon receipt of the evaluations from each Council member, I would review the evaluations to determine if any significant issues were identified that would necessitate the Committee meeting again. Absent any such issues, the Committee unanimously recommends the continuation of Mr. Ken Krushenski's contract as the City Attorney and supports the following recommendation:

1. That the City Attorney be awarded a 3% salary increase—retroactive to the effective date of his employment agreement, March 1—consistent with the raise that all city employees received in FY2016, and a one-year contract extension until March 1, 2019.  
*The salary increase will be effective to March 1, 2016 for payroll purposes.*

The attached resolution amends the City Attorney's Employment agreement to provide for the recommended salary increase and contract extension.

The Committee recommends its adoption as a measure of compensation for the City Attorney's performance as indicated by the evaluations completed by the councilmembers.

Respectfully submitted,

  
Rick Chinn, Chair  
Attorney Evaluation Committee, 2016

Attachments:  
City Attorney Employment Agreement  
Resolution

FY2016 City Attorney Evaluation Form

<b>Submission Date</b>	2016-08-26 05:36:10
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Always available and willing to discuss both current and past legal issues facing the city.
<b>Provides legal opinions and/or advice in a timely manner.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Provides advice and guidance whenever asked. Briefs to the council are complete and timely.
<b>Creates a sense of trustworthiness.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Absolutely trust his opinion and guidance.
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Proactively provides written reports on the status of ongoing and settled legal issues.
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Office always open to council members and the public.
<b>List notes or comments that support the overall rating on courtesy and communication skills.</b>	Large number of summary reports on cases pending and outcomes. Readily available to meet on any subject the city faces.
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Readily available and willing to discuss municipal law and to research any issue.
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Excellent source of information about how issues came about and where they appear to be going.
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	FME = Fully Meets Expectations

<b>General Comments:</b>	Provides clear guidance when requested
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Opinions are clear
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Brings in outside council when required.
<b>Adjusts rapidly to changes in plans or procedures.</b>	FME = Fully Meets Expectations
<b>List notes or comments that support the overall rating on knowledge and adaptability.</b>	Provided excellent guidance on proposed changes to the Housing Authority charter.
<b>Functions effectively under pressure.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Always presents a calm approach to all issues.
<b>Demonstrates leadership that contributes to achieving the City's goals and objectives.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	I believe he works well behind the scenes to make sure the city manager is positioned to address issues from a legal basis.
<b>Effectively evaluates legal problems and alternatives.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	When consulted provides a number of alternatives to issues facing council.
<b>Demonstrates effectiveness in avoiding unnecessary legal controversy.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Works quietly in the background to achieve city objectives.
<b>Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Absolutely displays high standards in everything he does.
<b>Retains your confidence when informing you of risks associated with proposed actions or decisions.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Provides excellent guidance on what to expect from a legal standpoint from all our actions.

**Works toward gaining and maintaining the respect and support of staff.**

FME = Fully Meets Expectations

**General Comments:**

Appears to be very respected by his and the rest of city staff.

**What would you identify as the City Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?**

Understanding of the city's history.

**What performance area(s) would you identify as most critical for improvement?**

Aggressiveness

**What constructive suggestions or assistance can you offer the City Attorney to enhance performance?**

Seems to be bogged down answering citizen's freedom of information requests. Needs to find a faster/easier/cheaper way to meet those demands. Perhaps documentation automation might help.

**What other comments do you have for the City Attorney, e.g. priorities, expectations, goals, or objectives for the new rating period?**

Overall does a great job.

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

Cost of living increase.

**Please enter your name:**

Kelly Callison

**E-mail Address**

kelly.callison@comcast.net

FY2016 City Attorney Evaluation Form

<b>Submission Date</b>	2016-08-15 17:56:10
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	FME = Fully Meets Expectations
<b>Provides legal opinions and/or advice in a timely manner.</b>	FME = Fully Meets Expectations
<b>Creates a sense of trustworthiness.</b>	FME = Fully Meets Expectations
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	FME = Fully Meets Expectations
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	FME = Fully Meets Expectations
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	FME = Fully Meets Expectations
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	FME = Fully Meets Expectations
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	FME = Fully Meets Expectations
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations
<b>Adjusts rapidly to changes in plans or procedures.</b>	FME = Fully Meets Expectations
<b>Functions effectively under pressure.</b>	FME = Fully Meets Expectations
<b>Demonstrates leadership that contributes to achieving the City's goals and objectives.</b>	FME = Fully Meets Expectations
<b>Effectively evaluates legal problems and alternatives.</b>	FME = Fully Meets Expectations

**Demonstrates effectiveness in avoiding unnecessary legal controversy.**

FME = Fully Meets Expectations

**Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.**

FME = Fully Meets Expectations

**Retains your confidence when informing you of risks associated with proposed actions or decisions.**

FME = Fully Meets Expectations

**Works toward gaining and maintaining the respect and support of staff.**

FME = Fully Meets Expectations

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

I agree.

**Please enter your name:**

Rick Chinn

**E-mail Address**

rick@rrproperties.com

*Both*

*My comments from the evaluation form which I completed earlier this year have not changed*

# FY2016 City Attorney Evaluation Form

*Thank you  
Wesley J. Gorch  
3/10/2016*

Please complete the form no later than Friday, September 16, 2016.

## COURTESY AND COMMUNICATION SKILLS

Rate the ability of the City Attorney to inspire, encourage, and facilitate the activities of subordinates and peers to achieve City goals. Consider the degree of ingenuity demonstrated in seeking proactive solutions and assuming responsibility for outcomes, as well as creativity, resourcefulness, and communicating in a manner that inspires confidence or builds support.

Is accessible, responsive, considerate and courteous in his interactions with Council. \*

General Comments:

Provides legal opinions and/or advice in a timely manner. \*

General Comments:

Creates a sense of trustworthiness. \*

General Comments:

NI = Needs Improvement  
FME = Fully Meets Expectations  
EE = Exceeds Expectations  
NA = No observation or too early to tell

FY2015 City Attorney Evaluation Form

<b>Submission Date</b>	2015-11-08 07:03:24
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Ken is always accessible and very responsive.
<b>Provides legal opinions and/or advice in a timely manner.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	I think Ken is very diligent.
<b>Creates a sense of trustworthiness.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Ken always tries to protect the best interests of the city.
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	He not only provides updates through memos, but he is in regular contact with his peers, ,MTAS, and the State Comptroller's to obtain the latest analysis of legal issues and interpretation of regulations and statutes.
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	EE = Exceeds Expectations
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	EE = Exceeds Expectations
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	EE = Exceeds Expectations
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	EE = Exceeds Expectations
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Sometimes, I would like Ken to be more definitive in his opinions.
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations

**Adjusts rapidly to changes in plans or procedures.**

FME = Fully Meets Expectations

**General Comments:**

Ken is deliberate and thoughtful, and change does not seem to bother him.

**Functions effectively under pressure.**

FME = Fully Meets Expectations

**Demonstrates leadership that contributes to achieving the City's goals and objectives.**

EE = Exceeds Expectations

**Effectively evaluates legal problems and alternatives.**

FME = Fully Meets Expectations

**Demonstrates effectiveness in avoiding unnecessary legal controversy.**

EE = Exceeds Expectations

**General Comments:**

I think this is one of his best qualities.

**Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.**

EE = Exceeds Expectations

**General Comments:**

He is well known for his integrity in the legal community.

**Retains your confidence when informing you of risks associated with proposed actions or decisions.**

FME = Fully Meets Expectations

**General Comments:**

Again, I sometimes wish he was more definitive in his opinions, but I have total confidence in his abilities.

**Works toward gaining and maintaining the respect and support of staff.**

EE = Exceeds Expectations

**What would you identify as the City Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?**

See comments above.

**What performance area(s) would you identify as most critical for improvement?**

See comments above.

**What constructive suggestions or assistance can you offer the City Attorney to enhance performance?**

Continue to interact and consult with outside resources as much as possible.

**What other comments do you have for the City Attorney, e.g. priorities, expectations, goals, or objectives for the new rating period?**

Continue your hard work in what promises to be a very challenging, but exciting year for the City

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

2% Increase and 1 Year Extension of Contract to March 1, 2018.

**Please enter your name:**

Warren Gooch

## Hickman, Beth

---

**From:** Hensley, Charles  
**Sent:** Tuesday, September 20, 2016 3:21 PM  
**To:** Hickman, Beth  
**Subject:** Re: Request

Hi Beth

I have no changes to make to last years (2015) Attorney Evaluation comments.  
Thank you for your help,  
Charlie Hensley

Sent from my iPad

On Sep 2, 2016, at 2:31 PM, Hickman, Beth <[BHickman@oakridgetn.gov](mailto:BHickman@oakridgetn.gov)> wrote:

Councilman Hensley:

Would you mind to send me confirmation by email that you had no changes to your comments on the City Attorney Evaluation form from the last time the evaluation was completed? I need it for the file.

Thanks!

*Beth Hickman*

City Clerk  
City of Oak Ridge  
200 S. Tulane Avenue  
P.O. Box 1  
Oak Ridge, TN 37831  
(865) 425-3411 (office)  
(865) 425-3409 (fax)

FY2015 City Attorney Evaluation Form

<b>Submission Date</b>	2015-10-12 09:46:26
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	EE = Exceeds Expectations
<b>Provides legal opinions and/or advice in a timely manner.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	I feel that sometimes the questions need to be asked a second time to get mutual understanding for what is being asked. Most attorneys I have dealt with have similar issues.
<b>Creates a sense of trustworthiness.</b>	EE = Exceeds Expectations
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Ken has improved in this area by sending out summary documents along with status statements.
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	FME = Fully Meets Expectations
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	FME = Fully Meets Expectations
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	FME = Fully Meets Expectations
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Is always willing to project scenarios as presented.
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	I would like to see more willingness to suggest alternatives that might seem aggressive, but might lead to more efficient operation of Council and the City.
<b>Adjusts rapidly to changes in plans or procedures.</b>	FME = Fully Meets Expectations

**List notes or comments that support the overall rating on knowledge and adaptability.**

I feel the delays in issuing FOIR data to citizens has been unnecessarily delayed due to excessive conservatism on the part of the attorney. In some cases, it seems that Ken has held information due to reviews that he is not required to perform.

**Functions effectively under pressure.**

FME = Fully Meets Expectations

**General Comments:**

Ken is even-keel in all situations. This seems to be due to his total integrity when dealing with Council.

**Demonstrates leadership that contributes to achieving the City's goals and objectives.**

FME = Fully Meets Expectations

**General Comments:**

Again, a more proactive approach toward Council decisions instead of his more normal passive approach to advising Council would help us make some difficult decisions.

**Effectively evaluates legal problems and alternatives.**

FME = Fully Meets Expectations

**Demonstrates effectiveness in avoiding unnecessary legal controversy.**

EE = Exceeds Expectations

**General Comments:**

Ken keeps the City out of legal trouble by being very knowledgeable and experienced. With respect to the dealings with the EPA, in retrospect, Ken was totally correct to advise us to not challenge the mandate and to comply ASAP. The letter from EPA stating Oak Ridge was not free and clear was a welcome closure to that project... (assuming the tanks and associated system function as engineered).

**Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.**

EE = Exceeds Expectations

**General Comments:**

Ken is totally above reproach in his honesty and integrity.

**Retains your confidence when informing you of risks associated with proposed actions or decisions.**

EE = Exceeds Expectations

**General Comments:**

In one-on-one conversations, Ken has been very open and given very good advice.

**Works toward gaining and maintaining the respect and support of staff.**

FME = Fully Meets Expectations

**General Comments:**

Here again, a more aggressive attitude toward other scenarios would guide the other members of staff to also "think outside the box".

**What would you identify as the City Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?**

Honesty and integrity along with experience...The EPA response being the greatest example.

**What performance area(s) would you identify as most critical for improvement?**

Be more aggressive in advising Council on potential alternative paths.

**What constructive suggestions or assistance can you offer the City Attorney to enhance performance?**

I would like to see more routine Executive Sessions where Ken could update Council on legal matters and ongoing legal issues.

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

Ken should receive a raise that is the same as the other members of staff and also a one-year contract extension.

**Please enter your name:**

Charlie Hensley

**E-mail Address**

chuck188@comcast.net

FY2016 City Attorney Evaluation Form

<b>Submission Date</b>	2016-08-31 08:58:22
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Yes, can always talk to him when needed
<b>Provides legal opinions and/or advice in a timely manner.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Yes
<b>Creates a sense of trustworthiness.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Yes
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Yes, let's us know the options when we need to make a decision
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	FME = Fully Meets Expectations
<b>General Comments:</b>	Yes
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	FME = Fully Meets Expectations
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	FME = Fully Meets Expectations
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	FME = Fully Meets Expectations
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations
<b>Adjusts rapidly to changes in plans or procedures.</b>	FME = Fully Meets Expectations

**Functions effectively under pressure.**

NI = Needs Improvement

**Demonstrates leadership that contributes to achieving the City's goals and objectives.**

FME = Fully Meets Expectations

**Effectively evaluates legal problems and alternatives.**

FME = Fully Meets Expectations

**Demonstrates effectiveness in avoiding unnecessary legal controversy.**

FME = Fully Meets Expectations

**Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.**

EE = Exceeds Expectations

**Retains your confidence when informing you of risks associated with proposed actions or decisions.**

FME = Fully Meets Expectations

**Works toward gaining and maintaining the respect and support of staff.**

FME = Fully Meets Expectations

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

I recommend a one year extension of current contract, and a 3%pay rise

**Please enter your name:**

Chuck hope

FY2016 City Attorney Evaluation Form

<b>Submission Date</b>	2016-08-29 01:00:08
<b>Is accessible, responsive, considerate and courteous in his interactions with Council.</b>	EE = Exceeds Expectations
<b>General Comments:</b>	Ken always responds quickly when I contact him, and he manages to give the impression that my questions or concerns are more important than whatever else he was doing.
<b>Provides legal opinions and/or advice in a timely manner.</b>	FME = Fully Meets Expectations
<b>Creates a sense of trustworthiness.</b>	FME = Fully Meets Expectations
<b>Keeps the Council informed about current issues, legal activities, decisions, and goals.</b>	FME = Fully Meets Expectations
<b>Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.</b>	FME = Fully Meets Expectations
<b>Demonstrates a thorough knowledge and understanding of municipal law.</b>	FME = Fully Meets Expectations
<b>Is knowledgeable about City issues and about legal trends that may impact the City.</b>	NI = Needs Improvement
<b>General Comments:</b>	Ken has a wealth of knowledge in both areas, but I have the sense that he is less proactive about staying current with external legal trends than he was a few years ago.
<b>Provides advice on ordinance changes, drafting of new ordinances and amendments.</b>	FME = Fully Meets Expectations
<b>Provides concise, understandable, and helpful legal options and/or advice.</b>	FME = Fully Meets Expectations
<b>Demonstrates openness to alternative approaches.</b>	FME = Fully Meets Expectations
<b>Adjusts rapidly to changes in plans or procedures.</b>	FME = Fully Meets Expectations
<b>Functions effectively under pressure.</b>	FME = Fully Meets Expectations

**Demonstrates leadership that contributes to achieving the City's goals and objectives.**

FME = Fully Meets Expectations

**Effectively evaluates legal problems and alternatives.**

FME = Fully Meets Expectations

**Demonstrates effectiveness in avoiding unnecessary legal controversy.**

FME = Fully Meets Expectations

**List notes or comments that support the overall rating on administrative skills and effectiveness.**

Ken uses his familiarity with the resources available to address the City's legal needs (for example, city legal staff, the city's insurance carrier, and MTAS) as a basis for identifying an appropriate and efficient approach to address each specific legal need or challenge.

**Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.**

EE = Exceeds Expectations

**Retains your confidence when informing you of risks associated with proposed actions or decisions.**

FME = Fully Meets Expectations

**Works toward gaining and maintaining the respect and support of staff.**

FME = Fully Meets Expectations

**List notes or comments that support the overall rating on personal and professional qualities.**

I have complete confidence in Ken's personal and professional integrity and ethics.

**What would you identify as the City Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?**

Ken's historical knowledge of city affairs and his professionalism and persistence have been in evidence throughout the continuing litigation over the Applewood apartments. Now that the apartments are about to close, I hope that these qualities will see the city through to a positive conclusion to the litigation.

**What other comments do you have for the City Attorney, e.g. priorities, expectations, goals, or objectives for the new rating period?**

I hope the City will have the benefit of the City Attorney's professional knowledge and creative problem solving as we seek successful resolution of concerns related to DOE contracts and related matters.

**Please provide recommendations and comments on a possible change in compensation (currently \$109,324.80) and a contract extension beyond the current expiration date of March 1, 2017.**

The City Attorney's contract should be extended for at least two years past its current expiration date. The Council should not have allowed his remaining contract term to shrink to less than one year. To express our continuing confidence in his work, his contract should not be allowed to lapse, and there should be at least one year remaining on his contract at all times so that he doesn't get the impression that Council might be waiting for the contract to lapse.

**Please enter your name:**

Ellen Smith

**E-mail Address**

esmith@oakridgetn.gov

**EMPLOYMENT AGREEMENT**  
**City Attorney**

This is an agreement entered into this 22 day of Feb., 2001, between the City of Oak Ridge (the City) by the City Council and Kenneth R. Krushenski (City Attorney) to provide for the employment of Kenneth R. Krushenski as City Attorney of the City of Oak Ridge and to set forth the terms and conditions of his employment and the mutual obligations, rights and duties of each party.

Now, therefore, in consideration of the mutual promises as set forth in this Agreement, the City of Oak Ridge and Kenneth R. Krushenski agree as follows:

Section 1. Duties

City Council agrees to employ Kenneth R. Krushenski as City Attorney of the City of Oak Ridge to perform the functions and duties as specified in the City Charter and the City Code, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign. Article III, Section 13 of the Charter of the City of Oak Ridge specifies as follows:

The City Attorney shall be responsible for representing and defending the City in all litigation in which the City is a party, shall be the prosecuting officer in the City Court, 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 the City Manager.

The City Attorney shall also be responsible for representing all boards and commissions sanctioned by or established by the City Council. The City Attorney shall be responsible for defending all boards and commissions in all litigation in which the respective board or commission is a party and shall attend meetings of the various boards and commissions if in the discretion of the City Attorney his attendance is necessary.

The City Attorney shall also serve as tax attorney for the City of Oak Ridge. All revenue paid to the City Attorney in his capacity as tax attorney shall be paid into the general fund of the City of Oak Ridge, Tennessee.

Section 2. Term

A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of the City Attorney at any time, subject only to the provisions set forth in Section 5, Paragraphs A and B of this Agreement.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Attorney to resign at any time.

C. Except as otherwise herein stated, this Agreement shall become effective as of March 1, 2001, and shall continue in effect until March 1, 2003, except as provided in Section 2, Paragraph D.

D. In order to extend the term of this Agreement, City Council shall take action by November 18, 2002. However, upon the request of the City Attorney during this same period, City Council shall make a decision as to whether it desires to extend said Agreement.

Section 3. Performance Evaluation

A. No later than June 1, 2001, City Council and the City Attorney shall establish performance criteria and goals and objectives which shall provide the basis for the evaluation of the City Attorney. The performance criteria and the goals and objectives will be those that are necessary for the proper operation of the City and the attainment of City Council's policy objectives. The performance criteria and the goals and objectives shall be assigned a relative priority, and shall generally be attainable within the time limitations established and within the annual operating and capital budgets and the appropriations provided. Thereafter, City Council and the City Attorney may modify the performance criteria and the goals and objectives during the annual evaluation process.

B. The first formal evaluation of the City Attorney's performance shall be completed by May 30, 2002. Thereafter, evaluations shall be conducted on an annual basis by May 30<sup>th</sup> of each year.

Section 4. Code of Ethics

The City Attorney agrees to adhere to the standards of the American Bar Association Code of Professional Responsibility and to conduct himself accordingly.

Section 5. Termination and Severance Pay

A. In the event the City Attorney's employment is terminated by the Council at its will and pleasure during such time that the City Attorney is willing and able to perform his duties under this Agreement, then in that event the City agrees to pay the City Attorney a lump sum cash payment equal to six (6) months' aggregate salary plus any accrued leave and benefits less applicable deductions as required by agreement, law, ordinance or policy for other employees and/or the City Attorney's matching portion of benefits provided for and during said six (6) months' severance period. At City Council's option, the actual resignation date may be extended through earned and accrued leave balances due the City Attorney then in effect. Provided, however, that in the event the City Attorney is terminated "for just cause," then in such event, the City shall have no obligation to pay the aggregate severance sum designated in this paragraph. "Just cause" is defined and limited for the purposes of this Agreement to the following reasons: (1) willful neglect of duty; (2) felony or misdemeanor conviction of any crime involving moral turpitude; (3) violation of duties by the City Attorney of honesty and sobriety; (4) any other act of a similar nature of the same or greater seriousness.

B. In the event the City at any time reduces the salary or other financial benefits of the City Attorney in a greater percentage than an applicable across-the-board reduction for all City employees, then the City Attorney may at his option be deemed to be "terminated" at the date of such reduction under the terms of Section 5A, with the City Attorney being entitled to the lump sum cash payment as described.

Section 6. Disability

If the City Attorney becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of six (6) successive weeks beyond any accrued leave, the City shall have the option to terminate this Agreement.

Section 7. Salary

A. City agrees to pay the City Attorney for his services rendered pursuant hereto an annual base salary of \$80,017.60, payable in installments at the same time as other City employees are paid.

B. In addition, City agrees to increase said base salary and/or other benefits of the City Attorney in such amounts and to such an extent as the City Council may determine desirable on the basis of the performance evaluation developed as required by Section 3 of this Agreement. Nothing in this paragraph shall require the City to increase the base salary or other benefits of the City Attorney.

Section 8. Hours of Work

A. The City of Oak Ridge requires the full-time service of its City Attorney and, therefore, in the event the City Attorney is not available for his duties, he shall designate an Assistant City Attorney as his representative to be responsible in his place, and so inform members of City Council when appropriate.

B. The City Attorney is leaving an active private law practice to undertake this position with the City of Oak Ridge. Both parties to this agreement recognize that it will take the City Attorney some time to close his existing practice and in that regard the parties agree that the City Attorney will have three (3) months from the effective day of this agreement to terminate all attorney-client relationships with persons and entities other than the City of Oak Ridge. During this three (3) month period, the City Attorney agrees to avoid using regular office hours to conduct business with other clients and will make every effort to close out his attorney-client relationships with all such clients as soon as possible, but in no event will he represent persons or entities other than the City of Oak Ridge after May 30, 2001 without the express consent of the City (through the City Manager).

Section 9. Communications Equipment

The City agrees to reimburse the City Attorney up to Thirty Dollars (\$30) per month to maintain a cellular or digital telephone. Except for this reimbursement, the cellular or digital telephone service shall be maintained by the City Attorney at his cost. The City shall be provided the number for this telephone to allow ease of communication with the City Attorney.

Section 10. Dues and Subscriptions

A. The City agrees to budget and pay the professional dues and subscriptions of the City Attorney for his continuance and full participation in national, regional, state and local

associations and organizations as necessary and desirable for his continued professional participation, growth and advancement, and for the good of the City.

B. The City agrees to budget and pay the Tennessee Professional Privilege Tax and Tennessee Board of Professional Responsibility fees on behalf of the City Attorney.

Section 11. Professional Development

A. The City agrees to budget and to pay the travel and subsistence expenses of the City Attorney for professional and official travel, meetings, and occasions adequate to continue the professional development of the City Attorney and to adequately pursue necessary official and other functions for the City, including but not limited to the Annual Conference of the Tennessee Bar Association, the Tennessee Municipal League, and such other national, regional, state, and local governmental groups and committees thereof which the City Attorney serves as a member.

B. The City also agrees to budget and pay for the travel and subsistence expenses of the City Attorney for short courses, institutes, and seminars that are necessary for his professional development and for the good of the City.

Section 12. Annual and Sick Leave

A. The City Attorney shall accrue annual and sick leave in the same manner as other City employees and as specified in Article 11 of the Personnel Ordinance.

B. As of the date of commencement of the term of employment, the City Attorney shall have credited to his account ten (10) days of sick leave and one hundred twenty (120) hours of annual leave. Thereafter, the City Attorney shall accrue, and have credited to his personal account annual leave and sick leave at the same rate as other employees of the City. The City Attorney shall be entitled to all leave and employee benefit programs granted to all general employees of the City.

Section 13. Health, Dental, Disability and Life Insurance Benefits

The City agrees to provide health, dental, disability, long-term care and life insurance benefits to the City Attorney and to pay the premiums thereon equal to that which is provided all other general employees of the City.

Section 14. Retirement

The City Attorney shall be immediately covered by the Tennessee Consolidated Retirement System in the same manner as is provided all other general employees of the City.

Section 15. Liability Protection

The City shall provide the same liability protection for the City Attorney as provided for all general employees of the City, as specified in Section 13.4 of the Personnel Ordinance.

Section 16. Bonding

The City agrees to bear the full cost of any fidelity or other bonds required of the City Attorney under any law, ordinance or regulation.

Section 17. Residence

The City requires and the City Attorney agrees to maintain his principal residence inside the corporate limits of the City during the term of this Agreement, including any renewals and extensions.

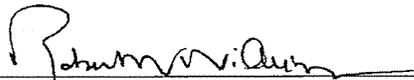
Section 18. General Provisions

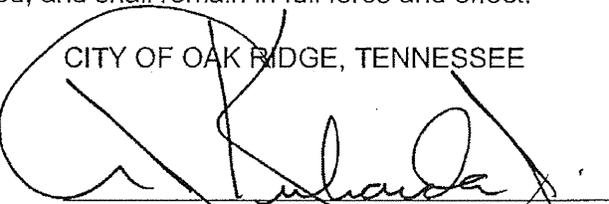
A. The text herein shall constitute the entire agreement between the parties.

B. If any provisions contained in this Agreement, or portion thereof, are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

APPROVED AS TO FORM AND LEGALITY:

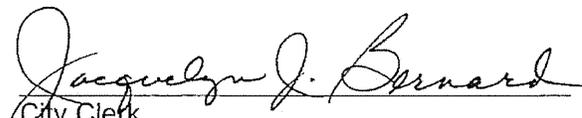
CITY OF OAK RIDGE, TENNESSEE

  
\_\_\_\_\_  
City Attorney

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

**RESOLUTION**

A RESOLUTION TO AMEND THE CITY ATTORNEY'S EMPLOYMENT AGREEMENT TO EXTEND THE TERM BY ONE YEAR AND TO PROVIDE FOR AN EQUIVALENT THREE PERCENT (3%) SALARY INCREASE RETROACTIVE TO MARCH 1, 2016.

WHEREAS, Article III, Section 13, of the City Charter provides that City Council shall appoint a City Attorney; and

WHEREAS, on February 22, 2001, City Council entered into an employment agreement in which City Council agreed to employ Kenneth R. Krushenski as the City Attorney; and

WHEREAS, said employment agreement provides that formal evaluations of the City Attorney shall be conducted on an annual basis by May 30th of each year, and to this end City Council appointed a City Attorney Evaluation Committee (the Committee) to develop an evaluation procedure; and

WHEREAS, the Committee has completed its work and based upon the evaluation results recommends that the City Attorney's employment agreement be extended by one year and that he receive an equivalent three percent (3%) salary increase consistent with the raise given to all City employees.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

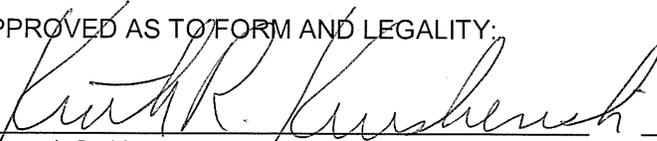
That the Employment Agreement between the City of Oak Ridge and Kenneth R. Krushenski as City Attorney is hereby amended as follows:

- Section 2, Term, Subsection C, be amended to provide that the Employment Agreement shall continue in effect until March 1, 2019; and
- Section 7, Salary, Subsection A, be amended to provide for a new base salary amount of \$114,878.40, which is the equivalent of a three percent (3%) salary increase, which shall become effective retroactive to the pay period beginning March 1, 2016.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute all necessary legal documents to accomplish the same.

This the 10th day of October 2016.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

## Oak Ridge City Manager Evaluation Summary

As publically announced the Oak Ridge City Manager Evaluation Committee met at 5:30 PM on Wednesday, September 21, 2016, to review the input provided by 6 of the 7 members of council. Council member Baughn did not participate in the evaluation. Across the 30 performance factors evaluated, the City Manager was rated as either "Exceeds Expectations" or "Fully Meets Expectations" except for the following five factors where one or more members of council thought "needs improvement" applied. (The number following the factor indicates how many members of Council give that rating)

- a. Gives attention to concerns and opinions of community groups and individuals – 1 needs improvement
- b. Uses sensitivity, diplomacy and empathy when dealing with the public – 1 needs improvement
- c. Deals effectively with the media – 1 needs improvement
- d. Works toward gaining and maintaining the respect and support of staff – 2 needs improvement
- e. Disseminates complete and accurate information equally to all members in a timely manner – 1 needs improvement

### Additional narratives provided by City Council

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

- a. Mark does an outstanding job keeping the COR moving in a positive direction and bringing new ideas to the table to make us a better community.
- b. His broad background built upon years of serving cities of different sizes and in locations across the country allows him to know what has worked in the past and to suggest programs for the city that will help us grow economically.
- c. This has been a good year for the City. I credit the City Manager's creativity in finding solutions to difficult challenges as a critical ingredient in achieving the initiation of the Main Street Oak Ridge development. His good judgment in identifying and relying upon human talent (such as Ray Evans and Steve Jones) were also important contributors to success. Those same skills in judging talent also have been in evidence in recent good decisions on the hiring and promotion of senior staff, including Shira McWaters, Beth Hickman, and Jon Hetrick.
- d. Successes of the Jackson Square project, Energy Make-over, Mainstreet progress, 8<sup>th</sup> Lane, Kroger, and Illinois Avenue projects have greatly improved our outlook for the future.
- e. Mark is very talented. However, I have been particularly impressed with his ability to deal with multiple, significant issues at one time. Also, his interaction with elected officials from Roane County has been very beneficial to the City.

What performance area(s) would you identify as most critical for improvement?

- a. Some of the staff still has an attitude of problem finding instead of problem solving. Mark could do a better job implementing customer service principles within the staff.
- b. No areas.
- c. This is not a specific criticism of Mark, but a concern that Council and staff must be more proactive in responding to legislation at the state level which is not in the best interest of the City.

What constructive suggestions or assistance can you offer the City Manager to enhance performance?

- a. None – Continue his great service to the city.
- b. Citizen groups can enhance the City and methods need to be found to incorporate positively motivated actions into the City's opportunities to pursue. Boys/Girls Club, Greenways Committee, Sports Authority, ORHPA are examples of the many organizations available to involve at higher levels. Be more open to

brainstorming and suggestions from (especially) department heads or staff as to how to head off some problems.

- c. I will continue to make suggestions on delegation of duties and work load to Council, staff and outside consultants as harder issues keep coming and require quicker resolution.

What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?

- a. We are at a crossroads in Oak Ridge as it relates to economic development and changes in population demographics. Retail, housing, and commercial development need to be our focus to assure our future success as a community.
- b. Good public communications will be particularly important as the City moves to initiate financing for the new preschool and Senior Center. It will be a challenge to provide continuity of programs and activities currently housed in the Civic Center when the Senior Center is in interim transition between the Emory Valley Road site and the future Senior Center. Please make sure that staff thinks and acts "outside the box" in finding ways to accommodate activities. (For example, I think that Scarboro Center should be used, with extended hours and staff who are temporarily assigned there.
- c. Continue to focus on housing followed by infrastructure.
- d. I am very excited as to where the City is headed and feel that a greater focus on the positive events, both ongoing and projected, will move us further in the positive direction.
- e. Continue close working relationship with Oak Ridge school system; continue substantive dialogue with DOE; continue focus on redevelopment of our center city and upgrading legacy housing and attracting new families to the city.

**A change in compensation and a contract extension are recommended.**

There was complete agreement that a cost of living increase commensurate with that received by city staff should be granted this year. The committee recommended a contract extension through August 8, 2020, but the majority of council in their evaluation comments recommended an extension through August 8, 2019. In addition we recommend that the City Manager be allowed to attend the Senior Executive Institute.



Kelly S Callison  
City Manager Evaluation Committee Chair

FY2016 City Manager Evaluation

**Submission Date** 2016-08-26 06:52:07

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	-	-	✓	-

**General Comments:** Main Street Oak Ridge is an outstanding example of working together with city staff, chamber of commerce, economic development consultants, bankers, county government, ORIDB and council to fix a problem that has dogged the city for decades.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	-	-	✓	-

**General Comments** Clearly recognizes housing as our number one issue in the city and over a period of time has created program after program to attack that issue - rental property registration, "not in our city", the land bank and more recently the TVA Extreme Energy Makeover project. We just need to continue to move these programs forward.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	-	-	✓	-

**General Comments:** He provides his staff general guidance and then lets them do their job.

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	-	-	✓	-

**General Comments:** Over time he has raised the overall professionalism and competency of the city staff though his careful hiring practices.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	-	✓	-	-

**General Comments:** Balances getting the job done with getting the right price. Where it makes sense we have gone with long term providers that know the city's requirements and in other areas we have done a broad solicitation looking for new solutions.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	-	✓	-	-

**General Comments:** Within the constraints of our current accounting system the documents are clear.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	-	-	✓	-

**General Comments:**

City finances/director were recently recognized.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	-	-	✓	-

**General Comments:**

Always works with council to explore options to increase revenue. Recently moved more of the rubbish collection costs from the budget to a direct charge to customers.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	-	-	✓	-

**General Comments:**

As expected within board categories the budget is well managed.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	-	-	✓	-

**General Comments:**

Continues to look for ways to better use funds.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	-	-	✓	-

**General Comments:**

Hired new excellent public works director, city clerk and will have the opportunity to hire a new HR director. The new employees have reinvigorated their areas with new ideas and clear paths forward.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	-	✓	-	-

**General Comments:**

Demands/suggestions from citizens vary dramatically. I believe he finds an fair handed approach to them overall.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	-	-	✓	-

City manager's area of responsibilities is amazingly broad requiring him to carefully prioritize his attention. I believe he has done an excellent job selecting what to focus on day to day.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	-	-	✓	-

**General Comments:**

Our citizens present a multitude of different opinions on any particular subject and the city manager does a great job finding common ground.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	-	✓	-	-

**General Comments:**

I think he bites his tongue well.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	-	-	✓	-

**General Comments:**

Worked extensively with EPA on storm water, continuing to work closely with DOE on the water plant and the proposed new landfill. Moving forward with the landfill is critical to completing the cleanup of Oak Ridge, but the site and construction has to balance the impacts on the neighborhoods while meeting the requirements of TDEC, EPA, DOE EM.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	-	✓	-	-

**General Comments:**

Generally has an approach to every issue, but has been willing to listen to alternate approaches.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	-	✓	-	-

**General Comments:**

Recently added a public relations resource. Need to get out in front of the issues before our local media outlets set the tone.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	-	-	✓	-

**General Comments:**

Always on top of the issues. Comes across as confident on his approach, but generally willing to listen to other ideas. Finds a way to balance council idea/suggestions with what he sees as the way to solve an issue.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	-	-	✓	-

**General Comments:**

Absolutely trustworthy.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	-	-	✓	-

**General Comments:**

Continues to work towards his Phd at UTK.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	-	-	✓	-

**General Comments:**

I believe that allowing his staff the leeway he does to get jobs done leads to the necessary respect and support he needs to be successful.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	-	-	✓	-

**General Comments:**

Provides complete briefings on issues facing city/council. Always willing to meet one on one to explain logic behind his proposed path forward.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	-	✓	-	-

**General Comments:**

Needs to provide more alternatives where an issue maybe controversial

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	-	-	✓	-

**General Comments:**

Distribute written notes and always willing to meet one on one to discuss an issue in more detail.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	-	✓	-	-

**General Comments** As indicated above on controversial issues more alternatives would be helpful

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Keeps the council informed of administrative developments	-	-	✓	-

**General Comments:** Has always kept us informed of major staffing changes.

**What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?** His broad background built upon years of serving cities of different sizes and in locations across the country allows him to know what has worked in the past and to suggest programs for the city that will help us grow economically.

**What performance area(s) would you identify as most critical for improvement?** No areas

**What constructive suggestions or assistance can you offer the City Manager to enhance performance?** None - Continue his great service to the city.

**What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?** Continue to focus on housing followed by infrastructure.

**Please provide recommendations and comments on a possible change in compensation (currently \$153,337.60) and a contract extension beyond the current expiration date of August 8, 2017.** Cost of living this year and contract extension through August 8, 2018

**Please enter your name:** Kelly Callison

**E-mail** kelly.callison@comcast.net

FY2016 City Manager Evaluation

Submission Date

2016-08-16 09:21:17

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	-	✓	-	-

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Keeps the council informed of administrative developments	-	-	✓	-

**What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?**

Mark does an outstanding job keeping the COR moving in a positive direction and bringing new ideas to the table to make us a better community.

**What performance area(s) would you identify as most critical for improvement?**

Some of the Staff still has an attitude of problem finding instead of problem solving. Mark could do a better job implementing customer service principles within the staff.

**What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?**

We are at a crossroads in Oak Ridge as it relates to economic development and changes in population demographics. Retail, housing and commercial development need to be our focus to assure our future success as a community.

**Please enter your name:**

Rick Chinn, Jr.

**E-mail**

rick@rrproperties.com

# FY 2016 City Manager Evaluation Form

Please complete all the fields presented below. If an "NI=Needs Improvement" response is provided then a general comment must be provided so as to provide feedback to the City Manager.

Please complete this form no later than Friday, August 26, 2016.

## I. Leadership

Rate the ability of the City Manager to inspire, encourage and facilitate the activities of subordinates and peers to achieve City goals. Consider the degree of ingenuity demonstrated in seeking proactive solutions and assuming responsibility for outcomes as well as creativity, resourcefulness, and communicating in a manner that inspires confidence or builds support.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments

--	--	--	--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

## II. FISCAL MANAGEMENT AND BUDGETING

Rate the City Manager's ability to prepare an operating and a capital budget, be responsible for (or delegate) purchasing, ensure the collection of revenues, administer the financial affairs of the City, and prepare reports to Council to keep members abreast of the City's financial condition, per the City's Charter.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

### III. SERVICE DELIVERY AND ADMINISTRATION

Rate the ability of the City Manager to supervise the administrative affairs of the City to include staffing, the management of the departments, and the provision of City services. Basically, the ability to run the City.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

staff in performing their duties.				
-----------------------------------	--	--	--	--

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

#### IV. CITIZEN AND COMMUNITY RELATIONS

Rate the effectiveness of the City Manager in dealing with the citizens, the public, intergovernmental agencies, businesses and non-profits. Is fair, responsive, professional, polite, open, skillful with the media, cooperative, and listens.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

**V. PERSONAL AND PROFESSIONAL QUALITIES**

Evaluate the character of the City Manager in dealing with employees, the Council, and the public. Also evaluate his dedication to professional development, time management, problem solving, and decision making skills in relation to the [ICMA Code of Ethics](#).

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

## VI. CITY COUNCIL RELATIONS

Rate the effectiveness of the City Manager in dealing with Council Members including prompt, thorough and complete information provided equally to all Council Members; the lack of surprises on behalf of Council Members; availability; tact; responsiveness; and how well he successfully interprets the direction and intent of council.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments

--	--	--	--	--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments

--	--	--	--	--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

--	--	--	--	--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

General Comments

--	--	--	--	--

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell

Keeps the council informed of administrative developments

General Comments:

[Empty box for general comments]

VII. ADDITIONAL NARRATIVE – LOOKING AHEAD

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

MARK IS VERY TALENTED. HOWEVER, I HAVE BEEN PARTICULARLY IMPRESSED WITH HIS ABILITY TO DEAL WITH MULTIPLE, SIGNIFICANT ISSUES AT ONE TIME. ALSO, HIS INTERACTION WITH ELECTED OFFICIALS FROM ROANE CO. HAS BEEN VERY BENEFICIAL TO THE CITY.

What performance area(s) would you identify as most critical for improvement?

THIS IS NOT A SPECIFIC CRITICISM OF MARK, BUT A ~~GENERAL CONCERN~~ <sup>COLLECTIVE</sup> CONCERN THAT COUNCIL AND STAFF MUST BE PROACTIVE IN RESPONDING TO LEGISLATION AT THE STATE LEVEL WHICH IS NOT IN THE BEST INTEREST OF THE CITY.

What constructive suggestions or assistance can you offer the City Manager to enhance performance?

I WILL CONTINUE TO MAKE SUGGESTIONS ON DELEGATION OF DUTIES AND WORK LOAD TO COUNCIL, STAFF, AND OUTSIDE CONSULTANTS AS HARDER ISSUES KEEP COMING AND REQUIRE QUICKER RESOLUTION.

What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?

CONTINUE CLOSE WORKING RELATIONSHIP WITH DAIR RIDGE SCHOOL SYSTEM; ~~CONTINUE~~ CONTINUE SUBSTANTIVE DIALOGUE WITH DOE; CONTINUE FOCUS ~~ON~~ <sup>ON</sup> REDEVELOPMENT OF OUR CENTER ~~CITY~~ CITY AND UPGRADING LEGACY HOUSING, AND ATTRACTING NEW FAMILIES TO THE CITY.

Please provide recommendations and comments on a possible change in compensation (currently \$153,337.60) and a contract extension beyond the current expiration date of August 8, 2017.

1 YEAR EXTENSION OF HIS CONTRACT  
TO 8/8/2018. COST OF LIVING INCREASE  
TO SALARY

Please enter your name:

WAIREA COOCH

E-mail

ex: myname@example.com

Submit

FY2016 City Manager Evaluation

Submission Date

2016-09-21 09:50:01

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	-	✓	-	-

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	-	✓	-	-

General Comments:

I would like very much to see a return to using a 5-year financial planning spreadsheet (multi-year model) that allowed quick presentation of impacts of proposals on tax rate, capital funding requirements, and other input to the Budget and Finance Committee... and eventually to Council as a whole.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	-	-	✓	-

**General Comments:**

Reduced emphasis on minor issues, an example being the waterfront bathroom, is needed. This issue required far more political capital and debate than the issue ever warranted.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	-	-	✓	-

**General Comments:**

The waterfront bathroom; expenditures indicated a need for better inter-department tracking and control system.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.	-	✓	-	-

**General Comments:**

Frivolous, negatively motivated, or tangential requests for actions or information, involving measurable staff time (greater than a few minutes) should be brought before Council for a vote prior to using City resources. This is especially true if such requests circumvent the Manager. From 2015, there has been noticeable improvement. Senior staff managers should be involved in decisions at a greater degree in the beginning of projects and tasks, especially those requiring significant resources.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	-	✓	-	-

**General Comments:**

I am not fully informed on this particular issue.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	✓	-	-	-

**General Comments:**

Some citizen groups such as the Boys and Girls Clubs should be candidates for City support. Criteria is needed to allow public funding of some organizations who can be shown to improve safety, quality of life and desirability of the City.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	-	✓	-	-

**General Comments:**

The Extreme Energy Makeover grant from TVA is an indication of some of the successes that Mark and his staff have achieved for the City.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	-	-	✓	-

**General Comments:**

Several projects are successful and ongoing such as Main Street, Jackson Square, Alexander Guest House renovation.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	-	✓	-	-

**General Comments:**

Oak Ridge still needs a dedicated PR person whose sole job is to get the full story to the media on issues of interest to the citizens. Negatively motivated versions of situations reach the media before the balanced and full story emerges.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	-	-	✓	-

**General Comments:**

Seeks professional development and applies new knowledge to his performance level.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	-	✓	-	-

**General Comments:**

Again, needs to provide mechanisms for improvement and suggestions from within the staff organization.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	-	✓	-	-

**General Comments**

Options are presented and considered on large issues. Small issues are, as they should be, handled within the Manager's authority. Issues, after they are handled, should be publicly presented on the City website through a dedicated PR person or staff (See similar comment under "Deals Effectively With the Media.")

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Keeps the council informed of administrative developments	-	✓	-	-

**What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?**

Successes of the Jackson Square project, Energy Make-over, Mainstreet progress, 8th Lane, Kroger, and Illinois Avenue projects have greatly improved our outlook for the future.

**What constructive suggestions or assistance can you offer the City Manager to enhance performance?**

Citizen groups can enhance the City and methods need to be found to incorporate positively motivated actions into the City's opportunities to pursue. Boys/Girls Club, Greenways Committee, Sports Authority, ORHPA are examples of the many organizations available to involve at higher levels. Be more open to brainstorming and suggestions from (especially) department heads or staff as to how to head off some problems.

**What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?**

I am very excited as to where the City is headed and feel that a greater focus on the positive events, both ongoing and projected, will move us further in the positive direction.

**Please provide recommendations and comments on a possible change in compensation (currently \$153,337.60) and a contract extension beyond the current expiration date of August 8, 2017.**

I recommend the Manager receive the same percentage increase as the rest of the City staff. His contract should be extended at least one more year to August 8, 2019.

**Please enter your name:**

L. Charles Hensley

**E-mail**

chuck188@comcast.net

FY2016 City Manager Evaluation

Submission Date

2016-08-31 08:53:25

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	-	✓	-	-

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	✓	-	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	✓	-	-	-

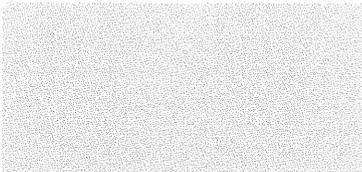
	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	-	✓	-	-



	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Keeps the council informed of administrative developments	-	✓	-	-

**Please provide recommendations and comments on a possible change in compensation (currently \$153,337.60) and a contract extension beyond the current expiration date of August 8, 2017.**

I would recommend a one year extension of current contract, with a 4% pay rise at this time.

**Please enter your name:**

Chuck hope

FY2016 City Manager Evaluation

Submission Date

2016-08-29 02:21:12

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Takes a proactive approach to issues	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Offers new motivation, ideas, processes and procedures to council, staff and the public	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides mentoring and coaching to key staff	-	✓	-	-

	NI=Needs Improvement	FME=Fully Meets Expectations	EE=Exceeds Expectations	NA=No observation or too early to tell
Understands his staff's strengths and shapes programs around those	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures purchasing policies are followed and informs council when revisions are needed	-	✓	-	-

General Comments:

I have confidence that the City Manager and staff comply with purchasing policies. Additionally, to ensure that the intent of those policies is fully met in the future, it would be helpful for the Manager to disseminate (and publicize) formal written procedural clarifications developed as a result of "lessons learned" on the Melton Lake Park "bathroom" project.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Prepares realistic and understandable budget documents	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principles.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages the budget within the confines of what the council adopted	-	✓	-	-

**General Comments:**

[Rated FME.] I note that within "the confines of what the council has adopted", the manager has flexibility to reallocate budget within specific city funds. To help ensure that spending is consistent with Council's intent, the Manager should communicate in writing to City Council regarding significant reallocations between major functions within the General Fund (for example, any reallocation between city departments that exceeds \$50,000).

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the city efficiently and effectively	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Ensures the public receives city services efficiently and effectively	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Enforces laws and policies adopted by the council and the state	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Responsive in completion of duties.	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Deals effectively with the media	✓	-	-	-

**General Comments:**

In addition to seeking to avoid negative media attention, the City should be more proactive in seeking positive media attention and in using emerging social media technology to communicate with citizens.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Projects a positive personal and professional image	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Has complete professional integrity and adheres by the ICMA Code of Ethics	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates continuous professional development	-	-	✓	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Works toward gaining and maintaining the respect and support of staff	✓	-	-	-

**General Comments:**

It is inappropriate for me as a Council member to probe City staff regarding their experiences of the City Manager, but I receive limited anecdotal information that indicates that some staff consider the Manager to be arbitrary and vindictive. Mark needs to work continually to ensure that his actions are fair and reasonable -- and that they are perceived as such.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Progress toward accomplishing established goals set by the City Manager and the City Council	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Assists by facilitating decision making without overstepping authority	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner	✓	-	-	-

**General Comments**

Information dissemination often occurs on an informal basis (when the manager happens to be conversing with a Council member). This type of communication is appreciated, but the informal style seems to result in situations where some Council members miss receiving some information. To ensure complete and equal communications, please consider using a checklist of critical topics to log conversations with individual Council members.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism	-	✓	-	-

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Presents multiple options for council to consider	-	✓	-	-

**General Comments**

I appreciate Mark's efforts in the past year to outline multiple options for consideration by Council members (for example, the Budget and Finance Committee). This helps Council make better decisions and it increases buy-in to the decisions we make.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Keeps the council informed of administrative developments	-	✓	-	-

**What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?**

This has been a good year for the City. I credit the City Manager's creativity in finding solutions to difficult challenges as a critical ingredient in achieving the initiation of the Main Street Oak Ridge development. His good judgment in identifying and relying upon human talent (such as Ray Evans and Steve Jones) were also important contributors to success. Those same skills in judging talent also have been in evidence in recent good decisions on the hiring and promotion of senior staff, including Shira McWaters, Beth Hickman, and Jon Hetrick.

**What other comments do you have for the City Manager, e.g. priorities, expectations, goals, or objectives for the new rating period?**

Good public communications will be particularly important as the City moves to initiate financing for the new preschool and Senior Center.

It will be a challenge to provide continuity of programs and activities currently housed in the Civic Center when the Senior Center is in interim transition between the Emory Valley Road site and the future Senior Center. Please make sure that staff thinks and acts "outside the box" in finding ways to accommodate activities. (For example. I think that Scaboro Center should be used, with extended hours and staff who are temporarily assigned there.)

**Please provide recommendations and comments on a possible change in compensation (currently \$153,337.60) and a contract extension beyond the current expiration date of August 8, 2017.**

The contract should be extended for at least 2 years (a longer extension would also be acceptable) to ensure that there will still be more than one year remaining when the Manager is next evaluated. Contract extensions are an important vote of confidence in top-level staff.

Regarding compensation, I suggest an increase of no more than the 2% that was provided to general staff.

**Please enter your name:**

Ellen Smith

**E-mail**

esmith@oakridgetn.gov

**EMPLOYMENT AGREEMENT**  
**Mark S. Watson, City Manager**

This is an agreement entered into this 15<sup>th</sup> day of July, 2010 between the City of Oak Ridge (the City) by the City Council and Mark S. Watson (City Manager) to provide for the employment of Mark S. Watson as City Manager of the City of Oak Ridge and to set forth the terms and conditions of his employment and the mutual obligations, rights and duties of each party.

Now, therefore, in consideration of the mutual promises as set forth in this agreement, the City of Oak Ridge and Mark S. Watson agree as follows:

Section 1. Duties

City Council agrees to employ Mark S. Watson as City Manager of the City of Oak Ridge to perform the functions and duties as specified in the City Charter and the City Code, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

Section 2. Term

A. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of the City Manager at any time, subject only to the provisions set forth in Section 5, Paragraphs A and B, of this agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to resign at any time.

C. Except as otherwise herein stated, this agreement shall become effective as of August 9, 2010 and shall continue in effect until August 8, 2013, except as provided in Section 2, Paragraph D.

D. In order to extend the term of this agreement, City Council shall take action by February 1, 2013. However, upon the request of the City Manager during this same period, City Council shall make a decision as to whether it desires to extend said agreement.

Section 3. Performance Evaluation

A. No later than the last business day of June of each year, City Council and the City Manager shall establish performance criteria and goals and objectives which shall provide the basis for the evaluation of the City Manager for the following fiscal year. The performance criteria and the goals and objectives will be those that are necessary for the proper operation of the City and the attainment of City Council's policy objectives. The performance criteria and the goals and objectives shall be assigned a relative priority, and shall generally be attainable within the time limitations established and within the annual operating and capital budgets and the appropriations provided.

B. The first formal evaluation of the City Manager's performance shall be completed by July 31, 2011. Thereafter, evaluations shall be conducted on an annual basis by July 31 of each year for the previous fiscal year.

Section 4. Code of Ethics

Inasmuch as the City Manager is an active member of ICMA, the "Code of Ethics" promulgated by ICMA is incorporated herein and attached hereto, and by this reference made a part hereof. Said Code of Ethics shall furnish principles to govern the City Manager's conduct and actions as the City Manager of the City.

Section 5. Termination and Severance Pay

A. In the event the City Manager is terminated by the Council at its will and pleasure, during such time that the City Manager is willing and able to perform his duties under this agreement, then in that event the City agrees to pay the City Manager a lump sum cash payment equal to six (6) months' aggregate salary plus one (1) additional month's aggregate salary for each year of service for the first six years, not to exceed a total of 12 months, plus any accrued general leave and benefits less applicable deductions as required by agreement, law, ordinance or policy for other employees and/or the City Manager's matching portion of benefits provided for and during said severance period. At City Council's option, the actual resignation date may be extended through earned and accrued leave balances due the City Manager then in effect. Provided, however, that in the event the City Manager is terminated "for just cause," then in such event, the City shall have no obligation to pay the aggregate severance sum designated in this paragraph. "Just cause" is defined and limited for the purposes of this Agreement to the following reasons: (1) willful neglect of duty; (2) felony or misdemeanor conviction of any crime involving moral turpitude; (3) violation of duties by the City Manager of honesty and sobriety; (4) any other act of a similar nature of the same or greater seriousness.

B. In the event the City at any time reduces the salary or other financial benefits of the City Manager in a greater percentage than an applicable across-the-board reduction for all City employees, then the City Manager may at his option be deemed to be "terminated" at the date of such reduction within the meaning and context of the herein severance pay provision.

Section 6. Disability

If the City Manager becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued leave, the City shall have the option to terminate this agreement, subject to the severance pay requirements of Section 5, Paragraphs A and B.

Section 7. Salary

A. City agrees to pay the City Manager for his services rendered pursuant hereto an annual base salary of \$131,996.80, payable in installments at the same time as other City employees are paid.

B. In addition, City agrees to increase said base salary and/or other benefits of the City Manager in such amounts and to such an extent as the City Council may determine desirable on the basis of the performance evaluation developed as required by Section 3 of this agreement. Nothing in this paragraph shall require the City to increase the base salary or other benefits of the City Manager.

Section 8. Hours of Work

The City of Oak Ridge requires the full-time service of its City Manager and, therefore, in the event the City Manager is not available for his duties, he shall designate a City employee as his representative to be responsible in his place, and so inform members of City Council when appropriate.

Section 9. Automobile and Communications Equipment

A. The City Manager requires that he shall have for business and personal use during his employment with the City an automobile provided to him by the City. City shall be responsible for paying liability, property damage, and comprehensive insurance and for the purchase, operation, maintenance, repair, and regular replacement of said automobile.

B. The City agrees to provide a mobile or portable radio compatible with the City's radio system for the City Manager's exclusive use.

C. The City agrees to provide a cellular or digital telephone for the exclusive business and personal use of the City Manager.

Section 10. Dues and Subscriptions

The City agrees to budget and to pay the professional dues and subscriptions of the City Manager for his continuation and full participation in national, regional, state, and local associations, organizations, and service clubs as necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City.

Section 11. Professional Development

A. The City agrees to budget and to pay the travel and subsistence expenses of the City Manager for professional and official travel, meetings, and occasions adequate to continue the professional development of the City Manager and to adequately pursue necessary official and other functions for the City, including but not limited to the Annual Conference of the International City Management Association, the Tennessee Municipal League, and such other national, regional, state, and local governmental groups and committees thereof which the City Manager serves as a member.

B. The City also agrees to budget and to pay for the travel and subsistence expenses of the City Manager for short courses, institutes, and seminars that are necessary for his professional development and for the good of the City.

Section 12. Retirement

A. The City Manager shall be immediately covered by the Tennessee Consolidated Retirement System in the same manner as is provided all other general employees of the City.

B. The City may contribute to the City Manager's Deferred Compensation Plan with the International City Management Association Retirement Corporation, on behalf of the City Manager, a sum equal to the annual contribution to such plan by the City Manager. Such annual contribution by the City shall not exceed three (3) percent of the City Manager's annual salary.

Section 13. Community Involvement

The City recognizes the desirability of representation in and before local civic and other organizations, and the City Manager is encouraged to participate in these organizations in order to maintain a continuing awareness of our community attitudes and ideas.

Section 14. Leave

The City Manager shall be credited 120 hours of general leave and 140 hours of emergency leave upon the effective date of his employment with the City and shall thereafter accrue leave in the same manner as other City employees and as specified in Article 11 of the City of Oak Ridge Personnel Plan.

Section 15. Medical, Dental, Disability, Long-Term Care, and Life Insurance Benefits

The City agrees to provide medical, dental, disability, long-term care and life insurance benefits to the City Manager, and to pay the premiums thereon equal to that which is provided all other general employees of the City.

Section 16. Liability Protection

The City shall provide the same liability protection for the City Manager as provided for all general employees of the City, as specified in Section 13.4 of the Personnel Ordinance.

Section 17. Bonding

The City agrees to bear the full cost of any fidelity or other bonds required of the City Manager under any law, ordinance or regulation.

Section 18. Residence

The City requires and the City Manager agrees to maintain his principal residence inside the corporate limits of the City during the term of this agreement including any renewals and extensions.

Section 19. Moving and Relocation Expenses

A. The City agrees to pay for the expenses of moving the City Manager, his family and personal property from Yuma, Arizona, to the City of Oak Ridge, with said moving expenses to include packing, moving, storage costs, unpacking, and insurance charges. The City Manager agrees to secure at least three bids from reputable moving companies for such services, and shall use the lowest responsible bidder.

B. The City shall assume the reasonable costs for one visit to Oak Ridge by the City Manager and his wife which shall be for the purpose of locating a principal residence within the City limits.

C. The City shall pay for up to one month's temporary housing costs if necessary.

Section 20. General Provisions

A. The text herein shall constitute the entire agreement between the parties.

B. If any provisions contained in this agreement, or portion thereof, are held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

Kurt R. Kuskush  
City Attorney

Thomas J. Beeber  
Mayor

Mark S. Watson  
City Manager

ATTEST:

Jaquelyn J. Bernard  
City Clerk

**RESOLUTION**

A RESOLUTION TO AMEND THE CITY MANAGER'S EMPLOYMENT AGREEMENT (APPROVED BY RESOLUTION 7-73-10 AND AMENDED BY RESOLUTIONS 7-72-11, 7-61-2012, 11-103-2013 AND 10-97-2014) TO PROVIDE FOR A TWO-YEAR CONTRACT EXTENSION AND AN EQUIVALENT THREE PERCENT (3%) SALARY INCREASE RETROACTIVE TO AUGUST 2, 2016.

WHEREAS, Article V, Section 1, of the City Charter provides that City Council shall appoint a chief administrative officer of the City who shall be entitled City Manager and who shall serve at the pleasure of City Council; and

WHEREAS, by Resolution 7-73-10, City Council entered into an employment agreement in which City Council agreed to employ Mark S. Watson as the City Manager; and

WHEREAS, said employment agreement provides that formal evaluations of the City Manager shall be conducted on an annual basis by July 31st of each year, and to this end City Council appointed a City Manager Evaluation Committee (the Committee) to develop an evaluation procedure; and

WHEREAS, the Committee has completed its work and based upon the evaluation results recommends that the City Manager's term of office be extended by two years and that he receive an equivalent three percent (3%) salary increase consistent with the raise given to all City employees, and that he be authorized to attend the University of Virginia's Senior Executive Institute which is an intensive, interactive learning program specifically for senior local government managers.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the Employment Agreement between the City of Oak Ridge and Mark S. Watson as City Manager is hereby amended as follows:

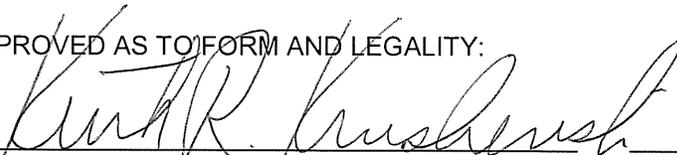
- Section 2, Term, Subsection C, be amended to provide that the Employment Agreement shall continue in effect until August 8, 2020; and
- Section 7, Salary, Subsection A, be amended to provide for a new base salary amount of \$161,116.80, which is the equivalent of a three percent (3%) salary increase, which shall become effective retroactive to the pay period beginning August 2, 2016.

BE IT FURTHER RESOLVED that the City Manager is also authorized to attend the University of Virginia's Senior Executive Institute.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute all necessary legal documents to accomplish the same.

This the 10th day of October 2016.

APPROVED AS TO FORM AND LEGALITY:

  
 \_\_\_\_\_  
 Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
 Warren L. Gooch, Mayor

\_\_\_\_\_  
 Mary Beth Hickman, City Clerk

# CONSENT AGENDA

**OAK RIDGE CITY COUNCIL SPECIAL MEETING**  
Municipal Building Courtroom

September 6, 2016

Minutes

The special meeting of the City Council of the City of Oak Ridge, Tennessee convened at 1:00 p.m. on September 6, 2016 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**ROLL CALL**

Upon roll call the following councilmembers were present: Councilmember Kelly Callison; Councilmember Rick Chinn, Jr; Mayor Warren L. Gooch; Councilmember L. Charles Hensley; Councilmember Charles J. Hope, Jr. and Mayor Pro Tem Ellen D. Smith. Councilmember Trina Baughn was absent.

Also present were Mark S. Watson, City Manager; Mary Beth Hickman, City Clerk; and Kenneth R. Krushenski, City Attorney.

**ITEM FOR DISCUSSION**

A RESOLUTION AWARDING A CONTRACT (FY2017-042) TO FIRST PLACE FINISH, INC., OAK RIDGE, TENNESSEE, FOR THE OAK RIDGE ROWING COURSE SITE IMPROVEMENTS PROJECT IN THE ESTIMATED AMOUNT OF \$548,350.28.

Councilmember Hensley moved for approval, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution.

Councilmember Chinn asked if there is any money left over that has been budgeted if the City would keep the money that the City had put in. City Manager Mark Watson stated that the City would use any contributions that have been received first and any balance would be the City's expense.

Mayor Pro Tem Smith asked if the work is dependent upon TVA's drawdown schedule or will the work be completed prior. Keith Craft with Barge Waggoner Sumner and Cannon indicated that the work does not depend on TVA's drawdown schedule. She also asked if the amount asked for in the resolution is a firm fixed price. City Manager Mark Watson said that the City believes that is a firm fixed price, and there was a 20% contingency built into the cost.

Councilmember Hensley asked about a clarification of the original scope of the project. Keith Craft stated that there has been a redesign of how the retaining wall would be constructed.

Raymond Kircher, 120 Lasalle Road, Oak Ridge, addressed Council about his request for test samples, nucleids that are potentially present in the lake, and the sewer line beltway. He also notified Council about a meeting at the Tennessee Department of Environment and Conservation Office of Remediation on September 13 from 2-4 p.m. to address his concerns.

Mayor Pro Tem Smith stated that the sewer line beltway is at a different location in town and is not related to this site.

Andy Marathe, 121 Westlook Circle, Oak Ridge, expressed his support for the project, but he also asked if dredging, the retaining wall, and levels of water in the event of a flood were considered. City Manager Mark Watson replied that they were taken into consideration and included in the design.

The resolution was approved unanimously by board vote with Councilmembers Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

**ADJOURNMENT**

The meeting adjourned at 1:12 p.m.

**OAK RIDGE CITY COUNCIL MEETING**  
Municipal Building Courtroom

September 12, 2016

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on September 12, 2016 in the Courtroom of the Municipal Building with Mayor Warren L. Gooch presiding.

**INVOCATION**

The invocation was given by Pastor Derrick Hammond of Oak Valley Baptist Church.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Councilmember Kelly Callison.

**ROLL CALL**

Upon roll call the following councilmembers were present: Councilmember Trina Baughn; Councilmember Kelly Callison; Councilmember Rick Chinn, Jr.; Mayor Warren L. Gooch; Councilmember L. Charles Hensley; Councilmember Charles J. Hope, Jr.; and Mayor Pro Tem Ellen D. Smith. Also present were Mark S. Watson, City Manager; Mary Beth Hickman, City Clerk; Janice McGinnis, Finance Director and Kenneth R. Krushenski, City Attorney.

**APPEARANCE OF CITIZENS**

Anthony Allen, 109 Bedford Lane, Oak Ridge, invited members of Council to First Responders Day, which will be held on Saturday, September 17<sup>th</sup> in the parking lot of Swifty's Atomic Bar and Grill.

Christine Goudy, 112 Briar Road, Oak Ridge, addressed Council regarding the possible disposition of the YWCA building.

Martin McBride, 954 W. Outer Drive, Oak Ridge, addressed Council regarding an Oak Ridge First policy for DOE. Councilmember Baughn requested that DOE managers be invited to the October 10<sup>th</sup> City Council meeting to address this and other issues, and Councilmember Hensley agreed.

**ADDITION OF RESOLUTION**

Mayor Gooch moved that the following resolution be added to the agenda at the end of "Resolutions," and Mayor Pro Tem Smith seconded.

**A RESOLUTION WAIVING COMPETITIVE BIDS AND AUTHORIZING THE CITY TO ENTER INTO A CONTRACT FOR LABOR AND EQUIPMENT TO CONSTRUCT IMPROVEMENTS TO THE CITY'S WATER DISTRIBUTION SYSTEM AT THE MAIN STREET OAK RIDGE PROJECT SITE.**

The motion was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

## **PROCLAMATIONS AND PUBLIC RECOGNITIONS**

*A proclamation recognizing Dover Development for receipt of the Chairman's Award for Achievement in Historic Preservation.*

Councilmember Chinn moved for approval, and Mayor Pro Tem Smith seconded. The proclamation was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

*A proclamation designating September 13, 2016 as Industry Appreciation Day.*

Mayor Pro Tem Smith moved for approval, and Councilmember Callison seconded. The proclamation was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

*A proclamation designating September, 2016 as Suicide Prevention Month.*

Councilmember Hensley moved for approval, and Councilmember Chinn seconded. The proclamation was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

## **CONSENT AGENDA**

Mayor Pro Tem Smith moved for adoption, and Councilmember Chinn seconded. At the request of Councilmember Baughn, items d. was removed from the Consent Agenda for discussion.

The Consent Agenda was unanimously adopted by voice vote with Councilmembers Baughn, Chinn, Callison, Hensley, Hope, Mayor Pro Tem Smith, and Mayor Gooch voting "Aye."

Approval of the August 8, 2016 City Council meeting minutes

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF OAK RIDGE A CERTIFICATE OF GOOD MORAL CHARACTER FOR RHONDA HAMILTON, OAK RIDGE BPOE (ELKS) LODGE NO. 1684.

### Item Removed from Consent Agenda

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A RELEASE OF DEDICATION FOR LOT 67 IN WILLOW PLACE SUBDIVISION.

Mayor Pro Tem Smith moved to adopt the resolution, and Mayor Gooch seconded. City Manager Mark Watson provided an overview of the resolution and answered questions from Council.

Tom Beehan, 113 Liberty Court, President of the Willow Place Homeowners Association, spoke in support of the resolution.

The resolution was adopted unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

Mayor Gooch announced that the following resolutions are deferred to the October 10<sup>th</sup> City Council meeting:

A RESOLUTION GRANTING A PERMIT TO KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES IN THE CITY OF OAK RIDGE AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE, AND WAIVING THE RESIDENCY REQUIREMENT FOR BOTH APPLICANTS.

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND ISSUE ON BEHALF OF THE CITY OF OAK RIDGE CERTIFICATES OF COMPLIANCE FOR KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE.

### **RESOLUTIONS**

A RESOLUTION AUTHORIZING THE EXPENDITURE OF \$228,702.96 FROM THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE AND EQUIPPING OF FOUR (4) PATROL VEHICLES FOR THE POLICE DEPARTMENT UTILIZING STATE CONTRACT PRICING.

Councilmember Hensley moved to approve the resolution, and Councilmember Callison seconded. City Manager Mark Watson and Chief James Akagi answered questions from Council.

Councilmember Baughn asked the City Clerk to place the following quote in the minutes: "In May, 2016, a resolution to approve \$105,138 for 2 police cars and equipment failed with Baughn, Chinn, Hope, and Gooch voting "Nay."

Andy Marathe, 121 Westlook Circle, Oak Ridge, asked where the money goes when the vehicles are sold and how the money is tracked. City Manager Mark Watson responded that the money goes into the Vehicle Replacement Fund, which is audited.

The resolution was adopted by board vote with Councilmembers Callison, Hensley, Mayor Gooch and Mayor Pro Tem Smith voting "Aye" and Councilmembers Baughn, Chinn, and Hope voting "No."

A RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICAL SWITCHGEAR FOR THE WASTEWATER TREATMENT PLANT FROM STOKES ELECTRIC COMPANY, KNOXVILLE, IN THE ESTIMATED AMOUNT OF \$219,555.00 AND AWARDED A CONTRACT (FY2017-040) TO EAST TN TECHNICAL SERVICES, INC., HARRIMAN, IN THE ESTIMATED AMOUNT OF \$64,950.00 FOR INSTALLATION OF SAID ELECTRICAL SWITCHGEAR AT THE WASTEWATER TREATMENT PLANT.

Mayor Pro Tem Smith moved for a of the resolution, and Councilmember Callison seconded. City Manager Mark Watson and Public Works Director Shira McWaters answered questions from Council. Councilmember Chinn moved to divide the question, and Councilmember Baughn seconded. The motion was approved by board vote with Councilmembers Baughn, Callison, Chinn, Mayor Gooch and Mayor Pro Tem Smith voting "Aye," and Councilmembers Hensley and Hope voting "No."

Question 1 of the resolution pertaining to the purchase of electrical switchgear was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

Question 2 of the resolution pertaining to the installation of the switchgear was approved by board vote with Councilmembers Baughn, Callison, Hope, Hensley, Mayor Gooch and Mayor Pro Tem Smith voted "Aye" and Councilmember Chinn voted "No."

A RESOLUTION ESTABLISHING NEW ELECTRIC RATES EFFECTIVE OCTOBER 1, 2016 TO ACCOUNT FOR TVA'S WHOLESALE RATE ADJUSTMENT.

Councilmember Callison moved for approval of the resolution and Mayor Pro Tem Smith seconded. City Manager Mark Watson and Electric Department Director Jack Suggs answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

A RESOLUTION WAIVING COMPETITIVE BIDS AND AUTHORIZING THE CITY TO

PURCHASE ONE FIRE ENGINE FROM SUTPHEN CORPORATION IN THE ESTIMATED AMOUNT OF \$501,811.00.

Councilmember Hensley moved for approval of the resolution, and Councilmember Hope seconded. City Manager Mark Watson provided an overview of the resolution, and Chief Darryl Kerley answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

A RESOLUTION TO TRANSFER NINE (9) CITY-OWNED REAL PROPERTIES TO THE OAK RIDGE LAND BANK CORPORATION FOR DISPOSITION AS SET FORTH IN RESOLUTION 11-108-2013.

Councilmember Hensley moved for approval of the resolution, and Mayor Pro Tem Smith seconded. City Manager Mark Watson provided an overview of the resolution and answered questions from Council.

Andy Marathe, 121 Westlook Circle, Oak Ridge, addressed Council about a water main break on Pennsylvania Avenue and asked that staff take remedial action for replacing the water main.

The resolution was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Pro Tem Smith and Mayor Gooch voting "Aye."

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH STUDIO FOUR DESIGN, INC., KNOXVILLE, TENNESSEE, TO PERFORM AS-NEEDED ARCHITECTURAL SERVICES FOR VARIOUS UPCOMING PROJECTS.

Councilmember Chinn moved for approval of the resolution, and Councilmember Hope seconded. City Manager Mark Watson provided an overview of the resolution.

The resolution was approved by board vote with Councilmembers Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye," and Councilmember Baughn voting "No."

A RESOLUTION AUTHORIZING THE CITY TO EXPEND UP TO \$500,000.00 IN GRANT FUNDS RECEIVED FROM THE TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA) AS PART OF THDA'S HOME GRANT PROGRAM.

Councilmember Hensley moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson and Community Development Director Kathryn Baldwin answered questions from Council.

The resolution was approved by board vote with Councilmembers Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye," and Councilmember Baughn voting "No."

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE FERGUSON GROUP, LLC, WASHINGTON, D.C., FOR THE PROVISION OF CONSULTING SERVICES TO PROVIDE GRANT SUPPORT AND TO DEVELOP A COMPREHENSIVE FEDERAL GOVERNMENT RELATIONS AGENDA AND ACTION PLAN FOR AGREED UPON PRIORITIES FOR THE CITY IN THE AMOUNT OF \$30,000.00 AT A MAXIMUM RATE OF \$425.00 PER HOUR WITH AN ALLOWANCE OF \$5,000.00 FOR EXPENSES.

Councilmember Hope moved for approval of the resolution, and Councilmember Mayor Pro Tem Smith seconded. City Manager Mark Watson provided an overview of the resolution.

The resolution failed by board vote with Mayor Gooch and Mayor Pro Tem Smith voting "Aye," and Councilmembers Baughn, Callison, Chinn, Hensley and Hope voting "No."

A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR, AND ACCEPT IF AWARDED, A GRANT FROM THE JAPAN WORLD EXPOSITION 1970 COMMEMORATIVE FUND IN AN AMOUNT UP TO \$100,000.00 TO CONSTRUCT A PAVILION TO HOUSE THE FRIENDSHIP BELL; SAID GRANT REQUIRING A 50/50 MATCH.

Councilmember Hensley moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution, and Recreation and Parks Director Jon Hetrick answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn Hensley, Hope, Mayor Gooch, and Mayor Pro Tem Smith voting "Aye."

A RESOLUTION APPROVING A PROJECT DEVELOPMENT AGREEMENT WITH ENERGY SYSTEMS GROUP, LLC, JOHNSON CITY, TENNESSEE, TO CONDUCT AN ENERGY AUDIT OF DESIGNATED CITY AND SCHOOL FACILITIES AS THE INITIAL PHASE OF AN OVERALL ENERGY SAVINGS PERFORMANCE PROJECT.

Mayor Pro Tem Smith moved to approve the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution.

The resolution was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

A RESOLUTION WAIVING COMPETITIVE BIDS AND AUTHORIZING THE CITY TO ENTER INTO A CONTRACT FOR LABOR AND EQUIPMENT TO CONSTRUCT IMPROVEMENTS TO THE CITY'S WATER DISTRIBUTION SYSTEM AT THE MAIN STREET OAK RIDGE PROJECT SITE.

Councilmember Hensley moved for approval of the resolution, and Councilmember Callison seconded. City Manager Mark Watson provided an overview of the resolution, and Public Works Director Shira McWaters and Ray Evans answered questions from Council.

Mayor Pro Tem Smith moved to amend the resolution by deleting the words "estimated to be \$30,000 to" and adding the words "not to exceed \$40,000."

The amendment was adopted unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

The resolution as amended was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

## **PUBLIC HEARINGS AND FIRST READING OF ORDINANCES**

### **First Reading of Ordinances**

AN ORDINANCE TO AMEND ORDINANCE NO. 19-82, AS AMENDED, BY DELETING THE PROVISION OF SECTION 2 PERTAINING TO THE SCHEDULE OF WATER RATES FOR COMMODITY CHARGES AND MINIMUM MONTHLY BILLING IN ITS ENTIRETY, AND SUBSTITUTING THEREFOR A NEW SCHEDULE OF WATER RATES.

Councilmember Callison moved for approval of the ordinance, and Mayor Pro Tem Smith seconded. City Manager Mark Watson provided an overview of the ordinance, and Finance Director Janice McGinnis answered questions from Council.

Councilmember Chinn moved to amend the ordinance to change the rate for 20,000 gallons or more from \$1.08 to \$3.00 for FY2017, and Councilmember Hensley seconded.

Danielle Westcott, 107 Melton Lake Drive, Oak Ridge, stated that she felt like the \$3.00 amendment is fair.

The amendment was approved by board vote with Councilmembers Baughn, Chinn, Hensley and Hope voting "Aye," and Councilmember Callison, Mayor Gooch and Mayor Pro Tem Smith voting "No."

The ordinance was approved as amended by board vote with Councilmembers Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye," and Councilmembers Baughn and Callison voting "No."

Mayor Gooch moved that consideration of the ordinance pertaining to wastewater rates be moved down on the agenda to the end of Final Adoption of Ordinances in order to move straight to the public hearing on the rezoning of Melton Lake Drive, and Mayor Pro Tem Smith seconded. The motion was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

### **FINAL ADOPTION OF ORDINANCES**

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF AN APPROXIMATE 2.50 ACRE PORTION OF PARCEL 003.00, ANDERSON COUNTY TAX MAP 094E, GROUP A, FROM B-2, GENERAL BUSINESS TO IND-1, INDUSTRIAL, SAID PARCEL BEING LOCATED AT 110 MELTON LAKE DRIVE.

Councilmember Callison moved for approval of the ordinance, and Councilmember Hope seconded.

Councilmember Hensley moved to open the public hearing, and Councilmember Callison seconded.

Danielle Westcott, 107 Melton Lake Drive, addressed Council in opposition to the rezoning due to the potential increase in heavy equipment traffic on Melton Lake Drive.

Tom Fox, owner of Fox Auto Salvage, stated that the company that is potentially moving into the site is a company that specializes in pipeline installation, equipment rental and sales. They are currently located on Parkside Drive in Knoxville but do not have enough space at their current location.

Councilmember Hope moved to close the public hearing, and Councilmember Hensley seconded. The motion was approved unanimously by voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

The ordinance was approved unanimously by board vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

AN ORDINANCE CLOSING THE PORTION OF FAIRBANKS ROAD BETWEEN BRIARCLIFF AVENUE AND EMORY VALLEY ROAD TO PUBLIC TRAVEL.

Councilmember Callison moved for adoption of the ordinance, and Councilmember Hope seconded.

The ordinance was adopted unanimously by board vote Councilmembers Baughn, Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting "Aye."

AN ORDINANCE TO AMEND ORDINANCE NO. 17-98 (AS AMENDED), SECTION 1, TO INCREASE THE MONTHLY RESIDENTIAL REFUSE COLLECTION FEE FROM \$10.50 TO \$14.00 AND TO CLARIFY LANGUAGE REGARDING THE FEE.

Councilmember Callison moved for adoption of the ordinance, and Councilmember Chinn seconded.

Anne Garcia Garland, 120 Outer Drive, Oak Ridge, stated that when the city can renegotiate the garbage contract, there will be an opportunity to decrease the rates.

The ordinance was adopted by board vote with Councilmembers Callison, Chinn, Hensley, Hope, Mayor Gooch and Mayor Pro Tem Smith voting “Aye,” and Councilmember Baughn voting “No.”

AN ORDINANCE TO AMEND ORDINANCE NO. 21-82, AS AMENDED, BY DELETING THE PROVISION OF SECTION 13 PERTAINING TO THE SCHEDULE OF WASTEWATER RATES IN ITS ENTIRETY, AND SUBSTITUTING THEREFOR A NEW SCHEDULE OF WASTEWATER RATES.

Councilmember Callison moved for approval of the ordinance, and Mayor Pro Tem Smith seconded.

The ordinance was approved by board vote with Councilmembers Callison, Chinn, Hope, Mayor Gooch and Mayor Pro Tem Smith voting “Aye,” and Councilmembers Baughn and Hensley voting “No.”

### **ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING**

#### **Elections/Appointments**

#### **Announcements**

#### **Scheduling**

Mayor Gooch reminded Council that there is a work session scheduled for next Tuesday, September 20.

### **COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS**

### **SUMMARY OF CURRENT EVENTS**

#### **CITY MANAGER’S REPORT**

#### **CITY ATTORNEY’S REPORT**

#### **ADJOURNMENT: 11:21 p.m.**

**RECREATION & PARKS MEMORANDUM  
16-06**

**CITY CLERK MEMORANDUM  
16-26**

**DATE:** September 23, 2016

**TO:** Mark S. Watson, City Manager

**FROM:** Jonathan Hetrick, Recreation & Parks Director  
Mary Beth Hickman, City Clerk

**SUBJECT:** INTERLOCAL AGREEMENT CREATING THE GREAT SMOKY MOUNTAINS  
REGIONAL GREENWAY COUNCIL AND APPOINTING CITY OF OAK RIDGE  
REPRESENTATIVES AS VOTING MEMBERS

Introduction

An item for City Council's consideration is a resolution to renew the Interlocal Agreement with the Great Smoky Mountains Regional Greenway Council and to continue the appointment of Mr. Roger Macklin as the voting citizen representative and Jon Hetrick as the government representative for the City of Oak Ridge in accordance with said agreement.

Funding

The \$1,500 for the annual dues will come from the Recreation Supervision Budget.

Background

City Council voted to approve the Interlocal Agreement between the Greenway Council and the City of Oak Ridge in August 2015. The City joined the organization in January 2014 in order to work with other regional municipalities and interested organizations for the purpose of developing a regional greenway system. One result of this collaboration has been the development, by the Greenway Council, of a Knox County to Oak Ridge Greenway Conceptual Plan. The approved Interlocal Agreement has a term of ten (10) years, but the Greenway Council has requested that all member organizations renew this year in order to put all organizations on the same renewal cycle.

I will continue to serve as the City representative on the Greenway Council with City Council's approval. Roger Macklin, Vice President of Greenways Oak Ridge, will continue to be a great citizen representative as the City moves forward with this collaboration.

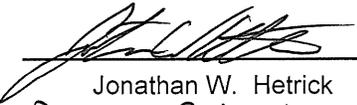
Recommendation

Adoption of the attached resolution is recommended to allow the City's continued participation in the Great Smoky Mountains Regional Greenway Council, and to appoint Mr. Roger Macklin as the voting citizen representative and myself as the government representative for the City of Oak Ridge.

Attachment(s)

Resolution

Interlocal Agreement creating The Great Smoky Mountains Regional Greenway Council



---

Jonathan W. Hetrick



---

Mary Beth Hickman

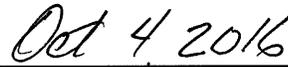
**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.



---

Mark S. Watson



---

Date

**RESOLUTION**

A RESOLUTION RENEWING THE INTERLOCAL AGREEMENT WITH THE GREAT SMOKY MOUNTAINS REGIONAL GREENWAY COUNCIL AND RE-AFFIRMING THE APPOINTMENTS OF JON HETRICK AS THE CITY'S GOVERNMENT REPRESENTATION AND ROGER MACKLIN AS THE CITY'S CITIZEN REPRESENTATIVE ON THE GREENWAY COUNCIL.

WHEREAS, the Great Smoky Mountains Regional Greenway Council works with regional municipalities and interested organizations for the purpose of developing a regional greenway system; and

WHEREAS, the City is authorized by the Interlocal Cooperation Act (Tennessee Code Annotated §12-9-101 et seq.) to enter into an agreement to become a member of the Great Smoky Mountains Regional Greenway Council (Greenway Council); and

WHEREAS, by Resolution 8-85-2015, City Council authorized the City to enter into an Interlocal Agreement with the Greenway Council and appointed Jon Hetrick as the City's government representative and Roger Macklin as the City's citizen representative to the Greenway Council; and

WHEREAS, the Greenway Council has requested all members renew their membership to place all members on the same renewal schedule; and

WHEREAS, the City Manager recommends approval of the Greenway Council's request for renewal and further recommends the continued appointments of Jon Hetrick and Roger Macklin.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendations of the City Manager are approved and the City is hereby authorized to renew the Interlocal Agreement with the Great Smoky Mountains Regional Greenway Council and the City hereby re-affirms the appointments of Jon Hetrick and Roger Macklin as the City's Greenway Council government and citizen representatives, respectively.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to enter into the appropriate legal instruments to accomplish the same.

This the 10th day of October 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

**INTERLOCAL AGREEMENT CREATING THE  
GREAT SMOKY MOUNTAINS REGIONAL GREENWAY COUNCIL**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the attached government and organization members and as added or deleted as approved by the Council.

**WITNESSETH:**

WHEREAS, the parties have entered into an Interlocal Agreement creating the Great Smoky Mountains Regional Greenway Council, and

WHEREAS, TCA 12-9-101, et.seq. permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities, and

WHEREAS, the designated cities and counties in east Tennessee and federal, state, regional and community organizations have joined together in an effort to create a regional system of greenways and blueways.

NOW, THEREFORE, in consideration of the mutual promises, covenants and benefits to accrue from conduct of a comprehensive regional planning process, the parties hereto (“Members”) hereby covenant and agree as follows:

1. Establishment of Great Smoky Mountains Regional Greenway Council. There is hereby established a multi-jurisdictional arrangement, herein referred to as the “Great Smoky Mountains Regional Greenway Council,” among the Members.
2. Purpose. The purpose of the Great Smoky Mountains Regional Greenway Council is to develop a protected system of natural corridors and land and water trails which will

link citizens with each other and with the natural and historic resources of the Smoky Mountains Region.

3. Duties and Responsibilities. The duties and responsibilities of the Great Smoky Mountains Regional Greenway Council are as follows:
  - (a) Development and implementation of a Great Smoky Mountains Regional Greenway Plan.
  - (b) Development of a system of greenways throughout the region that would:
    - Create a positive regional image
    - Enhance tourism
    - Increase outdoor recreation opportunities
    - Provide transportation alternatives
    - Enhance quality of life in the region
    - Protect natural corridors
    - Create new outdoor education opportunities
  - (c) Establishment of a public relations/marketing information program to publicize and gain support for regional greenways.
  - (d) Establishment of a network to promote, support, and communicate information and ideas about greenway development through regular scheduled meetings, events, and other forms of communication.
4. Voting Membership. Each dues-paying government entity may assign one citizen and one government representative as voting members. The Council shall have the flexibility to adjust dues to promote participation by all interested entities.
5. Officers. The Council Members shall elect from among themselves a chairperson, and vice-chairperson, a secretary and a treasurer for a term not to exceed two (2) years. The Council may also elect such other officers and committee chairpersons as it deems necessary and appropriate.

6. Ex-Officio. There will be a variety of technical and citizen advisors that assist the Council. Ex-officio members shall be selected by the Council.
7. Funding. The Council shall develop a structure and payment schedule for its members.
8. Additional Members. Additional Members may be added by an addendum hereto executed by the parties hereto and such additional Members.
9. Staff. The Council shall have the authority to hire part-time or full-time staff as it deems necessary.
10. Contracts. The Council shall have the authority to contract for necessary services in furtherance of its mission.
11. Grants. The Council shall have the authority to apply for, accept and administer grants.
12. Terms of Agreement. This Agreement shall remain in force and effect for a period of ten (10) years provided, however, that any Member may, upon three (3) months written notice to all the other parties, withdraw from the Council and terminate all of its obligations set forth herein which had not already been incurred prior to the sending of such notice.

**GREAT SMOKY MOUNTAIN REGIONAL GREENWAY COUNCIL  
ANNUAL DUES—revised February 2009**

In an effort to make dues as fair and equitable as possible, the annual dues are based on the governments' park budget. This was conceived by recognizing that often population categories are not a good indicator of the services offered by a government agency and therefore does not indicate the ability to pay annual dues. Each year the full Council approves annual dues.

Annual dues for any governmental entity within the East Tennessee region that does not have a park budget but that wishes to be a voting member of the Council shall be equal to the dues for a local government with a Parks and Recreation Department annual operating budget of \$249,000 or less.

Any local government that contributes to the required local match for a regional greenway planning grant, if the grant has been sought with the cooperation and approval of the Council, may have its annual dues for the calendar year in which the local match was paid reduced by the amount of the contribution toward the local match.

Revenue generated from annual dues is utilized to accomplish common projects approved by the Council to promote greenways throughout the region.

<b><u>Parks and Recreation Department Annual Operating Budget</u></b>	<b><u>GSMRGC Annual Dues</u></b>
\$2 million or above	\$1,500
\$1,000,000-\$1,999,999	\$1,000
\$500,000-\$999,999	\$500
\$250,000-\$499,999	\$300
\$0-\$249,999	\$200

City/County: \_\_\_\_\_

Annual Dues: \$ \_\_\_\_\_

Please fill in this form and return with a check in the appropriate amount payable to:

Great Smoky Mountains Regional Greenway Council

c/o Angie Luckie, Chair

City of Maryville

400 W. Broadway Ave.

Maryville, TN 37801

IN WITNESS WHEREOF, the parties have officially adopted and cause this Agreement to be executed and their signatures to be affixed by their respective chief officials as of the day, month and year first above written.

[CITY OR COUNTY NAME], TENNESSEE

BY ITS MAYOR

\_\_\_\_\_

Mayor

\_\_\_\_\_

Printed name

\_\_\_\_\_

Date

# RESOLUTIONS

**LEGAL MEMORANDUM**  
**16-14**

DATE: August 30, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Kenneth K. Krushenski, City Attorney  
SUBJECT: APPLICATION FOR RETAIL PACKAGE STORE  
PERMIT AND CERTIFICATE OF COMPLIANCE

Introduction

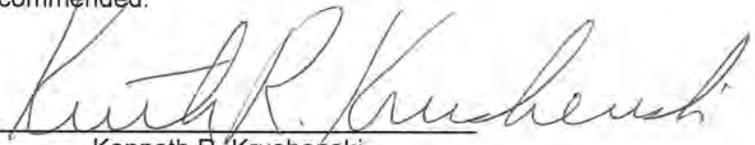
Two items for City Council's consideration are (1) a resolution granting a permit for Kalpesh Trambadia and Nilaykumar Trambadia to engage in the retail sale of alcoholic beverages at Turnpike Liquor Store, 331 Oak Ridge Turnpike, and waiving the residency requirement for both applicants; and (2) a resolution authorizing the Mayor to sign and issue on behalf of the City of Oak Ridge certificates of compliance for Kalpesh Trambadia and Nilaykumar Trambadia.

Background

Kalpesh Trambadia and Nilaykumar Trambadia recently purchased the business known as Turnpike Liquor Store, 331 Oak Ridge Turnpike, and are requesting a City of Oak Ridge Retailer's Permit and their state-required Certificates of Compliance. Pertinent information concerning their application has been distributed to the Council, and notice has been published in The Oak Ridger advising that consideration of the issuance of their Certificates of Compliance would be considered at the September 12, 2016 Council meeting. Staff has advised the applicants to be in attendance at the meeting to answer any questions Council may have.

Recommendation

Adoption of the attached resolutions is recommended.

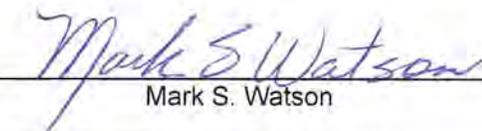
  
\_\_\_\_\_  
Kenneth R. Krushenski

lm

Attachments

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
\_\_\_\_\_  
Mark S. Watson

9-2-2016  
\_\_\_\_\_  
Date

**RESOLUTION**

A RESOLUTION GRANTING A PERMIT TO KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES IN THE CITY OF OAK RIDGE AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE, AND WAIVING THE RESIDENCY REQUIREMENT FOR BOTH APPLICANTS.

WHEREAS, Title 8, Chapter 4, of the Oak Ridge Code of Ordinances requires a permit to be issued before anyone may engage in the retail sale of alcoholic beverages, and

WHEREAS, Kalpesh Trambadia and Nilaykumar Trambadia have made proper application for such a permit, and

WHEREAS, said applicants meet all the necessary conditions and requirements of the laws of the City of Oak Ridge and the State of Tennessee, and

WHEREAS, the City Council is authorized to waive the residency requirement for an applicant who possesses sufficient contacts with the City which would permit Council to verify the good moral character of that nonresident applicant.

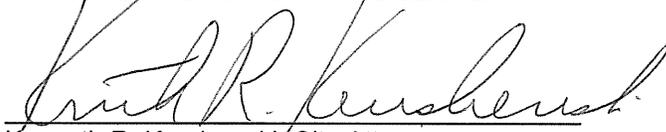
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That Kalpesh Trambadia and Nilaykumar Trambadia are hereby granted a permit to engage in the retail sale of alcoholic beverages in the City of Oak Ridge at Turnpike Liquor Store, 331 Oak Ridge Turnpike and that the Mayor is authorized to sign said permit on behalf of the City of Oak Ridge.

BE IT FURTHER RESOLVED that Council does hereby waive the residency requirement for Kalpesh Trambadia and Nilaykumar Trambadia.

This the 10th day of October 2016.

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

RESOLUTION

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND ISSUE ON BEHALF OF THE CITY OF OAK RIDGE CERTIFICATES OF COMPLIANCE FOR KALPESH TRAMBADIA AND NILAYKUMAR TRAMBADIA TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES AT TURNPIKE LIQUOR STORE, 331 OAK RIDGE TURNPIKE.

WHEREAS, after diligent inquiry and careful investigation of Kalpesh Trambadia and Nilaykumar Trambadia, City Council has found their general character to be good, and

WHEREAS, City Council feels assured that the applicants will refrain from any violation of Title 8, Chapter 4, of the Oak Ridge Code of Ordinances, and Title 57, Chapters 1, 6, 7, and 8, of the Tennessee Code Annotated (Chapter No. 49, Public Acts, 1939), which are the alcoholic beverage laws, or any statutory amendment thereof or any rule or regulation promulgated pursuant thereto, and

WHEREAS, City Council has granted the necessary permit to Kalpesh Trambadia and Nilaykumar Tramadia for the retail sale of alcoholic beverages thereby signifying full compliance with the ordinances of the City of Oak Ridge, and

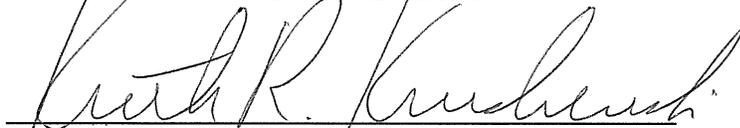
WHEREAS, City Council is of the opinion that said applicants are entitled to the State license applied for.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the Mayor is hereby authorized to sign and issue on behalf of the City of Oak Ridge Certificates of Compliance for Kalpesh Trambadia and Nilaykumar Tramadia, Turnpike Liquor Store, 331 Oak Ridge Turnpike, City Council finding that they have not been convicted of a felony, that all local regulations have been complied with, and that they will refrain from any violations hereinabove set forth.

This the 10<sup>th</sup> day of October 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**16-27**

**DATE:** September 21, 2016  
**TO:** Mark S. Watson, City Manager  
**FROM:** Shira A. McWaters, Public Works Director  
**SUBJECT: WATER SYSTEM MAPS CONVERSION FROM CAD TO GIS**

Introduction

An item for City Council consideration is the recommendation of a professional services agreement with LDA Engineering located in Alcoa, TN, for the conversion of the City of Oak Ridge water system maps from CAD (computer-aided design) into GIS (geographic information system) for a not to exceed amount of \$125,000.

Funding

Funding for this project was budgeted for FY2017 and is available in the Waterworks Fund.

Consideration

In order for the City of Oak Ridge Public Works Department to operate in an orderly, time-efficient manner, it is important that we maintain an updated mapping system for our utilities, which will allow our staff to quickly and effectively respond to all types of issues such as water main breaks, maintenance, new construction, and master planning for future expansion. We recently updated our sewer system maps by converting them from a CAD based system to GIS. We are currently converting the stormwater maps from paper, CAD and field measurement into GIS. It is now time to convert our water system maps from CAD to GIS. Converting these maps to GIS provides the City with a more user friendly and universal system that can be shared with a larger public (major metropolitan areas are beginning to have utility information on GIS maps accessible through their website), give our workers more accurate information thereby increasing efficiency, and is easier to maintain and operate into the future.

Conversion of these maps to GIS will allow the assets (water mains, tanks, hydrants, valves, etc.) to be included in the work orders issued through the Infor system, as the sewer assets have been since 2013. In addition, the conversion of the maps is the first phase in the preparation of a hydraulic model of the water distribution system. A hydraulic model is a useful tool that will be utilized in the decision making process for sizing and replacing water mains, evaluating hydraulic deficiencies in the system, and prioritizing water main replacement.

In July 2016, the Public Works Department, along with City Councilman Callison, reviewed submittals from twelve (12) engineering firms, selecting a number of firms for future water and wastewater projects. During this process, the following firms were included in the selection for water distribution work:

- CTI Engineers, Inc.
- Barge Waggoner Sumner and Cannon, Inc.
- LDA Engineering

These firms were invited to provide a short presentation based on their experience, knowledge, recommendation, proposed method, and approximate time frame to convert the water system maps from CAD to GIS. A selection team consisting of Public Works Utilities, Engineering and Administration divisions, as well as Information Services employees listened and evaluated each of the presentations. Upon completion of the presentations, the team discussed the qualifications of each firm and selected LDA Engineering for this project.

Recommendation

A written cost proposal was received and reviewed on September 19, 2016 by Public Works staff. Based on the review of the scope of work and submitted cost proposal, staff recommends a professional services agreement with LDA Engineering for the conversion of the City of Oak Ridge water system maps from CAD to GIS. Adoption of the attached resolution is recommended as submitted.



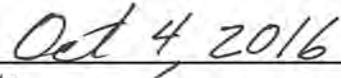
Shira McWaters, P.E.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.



Mark S. Watson



Date

**RESOLUTION**

A RESOLUTION APPROVING AN AGREEMENT WITH LDA ENGINEERING TO CONVERT THE CITY'S WATER SYSTEM MAPS FROM COMPUTER-AIDED DESIGN (CAD) TO GEOGRAPHIC INFORMATION SYSTEM (GIS) IN AN AMOUNT NOT TO EXCEED \$125,000.00.

WHEREAS, the City is in the process of converting the utility mapping systems to geographic information system (GIS) which will provide the City with a more user friendly and universal system, give workers more accurate information thereby increasing efficiency, and be easier to maintain and operate in the future; and

WHEREAS, at this time the City is ready to convert the water system maps from computer-aided design (CAD) to GIS; and

WHEREAS, statements of qualifications were received from twelve (12) engineering firms for water and sewer projects, with three (3) firms making presentations for this project, with LDA Engineering, Alcoa, Tennessee, ultimately selected as the best firm for the project; and

WHEREAS, the City Manager recommends approval of an agreement with LDA Engineering.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into a professional services agreement with LDA Engineering, 110 Tyson Boulevard, Suite 200, Alcoa, Tennessee 37701, to convert the City's water system maps from computer-aided design (CAD) to geographic information system (GIS) in an amount not to exceed \$125,000.00.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 10th day of October 2016

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

## INFORMATION SERVICES MEMORANDUM

16-08

TO: Mark S. Watson  
City Manager

FROM: Amy Fitzgerald, Ph.D.  
Governmental Affairs & Information Services Director

DATE: October 4, 2016

SUBJECT: A RESOLUTION AUTHORIZING TRANSMITTAL OF COMMENTS TO THE NATIONAL PARK SERVICE, U.S. DEPARTMENT OF THE INTERIOR, AND THE U.S. DEPARTMENT OF ENERGY ON THE DRAFT FOUNDATION DOCUMENT FOR THE MANHATTAN PROJECT NATIONAL HISTORICAL PARK (TENNESSEE, NEW MEXICO, WASHINGTON) SEPTEMBER 2016

### Introduction

An item for the October 10<sup>th</sup> City Council agenda is consideration of a resolution authorizing transmittal of comments to the National Park Service and the U.S. Department of Energy on the agencies' draft Foundation Document for the Manhattan Project National Historical Park. The public comment period on the document ends on October 10<sup>th</sup>; however, the agencies are aware that comments approved by City Council will be transmitted after the Council meeting.

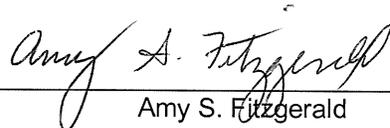
### Background

The Manhattan Project National Historical Park was authorized in December 2014 in the National Defense Authorization Act of 2015 and signed into law in early 2015. The City of Oak Ridge advocated for the park for many years, alongside community organizations and with Los Alamos and the Hanford communities. The park was formally established on November 10, 2015 when the Secretary of the Interior and the Secretary of Energy signed a Memorandum of Agreement establishing the roles and responsibilities of the two agencies for interpretation and management of park properties.

The agencies are inviting public review and comment on a draft "Foundation Document" for the park. Each unit of the national park system is required to have a foundational document to provide guidance for planning and management decisions. The core components include a brief description of the park, as well as the park's purpose, significance, fundamental resources and values, and interpretive themes. As such, it is appropriate for the City to provide comment on the draft document.

### Recommendation

Approval of the attached resolution is recommended.

  
\_\_\_\_\_  
Amy S. Fitzgerald

Attachment

### **City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
\_\_\_\_\_  
Mark S. Watson      10/4/16  
Date



## Manhattan Project National Historical Park

Los Alamos, NM / Hanford, WA / Oak Ridge, TN

### News Release

For immediate release – Sept. 26, 2016

Contact: James Doyle, [james\\_doyle@nps.gov](mailto:james_doyle@nps.gov), 303-969-2839

## Public review, comment on “Foundation Document” begins for new Manhattan Project National Historical Park

DENVER — The National Park Service (NPS) and U.S. Department of Energy (DOE) are inviting public review and comment on a draft Foundation Document for the Manhattan Project National Historical Park.

The document is designed to affirm the park’s core mission and significance, key resources and values, and the interpretive themes that tell its stories. Formally established last November at DOE locations in three states, the park marks the history of the mid-20th-century people, science and events that led to creation of the atomic bomb in the top-secret effort known as the Manhattan Project. Foundation Documents are guidance tools individualized for each of the NPS’s 413 units to direct basic park planning and management.

From now through **October 10**, the draft is available online for public review and comment at [http://parkplanning.nps.gov/Manhattan\\_Project](http://parkplanning.nps.gov/Manhattan_Project). Work on the document began last February when a team of NPS and DOE officials held public workshops and met in open houses in the three communities where Manhattan Project research and production centers represent the park: Los Alamos, NM, Hanford, WA and Oak Ridge, TN. Work on the final Foundation Document is expected to be complete by late 2016.

Manhattan Project National Historical Park was authorized in December 2014 in the National Defense Authorization Act of 2015. On Nov. 10, 2015, the Secretary of the Interior and the Secretary of Energy signed a Memorandum of Agreement to establish the park. Under that pact, the NPS operates the park and interprets its history on properties that continue to be owned and managed by DOE. Park visitor centers have been opened at the three locations, which represent stages in the research and production of the first atomic weapons.

Comments on the draft may be submitted online by selecting the Manhattan Project link from the list on the NPS park planning webpage ([http://parkplanning.nps.gov/Manhattan\\_Project](http://parkplanning.nps.gov/Manhattan_Project)), clicking the “Open for Comment” link on the left side of the page, then the green “Comment now” box. Written comments also may be mailed to:

Charles Strickfaden  
Interim Superintendent  
Manhattan Project National Historical Park  
P.O. Box 127  
Watrous, NM 87753

**UNAPPROVED WORKING DRAFT**

**CITY OF OAK RIDGE, TENNESSEE  
COMMENTS TO THE NATIONAL PARK SERVICE, U.S. DEPARTMENT OF THE INTERIOR  
AND THE U.S. DEPARTMENT OF ENERGY ON THE  
DRAFT FOUNDATION DOCUMENT FOR THE  
MANHATTAN PROJECT NATIONAL HISTORICAL PARK  
(TENNESSEE, NEW MEXICO, WASHINGTON)  
SEPTEMBER 2016**

The City of Oak Ridge appreciates the opportunity to comment on the draft Foundation Document. The National Park Service and the U.S. Department of Energy are to be commended for working with the communities of Oak Ridge, Los Alamos, and Hanford, and for the public outreach conducted in the preparation of this draft document. The City also appreciates the significant efforts of the parties in conducting tours of the Oak Ridge sites, and in developing programs and activities in support of the park in Oak Ridge. The City requests that the following comments be considered in the preparation of the final Foundation Document:

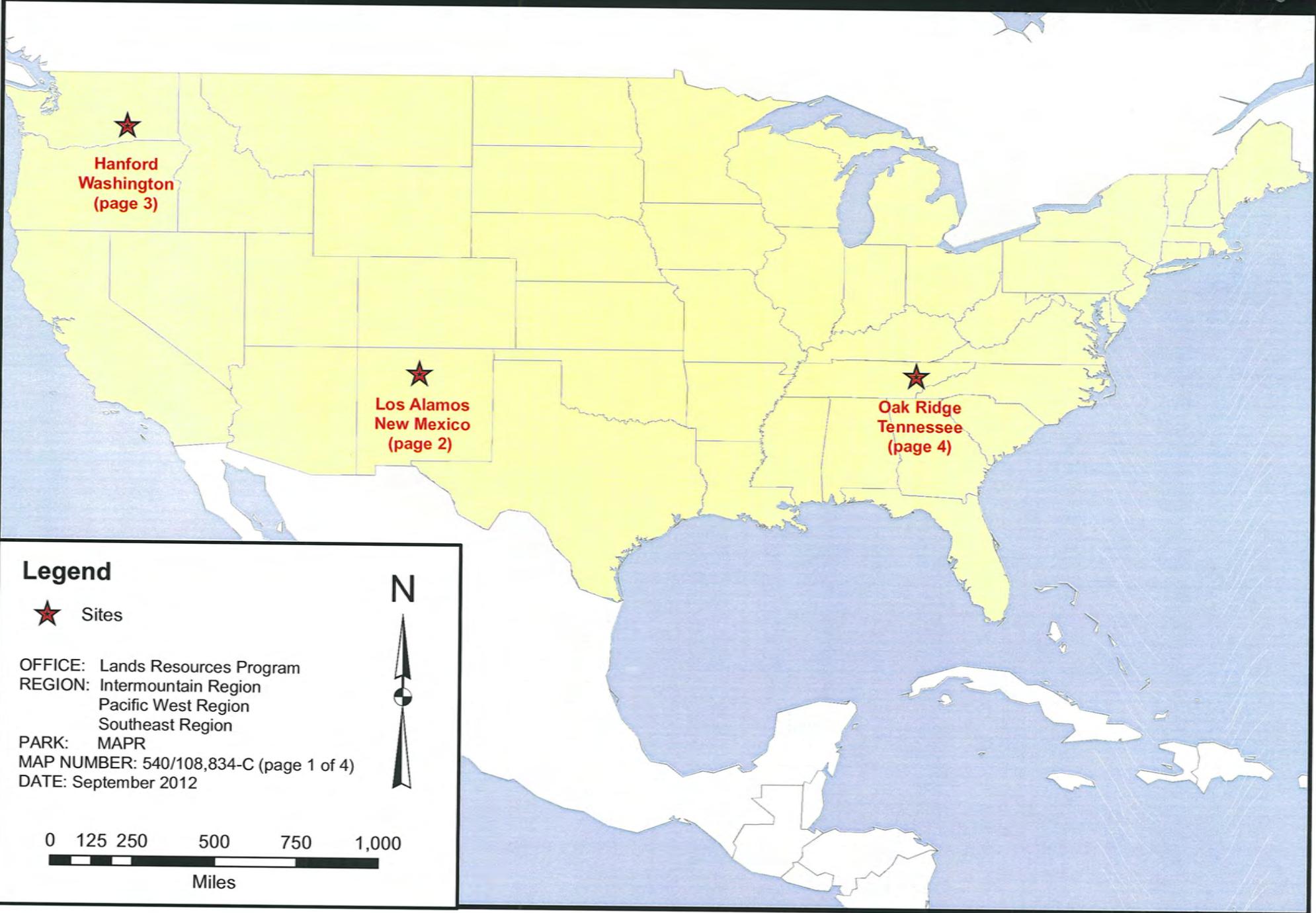
1. In addition to the atlas referenced on Page 3 of the Foundation Document, the document should incorporate as an attachment the map referenced in the authorizing legislation titled "Manhattan Project National Historical Park Sites," numbered 540/108,834-C, and dated September 2012. This map depicts the Department of Energy sites, but also the community sites such as the former Guest House in Oak Ridge and the Los Alamos Historic District, which are included in the congressional mandate as *eligible areas* for inclusion in the park boundary.
2. Page 5, Line 13. Minor correction-change spelling of former governor to "Prentice."
3. The statement on Page 9, lines 33-34 should be reviewed: "The name Oak Ridge was not widely used for the reservation until after the war." Please refer to Page 8 of the National Park Service document National Register of Historic Places Multiple Property Documentation Form dated July 24, 1991. It states that:  
  
The Manhattan Engineering District included three sister sites: the Clinton Engineer Works (CEW) at Oak Ridge, the Hanford Reservation near Richland, Washington, and a central laboratory and assembly plant at Los Alamos, New Mexico. Oak Ridge was the first of the three sites to be constructed and was begun in the fall of 1942. [It should be noted that the name "Oak Ridge" was not adopted until the summer of 1943 and was chosen for its rural connotation.]
4. Pages 15-21 of the document describes the "Fundamental Resources and Values" for the Manhattan Project National Historical Park. In addition to the Alexander Inn (Guest House), the Oak Ridge section on Page 18 should include the authorizing language referring to additional ***eligible areas***:  
  
(v) at other sites in Oak Ridge, Tennessee, that are not depicted on the map but are determined by the Secretary to be suitable and appropriate for inclusion in the Historical Park, except that sites administered by the Secretary of Energy may be included only with the concurrence of the Secretary of Energy.
5. The Oak Ridge section on P. 18 should also specifically mention as "other related resources": the cemesto "Alphabet Homes" (to be consistent with Richland reference on Page 21); the historic Highland View Elementary School, now home to the Children's Museum of Oak Ridge (CMOR). The Children's Museum of Oak Ridge, with its Manhattan Project-era building, exhibits, archives, and collections, enthusiastically supports the Manhattan Project National Historical Park, and has been instrumental in developing related programming; and the Center for Oak Ridge Oral History (COROH), located at the Oak Ridge Public Library. COROH maintains a collection of more than 300 oral histories, which are instrumental in preserving the stories of Manhattan Project Veterans and others whose oral histories help preserve and interpret the Manhattan Project.

***UNAPPROVED WORKING DRAFT***

6. The City supports the ten “Significance Statements” as described on Pages 13-15, as well as the four interpretive themes identified for the Park on Page 22. Consideration of the technological and scientific advances stemming from the Manhattan Project is a theme that has been predominant throughout the process to establish the Park.
7. Finally, the document should make reference in the introductory section to the model established by Congress for the Manhattan Project National Park. The model illustrates an unprecedented approach to cooperation between two federal agencies, as well as the significant role of partnerships with local governments and community organizations in support of the Park and its interpretive programs.

# Manhattan Project National Historical Park Sites

National Park Service  
U.S. Department of the Interior



## Legend

★ Sites

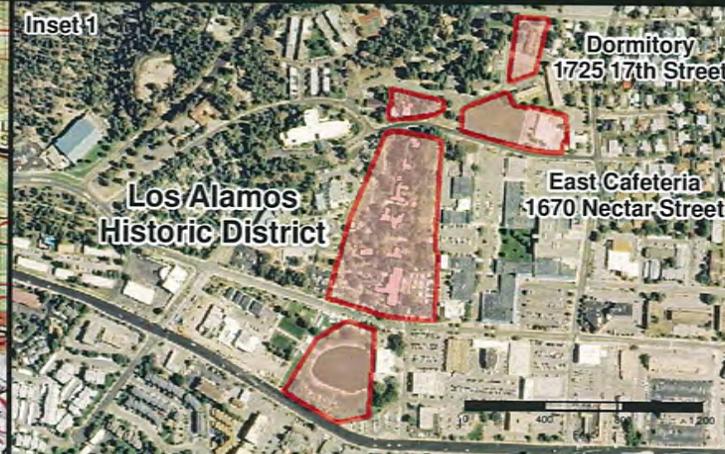
OFFICE: Lands Resources Program  
REGION: Intermountain Region  
Pacific West Region  
Southeast Region  
PARK: MAPR  
MAP NUMBER: 540/108,834-C (page 1 of 4)  
DATE: September 2012



0 125 250 500 750 1,000  
Miles

# Manhattan Project National Historical Park Sites (Los Alamos, New Mexico)

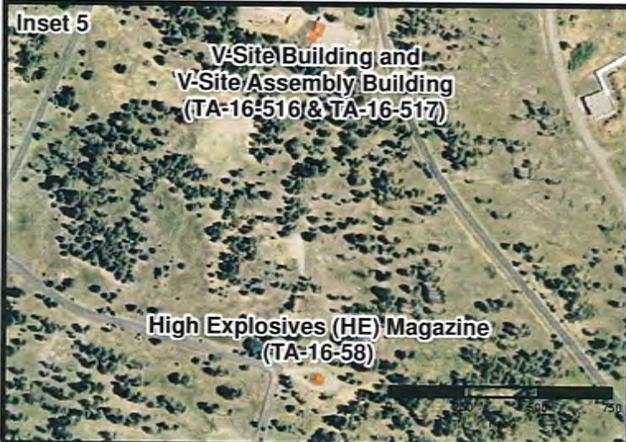
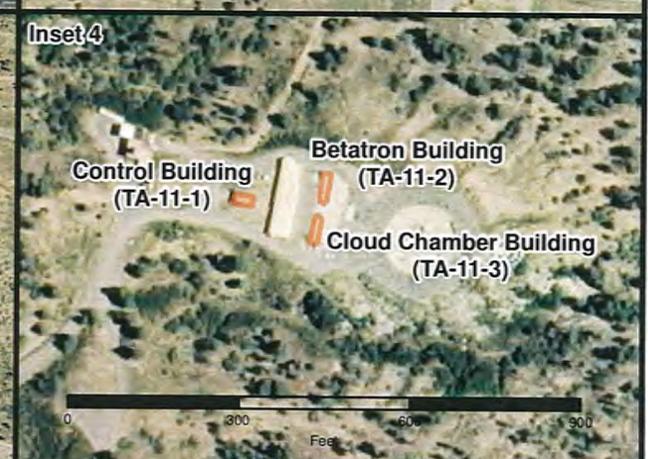
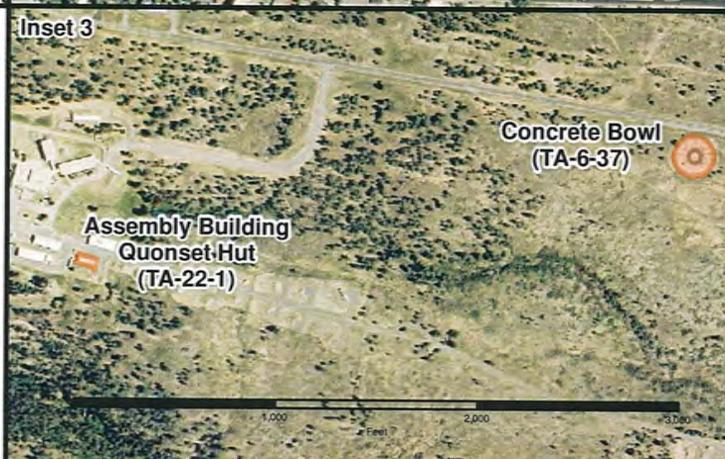
National Park Service  
U.S. Department of the Interior



**Legend**

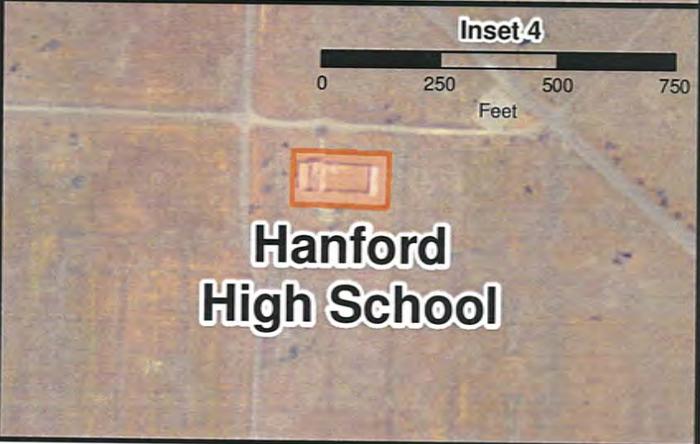
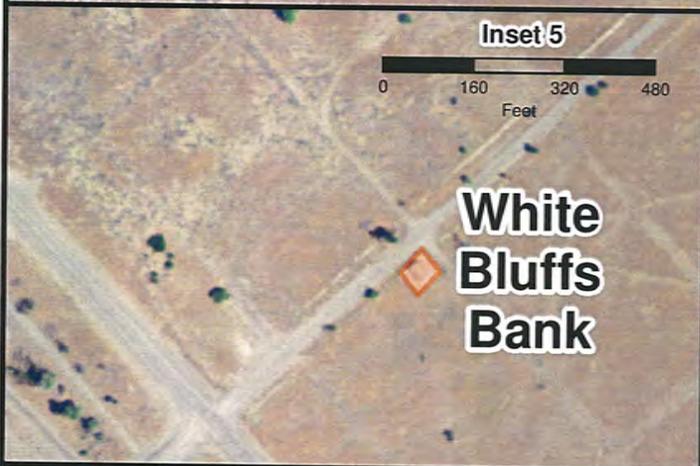
- National Park Service Sites
- Department of Energy Sites

OFFICE: Lands Resources Program  
REGION: Intermountain Region  
PARK: MAPR  
MAP NUMBER: 540/108,834-C (page 2 of 4)  
DATE: September 2012



# Manhattan Project National Historical Park Sites (Hanford, Washington)

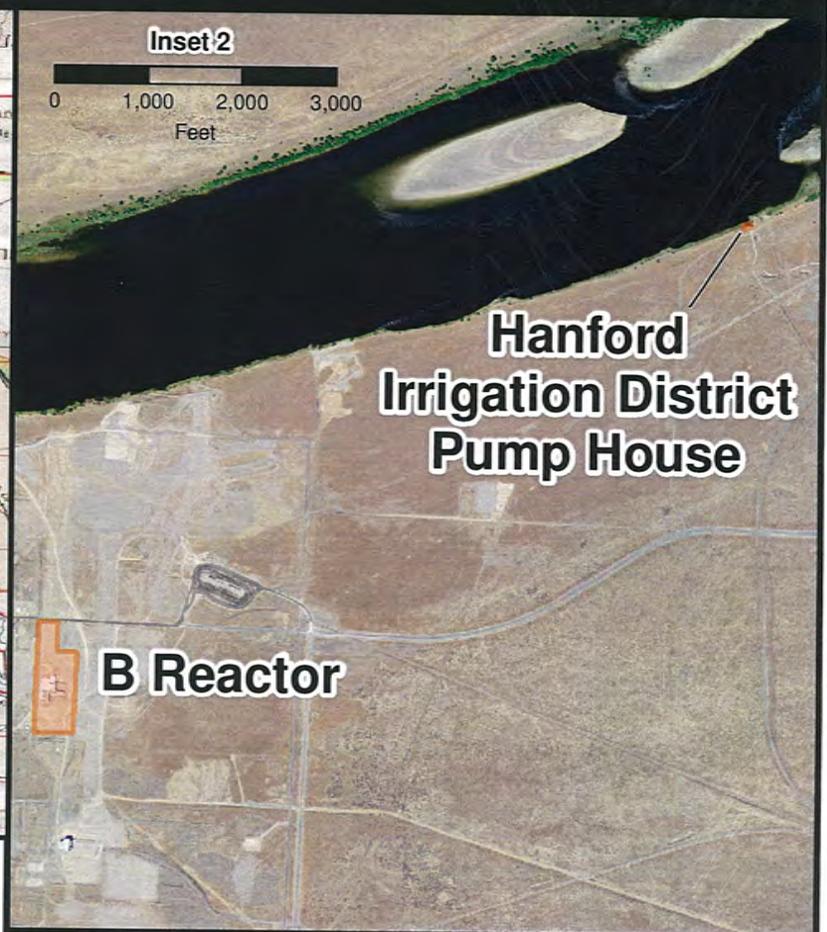
National Park Service  
U.S. Department of the Interior



**Legend**

- National Park Service Sites
- Department of Energy Sites

OFFICE: Lands Resources Program  
REGION: Pacific West Region  
PARK: MAPR  
MAP NUMBER: 540/108,834-C (page 3 of 4)  
DATE: September 2012



# Manhattan Project National Historical Park Sites (Oak Ridge, Tennessee)

National Park Service  
U.S. Department of the Interior



## Legend



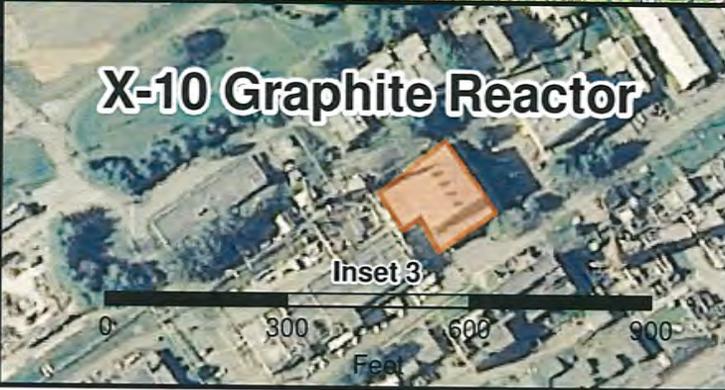
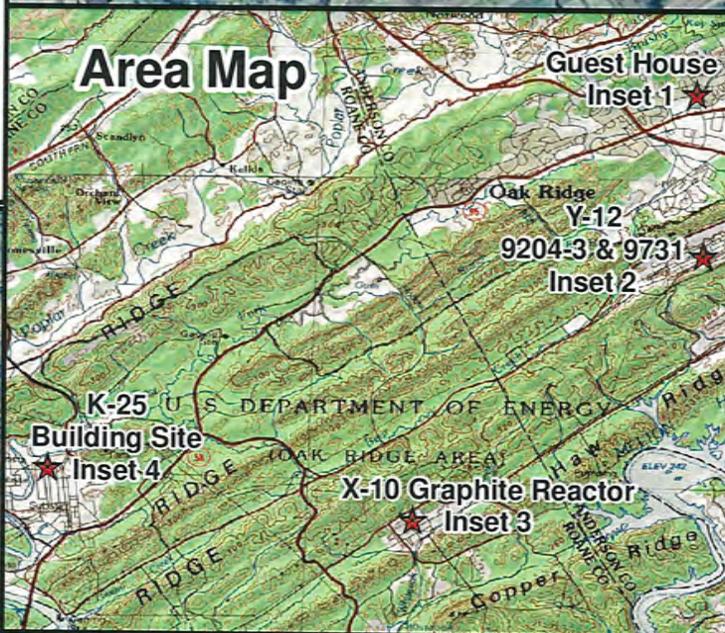
National Park Service Sites



Department of Energy Sites



OFFICE: Lands Resources Program  
REGION: Southeast Region  
PARK: MAPR  
MAP NUMBER: 540/108,834-C (page 4 of 4)  
DATE: September 2012



**National Park Service  
U.S. Department of the Interior**

**Manhattan Project National Historical Park  
Tennessee, New Mexico, Washington**

**September 2016**

**Foundation Document**

**Draft for Public Review**

**DRAFT**

# MISSIONS OF THE NATIONAL PARK SERVICE AND THE DEPARTMENT OF ENERGY

## NATIONAL PARK SERVICE

The National Park Service (NPS) preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations. The National Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

The NPS core values are a framework in which the National Park Service accomplishes its mission. They express the manner in which, both individually and collectively, the National Park Service pursues its mission. The NPS core values are:

- **Shared stewardship:** We share a commitment to resource stewardship with the global preservation community.
- **Excellence:** We strive continually to learn and improve so that we may achieve the highest ideals of public service.
- **Integrity:** We deal honestly and fairly with the public and one another.
- **Tradition:** We are proud of it; we learn from it; we are not bound by it.
- **Respect:** We embrace each other's differences so that we may enrich the well-being of everyone.

The National Park Service is a bureau within the Department of the Interior. While numerous national park system units were created prior to 1916, it was not until August 25, 1916, that President Woodrow Wilson signed the National Park Service Organic Act formally establishing the National Park Service.

The national park system continues to grow and comprises more than 400 park units covering more than 84 million acres in every state, the District of Columbia, American Samoa, Guam, Puerto Rico, and the Virgin Islands. These units include, but are not limited to, national parks, monuments, battlefields, military parks, historical parks, historic sites, lakeshores, seashores, recreation areas, scenic rivers and trails, and the White House. The variety and diversity of park units throughout the nation require a strong commitment to resource stewardship and management to ensure both the protection and enjoyment of these resources for future generations.

## DEPARTMENT OF ENERGY

The mission of the U.S. Department of Energy (DOE) is to enhance U.S. security and economic growth through transformative science, technology innovation, and market solutions to meet the nation's energy, nuclear security, and environmental challenges. The Department of Energy achieves its mission through an operational and programmatic framework that supports the following goals:

- **Science and Energy** – Advance foundational science, innovate energy technologies, and inform data driven policies that enhance U.S. economic growth and job creation, energy

security, and environmental quality, with emphasis on implementation of the President's Climate Action Plan to mitigate the risks of climate change and enhance resilience to it.

- **Nuclear Security** – Strengthen national security by maintaining and modernizing the nuclear stockpile and nuclear security infrastructure; reducing global nuclear threats; providing nuclear propulsion; improving physical and cyber security; and strengthening key science, technology, and engineering capabilities.
- **Management and Performance** – Position the Department to meet the challenges of the 21st century and the nation's Manhattan Project and Cold War legacy responsibilities by employing effective management and refining operational and support capabilities to pursue Department missions. Managing assets in a sustainable manner that supports the DOE mission is a strategic objective under this goal.

The Department executes its mission at more than 50 sites throughout the U.S. covering more than 2.2 million acres of land.

*[The Arrowhead – this text will be a sidebar when formatted.]*

The arrowhead was authorized as the official National Park Service emblem by the Secretary of the Interior on July 20, 1951. The sequoia tree and bison represent vegetation and wildlife, the mountains and water represent scenic and recreational values, and the arrowhead represents historical and archeological values.

The DOE seal was authorized on May 15, 1978. The eagle represents the care in planning and the purposefulness of efforts required to respond to the nation's increasing demands for energy. The sun, atom, oil derrick, windmill, and dynamo serve as representative technologies whose enhanced development can meet these demands. The rope represents the cohesiveness in the development of the technologies and their link to our future capabilities. The lightning bolt represents the power of the natural forces from which energy is derived and the nation's challenge in harnessing the forces.

## INTRODUCTION

Every unit of the national park system will have a foundational document to provide basic guidance for planning and management decisions—a foundation for planning and management. The core components of a foundation document include a brief description of the park as well as the park's purpose, significance, fundamental resources and values, and interpretive themes. The foundation document also includes special mandates and administrative commitments, an assessment of planning and data needs that identifies planning issues, planning products to be developed, and the associated studies and data required for park planning. Along with the core components, the assessment provides a focus for park planning activities and establishes a baseline from which planning documents are developed.

A primary benefit of developing a foundation document is the opportunity to integrate and coordinate all kinds and levels of planning from a single, shared understanding of what is most important about the park. The process of developing a foundation document begins with gathering and integrating information about the park. Next, this information is refined and focused to determine what the most important attributes of the park are. The process of preparing a foundation document aids park managers, staff, and the public in identifying and clearly stating in one document the essential information that is necessary for park management to consider when determining future planning efforts, outlining key planning issues, and protecting resources and values that are integral to park purpose and identity.

While not included in this document, a park atlas is also part of a foundation project. The atlas is a series of maps compiled from available geographic information system (GIS) data on natural and cultural resources, visitor use patterns, facilities, and other topics. It serves as a GIS-based support tool for planning and park operations. The atlas is published as a (hard copy) paper product and as geospatial data for use in a web mapping environment. The park atlas for Manhattan Project National Historical Park can be accessed online at: <http://insideparkatlas.nps.gov/>.

1 **PART 1: CORE COMPONENTS**

2  
3  
4 The core components of a foundation document include a brief description of the park, park  
5 purpose, significance statements, fundamental resources and values, and interpretive themes.  
6 These components are core because they typically do not change over time. Core components are  
7 expected to be used in future planning and management efforts.  
8  
9

10 **BRIEF DESCRIPTION OF THE PARK**

11 Established on November 10, 2015, Manhattan Project National Historical Park is managed  
12 through a collaborative partnership by the National Park Service and the U.S. Department of  
13 Energy to preserve, interpret, and facilitate access to key historic resources associated with the  
14 Manhattan Project. The Manhattan Project was a massive, top secret national mobilization of  
15 scientists, engineers, technicians, and military personnel charged with producing a deployable  
16 atomic weapon during World War II. The project began as a multifaceted effort requiring the rapid  
17 advancement of nuclear physics and multiple engineering strategies to produce functional weapons  
18 designs and critical quantities of fissile materials, and produced weapons of unprecedented  
19 destructive capacity. The project culminated with the Trinity Test on July 16, 1945, a few weeks  
20 before the United States dropped atomic bombs on Hiroshima and Nagasaki, Japan. Coordinated  
21 by the U.S. Army, Manhattan Project activities were located in numerous locations across the  
22 United States. The park incorporates three of the most significant locations, each of which played  
23 an essential role in the Manhattan Project: Oak Ridge, Tennessee; Los Alamos, New Mexico; and  
24 Hanford, Washington. As part of the enabling legislation, Congress identified facilities and areas  
25 eligible to be included in the park, some of which are currently included in the park, and others  
26 which may be included in the future. The Secretary of the Interior, in consultation with the  
27 Secretary of Energy, determines which of these areas to include in the park.  
28  
29

30 **Oak Ridge, Tennessee**

31 The Oak Ridge Reservation served as the administrative headquarters for the Manhattan Project.  
32 Initially known as the Clinton Engineer Works, the reservation also produced the enriched  
33 uranium used in the “Little Boy” bomb. Uranium was enriched here through multiple methods in  
34 discrete plant areas isolated by the ridges and valleys common to East Tennessee, and several key  
35 structures associated with these activities are included in the park. Located within the Y-12  
36 National Security Complex, buildings 9731 and 9204-3 housed large arrays or “racetracks” of  
37 calutrons, which separated uranium isotopes with powerful electromagnets. On the western edge  
38 of the reservation, the enormous K-25 plant (now demolished) separated uranium isotopes using  
39 the gaseous diffusion method pioneered in Oak Ridge. Oak Ridge also demonstrated the  
40 production of plutonium through neutron irradiation of uranium at the X-10 Graphite Reactor,  
41 where the first gram quantities of human-produced plutonium were created. The world’s first  
42 continuously operating nuclear reactor, and designated a national historic landmark in 1966, the X-  
43 10 Graphite Reactor served as a prototype for the much larger reactors at the Hanford Site,  
44 including the B Reactor.  
45

46 The area making up the Oak Ridge Reservation includes evidence of human settlement dating back  
47 at least 14,000 years, long prior to the creation of the Clinton Engineer Works. Various American  
48 Indian tribes settled the area culminating in the Cherokee. European settlement began in what is

1 now East Tennessee when in the second half of the 1700s, Long Hunters came through the  
2 Cumberland Gap into Cherokee-occupied land and first found this area. Various waves of settlers  
3 soon followed, including many Scots-Irish. By 1942, the nearly 60,000 acres along the north bank of  
4 the Clinch River taken for the Manhattan Project were occupied by a few sparsely populated  
5 farming communities in three valleys only a few tens of miles west of Knoxville. These communities  
6 included Scarboro, the Wheat community, Robertsville, and Elza.

7  
8 The Tennessee Valley Authority completed the Norris Dam in 1936 on the Clinch River, providing  
9 electricity and flood control to the area and the project. Approximately 3,000 people were required  
10 to be displaced in very short order to make way for construction. For a variety of reasons the  
11 location was considered at the time ideal, and when General Leslie Groves was put in charge of the  
12 Manhattan Project he selected the site as the location of the project's first plant. Interesting to note,  
13 Tennessee Governor Prentiss Cooper initially declined to cede sovereignty over the land to the  
14 federal government, which gained the Clinton Engineer District a military restricted area  
15 designation rather than a military reservation.

## 16 17 18 **Los Alamos, New Mexico**

19 Los Alamos was the location of the laboratory where prominent scientists, engineers, technicians,  
20 and support personnel collaborated to design and fabricate the first nuclear weapons. The park  
21 includes several sets of structures widely dispersed around the laboratory grounds. On the eastern  
22 side of the grounds, the Pajarito Site includes the Battleship Bunker (TA-18-2), which protected  
23 scientists conducting implosion diagnostic tests; the Slotin Building (TA-18-1), which hosted  
24 criticality research; and the Pond Cabin (TA-18-29), which was built in 1914 and supported Emilio  
25 Segre's plutonium fission research. Located on the western side of the laboratory grounds, the  
26 three bunkered buildings (TA-8-1, TA-8-2, TA-8-3) and a portable guard shack (TA-8-172) are  
27 collectively known as the "Gun Site." These structures supported the development and final  
28 assembly of the "Little Boy" uranium gun-type bomb. Located just to the south is V-Site, an area  
29 within the lab that consists of two structures (TA-16-516 and TA-16-517) built for the testing and  
30 assembly of the high-explosives spheres used in plutonium implosion-type bombs. While not  
31 officially within the park boundary today, the nearby Los Alamos Historic District includes a group  
32 of houses and community buildings where project scientists and their families lived and gathered  
33 during the Manhattan Project era.

34  
35 The occupation and use of New Mexico's Pajarito Plateau began as early as 10,000 BC, when  
36 foraging groups used the area for hunting and gathering. During the Coalition and Classic periods  
37 (AD 1150 to 1600), large pueblo villages were built on the plateau. The Pajarito Plateau was  
38 abandoned as a year-round residential area during the mid-1500s. At this time, new pueblos were  
39 constructed along the Rio Grande. The pueblo of Tsirege, occupied during the Classic period (AD  
40 1325 to 1600), is on lands appropriated by the U.S. government during World War II and is  
41 ancestral to the Tewa speakers of the Pueblo de San Ildefonso. In 1680, the Pueblo peoples revolted  
42 against the Spanish. At this time, several Ancestral Pueblo sites located on the isolated Pajarito  
43 Plateau were reoccupied, as they offered natural protection and defense for groups of refugees.  
44 Evidence for Navajos and Jicarilla Apaches in the northern Rio Grande begins with the Spanish  
45 Colonial period. Pueblo, Athabaskan, Anglo, and Hispanic groups continued the seasonal use of  
46 the plateau for hunting, gathering, and grazing during the late 19th and early 20th centuries.

47  
48 Formal homesteading on the Pajarito Plateau began in the late 1880s. By the late 1930s, 36  
49 individuals had patented claims under the terms of the Homestead Act or related land legislation.  
50 During the homesteading years, families used the Pajarito Plateau for seasonal farming, ranching,  
51 and resource gathering. Many of these dry-land farmers—primarily Hispanic Americans from the

1 nearby Rio Grande Valley settlements of San Ildefonso, Pojoaque, El Rancho, and Española—did  
2 not live on their claims year-round. Notable exceptions to the seasonal occupation of the Pajarito  
3 Plateau by Hispanic homesteaders included a few permanent ranches such as the Los Alamos  
4 Ranch School, located in the area of present-day downtown Los Alamos, and Anchor Ranch,  
5 located on land now occupied by the Los Alamos National Laboratory. The most well-known of  
6 the pre-Manhattan Project properties, the Los Alamos Ranch School, was established in 1917 by  
7 Ashley Pond, Jr.

8  
9 In late 1942, the U.S. government appropriated U.S. Forest Service land and private property on the  
10 Pajarito Plateau for its secret atom-bomb project, including several large ranches and more than 30  
11 homesteads.

## 12 13 14 **Hanford, Washington**

15 Initially known as the Hanford Engineer Works, the Hanford Site produced plutonium on an  
16 industrial scale. Its remote location offered a margin of safety given the dangerous nature of its  
17 activities, and the nearby Columbia River provided cooling water for its powerful nuclear reactors.  
18 The park includes the B Reactor, a production-scale reactor based on the design concepts of the X-  
19 10 reactor in Oak Ridge. The B Reactor was the first such nuclear reactor in the world and is today  
20 a national historic landmark. Along with two identical reactors at the Hanford Site, B Reactor  
21 produced the plutonium used in the Trinity Test and the “Fat Man” implosion-type bomb. The  
22 221-T Building (T Plant) is eligible for inclusion in the park, but is excluded at present due to  
23 ongoing DOE mission requirements. It was the first structure built for the chemical separation of  
24 plutonium, and could be added to the park once the department’s ongoing mission requirements  
25 have been completed.

26  
27 The park also includes several sites from the communities of Hanford and White Bluffs that existed  
28 on the grounds before their residents were displaced by the Manhattan Project in 1943. These  
29 structures include the remnants of Hanford High School with a small portion of the former  
30 Hanford Construction Camp Historic District, the river-cobble structure of Bruggemann’s  
31 Agricultural Complex Warehouse, the White Bluffs Bank, and the Hanford Irrigation District  
32 “Allard” Pump House.

33  
34 Archeological evidence demonstrates the presence of American Indian tribes in the area for more  
35 than 10,000 years. The near-shore areas of the river contain village sites, fishing and fish processing  
36 sites, hunting areas, plant gathering sites, and religious sites, while upland areas were used for  
37 hunting, plant gathering, religious practices, and overland transportation. The Treaties of 1855  
38 relocated most area tribes to permanent reservations elsewhere but reserved for the tribes certain  
39 rights of use. The first European Americans who came into the Hanford region were Lewis and  
40 Clark, who were soon followed by fur trappers, military units, and miners passing through on river  
41 passageways.

42  
43 In the 1860s merchants set up stores, a freight depot, and a ferry at White Bluffs. Chinese miners  
44 began to work the gravel bars for gold, cattle ranches were established in the 1880s, and farmers,  
45 the railroads, and extensive government-sponsored irrigation followed soon after. Several small,  
46 thriving towns, including Hanford, White Bluffs, and Richland grew up along the river banks in the  
47 early 20th century. A spur line of the transcontinental railroad was completed in 1913, and local  
48 businesses sprang up, along with churches and schools, grange halls, and a cemetery.

49  
50 In the early months of 1943 about 1,500 people in the three towns had their property condemned  
51 for a top secret war project. Property owners were compensated, but many felt the appraised value

1 of their land, which reflected expansive infrastructure and improvements, was less than fair. At the  
2 same time, the government set up fences and checkpoints to bar the former land owners from  
3 returning, and to prevent American Indian tribes from entering to exercise their treaty rights.  
4  
5

## 6 **Park Management**

7 Manhattan Project National Historical Park is administered by the Department of Energy and  
8 National Park Service under a memorandum of agreement that specifies the roles and  
9 responsibilities of both agencies. The National Park Service will provide administration,  
10 interpretation, education, and technical assistance in support of resource preservation efforts. The  
11 Department of Energy will continue to be responsible for management, operations, maintenance,  
12 access, and historic preservation activities of the historic Manhattan Project sites, as all current sites  
13 included in the park are currently under its custody and control. The two agencies will collaborate  
14 in the identification and development of partnership arrangements and other strategies to tell the  
15 complete story of the Manhattan Project and its legacy.  
16  
17

## 18 **Visitor Access**

19 Due to ongoing national security requirements and cleanup activities, some sites included in the  
20 park are not currently accessible, specifically, buildings 9731 and 9204-3 at Oak Ridge and all sites  
21 at Los Alamos. All other park sites are accessible only via organized bus tours, including the X-10  
22 Graphite Reactor, the K-25 plant, B Reactor, and Hanford pre-Manhattan Project historic  
23 structures. As part of their ongoing collaboration, the National Park Service and the Department of  
24 Energy will endeavor to develop innovative and virtual approaches to connect park visitors with  
25 key resources, as they work to expand safe physical access to these sites.  
26  
27

## 28 **BRIEF HISTORY OF THE MANHATTAN PROJECT**

### 29 **Introduction**

31 The Manhattan Project is the story of some of the most renowned scientists of the 20th century  
32 combining with industry, the military, and tens of thousands of Americans working at locations  
33 across the country to translate original scientific discoveries into an entirely new kind of weapon.  
34 When the existence of this nationwide, secret project was revealed to the American people  
35 following the atomic bombings of Hiroshima and Nagasaki, most were astounded to learn that  
36 such a far-flung, government-run, top-secret operation existed, with physical properties, payroll,  
37 and a labor force comparable to the automotive industry. At its peak, the project employed 130,000  
38 workers and, by the end of the war, had spent \$2.2 billion.  
39  
40

### 41 **Neutrons, Fission, and Chain Reactions**

42 The road to the atomic bomb began with revolutionary discoveries in physics. In the early 20th  
43 century, physicists conceived of the atom as a miniature solar system, with extremely light  
44 negatively charged subatomic particles, called electrons, in orbit around a much heavier positively  
45 charged nucleus.  
46

1 In 1919, Ernest Rutherford, working in the Cavendish Laboratory at Cambridge University,  
2 detected a high-energy particle with a positive charge being ejected from the nucleus of an atom.  
3 He named this subatomic particle the proton. The number of protons in the nucleus of the atom  
4 defines the element. Hydrogen, with one proton and an atomic number of one, came first on the  
5 periodic table and uranium, with ninety-two protons, last. However, many elements existed at  
6 different weights even while displaying identical chemical properties. This discovery would have  
7 important implications for nuclear physics, as these isotopes of the same element could have  
8 markedly different nuclear properties.

9  
10 A third subatomic particle, first identified in 1932 by James Chadwick at Cambridge University,  
11 explained this difference in mass. Named the neutron because it has no charge, the number of  
12 neutrons could vary among nuclei of atoms of the same element. Atoms of the same element but  
13 with varying numbers of neutrons are called isotopes. For instance, all uranium atoms have 92  
14 protons in their nuclei and 92 electrons in orbit. Uranium-238, which accounts for more than 99%  
15 of natural uranium, has 146 neutrons in its nucleus. Uranium-235 has 143 neutrons in its nucleus,  
16 and this isotope makes up less than 1% of naturally occurring uranium.

17  
18 An unexpected discovery by researchers in Nazi Germany in late 1938 radically changed the  
19 direction of both theoretical and practical nuclear research. The radiochemists Otto Hahn and  
20 Fritz Strassmann found that when they bombarded uranium with neutrons emitted from a mixed  
21 radium-beryllium source, the uranium atoms split into two lighter elements, and even more  
22 significantly, the products of the experiment weighed less than that of the original uranium atom.  
23 Albert Einstein's formula,  $E=mc^2$ , which states that mass and energy are equivalent, suggested the  
24 loss of mass resulting from this process must have been converted into energy. Lise Meitner, a  
25 former colleague of Hahn who fled to Sweden to escape the Nazis, and her nephew, Otto Frisch,  
26 calculated that so much energy had been released that a previously undiscovered process must be  
27 at work. Borrowing the term for cell division in biology, Frisch named the process fission.

28  
29 Fission of the uranium atom had another important characteristic besides the immediate release of  
30 energy. This was the emission of neutrons. The energy released when fission occurred in uranium  
31 caused several neutrons to "boil off" the two main fragments as they split apart. Physicists  
32 speculated that these secondary neutrons might collide with other uranium atoms and cause  
33 additional fission, creating a self-sustaining "chain reaction" if the mass of uranium was of  
34 appropriate size, shape, and density, which would emit a continuously increasing amount of  
35 energy. Such a reaction could generate a large amount of energy, and if uncontrolled could create  
36 an explosion of huge force.

## 37 38 39 **The Atomic Bomb and the Manhattan Project**

40 The possible military uses for uranium fission were apparent to the world's leading physicists. In  
41 August 1939, Albert Einstein and physicist Leo Szilard wrote a letter to President Franklin D.  
42 Roosevelt to warn him that recent uranium fission research suggesting a chain reaction in a  
43 sufficiently large mass of uranium could conceivably lead to the construction of "extremely  
44 powerful bombs." A single bomb, Einstein warned, could potentially destroy an entire seaport.  
45 Einstein called for government support of uranium research, noting ominously that German  
46 physicists were engaged in uranium research and that Germany had stopped the export of uranium.

47  
48 President Roosevelt and his advisers reacted cautiously to the Einstein letter, initially providing  
49 only limited federal funding for this research. No one as yet knew whether an atomic weapon was  
50 even possible, or whether a bomb could be produced in time to affect the outcome of the war.  
51 Researchers discovered early on that uranium-238 could not sustain a chain reaction required for a

1 bomb, but theorized that the much less abundant uranium-235 might be able to do so. Natural  
2 uranium ore consisted of less than 1% uranium-235. Separating uranium-235 from uranium-238  
3 also proved to be extremely difficult and expensive. The two isotopes were chemically identical  
4 and therefore could not be separated by chemical means. With their masses differing by less than  
5 1%, other means of separation were problematic at best. No proven efficient method existed for  
6 physically separating the two isotopes in any quantity.

7  
8 At the same time, a second possible path to a bomb gradually emerged. Researchers studying  
9 uranium fission products at the University of California, Berkeley, discovered a new,  
10 “transuranium” element by subjecting uranium-238 to deuteron bombardment (deuterons are  
11 stable particles consisting of a proton and neutron). During this process, transuranium nuclei  
12 captured neutrons and through a process known as beta decay yielded a new chemical element  
13 with an atomic number of 93. This element was named neptunium, which itself, over time, decayed  
14 to yet another transuranium element. The chemist Glenn T. Seaborg identified this as element 94 in  
15 February 1941, which he later named plutonium. He subsequently proved that the plutonium-239  
16 isotope was 1.7 times as likely as uranium-235 to fission. His discovery suggested the possibility of  
17 producing large amounts of the fissionable plutonium in a uranium pile, or reactor, as it later came  
18 to be called, using natural, unseparated uranium and then chemically separating the plutonium.  
19 Seaborg and others believed this process might be less expensive and simpler than building  
20 uranium isotope separation plants.

21  
22 In early 1942, the United States decided to proceed with a full-scale program to build an atomic  
23 weapon. This project was assigned to the U.S. Army Corps of Engineers. The Corps set up the  
24 Manhattan Engineer District—so called because the initial headquarters was in Manhattan, New  
25 York—commanded by Brigadier General Leslie R. Groves. Secrecy and fear of a major accident  
26 dictated that the production facilities be located at remote locations. Due to ongoing uncertainties  
27 as to which processes for producing fissionable material would work, both of the paths explored by  
28 scientists—*isotope separation of uranium-235 and production of plutonium in a uranium pile—*  
29 *were given approval. By the end of the war, Groves and his staff expended approximately \$2.2*  
30 *billion on production facilities, towns, and research laboratories scattered across the nation.*

31  
32 Groves located the production facilities for uranium isotope separation at the Clinton Engineer  
33 Works, a 92-square-mile parcel carved out of the Tennessee hills just west of Knoxville. (The name  
34 Oak Ridge was not widely used for the reservation until after the war.) Groves placed three  
35 separation methods into production: gaseous diffusion, electromagnetic separation, and liquid  
36 thermal diffusion. These processes each separated uranium-235 and uranium-238, and ultimately  
37 provided material that would be used in an atomic weapon.

38  
39 Meanwhile, much of the research work on producing plutonium, including design of the piles, took  
40 place at the Metallurgical Laboratory (Met Lab) at the University of Chicago. On December 2,  
41 1942, on a racket court on campus, researchers headed by the Italian-émigré physicist Enrico Fermi  
42 achieved the world’s first self-sustaining chain reaction in a graphite and uranium pile. Groves  
43 authorized construction of a pilot reactor and plutonium separation facility at the X-10 area of the  
44 above-described Clinton Engineer Works. Due to space and power generating limitations, Groves  
45 then chose a more permanent location near Hanford, Washington, on the Columbia River, because  
46 of its isolation, long construction season, and access to cooling water and hydroelectric power.  
47 Three water-cooled reactors, designated by the letters B, D, and F, and corresponding chemical  
48 separation facilities were built at the Hanford Engineer Works.

49  
50

## 1 **Bomb Design**

2 Design and fabrication of the first atomic weapons became the responsibility of the newly  
3 established Los Alamos Laboratory, located at a virtually inaccessible location high on a mesa in  
4 northern New Mexico. Headed by J. Robert Oppenheimer, the laboratory assembled a remarkable  
5 array of scientists from universities across the United States. Designing the bomb was not an easy  
6 task. Precise calculations and months of experimentation were required to obtain the optimum  
7 specifications of size and shape. For the bomb to work, sufficient fissionable material needed to be  
8 brought together in a critical mass, which would initiate a chain reaction that released the greatest  
9 possible amount of energy before being blown apart and dispersed in the explosion. The most  
10 direct approach became known as the gun method, which used conventional artillery technology  
11 to fire one subcritical mass at high speed into the other, forming a supercritical mass. The gun  
12 method was used for the uranium-235 bomb.

13  
14 Los Alamos scientists discovered that the gun method would not work for plutonium. Impurities in  
15 the plutonium would set off a predetonation after a supercritical mass had been reached but before  
16 the optimum configuration for a chain reaction had been attained. As an alternative, scientists  
17 turned to the relatively uncertain implosion method. With implosion, conventional explosives  
18 would create symmetrical shockwaves directed inward to compress a subcritical mass of  
19 plutonium, resulting in a supercritical mass and causing a chain reaction.

20  
21 Two bomb models were developed by spring 1944, and were drop-tested (without fissionable  
22 materials) from a specially modified B-29 bomber. The plutonium implosion prototype was named  
23 "Fat Man" and the uranium gun prototype was named "Little Boy." Field tests with the uranium  
24 prototype eased doubts about the design, so that a full-scale test prior to combat use was deemed  
25 unnecessary. The plutonium device was more problematic. It would have to be tested before use.

## 26 27 28 **The Trinity Test**

29 The test shot was dubbed "Trinity" by Oppenheimer. Test planners chose a flat, desert scrub region  
30 in the northwest corner of the isolated Alamogordo Bombing Range in southern New Mexico. The  
31 site was several hundred miles from Los Alamos, and the nearest offsite habitation was 20 miles  
32 away. Scientists, workers, and other observers would be withdrawn almost 6 miles and sheltered  
33 behind barricades during the test with little concern for dangers from blast, fragments, and heat.

34  
35 Scientists were well aware that the blast would create potential radiation hazards. Plutonium fission  
36 products from the device, as well as the now-radioactive ground debris, would be swept into a  
37 growing fireball and lifted high into the air, posing a serious hazard from radioactive fallout. Groves  
38 feared legal culpability if the fallout was severe, so Army intelligence agents located and mapped  
39 everyone within a 40-mile radius of the test site. Test planners set up an elaborate offsite  
40 monitoring system and prepared evacuation plans if exposure levels became too high.

41  
42 On July 16, 1945, the Trinity device, positioned on top of a 100-foot steel tower, containing just  
43 over 13 pounds of plutonium, detonated over the New Mexico desert with an explosive yield of  
44 approximately 21 kilotons. The predawn blast, which temporarily blinded the nearest observers  
45 10,000 yards away, created an orange and yellow fireball about 2,000 feet in diameter. The initial  
46 fireball flattened into a dense white mushroom cloud 25,000 feet in height. The blast left a shallow  
47 crater 10 feet deep and some 400 yards across. Due to the thermal updraft that drew the cloud so  
48 high, little fallout was dropped on the test site beyond 1,200 yards of ground zero, but the  
49 mushroom cloud dropped a large amount of radioactive fallout as it dispersed toward the north-  
50 northeast.

### Hiroshima and Nagasaki, Japan

The Manhattan Project owed its existence to fear that Nazi Germany was developing an atomic weapon, but the surrender of Germany in spring 1945 turned the focus of the program to perfecting a device that could be used against Japan in the ongoing war in the Pacific. American strategists thought that an invasion of the Japanese Home Islands might be required to end the conflict, and planning for the invasion, codenamed Operation Downfall, began more than a year before the Trinity test. Estimates of casualties resulting from an invasion and defeat of Japan varied widely, with the upper range numbering in the millions for the United States, its allies, and the Japanese military and civilians.

President Harry S Truman and his advisors were well aware that successful development and deployment of an atomic weapon could alter strategic calculations for ending the war. Plans were made for launching an attack with these weapons from recently captured Tinian Island (now part of the Commonwealth of the Northern Mariana Islands) in the Pacific, within striking distance of Japan by B-29 bombers. Truman formed an Interim Committee of top officials charged with recommending the proper use of atomic weapons. The group considered whether a demonstration of the bomb might possibly convince the Japanese to surrender. This was rejected, however, out of fear that the bomb could malfunction, the Japanese might put U.S. prisoners of war in the area, or they might manage to shoot down the plane. In addition, the shock value of the new weapon could be lost. These reasons and others convinced the group that the bomb should be dropped without warning on a “dual target”—a war plant surrounded by workers’ homes.

On August 6, 1945, just three weeks after the Trinity test, the United States dropped the “Little Boy” uranium bomb on Hiroshima, Japan. A B-29 bomber named *Enola Gay* lifted off in the predawn hours from Tinian Island and released the first atomic weapon in history over Hiroshima. “Little Boy” detonated with a yield of 13 kilotons at nearly 2,000 feet above the city, to maximize its destructive effects.

The effects of the explosion were both devastating and indiscriminate, a lethal combination of blast overpressure, extreme heat, and radiation effects that killed between 90,000 and 166,000 people. Half of the fatalities came from the initial blast and firestorm, and those who did not perish immediately in the blast suffered for days or weeks before finally succumbing to gruesome burn injuries or acute radiation sickness. Hiroshima suffered the loss of more than one-third of its population, and the complete destruction of two-thirds of its buildings.

Three days later, on August 9, 1945, another B-29 bomber named *Bock’s Car* lifted off from Tinian Island carrying the “Fat Man” plutonium implosion-type bomb. Unable to attack its primary target of Kokura due to poor visibility, the crew released “Fat Man” over its secondary target, the city of Nagasaki. “Fat Man” detonated 1,700 feet above the city with a yield of 22 kilotons. The explosion was contained by the steep hills that surrounded ground zero; still, between 60,000 and 80,000 people were killed by the combined effects of the bomb. Those who survived the bombings faced the loss of family members, destroyed livelihoods, and a lifetime of significantly increased risk of leukemia and other cancers due to radiation exposure.

The destructive effects of the two atomic bombs, combined with the Soviet invasion of Japanese-occupied Manchuria on August 9, led Japan to surrender on August 14. The United States and its allies began their occupation of Japan on August 28, the first foreign occupation in the history of the Japanese nation.

## From the Second World War to the Cold War

The end of World War II brought with it a whole new set of issues and problems, not least of which revolved around the dilemma of what to do with the nuclear genie now that it had been let out of the bottle. The discovery of nuclear energy, as President Truman told Congress in October 1945, “began a new era in the history of civilization.” While this new era held the promise of perhaps limitless energy for peaceful purposes, the prospect of the proliferation of atomic weapons was alarming. Controls over nuclear energy were clearly desirable. In the immediate aftermath of the war, the United States sought with mixed success to implement regimes for controlling and regulating the atom at both the domestic and international levels.

On the domestic front, Truman called for the establishment of an Atomic Energy Commission to take over the Manhattan Project’s material resources and “to control all sources of atomic energy and all activities connected with its development.” Congress passed the Atomic Energy Act of 1946, creating the new agency, and Truman signed it into law on August 1. The act transferred authority from the Army to the new Atomic Energy Commission and continued the government monopoly in the field of atomic research and development.

Efforts to implement international control were less fruitful. The United States proposed the establishment of an international atomic development authority that would control all atomic research and development activities that might pose a danger to world security and possess the power to license and inspect all other such projects. This effort was rejected by the Soviet Union, then in the midst of its own atomic weapons development effort.

This impasse was part of the onset of a new global struggle between the United States and the Soviet Union. The breathing space between the Second World War and the Cold War was very brief. Already in March 1946, Winston Churchill warned of an “iron curtain” that had descended across Eastern Europe as the Soviet Union sought to maintain its influence over territories it occupied. A year later, President Truman asked for funds for overseas economic and military assistance for nations threatened by Communism, known as the Truman Doctrine. The United States refused to surrender its atomic deterrent without adequate controls, believing that Soviet troops posed a threat to Western Europe and recognizing that American conventional forces had rapidly demobilized. In this atmosphere of mutual suspicion, the Cold War set in.

Atomic weapons, as a result, rapidly became the cornerstone of Cold War military strategy. Oak Ridge and Hanford continued to produce nuclear materials. Los Alamos continued research, design, and construction of useable weapons. To learn more about weapons effects, the military held a test series called Operation Crossroads, during the summer of 1946 at Bikini atoll in the Marshall Islands. Many more tests would follow. In 1949, the Soviet Union successfully tested its first atomic device. In the 1950s, the United States and Soviet Union developed thermonuclear weapons, which increased the potential destructive power of nuclear weapons one thousand fold and more. The number of weapons on both sides increased exponentially.

## Legacy

The legacy of the Manhattan Project is both enormous and complex. The development and use of atomic weapons helped bring an end to World War II, the largest and most destructive war in human history. In doing so, the bombings of Hiroshima and Nagasaki took an enormous physical and economic toll on the people of those cities. Manhattan Project activities also left behind impacts in the United States, including a significant number of people displaced from their homes,

1 lands and waters; traditional use areas used for hunting, fishing, and gathering; and sacred sites; to  
2 make way for the various Manhattan Project sites, and the effects of environmental contamination  
3 from nuclear processing and testing activities.  
4

5 The Manhattan Project and use of atomic weapons set the stage for the Cold War. The next half  
6 century would feature the United States and Soviet Union vying for global supremacy, with vast  
7 arsenals of nuclear weapons possessed by both sides poised to end civilization in an instant.  
8 Proliferation of nuclear weapons in more recent years has made the global security environment  
9 more complex, and arguably much more dangerous.  
10

11 The Manhattan Project was also responsible for a number of monumental scientific and  
12 technological advancements, becoming the organizational model behind the remarkable  
13 achievements of American “big science” during the second half of the 20th century. Manhattan  
14 Project research significantly advanced the understanding of nuclear physics and led to a number  
15 of nonmilitary applications of nuclear science, including nuclear power and nuclear medicine.  
16  
17

## 18 **PARK PURPOSE**

19 The purpose statement identifies the specific reason(s) for establishment of a particular park. The  
20 purpose statement for Manhattan Project National Historical Park was drafted through a careful  
21 analysis of its enabling legislation and the legislative history that influenced its development.  
22 Enabled by legislation signed into law by Congress on December 19, 2014, the park was established  
23 by the Secretary of Energy and the Secretary of the Interior on November 10, 2015. The purpose  
24 statement lays the foundation for understanding what is most important about the park.  
25

26 *Managed in partnership by the Department of Energy and the National Park Service,*  
27 *Manhattan Project National Historical Park preserves and interprets the nationally significant*  
28 *historic sites, stories, and legacies associated with the top-secret race to develop an atomic*  
29 *weapon during World War II, and provides access to these sites consistent with the mission of*  
30 *the Department of Energy.*  
31  
32

## 33 **PARK SIGNIFICANCE**

34 Significance statements express why a park’s resources and values are important enough to merit  
35 designation as a unit of the national park system. These statements are linked to the purpose of  
36 Manhattan Project National Historical Park, and are supported by data, research, and consensus.  
37 Statements of significance describe the distinctive nature of the park and why an area is important  
38 within a global, national, regional, and systemwide context. They focus on the most important  
39 resources and values that will assist in park planning and management.  
40

41 The following significance statements have been identified for Manhattan Project National  
42 Historical Park. (Please note that the sequence of the statements does not reflect the level of  
43 significance.)  
44

- 45 1. The Manhattan Project was an unprecedented, top-secret World War II government  
46 program in which the United States rushed to develop and deploy atomic weapons before  
47 Nazi Germany. The use of these weapons by the United States against Japan in August 1945  
48 ultimately became one of the most important historical events of the 20th century.  
49

- 1 2. During the Manhattan Project, the U.S. Army directly or indirectly employed nearly  
2 600,000 workers and some of the world's leading scientists at more than 30 sites  
3 nationwide, including three primary centers of operations established at Los Alamos, New  
4 Mexico; Oak Ridge, Tennessee; and Hanford, Washington. This effort channeled  
5 revolutionary scientific and engineering innovations into an entirely new kind of weapon,  
6 ushering in the nuclear age.  
7
- 8 3. Initially identified as the only location for the Manhattan Project, the Oak Ridge  
9 Reservation was eventually tasked with the production of enriched uranium as well as the  
10 management of the nationwide project. Three revolutionary enrichment processes were  
11 developed and implemented simultaneously at the reservation, where thousands worked in  
12 cavernous industrial facilities to produce incremental amounts of weapons-grade uranium.  
13 Oak Ridge provided the fissile material for the "Little Boy" atomic weapon dropped on  
14 Hiroshima, Japan.  
15
- 16 4. Los Alamos became the location where world-renowned scientists and engineers led by  
17 J. Robert Oppenheimer gathered in laboratories to design and develop the world's first  
18 atomic weapons. Merely 26 months after the start of the project, the Los Alamos team  
19 conducted the first successful nuclear test at the Trinity Site in southern New Mexico in  
20 July 1945, and assembled the two atomic weapons the United States dropped on Japan one  
21 month later in August 1945.  
22
- 23 5. At a massive industrial complex at Hanford, Washington, the United States engineered and  
24 built the world's first full-scale nuclear reactor, uranium fuel fabrication facilities, and  
25 plutonium separation plant in only 18 months. Hanford's facilities produced the plutonium  
26 used in the first successful test of a nuclear device at Trinity Site, and the "Fat Man"  
27 plutonium bomb dropped on Nagasaki, Japan, on August 9, 1945.  
28
- 29 6. The wartime urgency surrounding the Manhattan Project led to the displacement of  
30 generations-old settlements and tribal communities as many people were forced to sacrifice  
31 homes, lands and waters, sacred sites, and the exercise of treaty rights to make way for  
32 covert military industrial sites and communities.  
33
- 34 7. The two atomic weapons used by the United States on the Japanese cities of Hiroshima and  
35 Nagasaki unleashed an enormous and unprecedented amount of death and devastation for  
36 an individual weapon. An estimated 90,000–166,000 people were killed or died within  
37 months after the "Little Boy" uranium bomb was dropped on Hiroshima on August 6, 1945.  
38 An estimated 60,000–80,000 people were killed or died within months after the United  
39 States bombed Nagasaki using the "Fat Man" plutonium bomb three days later.  
40
- 41 8. The colossal destructive power of nuclear weapons became a fundamental dynamic of the  
42 ensuing Cold War between the United States and the Soviet Union, a concept commonly  
43 referred to as deterrence through Mutual Assured Destruction, and spurred other nations  
44 to develop nuclear weapons of their own.  
45
- 46 9. The development and production of nuclear weapons in the United States and around the  
47 world has had profound consequences for human health and the environment, from  
48 radiation exposure from the use and testing of nuclear weapons to the chemical and  
49 radiological waste that remains from decades of nuclear weapons development.  
50
- 51 10. Scientific and technological advances made during the Manhattan Project in the pursuit of  
52 nuclear weapons contributed to progress in many areas, such as materials science, biology,

1 nuclear medicine, nuclear energy, the nuclear Navy, supercomputing, precision machining,  
2 astronomy, and the Department of Energy's National Laboratory System.  
3  
4

## 5 **FUNDAMENTAL RESOURCES AND VALUES**

6 Fundamental resources and values (FRVs) are those features, systems, processes, experiences,  
7 stories, scenes, sounds, smells, or other attributes determined to warrant primary consideration  
8 during planning and management processes because they are essential to achieving the purpose of  
9 the park and maintaining its significance. Fundamental resources and values are closely related to a  
10 park's legislative purpose and are more specific than significance statements.  
11

12 Fundamental resources and values help focus planning and management efforts on what is truly  
13 significant about the park. One of the most important responsibilities of NPS managers is to ensure  
14 the conservation and public enjoyment of those qualities that are essential (fundamental) to  
15 achieving the purpose of the park and maintaining its significance. If fundamental resources and  
16 values are allowed to deteriorate, the park purpose and/or significance could be jeopardized.  
17

18 There are other resources that are currently not included within the boundary of Manhattan  
19 Project National Historical Park (and therefore cannot be considered fundamental resources), but  
20 are nonetheless important to consider as part of the broader context and setting of the park. These  
21 related resources, found later in this document, represent a thematic connection that could  
22 enhance the experience of visitors or the interpretation of the story of the Manhattan Project.  
23

24 The following fundamental resources and values have been identified for Manhattan Project  
25 National Historical Park:  
26  
27

### 28 **Oak Ridge, Tennessee**

#### 29 **▪ K-25 Building Site**

30 The K-25 building pioneered industrial-scale uranium enrichment using the gaseous  
31 diffusion method. Built in March 1945, the mammoth 44-acre building produced enriched  
32 uranium feed material for the Y-12 electromagnetic separators for further enrichment,  
33 including some of the uranium used in the "Little Boy" weapon that was dropped on  
34 Hiroshima. The U-shaped building, which measured a half-mile long and 1,000 feet wide,  
35 continued to produce highly enriched uranium used in thermonuclear weapons during the  
36 Cold War until production ceased in 1964. The K-25 building has since been demolished,  
37 and its footprint will remain undeveloped.  
38

#### 39 **▪ X-10 Graphite Reactor**

40 The world's first continuously operating nuclear reactor, the X-10 Graphite Reactor  
41 produced the first significant amounts of plutonium ever made and served as a prototype  
42 for the B Reactor at Hanford. The engineered reactor is a "pile" of graphite blocks  
43 measuring 24 feet per side, penetrated by horizontal air-cooled channels that contained the  
44 uranium fuel slugs. The graphite blocks served as a neutron moderator, which helped to  
45 sustain a nuclear chain reaction. Designed and built in less than 10 months, it went into  
46 operation on November 4, 1943. After the war, X-10 was used for a wide variety of  
47 scientific purposes, including the production of stable isotopes, until being shut down in  
48 1963. Today, the reactor face and control room are accessible to the public. The reactor  
49 building is a national historic landmark.

1  
2     ▪ **Y-12 Plant Buildings 9731 and 9204-3**

3     Buildings 9731 and 9204-3 at the Y-12 National Security Complex pioneered the  
4     electromagnetic separation method for uranium enrichment. Building 9731 was the first  
5     building constructed at the Y-12 site, and contains the world's only three alpha calutron  
6     magnets as well as three beta calutron magnets. These calutrons were used as test beds for  
7     the rest of the Y-12 complex. Building 9204-3 contains the last two remaining Beta  
8     racetracks in America. One of these racetracks was in use as recently as 1998 for the  
9     separation of stable isotopes, and remains on standby for potential future use.

10  
11  
12    **Los Alamos, New Mexico**

13     ▪ **Pond Cabin (TA-18-29)**

14     The Pond Cabin (TA-18-29), a log structure, was built in 1914 by settler Ashley Pond and  
15     supported Emilio Segre's plutonium fission research. The Pond Cabin is at the Pajarito site,  
16     in Pajarito Canyon, on the Los Alamos National Laboratory grounds.

17  
18     ▪ **Battleship Bunker (TA-18-2)**

19     The Battleship Control Building was constructed to support implosion diagnostic tests for  
20     the plutonium implosion-type bomb design. A cast-in-place concrete bunker, it is known as  
21     the "battleship building" because the west end of the building is shaped like a bow of a ship,  
22     shielded with a steel plate. This Battleship Control Building is at the Pajarito site, in Pajarito  
23     Canyon, on the Los Alamos National Laboratory grounds.

24  
25     ▪ **Slotin Building (TA-18-1)**

26     The Slotin Building was constructed at the end of the Manhattan Project. It was the  
27     location of the criticality accident that led to the death of scientist Louis Slotin. The  
28     accident significantly influenced future criticality safety programs. The building remained  
29     in use during the Cold War. The Slotin Building is at the Pajarito site, in Pajarito Canyon, on  
30     the Los Alamos National Laboratory grounds.

31  
32     ▪ **Gun Site Buildings**

33     The Gun Site area of Los Alamos was used during World War II to test the gun-type  
34     weapon designs known as "Thin Man" and "Little Boy." Gun Site buildings consist of three  
35     concrete, earth-covered bunkers (Laboratory and Shop [TA-8-1], Shop and Storage [TA-8-  
36     2], Diesel Generator Building [TA-8-3]) and a portable guard shack (TA-8-172).  
37     Components of "Little Boy" combat units were also assembled at the Gun Site before being  
38     shipped to the Pacific.

39  
40     ▪ **V-Site**

41     The V-Site buildings include the Assembly Building (High Bay) (TA-16-516) and Workshop  
42     (TA-16-517), and were constructed to support the assembly of the plutonium implosion-  
43     type bomb. They were also used to assemble the high-explosives sphere for the Trinity  
44     device, known as the Gadget. V-site was located well away from other facilities at Los  
45     Alamos, for safety as well as security reasons, as this is the location where all elements of the  
46     implosion-type bomb design finally came together.

1 **Hanford, Washington**

2     ▪ **B Reactor**

3         The B Reactor is the first full-scale production nuclear reactor in the world. Together with  
4         the D and F Reactors, the B Reactor produced the plutonium used in the Trinity Test and  
5         the “Fat Man” bomb dropped on Nagasaki, Japan. The reactor’s core consists of a “pile” of  
6         graphite blocks which held uranium fuel slugs and served as a neutron moderator,  
7         sustaining a nuclear chain reaction. B Reactor is a national historic landmark and is  
8         accessible via guided tours.  
9

10    ▪ **Hanford High School**

11         Hanford High School was a focal point of the pre-Manhattan Project community of  
12         Hanford, Washington. The school was vacated when the town of Hanford was condemned  
13         for the Manhattan Project, and was used for a short time as office space. Only the outer  
14         shell of the original structure remains intact. The current property within the park also  
15         includes a small portion of the Hanford Construction Camp, where more than 50,000  
16         workers lived in tents and barracks during the construction of the Hanford Engineer  
17         Works.  
18

19    ▪ **White Bluffs Bank**

20         The White Bluffs Bank building is the only remaining structure of the pre-Manhattan  
21         Project community of White Bluffs, Washington. When first constructed, it was claimed to  
22         be robbery-proof, though it was robbed twice in its operating history due to an easily  
23         breached wooden roof. The bank building, a small 25-foot by 30-foot single-story concrete  
24         block structure, is currently undergoing a comprehensive rehabilitation to replicate the  
25         period appearance and facilitate public visitation.  
26

27    ▪ **Bruggemann’s Agricultural Complex Warehouse**

28         Located within two miles of the B Reactor, the warehouse building at Bruggemann’s  
29         Agricultural Complex is the only remaining structure on the approximately 530-acre farm  
30         property that was confiscated by the federal government. The structure is part of one of the  
31         few intact independent farming operations representing the pre-Manhattan Project era in  
32         the Northwest. The warehouse itself is a unique structure constructed of Columbia River  
33         cobblestone placed into a concrete matrix. While the facility itself is behind a fence  
34         awaiting stabilization and improvements, visitors can walk around it on existing roads.  
35

36    ▪ **Hanford Irrigation District Pump House**

37         The Hanford Irrigation District Pump House, also known as the “Allard” Pump House, was  
38         built by the Hanford Irrigation and Power Company to raise water more than 50 feet to a  
39         36-mile irrigation network for farms in the Priest Rapids Valley. When completed, area  
40         newspapers called the project “the largest pumping plant in the world.” The project  
41         enabled large scale farming and orchards in the area, which in turn supported individual  
42         farms and community business in the towns of Hanford and White Bluffs. The building  
43         shell and roof of the pump house are intact.  
44  
45

46 **RELATED RESOURCES**

47         The following related resources are currently not included in the boundary of Manhattan Project  
48         National Historical Park, but are nonetheless important to consider as part of the broader context

1 and setting of the park. These related resources represent a thematic connection that would  
2 enhance the experience of visitors or the interpretation of the story of the Manhattan Project. They  
3 have close associations with park fundamental resources and the purpose of the park and represent  
4 a connection with the park that often reflects an area of mutual benefit or interest, and  
5 collaboration, between the park and owner/stakeholder.

6  
7 Some of the following related resources are buildings and structures managed by the Department  
8 of Energy that have been identified in the park's enabling legislation as eligible for inclusion in the  
9 park, but are currently not included in the park boundary. Other resources identified in this section  
10 are outside of the park boundary and are not owned or managed by the Department of Energy, but  
11 have connections to the broader history of the Manhattan Project at one of the park's three units.  
12 The following does not constitute an exhaustive list of related resources and others may be  
13 identified in the future. Moreover, identification of these resources in this document does not  
14 suggest intent to acquire them; rather they are listed here to illustrate the broader landscape and  
15 historical context in which the park units exist.

## 16 17 18 **Oak Ridge, Tennessee**

19 The Congressional legislation establishing the Manhattan Project National Historical Park noted  
20 the Alexander Inn as a related resource associated with the Manhattan Project:

- 21  
22 ▪ **Alexander Inn (Guest House)**

23 The Manhattan Project Guest House served as the only hotel for the Clinton Engineer  
24 Works. Visiting scientists, dignitaries, and many workers stayed here upon arrival in Oak  
25 Ridge. It was later known as the Alexander Inn, and in 2015 was restored as a senior living  
26 center known as the Alexander Guest House. Saved from ruin by a Department of Energy  
27 grant, the front façade of the inn has been restored to its 1944 appearance and is protected  
28 by preservation easements. The Alexander Inn received the Advisory Council on Historic  
29 Preservation's 2016 Chairman's Award for excellence in historic preservation.

30  
31 Other related resources not owned by Department of Energy or the National Park Service that are  
32 also related to the history and significance of the Oak Ridge Reservation include buildings that pre-  
33 date the Manhattan Project as well as buildings that were constructed during the Manhattan  
34 Project. Some such resources include the Freels Bend Cabin, several pre-Manhattan Project  
35 churches at the Oak Ridge National Laboratory and East Tennessee Technology Park, Chapel on  
36 the Hill, Jackson Square, dormitories, homes built for scientists and engineers in Oak Ridge, and  
37 other resources associated with the Manhattan Project that are identified in two previous national  
38 register nominations: Oak Ridge Historic District (1991) and Oak Ridge Turnpike Checking Station  
39 (1992).

## 40 41 42 **Los Alamos, New Mexico**

43 The following related resources at Los Alamos were identified as park-eligible in the park  
44 legislation but are not within the current park boundary.

- 45  
46 ▪ **Quonset Hut (TA-22-1)**

47 Manhattan Project scientists and engineers perfected the final "trap-door" design of the  
48 "Fat Man" weapon in the Los Alamos Quonset hut (TA-22-1). The high-explosives sphere  
49 and associated components of "Fat Man" were assembled in the Quonset hut and then

1 transported to Tinian Island. After the war, the building was used as a detonator research  
2 facility for almost 40 years.

3  
4 **▪ Concrete Bowl (TA-6-37)**

5 The Concrete Bowl (TA-6-37) is an outdoor experimental area that was used to conduct  
6 plutonium recovery research. Scientists devised several methods to contain the Trinity  
7 device's plutonium in the event of failure. The 200-foot diameter concrete bowl was built  
8 for water recovery experiments where small-scale, high-explosives tests were detonated in  
9 a redwood water tank on an approximately 50-foot-high tower located in the center of the  
10 bowl, which would effectively contain the debris from the test shots.

11  
12 **▪ Q-Site (TA-14-6)**

13 TA-14-6 is a wood-frame building that was constructed as a darkroom and shop to support  
14 small-scale implosion tests. At Q-Site, scientists studied cylinder implosions using the flash  
15 photography method, a high-speed photographic technique that relied on the rotating  
16 prism camera.

17  
18 **▪ K-Site (TA-11-1, TA-11-2, and TA-11-3)**

19 K-Site supported experiments that were conducted using the betatron diagnostic method.  
20 This method involved the detonation of a test implosion between two buildings, one  
21 housing a betatron machine that emitted X-rays at the instant of the explosion and the  
22 other housing a cloud chamber to record the data. TA-11-1 served as the control building  
23 for the firing experiments at K-Site. Building TA-11-2 housed the betatron machine and  
24 TA-11-3 housed the cloud chamber.

25  
26 **▪ L-Site (TA-12-4)**

27 TA-12-4 is a firing pit that was used for high-explosives experiments that supported the  
28 development of the "Fat Man" implosion-type bomb. At the L-Site firing area, the physical  
29 remains of firing tests were examined after each shot as part of the terminal observation  
30 method of implosion diagnostics. The 12-foot-deep pit is lined with 3/4-inch steel plate and  
31 capped with a steel lid.

32  
33 **▪ S-Site (TA-16-58)**

34 TA-16-58 is a one-story, single-room, high-explosives storage magazine. This small building  
35 was constructed with reinforced concrete floor and walls. The magazine is encircled by a  
36 protective earthen berm and its roof is built of wood to serve as an upward path for the  
37 force of an accidental explosion.

38  
39 Although the tunnel and vault facility at Los Alamos was not specifically identified in the park's  
40 enabling legislation, it is also a related resource owned and managed by the Department of Energy.

41  
42 **▪ Tunnel and Vault (TA-41-1)**

43 TA-41-1 is a unique tunnel and vault facility and is one of the best examples of Cold War  
44 architecture at Los Alamos. TA-41-1 was built between 1948 and 1949, at the beginning of  
45 the Cold War era. Extending 230 feet into the north wall of Los Alamos Canyon, the vault  
46 functioned as a storage facility for components and nuclear material used in the nation's  
47 first nuclear weapon stockpile. The tunnel and vault facility also includes a small side room  
48 used during the early 1950s for initial experiments by Frederick Reines and Clyde Cowan  
49 that led to the discovery of the neutrino and the awarding of the Nobel Prize in Physics.

50

1 The Los Alamos Scientific Laboratory National Historic Landmark District was identified in park  
2 legislation. The contributing buildings and features of the historic landmark district are located  
3 outside of the current park boundary and are not managed by the Department of Energy.  
4

5     ▪ **Los Alamos Scientific Laboratory National Historic Landmark District**

6         The Los Alamos historic landmark district is located in the geographic and social center of  
7         the town of Los Alamos. Notable buildings contributing to the historic landmark district  
8         include Bathtub Row residences, where top Project Y scientists stayed, and Fuller Lodge, a  
9         large log building designed by architect John Gaw Meem that was used during the war as a  
10        center for community activities. Two additional Manhattan Project properties, the former  
11        East Cafeteria and the former Women’s Army Corps dormitory, are located in the  
12        downtown area but are not part of the historic landmark district.  
13

14     ▪ **The Women’s Army Corps Dormitory**

15         The dormitory building housed some of the Women’s Army Corps members stationed at  
16         Los Alamos. The site is privately owned.  
17

18     ▪ **East Cafeteria**

19         The East Cafeteria was the favorite mess hall for the military members of the Manhattan  
20         Project. The structure is currently the Los Alamos Performing Arts Center.  
21  
22

23 **Hanford, Washington**

24 The T Plant at Hanford is eligible to be included in the park but is excluded at this time due to  
25 ongoing DOE mission requirements.  
26

27     ▪ **221-T Chemical Separation Building**

28         Completed in December 1944, the 221-T Chemical Separation Building, or T Plant, was the  
29         world’s first large scale plutonium separation facility. Plutonium had to be chemically  
30         separated from irradiated uranium slugs that had passed through Hanford’s production  
31         reactors. After further refinement, the plutonium was shipped to Los Alamos. Due to high  
32         radiation levels, workers were protected by seven feet of concrete and used periscopes,  
33         closed-circuit television sets, and remote control devices to operate equipment. A massive  
34         and open structure, measuring 800 feet long, 65 feet wide, and 80 feet high, the T Plant  
35         ceased chemical separation activities in 1956 but remains in use to support cleanup work at  
36         Hanford.  
37

38 The following related resources at Hanford were identified in the park legislation but are not  
39 within the current park boundary.  
40

41     ▪ **White Bluffs Historic District**

42         The town of White Bluffs was the first European American community on the Hanford Site  
43         and became a focal point in the Northwest for regional transportation of goods and  
44         agricultural development. The historic district includes all three locations of the town, as  
45         well as the former locations of the White Bluffs Cemetery, White Bluffs High School, White  
46         Bluffs Blacksmith Shop, numerous foundations, remnants of orchards, ornamental trees  
47         and shrubs, the original road system, and the sites of facilities associated with Manhattan  
48         Project operations.  
49

1       ▪ **Town of Hanford and Hanford Construction Camp Historic District**

2       This historic district comprises both the original Hanford town site, occupied between  
3       1907 and early 1943, as well as facilities of the Manhattan Project era of 1943 to 1945. The  
4       area contains an extant road system, numerous foundations, rows of ornamental trees,  
5       remnants of orchards, and artifacts. The Hanford and White Bluffs historic districts are  
6       examples of the impact of U.S. government policies on the development of the West,  
7       including relocation of American Indian tribes, the Homestead Act, and the Newlands  
8       Water Reclamation Act, as well as the completion of a transcontinental rail link to the area.  
9

10       ▪ **Bruggemann’s Agricultural Complex**

11       Operated from prior to 1900 through 1943, the agricultural complex is an abandoned  
12       irrigated farm, orchard, and fruit packing/shipping facility. The complex includes the  
13       Bruggemann Warehouse, which is in the Manhattan Project National Historical Park  
14       boundary, as well as foundations from a processing facility, grain silo, and assorted  
15       outbuildings, and about 23,000 feet of irrigation line of various types. It is one of the few  
16       remaining intact independent farming operations from the pre-war era in the Northwest  
17       and reflects the development of various irrigation techniques over the decades.  
18

19       Additionally, related resources at Hanford not identified in the park legislation and outside of the  
20       current park boundary include the irrigation canal head wall, Vernita ferry landing sites, and the  
21       “Alphabet Homes” of Richland, Washington, described below.  
22

23       ▪ **“Alphabet Homes” of Richland, Washington**

24       In 1943, the Army Corps of Engineers gave Spokane architect Albin Pherson less than 90  
25       days to design a government-owned community to house thousands of Manhattan Project  
26       workers and their families. Each housing plan was given a letter of the alphabet for ease in  
27       identification. Today, some of these homes are included in the City of Richland’s Gold  
28       Coast Historic District.  
29

30       ▪ **Portions of the Hanford Irrigation and Power Company’s Irrigated Lands**

31       This discontinuous area includes historic resources most closely associated with the  
32       Hanford Irrigation District “Allard” Pump House, which is included in the national park.  
33       These include the headwall for and portion of the massive canal system (the Hanford  
34       Ditch), the farmstead owned and worked by the irrigation pump house’s operator, Sam  
35       Allard, and portions of the irrigated lands that retain visual evidence of their past use,  
36       including plough lines and stumps from orchards that were cut down by the U.S.  
37       government after it acquired the land.  
38

39       ▪ **100-B Reactor Area**

40       This area contains the remains of the complex infrastructure that once supported operation  
41       of the B Reactor, including systems to pump water from the Columbia River to cool the  
42       reactor, water treatment facilities, power houses, cooling ponds, and security checkpoints.  
43       In addition to the B Reactor building, the River Pump House and Reservoir facilities are still  
44       intact and in use to support cleanup work at the Hanford Site.  
45  
46

47       **INTERPRETIVE THEMES**

48       Interpretive themes are often described as the key stories or concepts that visitors should  
49       understand after visiting a park—they define the most important ideas or concepts communicated

1 to visitors about a park unit. Themes are derived from, and should reflect, park purpose,  
2 significance, resources, and values. The set of interpretive themes is complete when it provides the  
3 structure necessary for park staff to develop opportunities for visitors to explore and relate to all  
4 park significance statements and fundamental resources and values.

5  
6 Interpretive themes are an organizational tool that reveal and clarify meaning, concepts, contexts,  
7 and values represented by park resources. Sound themes are accurate and reflect current  
8 scholarship and science. They encourage exploration of the context in which events or natural  
9 processes occurred and the effects of those events and processes. Interpretive themes go beyond a  
10 mere description of the event or process to foster multiple opportunities to experience and  
11 consider the park and its resources. These themes help explain why a park story is relevant to  
12 people who may otherwise be unaware of connections they have to an event, time, or place  
13 associated with the park.

14  
15 The following interpretive themes have been identified for Manhattan Project National Historical  
16 Park:

- 17  
18 ▪ The “secret cities” created for the Manhattan Project, and the sacrifice and displacement  
19 connected to them, exemplified this massive wartime effort and demonstrate remarkable  
20 opportunities to reflect on the extraordinary lengths to which people and nations go to  
21 protect their futures.
- 22  
23 ▪ The revolutionary science and engineering that fueled the race to create the world’s first  
24 atomic weapon make these places a powerful illustration of technological innovation and  
25 collaboration, and offer guidance and insight into solving today’s complex problems.
- 26  
27 ▪ From beginning to end, the Manhattan Project, its World War II context, and the many  
28 complex decisions that led to the incomprehensible destructive power of nuclear weapons  
29 prompts us to confront the profound choices and consequences that the world continues  
30 to struggle with today.
- 31  
32 ▪ The Manhattan Project thrust humanity into the nuclear age and forever changed the  
33 world, provoking consideration of dramatic scientific and technological advances as well as  
34 severe human costs and environmental consequences.

**RESOLUTION**

A RESOLUTION AUTHORIZING TRANSMITTAL OF COMMENTS TO THE NATIONAL PARK SERVICE, U.S. DEPARTMENT OF THE INTERIOR, AND THE U.S. DEPARTMENT OF ENERGY ON THE DRAFT FOUNDATION DOCUMENT FOR THE MANHATTAN PROJECT NATIONAL HISTORICAL PARK (TENNESSEE, NEW MEXICO, WASHINGTON) DATED SEPTEMBER 2016

WHEREAS, the Manhattan Project National Historical Park was authorized in December 2014 in the National Defense Authorization Act of 2015 and signed into law in early 2015; and

WHEREAS, the City of Oak Ridge has advocated for the park for many years, alongside community organizations, and with the Los Alamos and Hanford communities through its membership in the Energy Communities Alliance; and

WHEREAS, the Secretary of the Interior and the Secretary of Energy signed a Memorandum of Agreement on November 10, 2015 to formally establish the park; and

WHEREAS, under the Memorandum of Agreement, the National Park Service operates the park and interprets its history on properties that continue to be managed by the Department of Energy; and

WHEREAS, the National Park Service and the Department of Energy are inviting public review and comment on a draft Foundation Document for the Manhattan Project National Historical Park; and

WHEREAS, the City desires to submit comments on the draft Foundation Document for consideration by the federal agencies by the comment deadline; and

WHEREAS, the City Manager recommends that the City transmit comments on the agency's draft Foundation Document to the National Park Service and the U.S. Department of Energy as the official comments of the City of Oak Ridge.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the Mayor is hereby authorized to transmit the attached comments entitled *City of Oak Ridge, Tennessee Comments to the National Park Service, U.S. Department of the Interior and the U.S. Department of Energy on the Draft Foundation Document for the Manhattan Project National Historical Park (Tennessee, New Mexico, Washington) September 2016* to the National Park Service on the agency's draft Foundation Document as the official comments of the City of Oak Ridge.

BE IT FURTHER RESOLVED the comments shall also be transmitted to the U.S. Department of Energy, and members of the Tennessee congressional delegation and the Tennessee General Assembly who represent the City of Oak Ridge.

This the 10<sup>th</sup> day of October 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk