

City Council Work Session Agenda

January 27, 2014

Immediately Following the 7:00 P.M. City Council Special Meeting

Call to order in the Multipurpose Room, Central Services Complex

- I. Presentation on Tennessee Department of Environment and Conservation (TDEC) regulations designating the City as a Municipal Separate Storm Sewer System (MS4) by Gary M. Cinder and Steven R. Byrd
- II. Review and discussion on the purchase of integrated hardware, software, and technical support services for the Police Department by Chief Akagi
- III. Discussion on proposed FY 2015 Budget process and overviews and CIP review by Mark S. Watson and Janice McGinnis
- IV. Updates / Reports
 1. Update on initial implementation of landlord registration home inspection program
 2. Update on City Council/City Manager grouping of "parking lot policy issues" for future consideration

CITY OF OAK RIDGE

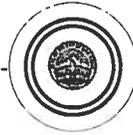


EPA NPDES STORMWATER PROGRAM

PUBLIC WORKS DEPARTMENT

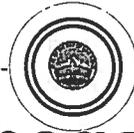


ACRONYMS



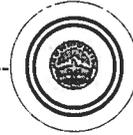
- **BMP** **Best Management Practices**
- **EPA** **Environmental Protection Agency**
- **NPDES** **National Pollutant Discharge Elimination System**
- **MS4** **Municipal Separate Storm Sewer System**
- **NOI** **Notice of Intent**
- **SWMP** **Stormwater Management Program**
- **TDEC** **Tennessee Department of Environment and Conservation**

NATIONAL STORMWATER REGULATION



- **1972 NPDES program began as part of the federal Clean Water Act**
 - Targeted point pollutant sources (industrial plants, sewer plants)
 - Required improved water quality through sampling, monitoring, water treatment, etc.
- **1987 Clean Water Act amendments**
 - Prevent harmful pollutants from being washed or dumped into streams (sometimes called “Waters of the State”)
 - Targeted non-point pollutant sources (soil erosion, metals, toxic materials from motor vehicles, pesticides, nutrients, bacteria and other pollutants)

National Stormwater Regulations (Cont'd)



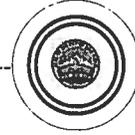
- **Implemented phased approach to regulating stormwater runoff**
 - **1990 NPDES Phase I Stormwater Rule issued and required regulated MS4s of population of 100,000 or greater to obtain permit coverage for their stormwater discharges. Regulated construction activity disturbing greater than 5 acres**
 - **1999 NPDES Phase II Stormwater Rule issued and required permit coverage from small MS4s with populations exceeding 10,000 to obtain NPDES permit coverage for their stormwater discharges. Regulated construction activity disturbing greater than 1 acre**

OAK RIDGE DESIGNATED AS A MS4 CITY



- **2002 TDEC notified the City that Oak Ridge meets the EPA criteria for designation into the Phase II program**
 - **TDEC is the permitting authority in Tennessee for the EPA Stormwater Program**
 - **City requested written clarification on the criteria used by TDEC to include the City in the program (population density, data and rationale on urban runoff impacting streams); no response received and TDEC listed the City as a “pending” City for the program**
 - **In anticipation of being in the stormwater program, staff has included a project in the CIP for 11 years showing \$100,000 for each year of the 6-year program; when funded in the budget these expenditures were used primarily for maintenance and replacement of deteriorated corrugated metal pipe structures and concrete headwalls**

Oak Ridge Designated As A MS4 City (Cont'd)



- **August 2013 – TDEC notified the City that Oak Ridge meets the EPA criteria for designation into the Phase II program. Criteria includes:**
 - **Located within the Knoxville urbanized area (2010 census)**
 - **Exceeds the total population of 10,000 residents**
 - **Includes streams (East Fork Poplar Creek and Ernies Creek) within the City's jurisdiction that have been documented as being impaired by pollutants discharged from municipal sources**

WHAT DOES BEING DESIGNATED AN MS4 MEAN FOR OAK RIDGE?



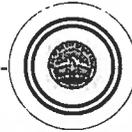
- **Required to develop, implement and enforce a SWMP designated to reduce the discharge of pollutants from the MS4 to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act**
- **City must fill out and return to TDEC an NOI for coverage under the General Phase II MS4 Permit within 180 days of notification. Due March 1, 2014**
- **TDEC will issue General Permit coverage soon after receipt of the City's NOI. General Permit is a five-year commitment to meet EPA minimum requirements as defined in the NOI. After five years, the General Permit will have to be reissued for another 5-year cycle**

NOTICE OF INTENT (NOI)



- **The NOI is a 5-year Stormwater Management Program that requires a brief description of the City's current and proposed activities and BMPs**
- **The BMPs (goals) must address the EPA requirements for the six minimum control measures as defined by the General Permit.**
- **For each BMP, the NOI must describe milestones for each year of the five-year stormwater program. A total of 21 BMPs are listed in the City's proposed program**
- **City staff has completed the NOI and is prepared to submit to TDEC by March 1, 2014**

SIX MINIMUM CONTROL MEASURES



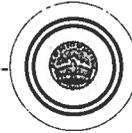
1. Public Education and Outreach

- **By the end of the first year of permit coverage, develop a Public Information & Education Plan (PIE) that details specific goals & specific information events/activities that will occur over the remainder of the permit cycle**
- **Involves a wide range of stakeholders & keeping records of events/activities**

2. Public Involvement/Participation

- **Opportunities for program participation will be publicized & will involve a wide range of stakeholders**

SIX MINIMUM CONTROL MEASURES (Cont'd)



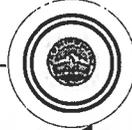
3. Illicit Discharge Detection and Elimination

- Illicit discharge is unlawful and the stormwater program must develop, implement & enforce an illicit discharge detection & elimination program.

4. Construction Site Stormwater Runoff Program

- The City's current Erosion Control & Storm Water Management Ordinance addresses many concerns on stormwater runoff, but not to the extent of the MS4 permit requirements.

SIX MINIMUM CONTROL MEASURES (Cont'd)



5. Permanent (Post-Construction) Stormwater Management in New Development and Redevelopment Program

- **City's current Erosion Control & Storm Water Management Ordinance & Zoning Ordinance address some post-construction runoff concerns, but not to the extent of the MS4 permit requirements**

6. Pollution Prevention/Good Housekeeping for Municipal Operations

- **Must develop & implement an operation & maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations**
- **Involves staff training & development of an Enforcement Response Plan**

2015-2020 CIP



- The maintenance section of the CIP lists the EPA Phase II Municipal Separate Storm Sewer System Program (MS4) with the following yearly budget.
- These costs are for only the MS4 program. Another CIP maintenance program “Stormwater Management Activities” at \$100,000 per year is budgeted for system maintenance & replacement

Fiscal Year	Proposed Budget
FY 2015	\$200,000
FY 2016	\$300,000
FY 2017	\$400,000
FY 2018	\$500,000
FY 2019	\$500,000
FY 2020	\$100,000

PROPOSED FY 2015 MS4 STORMWATER PROGRAM BUDGET



- **City staff proposes \$200,000 for the FY 2014-2015 budget for tasks associated with the EPA Phase II MS4 program's first year. It is anticipated that TDEC will issue the General Permit near the beginning of the FY 2015. Major tasks with significant cost during this first year include:**
 - **Develop a minimum of two different brochures that identifies specific aspects of the program that impacts residents and businesses-\$20,000**
 - **Outside consultant service to assist in review of current ordinances and other regulatory mechanism, drafting amendments and providing assistance with other documents necessary to meet the requirements of the NOI-\$100,000**
 - **Outside services for field inventory of stormwater infrastructure and purchase of mobile GPS for mapping-\$80,000**

OPTIONS FOR FUNDING THE STORMWATER MANAGEMENT PROGRAM

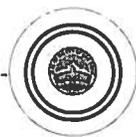


- **Stormwater Utility (user fee)**
- **General Fund**
- **Plan review, development inspection, and special user fees**
- **Impact fees**
- **Federal and state funding opportunities such as grants, loans, and cooperative programs**

NEXT STEPS FOR MS4 STORMWATER PROGRAM



- **City staff will submit NOI to TDEC by March 1, 2014 deadline**
- **TDEC should approve the NOI & issue a General Permit for coverage within a few months or around June 2014; begins 5-year cycle**
- **Soon after the NOI is submitted, staff will begin working on some of the tasks as defined in the NOI for the first year of the permit cycle**
- **Council will be presented with the stormwater program budget for the first year as part of its consideration and approval of the FY 2015 city budget**
- **During the first year of the program, staff will project annual expenditures for the remaining permit cycle and develop for Council's approval appropriate funding mechanism(s)**



QUESTIONS?

OAK RIDGE POLICE DEPARTMENT MEMORANDUM

13-08

DATE: December 27, 2013
TO: Mark S. Watson, City Manager
FROM: James T. Akagi, Chief of Police
SUBJECT: PROCUREMENT OF SPILLMAN TECHNOLOGIES, INC.

Introduction

An item for City Council's consideration is a resolution authorizing procurement of hardware, software and technical support services from Spillman Technologies, Inc. for an integrated software suite, which includes, but is not limited to a computer aided dispatch system (CADS), a records management system (RMS), mobile and field reporting applications, barcoding and scanner capabilities, electronic ticket (e-ticket) capabilities, and conversion of legacy data in an estimated amount of \$492,246.00 which includes the first year of maintenance costs.

Funding

The City's total expenditure for the software suite is approximately \$492,246.00. The City will be utilizing \$63,550.00 from a Tennessee E-911 State Grant and match this amount with \$63,550.00 of monies from the Drug Fund. The remaining \$365,146.00 will be covered using monies from the City's Equipment Replacement Fund.

As a result of the reduced annual maintenance with Spillman Technologies, the City will experience a reduction of approximately \$40,000.00 in annual maintenance fees. The reduction will be used to repay those funds used from Equipment Replacement Fund for this purchase.

Background/Analysis

In 1998, the Oak Ridge Police Department (ORPD) installed a Vision Software, Inc. CADS. The following year, ORPD installed a Vision Software RMS, and in 2001, the mobile and field reporting applications. In 2011, Vision (VisionAir) Software merged with TriTech, Inc. and shortly thereafter ORPD began to experience hardware and software compatibility issues. TriTech customer support could not provide a remedy and the diminished technical function caused compatibility faults, the most serious issue being with the Tennessee Bureau of Investigation (TBI) records transmission technology. This ultimately resulted in non-compliance with the Tennessee Incident Based Reporting System (TIBRS), the State of Tennessee mandatory crime reporting system. Failure to comply with TIBRS could negatively impact acquisition of grants, state and federal assistance, etc. Since 2011, ORPD and the City's Information Services Department made several urgent requests to TriTech, Inc. for technical assistance and software updates to become TIBRS compliant, which has resulted in negligible action from Tri-Tech, Inc., and ORPD is still non-TIBRS compliant.

ORPD currently pays TriTech, Inc. approximately \$80,000.00 in annual maintenance fees. Spillman Technologies, Inc. can provide current technology, to include hardware, software and improved customer service support, as well as e-ticket capabilities to ORPD, which will:

- Make ORPD TIBRS compliant
- Improve efficiency by integrating CADS and RMS, along with mobile and field reporting capabilities
- Enhance statistical reporting and crime analysis capabilities, to include tactical and strategic functions through direct integration with ORPD's current crime analysis software

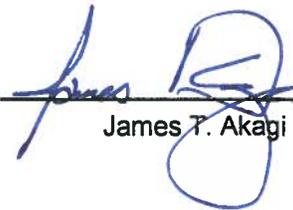
- Improve efficiency of traffic enforcement and ORPD administrative reporting functions, as well as increase efficiency of Municipal Court functions through integrated software downloading

Attached to this memorandum is an extensive, but not entirely inclusive list of services Spillman Technologies, Inc. will provide to accomplish the aforementioned improvements

In October 2013, the City issued a Request for Proposals (RFP) for procurement of hardware, software and technical support services for ORPD. A total of four vendors made presentations to ORPD and Information Services. Two vendors requested additional time to submit proposals and the RFP due date was extended to accommodate their request; however, only Spillman Technologies submitted a proposal. Based on a review of the company's proposal, products and technical specifications, ORPD believes Spillman Technologies will provide the highest level of service to support public safety efforts in Oak Ridge.

Recommendation

Adoption of the attached resolution is recommended to procure services from Spillman Technologies, Inc. for integrated hardware, software suites and technical support in an estimated amount of \$492,246.00.



James T. Akagi

City Manager's Comments:

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

Mark S. Watson

Date

Spillman Technologies services to be provided:

1. Computer- Aided Dispatch
2. Automated Vehicle Locator
3. CAD Mapping
4. Records Management System
5. Traffic Information
6. Imaging
7. Evidence Management
8. Pin Mapping
9. Automated Field Reporting
10. Mobile Mapping and AVL
11. Personnel Management Module
12. Voiceless Dispatch
13. TIBRS Reporting Interface
14. E9-1-1 Interface
15. Smartphone and Tablet Interface
16. TIES Interface
17. Conversion of Legacy Data
18. Bair Analytics Interface
19. Training, Implementation, Installation, and Project Management Services.
20. Mobile Queries of State, National, and Local Records Databases
21. Fire Mobile Module and Interface to Firehouse Records
22. Brazos eCitation and eCrash software for 40 licenses
23. Evidence Barcode and Audit system and Equipment
24. Mobile Data Computing and Field Reporting
25. First Year Support and Maintenance

FINANCE DEPARTMENT MEMORANDUM
14-02

DATE: January 17, 2014
TO: Mark S. Watson, City Manager
FROM: Janice E. McGinnis, Finance Director
SUBJECT: Procurement Funding for Spillman Technologies Software

As indicated in Oak Ridge Police Department Memorandum 13-08, the \$492,246 expenditure for the Spillman Technologies software suite will be funded by approximately \$63,550 from a State E-911 Grant, 63,550 from the Drug Fund and the remaining \$365,146 from the City's Equipment Replacement Rental Fund.

Approximately \$63,550 in grant funding is available through the Tennessee Emergency Communications Board that is eligible to fund software that supports the operations and communications network of the City's 911 dispatch center. This grant will come from a pool of money set aside specifically by the State for upgrades to the City's 911 dispatch operation.

The City sporadically receives funding from federal equitable sharing programs whereby an equitable share of forfeited property and proceeds is distributed to state and local law enforcement agencies that directly participate in an investigation or prosecution that result in a federal forfeiture. During fiscal 2014, \$81,042 was deposited in the Drug Fund from proceeds from equitable sharing programs. \$63,550 of these proceeds can be utilized toward the purchase of the Spillman software without significantly impacting the Drug Fund.

The remaining \$365,146 needed for the software purchase will be funded by the Equipment Replacement Rental Fund (ERRF). One of the purposes of the ERRF is to accumulate cash to finance the future replacement of equipment. This program has allowed the City to utilize cash rather than debt to purchase equipment, with the exception of the fire trucks. At fiscal year-end, there was \$2,531,860 in cash in the ERRF. Of that amount, approximately \$1.6 million has either been committed or has been allotted for a specific near term purchase. In fiscal 2014, the City paid TriTech \$79,138 for annual maintenance. The Spillman 1st year annual maintenance will be \$36,760. The approximately \$40,000 annual savings from the lower maintenance costs will be reprogrammed from maintenance to rent to pay the ERRF back the \$365,146 purchase cost over a 9 to 10 year period.


Janice E. McGinnis

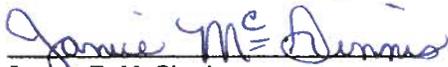
**FINANCE DEPARTMENT MEMORANDUM
14-03**

DATE: January 17, 2014
TO: Mark S. Watson, City Manager
FROM: Janice E. McGinnis, Finance Director
SUBJECT: Fiscal 2015 Budget Timeline

Listed below is the City Council meeting dates regarding presentation and adoption of the City's Fiscal 2015 budget.

May 5, 2014 Formal Budget Presentation by the City
May 12, 2014 Public Hearing and First Reading of the Budget Appropriations Ordinance
May 27, 2014 Second Reading of the Budget Appropriations Ordinance

City staff will be coordinating with the Oak Ridge Schools regarding their budget presentation and transmittal of the School's Fiscal 2015 budget appropriation and operating transfer request to City Council.


Janice E. McGinnis

CITY COUNCIL MEMORANDUM
14-02

DATE: January 21, 2014

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: CITY COUNCIL ISSUES ON THE "PARKING LOT"

For the past six months, the City Council has expressed a desire for an opportunity to address a number of community issues. Some of the issues have major research initiatives associated with them and others have future community impacts. As City Manager, I continue to charge the City Council with addressing the major tangible projects that address the goals of Jobs and Employment, Advancing Retail Opportunities, and addressing Housing Sustainability and Developing New Housing Markets. Much of the present progress of the City of Oak Ridge is now highly visible in these public policy arenas.

Typically, past practices in Oak Ridge have involved detailed, long duration study and analysis. Many community individuals and groups have been involved in those studies. Then, they seem to languish on the sideline. Citizens should continue to be engaged through the City Council's Boards and Commission structures, which is a fairly good representation of the community. However, some engagement requires the Boards to respond quickly, while market conditions are at work for the community and a favorable business climate is occurring. Decisions and recommendations need to get to the Council more quickly or simultaneously coordinated with the City Council's reviews. Keep this in mind as we review the following issues on the "Parking Lot," which are listed in a general priority order involving: Financial Impact on City, Policy Clarification, and Long-Term Impact on Community.

- **Reconsideration and Renewal of Red Light Camera Program:** The City of Oak Ridge's contract with RedFlex expires in April 2014. The City has sustained operations for a five-year contract on four cameras located in Oak Ridge including three in school zones. The Council has asked for significant data to determine effect on the community and school safety. Financially, proceeds from the cameras have dropped since the program's inception, but the monies have been used for community safety improvements and the Jackson Square ADA Farmers Market lot improvements. This will be an intuitive decision by the Council and not data driven.
- **Senior Citizen Center Location Decision:** The City of Oak Ridge has a contract with Anderson County for the use of the Daniel Arthur Center as a Senior Center. Original intent of the agreement was for the City to assume the facility permanently. The Emory Valley Center and the Montessori Academy are also tenants in the building. A decision to proceed with the use of this building needs to be given to the County in the coming months. The EVC is not a long-term contract in the building as they are building new facilities across the street. To my knowledge, the County has no intended purpose for the building. The City has conducted a space needs assessment; however, comments from seniors have concerns for location, quality of DAC facilities, and desire for a new place of their own. City concerns will be long-term costs, demolitions/rehab to suit a high-quality center and location distances from center of town services like Library, City Hall and medical services. A proposal is being developed by City staff.
- **AMSE Facility and Land:** The City of Oak Ridge has been approached in the past about taking over the museum complex; however, no action was taken due to the cost of rehab of the building. The land has the highest and best use value and has been discussed for other purposes such as a conference center/hotel complex. The ORNL goal is to remove itself from the museum business and instead support a community-based facility. With the redevelopment of the Freedom Center project in downtown, more retail and business activity is anticipated, which

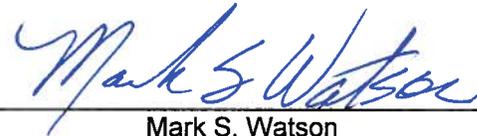
would allow for possible connection to the AMSE site. This facility and land is included in the recent TIF program area. There are many non-profit demands upon the Oak Ridge community, so community support must be obtained as we explore options to transfer the museum and properties into new ownership.

- **Scarboro and Illinois City Lot:** The City of Oak Ridge recently held discussion on the development of equalization tanks at the above intersection. The City Council became aware of the land owned by the City at that location. Ownership of this land apparently occurred at the time of the intersection improvements when widened. An offer was made ten years ago for the property which was not acted upon. Today, the land value is much larger. The City Manager needs to brief the City Council on use of this land as conversion occurs with surrounding properties. Potentially, this land could be part of a redevelopment of that corner. With the Woodland Town Center TIF, significant interest and speculation is occurring as new projects develop in town. This could assist in the development of new major properties as small offices and rental storage sheds are not the highest and best use of this gateway property as redevelopment occurs. However, the property does have a number of easements and obstructions that necessitates it being part of a number of parcels.
- **Paving City Streets and Completing Overlays:** In December, the City only had one new house being constructed. However, the City does have numerous subdivisions with infrastructure and undeveloped lots. Encouraging development is important to have newer product for sale to potential housing consumers. Many of our newer streets are incomplete and held to eventual construction with bonds. Slow activity and bankruptcies have impacted the housing market. Wear and tear is now showing on the base of streets that have been constructed. If we are waiting for full construction, the City may never get to a stage of finishing out the streets. The City Council needs to revisit this potential impact on future costs for the City and the loss of buying power affected by the existing bonds. The use of gates on City streets should also be reviewed as a marketing tool for active development in old and newer areas of the City.
- **Extreme Energy Makeover:** The City Manager has expressed interest in participating in the TVA proposed program for an extreme energy makeover. TVA has been penalized by the EPA through a fine. TVA has proposed a \$20M effort to address a community makeover. The City Manager has an advisory committee that is helping in planning the effort and application anticipated this fall. If funding is received, it would help address housing. In our initiatives for ISO 14001 training, smart metering, electrical power contracting and making home ownership/rehab of older housing as a focus, the City will develop a proposal to move forward. This will require coordination with the Council for informational purposes and minor policy adaptations.
- **Development of a Joint School/City CIP:** One of the challenges of the City's overall needs is the upgrade of facilities and establishment of community priorities in "bite sized" chunks that can allow progress. Until major growth changes occur in City finances, and community investment needs are affirmed, we continue to have a challenge ahead of us. The School Superintendent and the City Manager have identified that a merger of recommended needs is in order to accomplish progress, looking where savings can offset investment and establishing the finance mechanisms that can be put in place. Many of our facilities are 60 years old or more and have only been repaired. Cost benefit analysis of improvements should be considered to have a true understanding of priorities. The Joint CIP should be started in this FY 2014-2015 year.
- **Software Modernization and IT Strategic Planning:** Staff is undertaking a systematic review of current software needs across the organization with the need for general ledger software a high priority. Upgrading/replacing the current software will require a significant investment, but one that is needed to enhance efficiencies and modernize processes. Staff continues to work with the schools' data services department on mutually beneficial initiatives such as the fiber project and data center.
- **Merger of Health and Educational Facilities Board (HEFB):** This board has been established for many years, but many of its duties have been absorbed by the IDB. The City Clerk has reviewed its activity level and suggests incorporating duties within the IDB, allow them to "switch hats" should a need of the HEFB occurs.
- **Develop a System of Engagement and Appointment on State Boards:** Utilizing the City's lobbyist, the City should encourage and develop more involvement of Oak Ridge residents and

City Council on statewide boards. For instance, we have the largest historical overlay district in the state, but no Oak Ridger serves on the State Historical Preservation Board. Can the City get more involved in critical advisory boards at the state level? Council discussion should review said involvement and develop initiatives to become more involved in these efforts.

- **Senior Advisory Board/EQAB Changes:** The City Clerk has identified problems with the restrictions for the Senior Advisory Board using representative groups. Some groups do not want to name reps for the board, which allows for slots and participation to go unfilled. This system should be reviewed. EQAB has recommended some changes to their by-laws. The City Manager is making some suggestions to them and recommendations will be coming forward. EQAB is treated different than some boards created by resolution. EQAB is created by Ordinance so it takes longer to implement change.
- **Goals for Boards/Commissions:** Two years ago, the City Manager and City Council established actual goals for the City boards. These goals aligned with the needs of the Council. Initially, the goals were developed by the City Manager, but the Boards argued that these were not the goals of the Council. The Council needs to affirm goals and provide input with the City Manager on needs from the Board. Some boards have initiated changes (or refused changes) because of the expected relationship with the City Council. A revisit and affirmation of goals is probably needed at this time.
- **Invocation Proceedings:** The United States Supreme Court will be addressing the issue of invocations this late spring or early summer. The City may have to adapt depending upon the decision of the Court. The City has used the Ministerial Alliance to provide ministers for the regular meetings. The use has limited most to Christian ministry and limited active invocations by differing religions and minority congregations. This issue would be reviewed after the Supreme Court ruling.
- **Environmental Management at DOE:** The City of Oak Ridge is affected by all that happens on the DOE reservation. Another expansion is proposed for a CERCLA landfill and is presently being studied. This landfill study is based on the impacts of the site and is following the process used in a 1990's study, which allowed for the first landfill to be used with over 2M cubic yards of low-level waste. As buildings such as K-25 are removed, some materials are able to be deposited in this landfill and not taken to Utah or Nevada. This location is over a ridge from Oak Ridge subdivisions. The "opportunity costs" and impacts outside the fence are something that needs to be discussed with DOE. In the past, DOE has impacted City of Oak Ridge taxpayers through removal of developable lands and community investment. The EM program has requested to become engaged on this project, but the City Council and community should understand long term impacts and cost benefits. This same issue can apply to other arenas such as UPF and SMR sites.
- **ORR Damage Assessment Input:** The City Manager was recently briefed on the Oak Ridge Damage Assessment that is under study. This process is mandated by the federal Superfund law, which is unfolding as a state initiated evaluation of the impacts on the natural flora and fauna of the region as caused by the activities on the ORR. The last similar assessment was of the Watts Bar environmental impact and resulted in the establishment of the Black Oak Ridge Conservation Easement with little or no local governmental involvement. As this new assessment is conducted, it is important for the City of Oak Ridge to be involved. The trustees of our fate are led by DOE and the State of Tennessee. Initial steps to encourage involvement have been made and are being monitored by staff.
- **Council/Committee Procedures on Ethics and Civility:** Several City Council members at one time or the other have requested the City Manager's office to examine procedures and actions of other communities with respect to ethics, civility and conflicts of interest. Much of this is established by state law and the City Attorney is able to address. However, the development of Internet capacities, e-mail communication, and 24/7 news allows our statements, tone and treatment of individuals and corporations to be seen instantaneously and permanently throughout the state and world. As we develop more economic development activity, it will become more imperative to present a positive picture and outlook of the community. Procedures for improving the efficiency of our meetings and understanding of such through media outlets is important for us to remain competitive.

- **Policy on Bid Waivers:** On a couple of occasions this year, the City faced situations where Bid Waivers were requested. The Purchasing Agent works hard to solicit participants in City bid processes. However, due to the specialty fields, sometimes these are sole sourced bids. This process occurs on an occasional basis, but when it does, it raises considerable debate. The City Staff should provide a briefing on this at least once every two years or prior to an anticipated bid waiver.
- **Coyotes in Town:** This issue was brought up recently. It has been studied on numerous occasions before including by EQAB in 2006. At that time, the Board advised that there was not anything to be done excepting an education campaign on urban coyotes and leaving responsibility with TWRA. Further background can be provided, but the Council should expand this topic to our governmental responsibility for all wild animals in the City and what our role should be. Further problems exist with deer, wild animal travel through the greenbelts, and varmints.
- **Comcast Franchise.....**After fifteen (15) years, the City's franchise agreement for cable television services will expire. The present operator, Comcast, may opt to apply for a new standardized agreement approved by the State of Tennessee and controlled within the guidelines of state law under T.C.A. 7-59-301 titled the "Competitive Cable and Video Services Act." One aspect of this may mean a changeover for televised meetings and government access PEG channels. Presently, the Oak Ridge Schools operate Cable Channel 15 and the City has special broadcasts rights on Cable Channel 12. This service was provided free of charge as part of the original Agreement. To continue, the City may be required to assume this cost and consolidate school and city operations on one channel. The current franchise agreement ends in August 2014.



Mark S. Watson

COMMUNITY DEVELOPMENT MEMORANDUM

14-03

DATE: January 21, 2014
TO: Mark S. Watson, City Manager
FROM: Kathryn Baldwin 
SUBJECT: RENTAL REGISTRATION PROGRAM STATUS

Introduction

An item for City Council's consideration is a description and current status of the adopted Rental Registration Ordinance Title 13, titled "Property Maintenance Regulations", Chapter 5, titled "Residential Rental Dwelling Unit Inspections."

Background/Analysis/Review/Consideration

As part of the Not in Our City Program, in August 2013 the Oak Ridge City Council adopted an Ordinance establishing a Rental Inspection Program for our Historical Housing constructed during the years 1942-1945. An overlay zone district has been created for this geographic area titled the Manhattan District Overlay (MDO). Many of these homes have fallen into disrepair for a variety of reasons. However, this is particularly true for those which have become rental property. The structural integrity of these homes may be questionable, and environmental violations are common. In addition, the safety of some residents may be at risk due to a failure to comply with health and safety codes, especially electrical standards. Concentrations of homes with these characteristics have resulted in blighted neighborhoods with high crime rates and low property values. This has become a significant problem for those home owners, especially the elderly, who maintain and take pride in their property as the value of their homes continues to fall and crime is common in their neighborhoods.

City staff will begin implementation of the Rental Registration Program. A map identifying 6 geographic regions inside the MDO area will establish a yearlong implementation schedule spread evenly over two month for each area which coincides with the sixty (60) day registration period. Property owners who have rental property within the Manhattan District starting with the southern portion of the Woodland Subdivision (see attached map) and working clock wise will be required to register their property with the City of Oak Ridge. Following registration, the City of Oak Ridge Fire and Codes Enforcement Department will proceed with an initial assessment of dwelling units that are either deteriorated or in the process of deteriorating to determine if the dwelling unit is in compliance with applicable environmental, housing, building, plumbing, electrical, fire, health or related codes. In the event code violations are identified, the City of Oak Ridge will pursue mandatory compliance with these environmental, health and safety codes. Upon determining compliance with code standards, a Certificate of Occupancy will be issued, which will be in effect for a period of four (4) years unless another violation is noted prior to expiration of the four (4) year time frame. Tenants of these identified rental properties will also receive a notice informing them of the pending rental inspection and their responsibility as tenants to maintain the premises in a clean, safe condition.

No fee will be charged for initial registration or inspections. However, if a rental property is not registered or there is a failure to comply with applicable environmental, housing, building, plumbing, electrical, fire, health or related codes, a penalty of fifty dollars (\$50.00) per day for each violation may be charged. In addition, in the event code violations are identified and the property owner fails to address the violations, there are several options available to the city:

- Meter blocks may be used to prevent utilities from being transferred from the account of one individual to another occupant.
- In the event safety issues have been identified, utility sign-ups may be refused.

- The property owner may be cited to City Court or the Building Board of Housing and Code Appeals.

Please find attached the following:

Map and Schedule of Rental Housing Inspection Program
Rental Inspection Checklist (for information purposes only)



CITY OF OAK RIDGE

RENTAL INSPECTION CHECKLIST

(January, 2014)

TO GET A HEAD START...Use this checklist during the next 60 days of the Rental Registration Program to address maintenance issues in your rental unit(s). It may help you to avoid additional rental inspections. Please note that this list is not intended to include every possible violation of the housing code, but it does contain violations that are most commonly found during routine inspections.

Each Housing Structure:

- ✓ Do you own any residential dwelling(s) that is currently being rented or is otherwise intended to be rented?
- ✓ Are all rental properties the landlord owns registered?
- ✓ Is the rental property maintained in a clean, safe, sanitary condition per the City adopted Property Maintenance Code and provide all required essential services as defined by the Uniform Residential Landlord and Tenant Act (T.C.A. §66-28-101)?

Outside

- ✓ Are the street numbers visible from the street and alley (4 inch high minimum)?
- ✓ Is the siding and paint in good condition?
- ✓ Is the garage, and any other accessory structure such as a shed, in good condition?
- ✓ Does the roof leak?
- ✓ Are the steps (uniform riser height and tread), decks and landings in good condition?
- ✓ Do stairways with 4 or more risers have a handrail?
- ✓ Do any balconies, porches or landings 30 inches or more above grade have guardrails?
- ✓ Are any fences in good repair?
- ✓ Are the sidewalks in safe and sound condition?
- ✓ If installed, are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- ✓ Is the foundation in good repair?
- ✓ Is the yard free of excessive junk, junk vehicles, trash or debris?

Throughout the Housing Unit

Smoke Detectors, Fire Extinguishers and Combustibles

- ✓ Are smoke detectors located inside each room used for sleeping purposes and outside of each sleeping area within 15 feet and on every floor level of the structure?
- ✓ In multi-family dwellings, are detectors also located every 30 feet in common corridors and at the top of each interior stairway?
- ✓ In single family dwellings, is there 1 (one) 1A10BC fire extinguisher mounted near the kitchen?
- ✓ In multiple family dwellings, is there at least 1 fully charged, properly mounted extinguisher in each dwelling unit not served by a common corridor or, for those structures with common corridors, 1 (one) 2A10BC extinguisher within 75 feet of each dwelling unit?
- ✓ Are all combustible materials stored at least 3 feet away from sources of ignition?
- ✓ Have all oil-base paint, gas cans, solvents, fuels, or other hazardous materials and items been removed from the heated portion of the dwelling?

Doors

- ✓ Do the exterior doors have locks in working order?
- ✓ Are the exterior doors weather tight?
- ✓ Are any storm or screen doors in good condition?
- ✓ Are the doors in good working order?

Windows

- ✓ Are there any broken or badly cracked windows?
- ✓ Are the windows weather tight and in good working condition (capable of remaining open without a means of support)?
- ✓ Do the windows have locks in good working order?
- ✓ Do the required openable windows have screens without rips, tears or holes?
- ✓ Does every habitable room have an openable window?

OVER →

Walls, Ceilings and Floors

- ✓ Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- ✓ Is the carpet ripped or torn, or otherwise causing a tripping hazard?
- ✓ Are the floors structurally sound?
- ✓ Do all habitable rooms have ceilings at least 7 feet in height? (Rooms with sloped ceilings should have 1/3 of the calculated floor space at 7 feet ceiling height.)
- ✓ Bedroom size is a minimum 70 square feet.

Electrical System

- ✓ Does every habitable room have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet? Are the outlets located apart from each other in order to reduce the need for use of extension cords?
- ✓ Are all cover plates for outlets, switches and junction boxes in place?
- ✓ Are all switches, outlets and electrical fixtures in good working order?
- ✓ Are there any extension cords running through doorways or under carpets? This is not allowed.
- ✓ Are all outlets within 3 feet of a water source of the ground fault design?
- ✓ Is there adequate circuitry for the unit and is each fuse rated properly for its gauge of wiring?
- ✓ Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire.

Mechanical

- ✓ Does each room including bathrooms have adequate heat? 65 degrees measured at a distance of 3 feet above the floor. **(Cooking appliances shall not be used to provide space heating)**
- ✓ Does the heating system operate properly?
- ✓ Does the water heater have a temperature pressure relief valve with an extension pipe that extends to within 3-6 inches of the floor?
- ✓ Are all combustion gases vented to the outside?
- ✓ Are there any fuel burning devices located in bathrooms or sleeping areas? This is not permitted

Plumbing

- ✓ Do plumbing fixtures have adequate water pressure and do they operate properly?
- ✓ Do any supply or drain lines leak?
- ✓ Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?
- ✓ All kitchen and bathroom fixtures are required to supply a minimum of 1 gallon per minute.

In the Basement

- ✓ Are the steps and handrail in good repair? Is there an open side of the stairs? If so, it needs a guardrail.
- ✓ In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a minimum net area of 5.7 square feet with a minimum net clear openable height of 24" and width of 20".
- ✓ Do clean-out openings and floor drains have proper covers?
- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ Is there properly working smoke detector(s)?

In the Kitchen

- ✓ Are there separate outlets for the stove and refrigerator in addition to 2 duplex outlets?
- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ Are any electric outlets within 3 feet of water of the ground fault design?
- ✓ If supplied, is the garbage disposal in operable condition? If not, it must be repaired, replaced or removed.
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ If supplied, is the refrigerator, stove or microwave maintained in safe working condition?

In the Bathroom

- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ If there is a lavatory in the bathroom, is there at least 1 single convenience ground fault electrical outlet? Are all outlets within 3 feet of water, ground fault designed?
- ✓ Are all of the bathroom fixtures working properly?
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ Is there an openable window or adequate mechanical ventilation?

Public Halls and Stairways

- ✓ Are common passageways and stairways in buildings with 4 or more units adequately lighted at all times?

Rental Housing Inspection Program Schedule

Legend

- January - February
- March - April
- May - June
- July - August
- September - October
- November - December

