

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

June 15, 2015—7:00 p.m.

AGENDA

I. INVOCATION

Myra Mansfield, Living Water Christian Fellowship

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPEARANCE OF CITIZENS

V. PROCLAMATIONS AND PUBLIC RECOGNITIONS

(NONE)

VI. SPECIAL REPORTS

(NONE)

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

AN ORDINANCE TO CARRY-OVER A TEMPORARY TAX RATE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2015, BY IMPOSING A TEMPORARY TAX RATE ON ALL PROPERTY WITHIN THE CITY, AND ADOPTING APPROPRIATIONS.

VIII. RESOLUTIONS

- a. A RESOLUTION APPROVING THE FY2015-2016 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR FY2016 ESTIMATED AT \$210,796.00.  
(Public Hearing Scheduled for the Above Resolution)
- b. A RESOLUTION TO CERTIFY THAT THE CITY WILL AFFIRMATIVELY FURTHER FAIR HOUSING AND WILL TAKE APPROPRIATE ACTION AS IDENTIFIED IN THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CONDUCTED BY THE CITY IN 2015.
- c. A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$54,000.00.
- d. A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$54,000.00.
- e. A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 (FISCAL YEAR 2016) IN AN AMOUNT NOT TO EXCEED \$325,000.00.

IX. CONSENT AGENDA

- a. Approval of the June 1, 2015 City Council Minutes.
- b. Adoption of a resolution to accept a \$16,000.00 Emergency Management Grant from the State of Tennessee, Department of Military, Tennessee Emergency Management Agency (TEMA) for off-site emergency planning and response.
- c. Adoption of a resolution waiving competitive bids and making an award to Oracle America, Inc., Dallas, TX, for furnishing of annual maintenance services for the financial software system utilized by the City of Oak Ridge for Fiscal Year 2016 in the estimated amount of \$25,685.00.

X. FINAL ADOPTION OF ORDINANCES

AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNICIPAL FINANCE AND TAXATION," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE," BY DELETING SECTION 5-102, TITLED "WHEN DUE, DELINQUENT," AND SUBSTITUTING THEREFOR A NEW SECTION 5-102, WITH THE SAME TITLE, TO ALLOW COUNCIL, AT THE REQUEST OF THE CITY MANAGER AND FINANCE DIRECTOR, TO MODIFY, BY RESOLUTION, THE DUE DATE AND DELINQUENT DATE OF CITY TAXES WHEN THE STATE OR COUNTY RE-APPRAISAL TIMETABLE FOR ANY FISCAL YEAR FALLS BEHIND THE CITY'S DUE DATE AND DELINQUENT DATE.

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. Elections/Appointments
- b. Announcements
- c. Scheduling

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

- a. CITY MANAGER'S REPORT
- b. CITY ATTORNEY'S REPORT

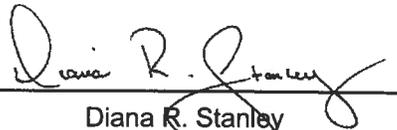
XIV. ADJOURNMENT

**CITY CLERK MEMORANDUM**  
**15-31**

**DATE:** June 9, 2015  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Diana R. Stanley, City Clerk  
**SUBJECT:** FORMAT OF THE JUNE 15, 2015 CITY COUNCIL AGENDA

The June 15, 2015 City Council Agenda has been altered from the customary sequence of agenda items in accordance with Article III, Section A of City Council's Rules and Procedures permits the normal agenda format to be altered on a per meeting basis with approval from the City Manager.

Given the significance of the proposed Fiscal Year (FY) 2016 Budget and its required public hearing, city staff thought it advantageous to have consideration of the ordinance(s) prior to other business items. Additionally, since several of the resolutions for City Council's consideration relate to contracts that will be executed in FY 2016, this agenda format will provide an opportunity for City Council to discuss contract funding as outlined in the proposed budget before considering approval of the contracts.

  
\_\_\_\_\_  
Diana R. Stanley

**PUBLIC HEARINGS  
AND  
FIRST READING OF  
ORDINANCES**

## CITY COUNCIL MEMORANDUM

15-19

**DATE:** June 3, 2015  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Mark S. Watson, City Manager  
**SUBJECT:** ADOPTION OF THE APPROPRIATION ORDINANCE FOR FY2016

### Introduction

An item for City Council's consideration is an ordinance to carry-over a temporary tax rate for municipal purposes for the Fiscal Year beginning July 1, 2015, by imposing a temporary tax rate on all property within the City, and adopting appropriations.

### Review

The overall City budget is presented in an all funds budget amount of \$178,560,808, which includes \$59,591,614 for the Schools. The City General Fund is offered in an amount of \$25,218,403, the Waterworks Fund is budgeted at \$19,579,503, and the Electric Fund is offered in an amount of \$55,169,197. Other funds are presented in the remaining amount of \$19,002,091.

Exact budgetary details are included in the proposed FY2016 City of Oak Ridge Budget.

The goal of this year's budget is to maintain the current level of services while the City continues to see a resurgence of growth and redevelopment in the community. City departments have been asked to retain our current year's levels, review existing budgets and concentrate on the basic mission of local government services. As part of our goals, the City has sought to improve retail opportunities, develop industrial manufacturing jobs, and take steps to maintain, improve, and develop the City's housing stock.

Property taxes will have different concerns for the budget. The City of Oak Ridge has a tax rate that is blended between two counties. Values are established and calculated between the two counties to determine the tax rate against the values that generates the same amount of money as the current year. Discrepancies in Roane County have disrupted that schedule with the completion of assessments anticipated to occur after the new fiscal year which begins on July 1, 2015. This will cause a delay in confirming the tax rate. The City has until June 30, 2015 within which to adopt a budget or a continuing resolution. Presently, plans are being made to adopt the proposed expenditure budget and establishing a property tax rate after the effective tax rate has been received from the State. This is anticipated to be as late as August. In order to establish the tax rate for FY2016, the appropriation ordinance will later be amended to reflect this tax rate.

The City Manager is recommending a tax rate increase of one-cent (\$0.01) above the current rate for the coming year to maintain city services. The Oak Ridge Schools' funding request would necessitate an additional seven-cent (\$0.07). The tax rate adjustments are based on the one-cent generating an additional \$90,000 on a citywide basis.

The Property Tax Revenues presented in the General Fund of the FY2016 Proposed Budget reflect a total of an eight-cent (\$0.08) tax increase above current levels.

In accordance with Article IV, Section 3 titled "Levy, due date, and delinquencies," the City of Oak Ridge will carry the current tax rate to the new fiscal year until such time that the City has received a certified tax rate from the State. This carry-over will not include the recommended \$0.08 tax increase due to the aforementioned requirements of the City Charter.

Scheduling

First reading of the appropriation ordinance will occur at the June 8, 2015 City Council Meeting, with second reading occurring the following Monday, June 15, 2015. The City has advertised for two (2) public hearings to occur during as part of consideration of the ordinance with the June 15, 2015 public hearing serving as the official Charter requirement.

Recommendation

Adoption of the attached ordinance is recommended.

A handwritten signature in black ink that reads "Mark S. Watson". The signature is written in a cursive style and is positioned above a horizontal line.

Mark S. Watson

Attachments

**TITLE**

AN ORDINANCE TO CARRY-OVER A TEMPORARY TAX RATE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2015, BY IMPOSING A TEMPORARY TAX RATE ON ALL PROPERTY WITHIN THE CITY, AND ADOPTING APPROPRIATIONS.

WHEREAS, the City Manager, in accordance with the requirements of Article V, Section 10, of the Charter of the City of Oak Ridge, has submitted to City Council a proposed budget prior to the beginning of the fiscal year upon which two (2) public hearings were held on June 8, 2015 and June 15, 2015 with the June 15, 2015 public hearing serving as the official Charter required public hearing; and

WHEREAS, in accordance with the requirements of said Charter section, meetings were held with City Council on April 13, 2015 which served to provide guidance to the City Manager on the preparation of the proposed budget; and

WHEREAS, City Council met on June 8, 2015 and June 15, 2015 for official consideration and approval of said appropriation ordinance.

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

Section 1. The budget for the fiscal year beginning July 1, 2015 submitted to City Council by the City Manager, is hereby adopted.

Section 2. In order to provide revenue for municipal purposes, there is hereby temporarily imposed on the value of all property within the City of Oak Ridge as such value has been ascertained by the taxing authority of the City, a temporary levy at the rate of \$2.39 upon each One Hundred Dollars' (\$100.00) worth of assessed value of all taxable property. This temporary levy to be the estimated tax rate for the tax year 2015 until the State and Roane County complete the five-year re-appraisal process, and the State Comptroller's Office presents a new, certified tax rate to the City of Oak Ridge, after which Council shall amend this ordinance and adopt a permanent levy for the current tax year to replace this temporary tax rate. This temporary levy shall also be imposed upon such assessments as may be certified for tax purposes to the City of Oak Ridge by the State of Tennessee.

Section 3. In accordance with Article V, Section 13, of the Charter of the City of Oak Ridge, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2016:

General Fund, Municipal Operations	\$ 25,218,403
General Purpose School Fund	\$ 59,591,614
Debt Service (Bond and Interest Redemption Fund)	\$ 8,415,000
Capital Projects Fund	\$ 3,951,910
Drug Enforcement Program Fund	\$ 255,200
State Street Aid Fund	\$ 1,721,000
Golf Course Fund	\$ 1,193,049
West End Fund	\$ 2,803,944

Section 4. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2016 and are provided for informational purposes:

Electric Fund	\$ 55,169,197
Waterworks Fund	\$ 19,579,503
Emergency Communications District Fund	\$ 661,988

Section 5. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2016 and are provided for informational purposes:

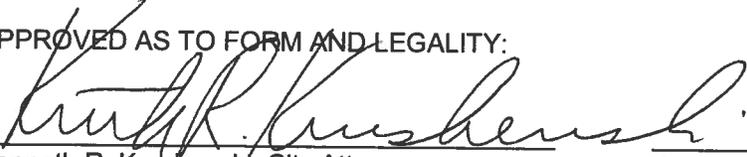
<u>To General Fund For Tax Equivalent</u>	
From Electric Fund	\$ 1,559,300
From Waterworks Fund	\$ 1,689,376
<u>To General Purpose School Fund for Operations</u>	
From General Fund	\$ 15,280,915
<u>To Debt Service Fund</u>	
From General Fund	\$ 4,187,000
<u>To Capital Projects Fund</u>	
From General Fund	\$ 350,000
<u>To State Street Aid Fund</u>	
From General Fund	\$ 700,000

Section 6. All proceeds received through fines, forfeitures and the disposal of seized goods resulting from the City's drug enforcement program shall be used exclusively for that program. A Special Revenue Fund has been established and any funds expended will be limited to the funds collected for that program.

Section 7. The taxes levied under this Ordinance shall become due and payable, shall become delinquent and shall be subject to penalties, the execution of distress warrants and sale of property levied upon as provided by law.

Section 8. This Ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

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

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

\_\_\_\_\_  
Diana R. Stanley, City Clerk

Publication Date: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
First Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# RESOLUTIONS

COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

15-21

**DATE:** June 1, 2015  
**TO:** Mark S. Watson, City Manager  
**FROM:** Kathryn Baldwin, Community Development Director  
**SUBJECT:** PUBLIC HEARING AND RESOLUTION TO APPROVE CDBG 2015-2016 ANNUAL ACTION PLAN

**Introduction**

An item for City Council's consideration is the adoption of the 2015-2016 CDBG Annual Action Plan (AAP).

A draft copy of the CDBG AAP for Program Year (PY) 2015/Fiscal Year (FY) 2016 has been provided to City Council. The draft AAP requires a 30-day public comment period that will conclude on June 15, 2015. A public hearing and final approval for the AAP including funding recommendations is scheduled for the June 15, 2015 City Council meeting.

**Funding**

The City of Oak Ridge receives Community Development Block Grant (CDBG) entitlement funds annually from the U.S. Department of Housing and Urban Development (HUD). The allocation for FY2016 is \$210,796.00.

**Consideration**

The City of Oak Ridge's CDBG Annual Action Plan for PY2015/FY2016 was developed after holding two public hearings, in November and December of 2014, to obtain comments and recommendations from citizens and organizations, while also reviewing the funding priorities that were established as part of the City's current three-year Consolidated Plan. These priorities are: repayment of the Scarborough Center loan; acquisition and removal of blighted housing; and grant administration. A breakdown of the allocation of funding for the City's 2015-2016 CDBG Entitlement Program is listed below:

City of Oak Ridge CDBG Programs:

Scarboro Community Center Debt	\$95,000.00
Acquisition and Demolition of Dilapidated Housing	\$75,796.00
Grant Administration	<u>\$40,000.00</u>
<b>TOTAL</b>	<b>\$210,796.00</b>

**Recommendation**

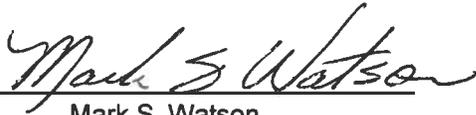
Adoption/Approval of the attached CDBG PY2015-FY2016 Annual Action Plan is recommended.

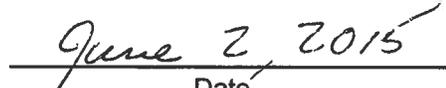
Attachment(s)  
CDBG PY2015-FY2016 Annual Action Plan

  
Kathryn Baldwin

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

**CITY OF OAK RIDGE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN  
for  
THE PERIOD OF  
July 1, 2015 – June 30, 2016**



**Warren L. Gooch, Mayor  
Ellen Smith, Mayor Pro-Tem  
Trina Baughn  
Kelly Callison  
Rick Chinn, Jr.  
Charlie Hensley  
Chuck Hope**

**Mark S. Watson, City Manager**

**CDBG Committee, Staff & Citizen  
Kathryn Baldwin, Community Development  
Kay Brookshire, Citizen  
Sheryl Ely, Community Development  
Susan Fallon, Public Works  
Pat Imperato, Citizen  
Matthew Johnston, Police Department  
Ken Krushenski, Legal  
Brandon Sharp, Police Department  
Matt Widner, Community Development**

**[www.oakridgetn.gov](http://www.oakridgetn.gov)**

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## Executive Summary

### AP-05 Executive Summary

#### Introduction

The City of Oak Ridge receives Community Development Block Grant (CDBG) funding administered by the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan is the document that details action strategies for carrying out the City's three year Consolidated Plan as a requirement to receive funding for the CDBG program. These plans identify community-specific priorities, including housing, and outlines strategies for addressing them. The Consolidated Plan is required to address the following HUD National Objective Categories:

- Activities Benefiting L/M Income Persons
- Prevention/Elimination of Slum or Blight
- Urgent Need

The Annual Action Plan is the City's annual guide for the implementation of policies and programs that further HUD's national objectives for the CDBG program. CDBG funds can be used for a variety of activities to help low to moderate (L/M) income people and neighborhoods such as housing rehabilitation, providing public facilities, community services, infrastructure, transitional housing, economic development, code enforcement activities and the elimination of blight. The City of Oak Ridge Consolidated Plan for the years 2014-2017 was developed through a public participation process. The City held three public meetings to receive comments and recommendations from citizens, non-profit agencies, faith-based organizations and city staff.

This Annual Action Plan is the second of three Annual Action Plans during the Consolidated Plan period of 2014-2017. Each of the Annual Action Plans describe the City's intent for investing CDBG entitlement funds for the upcoming year. This annual plan was developed from the priorities established in the Consolidated Plan, along with a public participation process. The City held two public meeting in November and December of 2014 and received comments and recommendations from citizens.

#### Needs Assessment Summary

Through data collection and a public participation processes, the City of Oak Ridge developed priority strategies, objectives, and performance measurements to meet the needs of community development initiatives, the homeless, and citizens with special needs. The City's CDBG entitlement funds for the year beginning July 1, 2015 through June 30, 2016 support the following initiatives (in no particular order):

- Debt repayment for the Scarboro Community Center expansion project & utilization
- Acquisition and Removal of Dilapidated Housing
- Grant Administration

The investment activities listed above focus on revitalization and housing efforts that lead to the improvement of the overall quality of life for Oak Ridge residents.

### **Evaluation of past performance**

The City of Oak Ridge has achieved many of its objectives in the past year. The City has worked steadily to eliminate blight throughout the historic neighborhoods through the acquisition and demolition of structures to remove dangerous, dilapidated housing; provided code enforcement services to address property maintenance issues; helped homeless persons and persons at risk of becoming homeless; and assisted in the provision of housing renovations for persons with special needs, including the elderly.

The City has been successful in achieving many of its goals through community partnerships. Last year, the City partnered with the Trinity OutReach Center for Hope (TORCH) to assist the homeless population throughout the City through a rapid rehousing response as well as some prevention efforts. TORCH provided emergency services to a number of individuals and families in Oak Ridge. The City also partnered with Aid to Distressed Families of Appalachia (ADFAC) to address property maintenance issues and interior improvements for homes owned and occupied by elderly persons in Oak Ridge. Another partnership was established with the Emory Valley Center to renovate one of their many group homes for low-income, intellectual and developmentally disabled individuals.

The City has continued to transfer parcels of cleared land as well as land with vacant housing units, to the Oak Ridge Land Bank Corporation for revitalization purposes. The Oak Ridge Land Bank Corporation was created pursuant to the authority of the Tennessee Local Land Bank Pilot Program set forth in Tennessee Code Annotated §13-30-101 et seq. By such statute, the Oak Ridge Land Bank Corporation has authority to create a land bank for real property located within the boundaries of Oak Ridge. For purposes of this chapter, "land bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation, with the intent of acquiring and holding on to the real property until such time as the corporation is able to find a willing and able buyer to acquire the real property from the corporation. To date, the Oak Ridge Land Bank has donated one property to Habitat for Humanity, two properties to ADFAC and has listed approximately 18 properties with the Oak Ridge Realty Center for purchase. Over half of the 18 properties were purchased with CDBG funds.

### **Citizen Participation Summary**

The City of Oak Ridge recognizes the importance of citizen participation and includes it as a goal in the CDBG program. Citizens are informed of public hearings, Community Development workshops, City Council meetings and work sessions, and City sponsored activities throughout April's Fair Housing Month. Information about the CDBG program is also available on the City's website

at: <http://www.oakridgetn.gov/departments/CommDev/Planning-Division/CDBG-Program>.

The Consolidated Plan, Annual Action Plan, (AAP) and Consolidated Annual Performance and Evaluation Report (CAPER) are available for download on the City's website as well. City staff attempt to stay informed about programs funded through other sources, and makes every effort to inform community organizations of this information.

### **Public Comments**

The City held two public meetings prior to the 30-day comment period to receive input from the public and a third meeting has been scheduled during the City Council's regularly scheduled June, meeting. The first public meeting was held on Tuesday, November 18, 2014 at 6:00 p.m., held at the Scarboro Community Center and was attended by

representatives from the National Association for the Advancement of Colored People (NAACP) and residents of the Scarboro community. The second public meeting was held on Tuesday December 2, 2014 at 12:00 p.m. in the City's Training Room at the Municipal Building. Attendance consisted of a representative from the Emory Valley Center and a community citizen. All public meetings are published in the Oak Ridger newspaper and online at Oak Ridge Today several days prior to the meeting dates.

Citizens provided feedback through discussion and in writing on comment cards. In summary, citizens were interested in understanding the amount of debt that is paid towards the Scarboro Community Center and the perceived lack of it's usage. Other comments focused on ideas to help the Land Bank target it's efforts toward low and moderate income citizens. A breakdown of comments is listed below by subject area.

#### **Scarboro Community Center:**

- The Day Care Center, housed in the Scarboro Center, pays rent and some citizens do not think the rent is fair. The amount that the Day Care pays seems too high, and it prohibits them from taking on more kids and using any income generated for employees.
- Citizens are charged to use the Scarboro Community Center when they want to use a space or resources - and the residents of Scarboro think this is unfair, particularly when non-profits want to use the space for their missions.
- The Scarboro Community Center, according to the citizen's present, think the facility and the areas around it are not utilized like they could be due to the cost of having to pay fees for the space. They also think the hours that the facility is open are not times that community residents can utilize the facility. The Scarboro Center is currently open these hours: Monday and Saturdays - 10 a.m. to 6 p.m., Tuesdays and Thursdays – 9 a.m. to 7 p.m., Wednesday – 10 a.m. to 7 p.m., Friday – 9 a.m. to 6 p.m. The facility is closed on Sunday.
- There needs to be more City sponsored youth programs at the Scarboro Center.
- There needs to be a way to set measures and metrics for the "use" of the Scarboro Center.

#### **Land Bank Property Transfer/Purchase Ideas:**

- In regards to the City obtaining blighted or dilapidated properties – There was a suggestion that if a person who obtains housing through an organization like ADFAC or Habitat, and those organizations received it from the City through a donation, then the person who received the property dies, the family should be able to step in and decide if they want to continue to pay for the house (potentially the property as well), with the idea that the family could continue to generate wealth.
- The City can sell or auction properties to verified low or moderate income individuals and the buyer has a specified amount of time to upgrade the property/structure – there would be a limit to how many properties one person or entity can purchase from the City. Credit would not be a factor in the purchase of the property.
- The City needs to partner with more non-profits to promote housing than the ones they are currently partnering with.

## The Process

### PR-05 Lead & Responsible Agencies

The City of Oak Ridge is the lead agency and local jurisdiction responsible for overseeing the development of the Consolidated Plan, the implementation of the Annual Action Plans and the administration of CDBG entitlement funds. A modified City Manager-Council form of government governs the City of Oak Ridge. This governing body consists of a seven member City Council that elects one of its members as Mayor to serve as the ceremonial head of the City and presiding officer of the City Council. The City Manager and City Attorney are appointed by the City Council.

### Development of the Annual Action Plan

Three public meetings were held during the preparation of this Annual Action Plan. Notice was published in *The Oak Ridger* newspaper and posted on Oak Ridge Today. The meeting dates and times were:

Tuesday November 18, 2014 at 6:00 p.m.  
Tuesday December 2, 2014 at 12:00 p.m.  
Monday, June 15, 2015 at 7:00 p.m.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
GRANTEE	CITY of OAK RIDGE	COMMUNITY DEVELOPMENT

**Table 1 – Responsible Agencies**

### Consolidated and Annual Action Plan Contact Information

Copies of the City of Oak Ridge Consolidated Plan 2014-2017 and the PY2015/FY2016 Annual Action Plan are available for review in the City Clerk's office, in the Community Development Department, and in the Oak Ridge Public Library. Both plans are also available online at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>. Please contact Kathryn Baldwin at [kbaldwin@oakridgetn.gov](mailto:kbaldwin@oakridgetn.gov) or 865-425-3531 with any questions about either of the plans.

## **PR-10 Consultation**

### **Introduction**

The development of the Annual Action Plan involved consultation with public and private agencies that provide assisted housing, health services and social services, including providers to children, elderly people, people with disabilities and their families, and homeless people. Agencies specifically asked for comments included:

- Aid to Distressed Families of Appalachian Counties, Inc. (ADFAC)
- Ridgeview Psychiatric Hospital and Services, Inc.
- National Association for the Advancement of Colored People (NAACP)
- Oak Ridge Neighborhood Watch
- Oak Ridge Housing Authority
- Trinity OutReach Center for Hope (TORCH)
- Tennessee Valley Coalition for the Homeless (TVCH)
- League of Women Voters

The City also consults with an internal CDBG committee that consists of staff from various departments, as well as community citizens. Employees from Community Development, Finance, Public Works, Legal and the Police Department meet quarterly to discuss CDBG program initiatives. On occasion, the committee meets with external stakeholders to discuss partnership opportunities that are mutually beneficial.

### **General Information**

The City of Oak Ridge values its partnerships with area nonprofit organizations, the Oak Ridge Public Housing Authority (ORHA), the regional Continuum of Care (CoC), state and federal officials, and the public at large. Coordination among the aforementioned entities, in addition to City staff and HUD regional staff, is essential to provide a coordinated, wide-array of much needed community services.

### **Continuum of Care Coordination**

The City is an active member of the Tennessee Valley Coalition for the Homeless (TVCH), the lead agency in the regional Continuum of Care (CoC). The City's Senior Planner attends monthly CoC meetings and serves on additional sub-committees. Coordination with the CoC is invaluable as it provides the City an opportunity to participate in dialog with numerous organizations that are committed to addressing the needs of the homeless population.

### **Continuum of Care Consultation: ESG, Standards/Outcomes and HMIS**

The City of Oak Ridge receives Emergency Solution Grant (ESG) funds from the State of Tennessee's Tennessee Housing Development Agency (THDA) and those funds are used to address the needs of the homeless in the City. Oak Ridge is currently partnering with TORCH to use ESG funds for rapid rehousing activities within the Oak Ridge city limits. Rapid rehousing involves activities that place clients who are experiencing homelessness in housing. Examples of assistance provided by the ESG program are payments for daily hotel fees, rent for housing, deposits for various housing related resources, mortgage and utilities. TORCH records the number of clients they serve on a monthly basis and this information is available quarterly for monitoring purposes.

TORCH is a member of the Tennessee Valley Coalition for the Homeless (TVCH), and they have the required Certification of Participation with Continuum of Care, certifying that their application is aligned with the Continuum of Care’s strategies for preventing and ending homelessness and creating housing stability. More information about TORCH is available at: <http://www.oakridgetorch.org>.

TORCH acknowledges that agencies using ESG grant funds to provide services must coordinate with other agencies by entering information into the Homeless Management Information System (HMIS). HMIS helps prevent the duplication of community services to the same individuals. The TVCH provides TORCH quarterly monitoring reports for data entered in the HMIS system. As an ESG grantee, the City reviews the monitoring reports to verify program compliance. Toward the end of the ESG program year, the City meets with TORCH to discuss the success of their program and determine a path forward.

**Participation from Area Social Service & Housing Organizations**

In addition to holding three public meetings, the City of Oak Ridge reached out to many community organizations to take note of any comments about community development programs in Oak Ridge. Feedback focused on the following:

- Acquisition and demolition of blighted properties and its impact in neighborhoods
- Partnerships to rehabilitate deteriorated structures in neighborhoods
- Homeless prevention activities and the impacts on the community
- Rapid rehousing activities
- Transfer of select properties to the Oak Ridge Land Bank Corporation for revitalization purposes

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Emergency Solutions Grant (ESG)	City of Oak Ridge	Homeless services and prevention

**Table 2 – Other local / regional / federal planning efforts**

## **AP-12 Citizen Participation**

### **Introduction**

The City of Oak Ridge is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). Pursuant to the CDBG program regulations, the City is required to prepare an Annual Action Plan before the beginning of every program year that addresses goals and priorities established in the three Consolidated Plan. The City is also required to prepare a Consolidated Annual Performance Evaluation Report (CAPER) on an annual basis to evaluate the previous year's performance.

The Citizen Participation Plan (CPP) establishes the City of Oak Ridge's policies and procedures for citizen participation in the development of the CDBG Consolidated Plan, Annual Action Plans, including any subsequent amendment(s) and the CAPER. The CPP provides an opportunity for nonprofit service agencies and the community to work in partnership with the City to identify needs and allocate the CDBG funds. The CPP encourages participation from all citizens. Preparation of the Annual Action Plan includes the involvement of community development staff, an internal CDBG Committee, the City Manager and City Council. Currently, the City's CDBG administrator is Sherith Colverson, a technical advisor with Ridge to Valley Consulting. The CDBG program administrator records the CDBG committee's recommendations, tracks CDBG expenditures and serves as the City's contact person for the CDBG program.

The CDBG committee is comprised of the City's CDBG program administrator, representatives from various City departments, and community citizens. This committee serves as an advisory group to the City Manager and City Council on planning, implementation and assessment of CDBG programs/activities through the following tasks:

- Collection of citizen input with respect to neighborhood/community needs;
- Consultation with potential CDBG sub-recipients during the application process;
- Review of applications and proposed projects for CDBG funding;
- Review of required HUD documents (Consolidated Plan, Annual Action Plan and CAPERs);
- Recommendations for staff to provide to the City Manager for City Council's approval;
- Review of progress on projects/programs

As noted above, the CDBG committee provides program and funding recommendations to the City Manager for City Council's review and approval. The City Council is responsible for executing the procedures established in the Consolidated and Annual Action Plans. The City Council makes the final determination about the priority of various community needs each year when allocating CDBG funds through the approval of the Annual Action Plan.

The City of Oak Ridge staff and elected officials recognize that CDBG entitlement funds are taxpayer money returned to the City to be used primarily to benefit extremely low, low and moderate-income residents. City staff and elected officials are stewards of this public money and will openly discuss all records, except for those confidential records protecting a household's privacy.

### **Citizen Participation Plan (CPP)**

The City of Oak Ridge provides opportunities for citizens, public agencies, and other interested parties, including citizens directly affected, adequate information on the CDBG program, including the anticipated amount of CDBG funds that are available for the current fiscal year and the range of activities that the City may undertake with the funds. Citizens are provided the opportunity to submit comments to the City on any of the identified housing and community development needs, the amount of funds received, and the activities undertaken to assist with the identified needs.

### **Anti-displacement/Relocation – Federal and/or State Funding**

In the event that any residential displacement and relocation must take place in order to carry out a CDBG program activity, or any project that utilizes federal and/or state funding, the City of Oak Ridge ensures that it will develop an Anti-displacement and Relocation Plan in connection with that project as applicable per Federal regulations. This will include compliance with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations of 49 CFR part 24.

### **Anti-displacement/Relocation – Local Funding**

The following policy may be used for residential displacement and relocation of Oak Ridge residents if the project uses only local funds.

## **CITY OF OAK RIDGE, TENNESSEE LOCAL RELOCATION ASSISTANCE POLICY**

The City of Oak Ridge Relocation Assistance Policy has been developed to assist residents living in rental units within the city limits with assistance to move from their rental units due to redevelopment efforts. This policy is to be considered a local policy and will be utilized in the event no Federal or State funding is involved in the project that causes residents to be relocated.

### **Definitions:**

1. City refers to the City of Oak Ridge.
2. Authorized Administrator is any private or governmental agency, which administers the relocation policy to eligible clients living within the city limits.
3. Bona fide Resident is a person, eighteen years of age or older who is listed on the City of Oak Ridge utility records with corresponding proof of a valid lease and has been living in the affected rental unit for one year prior to the notice to vacate the unit.
4. Displacement is when tenants are forced to move from their rental units because of action taken by the City.
5. Eligible Tenant is a tenant that applies for assistance who meets the eligibility requirements.
6. Relocation Assistance is money and/or other support to help displaced tenants find a new place to live.

**Displacement:**

Displacement occurs when tenants are forced to move from their rental units because of action taken by the City. The reasons to order a tenant to move include but may not be limited to the following:

1. The building is to be boarded up and/or torn down with government approval.
2. The landlord is ordered by the housing and/or building inspector to make repairs that cannot be made unless the tenants move
3. The landlord has allowed more people to live in a unit than the law allows, or the landlord has made a separate apartment out of a part of the building, such as an attic or a basement, that is not legal to rent
4. The building is being taken over by the City to be used to build a school playground, a highway, a neighborhood renewal program, or some other public project
5. The landlord is not allowed to rent the apartment because of zoning laws.

**Relocation Assistance:**

Relocation assistance is money and/or other support services to help displaced tenants find a new place to live. Tenants that are displaced may or may not receive relocation assistance. Monetary relocation assistance shall be limited to \$500 per Eligible Tenant. Available relocation assistance shall be limited to the following:

1. Money for temporary housing until the tenant finds a permanent home, if the City and/or the Authorized Administrator forces the tenant to move out immediately because of an emergency. This is limited to \$500 per Eligible Tenant.
2. A payment to assist with the Eligible Tenant's actual moving costs. This is limited to \$500 per Eligible Tenant and requires receipts for the actual moving costs.
3. A dislocation payment to the Eligible Tenant's dislocation, which includes an allowance of \$200 and a fixed moving payment of \$300. The payment does not require receipts.
4. Help by the City, Authorized Administrator and other partners to locate a new, affordable place for the Eligible Tenant to live.

**Eligibility:**

Eligible Tenants are applicants that request relocation assistance and meet the following minimum requirements:

1. Bona-fide resident of Oak Ridge which requires the following:
  - a. Eighteen years of age or older
  - b. Listed on the City of Oak Ridge utility records for the affected unit being vacated
  - c. Utility account with the City of Oak Ridge shall be in good standing with any past-due balances being paid in full by the date of application for relocation assistance
  - d. Proof of a written lease for the unit being vacated with the name listed on the lease being the same name as listed on the City of Oak Ridge utility records
  - e. Lived in the affected rental unit for 12 months consecutively and prior to the date of notice to vacate
2. Proof of legal residence within the United States of America.
3. If a tenant has been convicted for drug and/or alcohol violations within the previous twelve months (12) from the date of notice to vacate, they must provide proof they are currently or have been receiving treatment for this condition.

**Authorized Administrator**

The Relocation Assistance Policy for the City of Oak Ridge allows the City to contract with a qualified agency to administer the relocation policy. This qualified agency will be the Authorized Administrator of the policy. With approval and assistance by the City, the Authorized Administrator will be responsible for determining Displacement has occurred, determining tenant Eligibility and providing Relocation Assistance.

**Plan Publication**

Summaries and/or complete copies of the Consolidated Plan, Annual Action Plans, and substantial amendments to either document or the CAPER will be available to the public for free upon written request to the CDBG program administrator.

**Public Hearings**

The City of Oak Ridge will schedule and hold at least three (3) Public Hearings each year to solicit citizen comments on the Consolidated Plan, Annual Action Plans and CAPER. Although held at different stages of the program year, these public hearings will address housing and community development needs, proposed activities to assist with the needs, and program performance. These hearings will be held at times and locations that are hopefully convenient to both potential and actual beneficiaries. The hearings will be scheduled separately from the City Council meetings that require approval of CDBG activities.

The schedule for the 2015-2016 Public Hearings are:

Needs Assessment	November 2015
Annual Action Plan	May 2016
CAPER for 2014-2015	September 2015

**Notice of Public Hearings**

Adequate advance notice of each public hearing will be provided to all of Oak Ridge’s citizens. At least two (2) weeks prior to a public hearing a notice will be published in a local newspaper. The notice will include sufficient information on the hearing, including the purpose, date, time, and location. A notice will be displayed in a public area within the following city facilities:

Municipal Building Courtroom	Public Library
Recreation Center	Senior Center
Scarboro Community Center	Scarboro Center

**Access to Meetings**

All meetings and public hearings related to the CDBG program will be held in locations accessible to those with physical disabilities and upon notice and in compliance with the American with Disabilities Act, the City will attempt to provide for individuals needing special accommodations (including auxiliary communicative aids and services) during the hearings.

### **Public Comments**

In preparing the Consolidated Plan, Annual Action Plans and CAPER, the City of Oak Ridge will consider the views of its citizens, public agencies and all other interested parties. Public comments will be accepted for at least 30 days for the Consolidated Plan and/or Annual Action Plans prior to submission of the documents to HUD for review and approval. All citizen comments provided to the City either orally or in writing will be considered prior to City Council approving the Consolidated Plan and/or Annual Action Plans.

Public comments will be accepted for at least 15 days for the CAPER prior to submission of the document to HUD. A summary of these citizen comments will be included in the CAPER prior to submitting the document to HUD. If a major project, such as the construction or expansion of a public facility, uses CDBG funds, additional public meetings will be held along with the acceptance of public comments, specific to the project.

All Oak Ridge City Council agendas include the opportunity for citizen comments that are not related to an agenda item. Citizens could use this forum to express their comments concerning the City's CDBG program. All Oak Ridge City Council members have email addresses that are accessible from the City's website at [www.oakridgetn.gov](http://www.oakridgetn.gov).

### **Substantial Amendments**

Once approved by City Council and HUD, the City of Oak Ridge may amend the Consolidated Plan and Annual Action Plans if the need arises. Any amendments to the Consolidated Plan and/or Annual Action Plan shall include a 30-day public comment period. The City will give reasonable notice and an opportunity for citizen to comment on proposed amendment(s). All comments provided to the City, either orally or in writing, will be considered prior to City Council approval of the amendment(s). A summary of the citizen comments and the City's response with respect to their acceptance will be included with the substantial amendment(s) document prior to submission to HUD.

The City of Oak Ridge will amend the approved Consolidated Plan whenever a decision is made to propose a substantial change in funding priorities and/or a substantial change in the method of the distribution of funds. A "substantial change" is defined as a change equal to or in excess of 50% of the City's CDBG entitlement funds for the current program year.

The City of Oak Ridge will amend an approved one-year Annual Action Plan whenever one of the following decisions is made:

- to carry out an activity that was not included or approved in the one-year Annual Action Plan;
- to cancel an activity, prior to the end of the plan year, that was included and approved in the one- year Annual Action Plan;
- to increase or decrease the amount to be expended on a particular activity from the amount stated in the one-year Annual Action Plan by more than 50%;
- to change the purpose, scope, specific location or beneficiaries of an activity that was included and approved in the one-year Annual Action Plan.

### **Performance Reports**

The City of Oak Ridge will submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD on the City's CDBG funded projects outlined in each one-year Annual Action Plan. Like the Consolidated Plan and the Annual Action Plans, citizens will be provided with an opportunity to comment on the CAPER. Prior to submission of the CAPER to HUD, all citizens will be provided a fifteen (15) day comment period. Any citizen comments provided either orally or in writing to the City will be considered prior to submission of the report and a summary of the citizen comments will be included with the report.

### **Plan Availability and Access to Records**

The City of Oak Ridge Consolidated Plan, Annual Action Plans, substantial amendment(s) to either document or the CAPER will be made available to the public when they are developed and during the public comment periods. Once submitted and/or approved by City Council and HUD, the documents will be available on the City's website, [www.oakridgetn.gov](http://www.oakridgetn.gov) CDBG icon and to any interested party, upon written request to:

Sherith Colverson  
City of Oak Ridge Municipal Building  
Community Development Department 200 S. Tulane Avenue  
Oak Ridge, TN 37830  
[scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov)

### **Technical Assistance**

When needed, the City of Oak Ridge will offer technical assistance directly to groups representing low-to-moderate income persons, neighborhood organizations, and community service organizations. The City may also refer these groups to a competent local organization that can provide such assistance. The City's technical assistance contact for the CDBG entitlement program is: Sherith Colverson, Technical Advisor with Ridge to Valley Consulting: [scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov).

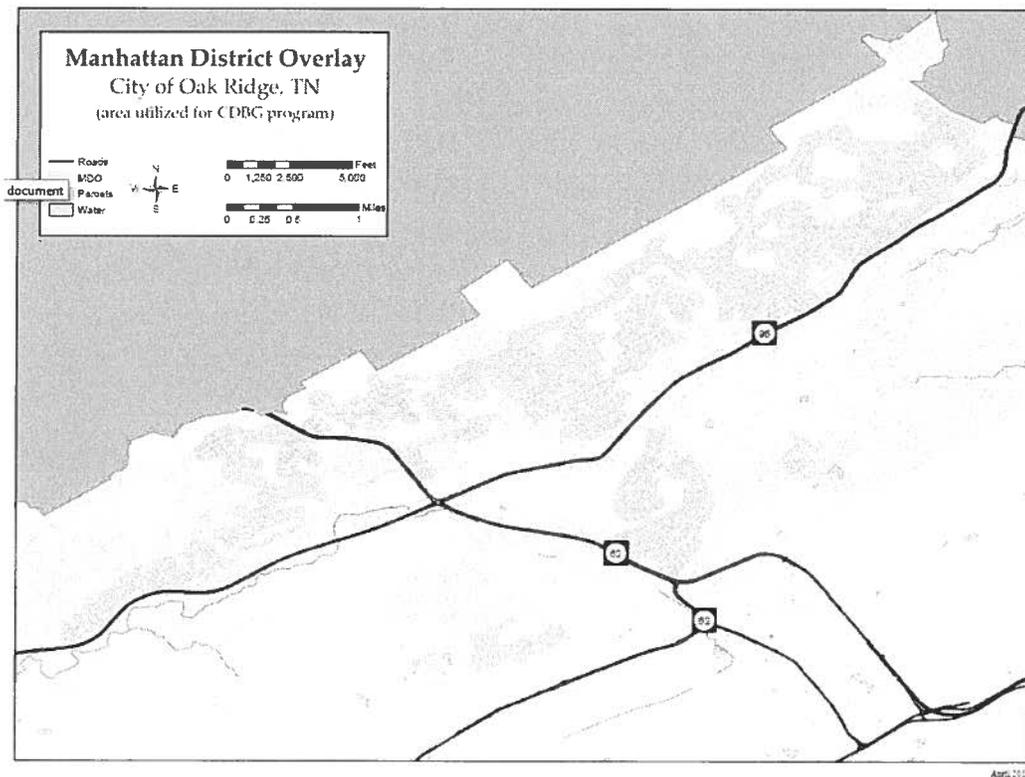
### **Complaints**

Written complaints from citizens with respect to the Consolidated Plan, one-year Annual Action Plans, any amendments, and the CAPER will receive a response from the City within thirty (30) days.

## SP-10 Geographic Priorities

The City of Oak Ridge is concentrating its revitalization efforts within the Manhattan District Overlay (MDO). The MDO is a historic district where the majority of the structures were originally built by the Federal Government in the early 1940s to house employees and their families during the Manhattan Project. These units were not intended to be permanent residential structures, but as the Project came to a close, the Federal Government sold all housing units to willing buyers. To date, the majority of these structures are still occupied and many need improvements. The MDO area includes the following neighborhoods: Highland View, Scarboro, East Village and Woodland.

This area is in the north central part of the city, much of which is along a ridge known as Black Oak Ridge. The borders for this area are Outer Drive and West Outer Drive to the north and much of the housing south to Oak Ridge Turnpike (but not all). The eastern border is East Drive at the eastern city limits. The western border at Outer Drive is Jefferson Avenue. There is also a portion to the west that runs between Robertsville Road and Oak Ridge Turnpike. The southern portion also includes the Woodland Neighborhood, which is between Lafayette Drive to the east and South Illinois Avenue to North and South Purdue Avenue. Manhattan Avenue bisects this area.



## SP-25 Priority Needs

The priority needs for the City of Oak Ridge CDBG Annual Action Plan for 2015-2016 are:

- Debt repayment for the Scarborough Community Center expansion project
- Acquisition and removal of dilapidated housing
- Grant administration

## SP-45 Goals & Objectives

Below is a table that provides a summary of the City's annual goals for the CDBG program.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Addesses	Funding	Goal Outcome Indicator
1	Debt payment for Scarborough Center	July 2015	June 2016	Non-housing community development, non-homeless special needs	148 Carver Avenue (MDO Area)	L/M	Estimated \$95,000.00	Provide public facility improvements in a low to moderate income area
2	Removal of vacant blighted housing	July 2015	June 2016	Acquisition and demolition -- community development	Within the Oak Ridge city limits	L/M	Estimated \$75,796.00	Improvement, stabilization, and revitalization of neighborhoods in the MDO district
3	Grant administration	July 2015	June 2016	Non-housing community development	200 S. Tulane Ave	L/M	Estimated \$40,000.00	Provide funding and training for CDBG administrator to ensure compliance with program- related HUD regulations

## AP-15 Expected Resources

### Annual Action Plan FY15/FY16: Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
Emergency Solutions Grant (ESG)	HUD through THDA	Homeless Prevention	\$57,035.00	0	\$52,492	\$57,035.00	TORCH supports The City's homeless prevention program (rapid rehousing activities within the City of Oak Ridge)

## AP-35 Projects

Project Number	Project Name
1	Debt repayment for Scarboro Center
2	Removal of vacant, blighted housing
3	Grant Administration

## AP-55 Affordable Housing

One Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	50
Special-Needs	15
<b>Total</b>	<b>125</b>

One Year Goals for the Number of Households Supported	
Rental Assistance	15
The Production of New Units	3
Rehab of Existing Units	4
Acquisition of Existing Units	4
<b>Total</b>	<b>26</b>

**AP-60 Public Housing**

**Introduction –**

Residents of the City of Oak Ridge are served by the Oak Ridge Housing Authority (ORHA), which was incorporated September 5, 1969 under the “Housing Authorities Law” Chapters 8 through 11 Title 13 TCA Sections 801 through 1113. PY2015/FY2016 will be the fifth year of the ORHA Five-Year Agency’s Plan.

In summary, the ORHA Five-Year Agency Plan, and it’s 2013 update, encourages public housing residents to be involved with ORHA and promotes self-sufficiency for homeowners. More information about the ORHA, and its programs and sites can be found at: <http://orha.net/>.

**AP-65 Homeless and Other Special Needs Activities**

Information to this section will be updated as information about potential social services and the resources they provide are verified by the City.

<b>Homelessness Prevention Services</b>	<b>Available in the Community</b>	<b>Targeted for Homeless</b>	<b>Targeted to People with HIV</b>
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	Yes	Yes - TORCH	Yes - TORCH
Legal Assistance	Yes	Yes – Legal Aid	Yes – Legal Aid
Mortgage Assistance	Yes	Yes - TORCH	Yes - TORCH
Rental Assistance	Yes	Yes - TORCH	Yes - TORCH
Utilities Assistance	Yes	Yes - TORCH	Yes - TORCH
<b>Street Outreach Services</b>			
Law Enforcement	Yes	Yes - ORPD	No
Mobile Clinics (Free Clinic)	Yes	Yes – Free Medical Clinic of Oak Ridge	Unknown
Other Street Outreach Services	Yes	Yes - TORCH	Yes - TORCH

<b>Supportive Services</b>			
<b>Homelessness Prevention Services</b>	<b>Available in the Community</b>	<b>Targeted to Homeless</b>	<b>Targeted to People with HIV</b>
Alcohol & Drug Abuse	Yes	Yes - Ridgeview	Unknown
Child Care	Yes	Unknown	Unknown
Education	Yes	Yes - TORCH	Yes - TORCH
Employment and Employment Training	Yes	Yes - ETHRA	Unknown
Healthcare	Yes	Yes – Free Medical Clinic of Oak Ridge	Unknown
HIV/AIDS	Yes	Unknown	Unknown
Life Skills	Yes	Yes - TORCH	Unknown
Mental Health Counseling	Yes	Yes – Ridgeview	Unknown
Transportation	Yes	Yes - ETHRA	Unknown

## **AP-75 Barriers to affordable housing**

### **Introduction**

The regulations for the Annual Action Plan require an explanation of whether the cost of housing or the incentives to develop, maintain or improve affordable housing are negatively affected by public policies, including tax policies, land use controls, zoning ordinances, building codes, fees and charges, growth limits and policies that affect the return on residential development.

The City of Oak Ridge has and continue to be actively involved in issues concerning the housing market. The adoption and enforcement of zoning and subdivision regulations and building codes has shaped the growth of neighborhoods and influenced the design, quality, and cost of the community's housing stock. The Community Development Department administers these policies, which have made Oak Ridge a planned and livable city. During the last several years, City of Oak Ridge officials and staff have been determined to reduce the perception that the regulations and policies are detrimental to residents and residential

developers. These policies and the methods to reduce the barriers to affordable, quality housing include:

- **Building codes and standards** – The City of Oak Ridge has adopted the 2012 International Building Code and International Residential Code as published by the International Code Council
- **Building permits and fees** – The City of Oak Ridge has an administrative policy D-200 titled Fees and Municipal Services and Supplies. Section 2.110, Affordable Housing Fee Adjustments eliminates any zoning fees, moving fee and demolition fee and reduces to \$25.00 the permit fees. Item a, of Section 2.110 will be updated to reference the CDBG target areas utilizing data from the most recent U.S. Census
- **Property tax abatement** – City Council approved a resolution authorizing a local option property tax freeze program for taxpayers 65 years of age or older based on income and ownership of eligible property and other guidelines as set forth in the resolution.
- **Lack of knowledge of available programs and resources** – The City of Oak Ridge will continue efforts to communicate information concerning available programs and resources through the website and newspaper notices and articles.
- **Nationwide affordable housing trends** - The private housing market does not generally provide new or updated affordable housing without some type of subsidy or incentive and older housing units that are affordable often have physical problems that make the units ineligible for financing from private lending institutions.

In addition to these barriers, many older and affordable homes in Oak Ridge available to low or moderate-income residents require some type of financing or subsidy when purchasing a home, which includes inspection of the home prior to purchase. Methods to address the barriers to affordable housing that are stated above include:

- Use of innovative approaches and cooperative partnerships with other public agencies and private organizations to meet the need for new affordable housing.
- Promote housing rehabilitation programs for older homes so that an increased number of houses meet the 2012 International Property Maintenance Code.

## **AP-85 Other Actions**

### **Introduction**

City of Oak Ridge staff and officials, non-profit organizations, businesses, faith-based organizations, neighborhood groups and citizens are all vital partners in the housing and community development delivery system.

The City of Oak Ridge uses a committee approach instead of assigning one staff member and/or one department with full responsibility for the CDBG program. The City's internal CDBG committee reviews all CDBG program activities and makes recommendations to the City Manager for his evaluation and prioritization to City Council.

The City of Oak Ridge uses CDBG entitlement funds, Emergency Solutions Grant (ESG) set-aside funds and city general fund dollars to assist with the strategies of the CDBG program. Leadership begins with the City's elected officials with the approval of the Annual Action Plan activities.

Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations, state and federal officials to provide insight with respect to the needs of our residents.

The non-profit organizations in our community are vital partners for the delivery of services and programs for Oak Ridge residents. The organizations work and coordinate to provide a valuable network of resources for Oak Ridge residents. City staff will continue to be an active participant with the area Continuum of Care, TVCH.

The Knoxville HUD office is also a valuable resource, providing advice and assistance with statutory and regulatory requirements, technical assistance and training for the CDBG entitlement program City of Oak Ridge staff and officials. The HUD office also helps with marketing and outreach efforts to promote community development and affordable housing for the region.

#### **Actions planned to reduce lead-based paint hazards**

Childhood lead based paint poisoning is a significant problem nationally. On September 15, 2000, HUD regulation (24 CFR Part 35) took effect streamlining, modernizing and consolidating all lead-based paint requirements in federally- assisted housing to ensure that children are adequately protected from lead poisoning. The regulation prescribes certain action by HUD grantees to identify, stabilize or remove lead-based paint hazards in any housing receiving HUD assistance.

The rule only affects residential structures built before 1978. The scope of activities required by HUD is dependent upon the type of housing impacted and the amount of federal assistance being provided, with rehabilitation activities using in excess of \$25,000 of HUD funds requiring the highest level of treatment.

The City of Oak Ridge includes a detailed and strict requirement in the CDBG subrecipient agreements pertaining to the treatment of lead-based paint. The article of the subrecipient agreement specifies the Lead-Based Paint Poisoning Prevention Act and the HUD Lead-Based Paint Regulations. The City of Oak Ridge also verifies with all subrecipients that information concerning lead-based paint hazards is provided to their clients. Matt Widner, the Housing Remediation Specialist, is certified as an EPA Lead Inspector. He is certified to conduct all lead-based paint initial inspections and is working on additional certifications for risk analysis.

The City of Oak Ridge and partners will continue to address the hazards of lead-based paint in the activities receiving HUD funding, in compliance with the prescribed regulations and for the health, safety and welfare of our citizens.

### **Actions planned to reduce the number of poverty-level families**

The City's primary tools to address poverty are currently limited to tax policies, social service programs, housing assistance and economic development programs. When these are combined with the provision of life safety programs such as police and fire protection and the construction and maintenance of city infrastructure (streets, parks and utilities) they help create the kind of environment where citizens can concentrate on positive life activities and outcomes (working, taking care of themselves, their families and their property).

The City, in conjunction with other public agencies and private organizations, will seek to provide very low- and low-income households with various opportunities to gain the knowledge, skills and motivation to become fully self-sufficient. The City of Oak Ridge will continue to pursue resources and innovative partnerships to promote the development of affordable housing, assist with strategies that help with homeless prevention, provide emergency assistance, support health services and transportation; all with the intent of building a community that is empowered to provide a constructive quality of life for all its citizens.

### **Actions planned to develop institutional structure**

A requirement of the Annual Action Plan is to describe the organizations that assist the City of Oak Ridge to provide the housing and community development-related programs. Institutional structure is defined as the private, public and non-profit organizations through which a jurisdiction will carry out the Consolidated Plan activities. City of Oak Ridge staff and officials, non-profit organizations, businesses, faith-based organizations, neighborhood groups and citizens are all vital partners in the housing and community development delivery system.

### **City of Oak Ridge Staff and Officials**

The City of Oak Ridge uses a CDBG committee approach instead of assigning one staff member and/or one department with the full responsibility for the CDBG program. The City's internal CDBG committee reviews all CDBG program activities and makes recommendations to the City Manager for his evaluation and prioritization to City Council.

This Annual Action Plan 2015 – 2016 reflects input by city staff, officials, non-profit agencies and residents. The Community Development Department was tasked with the responsibility of conducting public meetings, collecting data, documenting the process and drafting the Annual Action Plan.

### **Housing and Community Development Partners**

The City of Oak Ridge uses CDBG entitlement and ESG funds along with the City's general fund dollars to assist with HUD's national goals of the CDBG program. Leadership begins with the City's elected officials and the approval of the Annual Action Plan activities.

Effective program delivery would not be possible without the coordination of Federal, State and local partners. The City of Oak Ridge staff and officials rely on the area non-profit organizations (social service agencies), as well as state and federal officials to provide insight with respect to the needs of our residents. The non-profit organizations in our community are vital partners for the delivery of services and programs to Oak

Ridge residents. The organizations throughout the region and particularly here in Oak Ridge work and coordinate together to provide necessary resources to everyone in Oak Ridge who is need of them.

The Knoxville HUD office is also a valuable resource that provides advice and assistance with statutory and regulatory requirements, technical assistance, and training for staff and officials to better understand the CDBG entitlement program. The Knoxville HUD office also helps with marketing and outreach efforts to promote community development and affordable housing for the region.

City of Oak Ridge residents appreciate the dedicated service and support of their state and federal elected officials.

**Summary of Institutional Delivery Structure**

<b>Responsible Entity</b>	<b>Responsible Entity</b>	<b>Role</b>	<b>Geographic Area Served</b>
The City of Oak Ridge	Government	Grant	City of Oak Ridge
Sub-recipients	Nonprofit organizations	Sub-recipient	City of Oak Ridge

**Table 49 - Institutional Delivery Structure Program Specific Requirements**

**AP-90 Program Specific Requirements**

The City of Oak Ridge does not generate Program Income from CDBG grant.

## **APPENDIX**

### **A. CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

#### **Affirmatively Further Fair Housing**

The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

#### **Anti-displacement and Relocation Plan**

It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG program.

#### **Anti-Lobbying**

To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### **Authority of Jurisdiction**

The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan**

The housing activities to be undertaken with CDBG funds are consistent with the strategic plan.

**Section 3**

It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

Date:

## **Specific CDBG Certifications**

The Entitlement Community certifies that:

### **Citizen Participation**

It is in full compliance and following a citizen participation plan that satisfies the requirements of 24 CFR 91.105.

### **Community Development Plan**

Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

### **Following a Plan**

It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

### **Use of Funds**

It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year 2015-2016, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public

improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force**

It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations;
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance with Anti-discrimination laws**

The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint**

Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws**

It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Title

Date:

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### CITY OF OAK RIDGE, TENNESSEE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE OF PUBLIC HEARINGS NEEDS ASSESSMENT AND POTENTIAL PROJECTS for PROGRAM YEAR 2015 / FISCAL YEAR 2016 July 1, 2015 through June 30, 2016

The City of Oak Ridge will hold two public hearings to gain citizen input on needs and potential projects, which may be eligible under the CDBG Entitlement Program for the period of July 1, 2015 through June 30, 2016 (FY15/FY16). Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. CDBG Entitlement funds for FY15/FY16 are estimated to total approximately \$215,000.00. These funds must meet a HUD National Objective and benefit low/moderate income (LMI) individuals.

Citizens are encouraged to attend the public hearing and to provide suggestions to the City staff for uses of the CDBG Entitlement funds. If unable to attend the hearing, please submit written comments, no later than December 15, 2014.

The first public hearing will begin at 6:00 p.m. (local time) on Tuesday, November 18th, 2014, and be held at:  
City of Oak Ridge  
Scarboro Community Center  
148 Carver Avenue  
Oak Ridge, TN 37830

The second public hearing will begin at 12:00 p.m. (local time) on Tuesday, December 2nd, 2014 and will be held at:  
City of Oak Ridge  
Municipal Building - Training Room  
200 S. Tulane Avenue  
Oak Ridge, TN 37830

Written comments and questions should be directed to:  
Sherith Colverson  
Community Development Department  
Oak Ridge, TN 37831-0001  
[scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov)

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify Sherith Colverson, contact information above, at least three days prior to the meetings.

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**CITY OF OAK RIDGE, TENNESSEE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
NOTICE OF PUBLIC HEARINGS  
NEEDS ASSESSMENT AND POTENTIAL PROJECTS  
FOR PROGRAM YEAR 2015 / FISCAL YEAR 2016  
July 1, 2015 through June 30, 2016**

The City of Oak Ridge will hold two public hearings to gain citizen input on needs and potential projects, which may be eligible under the CDBG Entitlement Program for the period of July 1, 2015 through June 30, 2016 (PY15/FY16). Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. CDBG Entitlement funds for PY15/FY16 are estimated to total approximately \$215,000.00. These funds must meet a HUD National Objective and benefit low/moderate income (LMI) individuals.

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Written comments and questions should be directed to:  
Sherith Colverson  
Community Development Department  
Oak Ridge, TN 37831-0001  
scolverson@oakridgetn.gov

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify Sherith Colverson, contact information above, at least three days prior to the meetings.

**Anderson County Chamber of Commerce Executive Director**

The Anderson County Chamber of Commerce is seeking an Executive Director to lead its 500+ members and staff of 4 employees. The Executive Director reports to and works with an active board of directors to accomplish the Chamber mission, specifically, to encourage economic development, government initiatives, and community initiatives that result in prosperity for Chamber members and citizens of Anderson County. The Executive Director is expected to run the daily operations of the Chamber including manage Chamber staff, participate in recruitment of new partners/members, prepare and adhere to budgets, assure that day-to-day operations are consistent with the Chamber mission, effectively interface with all levels of government officials, and other duties as assigned within the capabilities of the position. The Executive Director will develop and maintain excellent communications with local businesses, the media and affiliates in civic, service and professional organizations

Minimum qualifications:

- A bachelor's degree or equivalent work in the areas of business, communications or marketing.
- Excellent organizational and communication skills.
- Proven skills as a leader and team builder.
- Proven ability to supervise and motivate a quality staff.
- Demonstrated ability in planning, problem solving, fundraising, marketing and strategic thinking.
- Strong financial management and analytical skills.
- Proficient with computer applications including online presence and social media.

Other Desired Qualifications:

- Chamber of Commerce experience.
- Retail development experience.
- Large event planning and management.
- Must reside in Anderson County or be willing to relocate within 90 days.

The position is open until filled; however, review of applications will begin December 1, 2014. Interested candidates should send resume, salary requirements and three professional references to:

Interested persons should submit a resume to the Executive Committee of the Anderson County Chamber of Commerce, 245 N. Main Street, Clinton, TN 37716.  
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**RESOLUTION**

A RESOLUTION APPROVING THE FY2015-2016 ANNUAL ACTION PLAN AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS FOR FY2016 ESTIMATED AT \$210,796.00.

WHEREAS, FY2016 will be the 32<sup>nd</sup> year that the City of Oak Ridge is the recipient of Community Development Block Grant (CDBG) Entitlement funds from the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, the amount of funds available for distribution under the FY2015-2016 CDBG Entitlement Program is estimated at \$210,796.00; and

WHEREAS, HUD requires that a description of the City's proposed allocations of CDBG Entitlement funds be included in the FY2016 Annual Action Plan of the Consolidated Plan, which is subject to HUD approval before disbursement of CDBG allocations; and

WHEREAS, the City Manager recommends approval of the FY2015-2016 Annual Action Plan and proposed funding allocations.

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

That the FY2015-2016 Annual Action Plan and the following proposed allocations of Community Development Block Grant (CDBG) Entitlement funds estimated to be available for FY2015-2016 totaling \$210,796.00 are hereby approved:

- Scarboro Center \$95,000.00
- Acquisition and Removal of Dilapidated Housing \$75,796.00
- Grant Administration \$40,000.00

This the 15th day of June 2015

APPROVED AS TO FORM AND LEGALITY:

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

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

\_\_\_\_\_  
 Diana R. Stanley, City Clerk

**COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM**

**15-22**

**DATE:** June 1, 2015  
**TO:** Mark S. Watson, City Manager  
**FROM:** Kathryn Baldwin, Community Development Director  
**SUBJECT: RESOLUTION TO APPROVE 2015 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

**Introduction**

An item for City Council's consideration is the adoption of the 2015 update to the City's Analysis of Impediments (AI) to Fair Housing document.

The U.S. Department of Housing and Urban Development (HUD) suggests that jurisdictions update their (AI) to Fair Housing document at least once every 3 to 5 years (consistent with their Consolidated Plan cycle). The City approved the most recent Consolidated Plan last year (2014), and with additional census data available, the Community Development Department decided to update the City's AI to Fair Housing document this spring.

All CDBG Entitlement grantees must meet an obligation to affirm fair housing in their communities. An AI to Fair Housing document provides opportunities for the community to identify impediments to fair housing choice within the City and take actions to remove those barriers. A public comment period on the updated AI was provided for Oak Ridge citizens throughout the month of May 2015. A final approval for the updated AI is scheduled for the June 15, 2015 City Council meeting.

**Funding**

No funding is required for this action.

**Consideration**

The City's updated AI to Fair Housing document was created between January and March of this year. Many social service organizations that provide assistance to community residents were contacted to provide input and information for the document. Over 50 hours of data collection were conducted to ensure the document's depiction of the City's characteristics was accurate.

Sherith Colverson, CDBG technical advisor for the City of Oak Ridge, with Ridge to Valley Consulting, will be in attendance at the June 15, 2015 City Council meeting and will be prepared to respond to questions regarding the Analysis of Impediments to Fair Housing document.

**Recommendation**

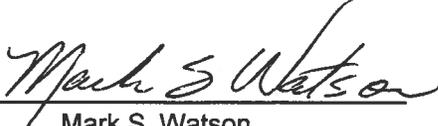
Adoption/Approval of the attached 2015 Analysis of Impediments to Fair Housing is recommended.

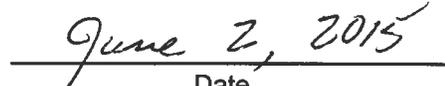
Attachment(s)  
2015 Analysis of Impediments to Fair Housing

  
Kathryn Baldwin

**City Manager's Comments:**

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

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

  
\_\_\_\_\_  
Date

The City of Oak Ridge, Tennessee



Analysis of Impediments to Fair Housing

April 9, 2015

This report was prepared by the Community Development Department, in accordance with the Consolidated Planning Regulation; 24 CFR Part 9.

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## I. Executive Summary

The City of Oak Ridge, Tennessee's Community Development Department initiated an update to their Analysis of Impediments (AI) to Fair Housing Choice in February 2015. The U.S. Department of Housing and Urban Development (HUD) requires all state and local governments that receive Community Development Block Grant (CDBG) federal funding to conduct an AI in conjunction with the Consolidated Plan every three to five years in order to understand the various changing issues facing their community. HUD is committed to "eliminating racial and ethnic segregation, illegal physical and other barriers to persons with disabilities and other discriminatory practices in housing."<sup>1</sup>

The City of Oak Ridge is dedicated to fairly analyzing and eliminating housing discrimination, promoting fair housing choices, ensuring structurally sound and accessible housing for everyone, providing opportunities for inclusive housing occupancy, particularly persons with disabilities, and fostering compliance with the nondiscrimination provisions of the Fair Housing Act.

This Analysis of Impediments document is a summary of housing and housing-related practices evident throughout the community that inadvertently or deliberately prevent people from living where they choose. Some common factors that might limit housing choice include:

- Discrimination based on race, color, national origin, sex, religion, familial status, and disability;
- Lack of affordable housing (to own or rent);
- Lack of housing that is accessible to those holding Section 8 vouchers due to discrimination and holds on vouchers;
- Location of jobs, or access to jobs and availability of housing in the area;
- Lack of reasonable and accessible transportation services;
- Inability to obtain a mortgage;
- Inability to obtain homeowner's insurance based on the location of a home.

This AI process for the City of Oak Ridge resulted in the following impediments being recognized as those most prevalent in the community:

- Lack of awareness and education about fair housing laws and the process for discrimination complaints;
- Inadequate number of quality housing options for low income households;
- Accessibility issues for people with physical disabilities;
- No transitional housing available for individuals and families who are in emergency/crisis situations;
- No public transportation options for citizens to access resources.

In summary, some recommended strategies for dealing with the identified impediments include:

- Make fair housing information easily accessible on the City's website (in other languages as well, such as Spanish, etc.);
- Establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio);
- Continue to fund quality affordable housing projects using CDBG funds, and leverage those funds and potentially other government funds, to increase the variety and affordability of housing that is suitable for different types of households;

---

<sup>1</sup> Fair Housing Planning Guide, vol. 1. March 1996. HUD-1582B-FHEO Document can be found <http://www.hud.gov/offices/fheo/images/fhpg.pdf>

- Assist in building partnerships to help gain funding to support a transitional housing program/facility for individuals and families;
- Ensure that accessibility standards are being adhered to in new developments and encourage landlords and homeowners to work with the City in finding programs and opportunities to remodel existing developments to incorporate accessibility;
- Assist in finding innovative approaches to address public transportation needs and promote current public transportation options for citizens who need access to transportation;
- Continue an active Board of Building and Housing Codes Appeals, whereby charges of housing discrimination can be addressed;
- Certification by the Mayor that the City of Oak Ridge affirmatively furthers fair housing.

## II. Introduction

Fair housing describes the right of individuals to obtain housing of their choice, free from discrimination based on race, color, religion, sex, disability,<sup>2</sup> familial status,<sup>3</sup> or national origin. This right is assured by the federal Fair Housing Act, as amended and other legislation which makes it unlawful to discriminate in the sale, rental, financing, and insuring of housing. HUD requires that all governing authorities that prepare a consolidated plan in order to receive HUD funds certify that they will "affirmatively further fair housing" within their jurisdictions.

Even when a community supports the idea of fair housing for all people; the community must also take special measures to afford all citizens the opportunity to live in housing of their choosing. An Analysis of Impediments to Fair Housing is a review of a community's policies, procedures, laws, and allowances – both public and private – that might impact a person's ability to choose housing of his or her choice without regard to their membership in any of the protected classes. Affirmatively furthering fair housing throughout the City of Oak Ridge may be grouped into four goals set at a federal level:

1. Reducing segregation, and building on racial, geographic and economic diversity.
2. Eliminating racially and ethnically concentrated areas of poverty.
3. Reducing disparities in access to community assets such as quality schools, jobs, and transit.
4. Narrowing gaps that leave families with children, people with disabilities, and people of different races, colors and national origins with more severe housing problems (disproportionate housing needs).

Under the Fair Housing Act, a person may file a complaint, no later than one year after an alleged discriminatory housing practice has occurred, directly with the U.S. Department of Housing and Urban Development (HUD) at <https://www5.hud.gov/Hud903/main/pagHUD903Form.jsp>, or with a state or local agency enforcing laws that are "substantially equivalent" to the Fair Housing Act. Within the City of Oak Ridge, a citizen may file a complaint with the Codes Enforcement Division of the City's Community Development Department. Upon the filing of such a complaint, the City's Board of Building and Housing Code Appeals will hear the complaint and City staff investigates to determine if there is cause for a formal discrimination violation and proceed with recommending ways of eliminating any present activities of discrimination. HUD has the responsibility to serve notice of the complaint and conduct an investigation into the alleged discriminatory housing practice. The

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<sup>2</sup> Under the Fair Housing Act, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. This does not include current, illegal use of, or addiction to, a controlled substance.

<sup>3</sup> The protected class of "familial status" protects households with children under age 18. These protections also apply to any person who is or plans to become pregnant. Note, familial status is defined in terms of the presence or expected presence of children, and does not include marital status or sexual orientation.

Fair Housing Act also enables aggrieved parties to pursue redress through the courts, without limit on the recovery of damages and attorney's fees.

**Authors:** Oak Ridge Community Development Department with assistance from Ridge to Valley Consulting

**Funding of Analysis:** This AI was funded through the General Fund of the City of Oak Ridge.

### Background

The City of Oak Ridge adopted a Fair Housing Ordinance on April 21, 1969, which at the time, was one of the first of its kind in the State of Tennessee. The City of Oak Ridge continues to be committed to working with the public, private, and nonprofit partners in the community to ensure fair housing choice for all residents. Several AI's have been completed for the City of Oak Ridge including one in June 1994 and the most recent update in March 2011. The 1994 document utilized housing data from the 1990 U.S. Census and due to Oak Ridge's relatively slow rate of growth the housing data reported in the 2000 Census, reflected in the 2011 AI did not change significantly. Oak Ridge's rate of growth is still considered slow, but its demographics are shifting and this AI reflects that shift with information and data from both the 2010 Census and the 2009-2013 American Communities Survey.

### III. Methodology

The City's Community Development Department staff reviewed baseline information from the 2011 AI study, as well as a number of other quantitative and qualitative sources. Demographic and descriptive data was obtained through the U.S. Census Bureau. Housing market analysis and trends in real estate over the past two years as well as other locally-generated reports and relevant data pertaining to the City's housing market, patterns, and local economy were evaluated. Municipal policies, procedures, and practices of the City of Oak Ridge's Building Codes and Zoning Ordinance along with the 2014 Consolidated Plan were reviewed. To review the City of Oak Ridge's compliance with all fair housing requirements, alignment with actions recommended in the City of Oak Ridge's 2011 AI study were evaluated, as well as compliance with the Fair Housing Act and fair housing regulations at 24CFR Parts 100 through 125.

To analyze mortgage lending trends, data was obtained from the Consumer Financial Protection Bureau through the Home Mortgage Disclosure Act (HMDA). Enacted by Congress in 1975 and implemented by the Federal Reserve Board's Regulation C who transferred rule-writing authority to the Consumer Financial Protection Bureau (CFPB) on July 21, 2011, HMDA requires lending institutions to report all public loan data<sup>4</sup>. Using the loan data submitted by many financial institutions, the Federal Financial Institutions Examination Council (FFIEC) creates aggregate and disclosure reports for each metropolitan area (MA) or County U.S. Census tract that are available to the public at central data depositories located in each MA. The following Anderson and Roane Counties, Tennessee 2010 Census Tract data were reviewed:

#### **Anderson County**

201	204
202.01	205
202.02	206
203	

#### **Roane County**

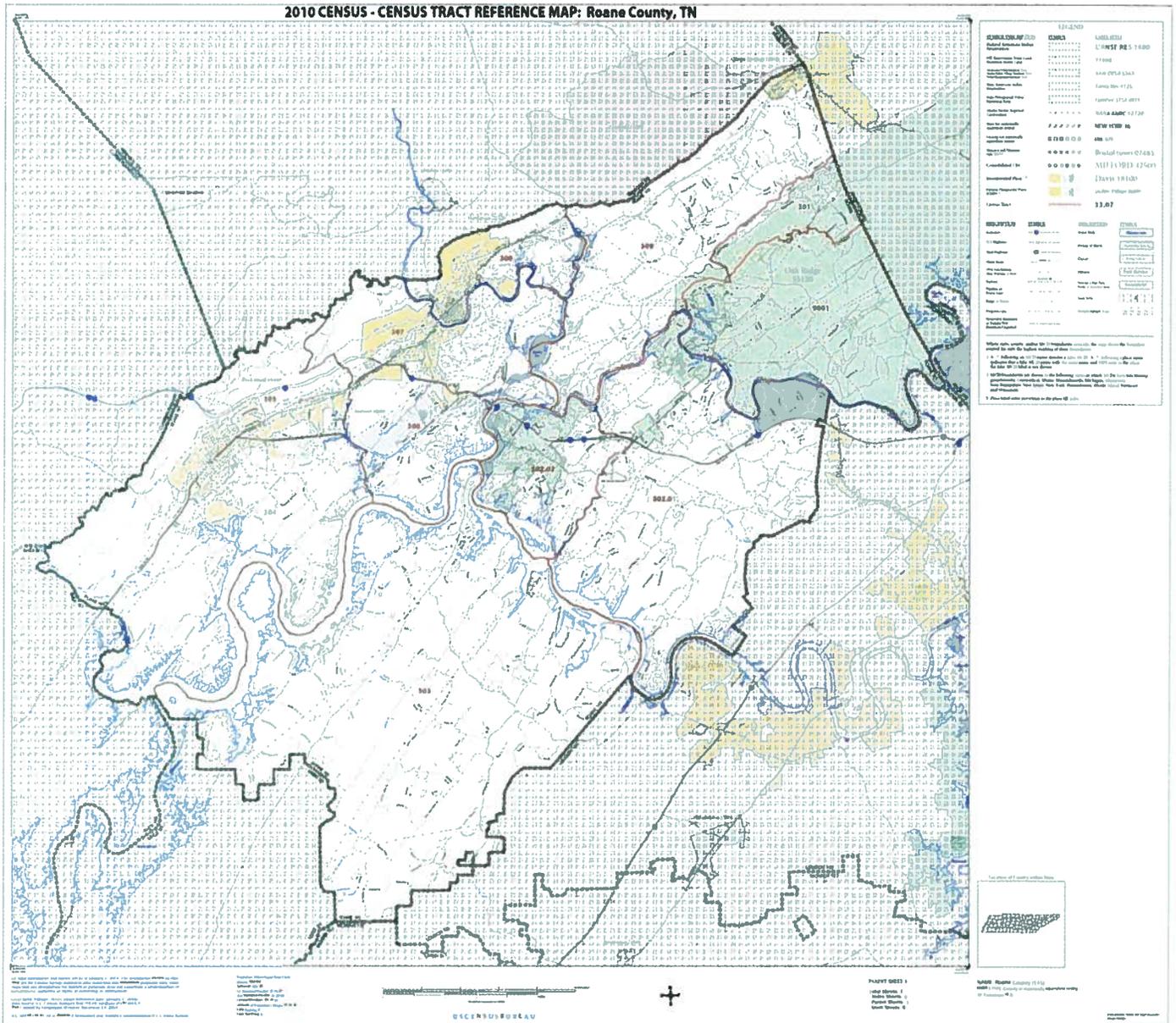
301

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<sup>4</sup> <http://www.ffiec.gov/hmda/>



# Roane County 2010 Census Tract Map



Source: [http://www2.census.gov/geo/maps/dc10map/tract/st47 tn/c47145 roane/DC10CT\\_C47145\\_001.pdf](http://www2.census.gov/geo/maps/dc10map/tract/st47 tn/c47145 roane/DC10CT_C47145_001.pdf)

City staff also asked for and collected information from various local and regional stakeholders. Representatives of the following agencies and organizations provided information and input used in the development of this report:

- Aid to Distressed Families of Tennessee (ADFAC)
- East Tennessee Human Resource Agency (ETHRA)
- Emory Valley Center
- Habitat for Humanity
- Lafollette Housing Authority
- Legal Aid Society
- Oak Ridge Housing Authority
- Tennessee Housing Development Agency
- Tennessee Human Rights Commission
- Tennessee Valley Coalition for the Homeless
- Oak Ridge's Trinity Out-Reach Center of Hope (TORCH)

### **Summary of Organization Comments:**

During conversations with representatives from the organizations listed above, several issues and as well as positive trends were discussed. As mentioned in previous AI documents, representatives from several organizations commented that limited transportation options cause a significant impediment to fair housing choice. Transportation options impact one's fair housing choice, as lower income families need to be close to work and are unlikely to use a taxi service due to the expense. Fixed route public transit options are currently not available in Oak Ridge.

Organizations consulted indicated that there are a limited number of quality housing options for very low income people, stating that the housing options that are affordable, exhibit poor living conditions (no heat, lack of proper insulation, etc.). Many organizations believe that landlords do not maintain their properties. Many of the people, who find themselves in unlivable housing situations, are not aware of fair housing laws or are afraid to file a complaint because they are unable to afford rent elsewhere or cannot pay to switch their utility deposits to a different location.

Organizations mentioned that the majority of affordable housing options in the City are homes that were built as temporary housing in the 1940s. Although structurally sound, this housing stock needs to be updated and maintained due to decades of owners not maintaining the properties. It was stressed that the amount of money it would take to upgrade and make these homes accessible and energy efficient is substantial.

One organization stressed the need for transitional housing within Oak Ridge. Currently, there is no place for any individual or family to go after one night if they find themselves in an emergency or crisis situation and they have no place to reside. The Oak Ridge community currently relies on the kindheartedness of its citizens to help people who find themselves in these crisis situations.

Another consideration raised was that landlords are generally not open to being accommodating for individuals that have either mental or physical disabilities. Finding accessible living conditions on rental properties is difficult within the City and if an individual has a mental illness, landlords are quick to assume that their behavior is not acceptable to neighboring tenants.

However, despite the concerns raised, many organizations are actively working with their clients and the community to promote increased awareness of fair housing laws and are encouraged that the City has begun its rental registration program.

## Section IV. Demographic & Economic Profile

The following chart provides an overview of Oak Ridge's demographic and housing profile from both the 2000, 2010 Census, as well as the 2013 American Community Survey estimates. The City's population total is estimated to have increased over these years by 9.3%; however, the total number of households throughout the City has decreased. By estimates, Oak Ridge has been experiencing a slight rise in the average number of persons per household (both owned and rented) from 2.24 in 2000 to an estimated 2.39 persons in 2013. This is only minimally higher than Anderson County's household average size of 2.4 persons and Roane County's household average size of 2.38 persons.

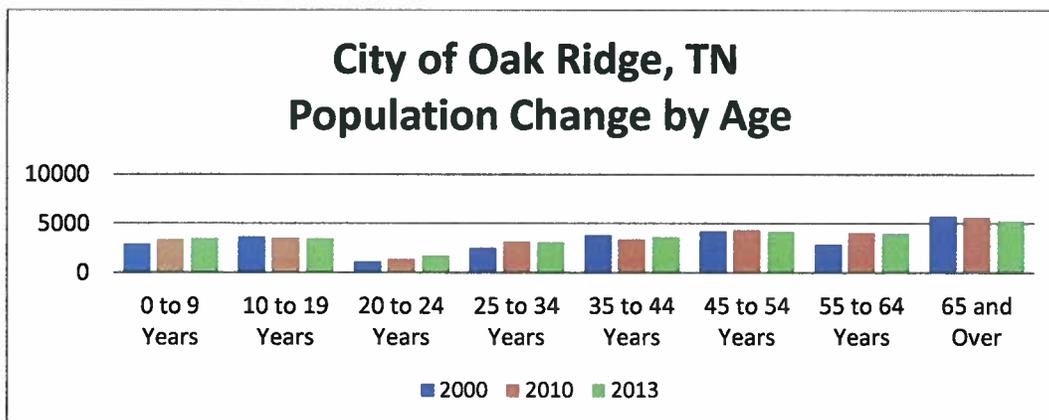
In the past, Oak Ridge has held a rising aged population with a median age of 43.4 in 2000, until the current ACS estimates for 2013 show that Oak Ridge's current median age is younger; around 41.3 years. The number of households with persons 65 years and over has decreased in recent years from over 20% of households in 2000, to an estimated 18.2% in 2013.

City Demographic & Housing Profile 2000-2013			
Year	2000	2010	2009-2013 (5-year estimate)
Population	27,387	29,330	29,419
Percent 65 or Older	21.1%	19.3%	18.2%
Households	12,602	12,772	12,415
Avg. Household Size	2.24	2.26	2.39
Housing Units	13,417	14,494	14,291
Percent of Vacant Units	10.1%	11.9%	13.1%
Owner Occupied Units	68.4%	64.4%	53.5%

Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

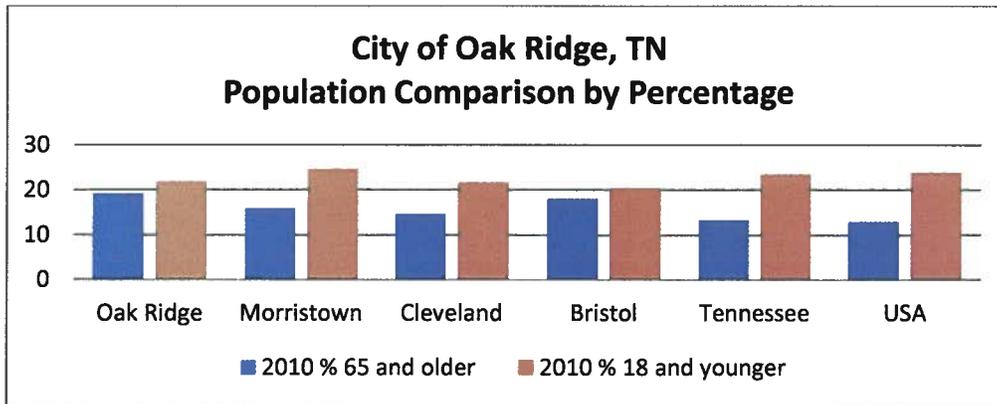
### Population by Age

The chart below provides an overview of Oak Ridge's population's change by age. Between 2000 and 2013, there has been an increase in young adults between the ages of 20 to 24 years old, with a steady decrease in the amount of people aged 65 and older.



Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

The next chart compares Oak Ridge's population aged 65 and older, along with the population aged 18 and younger alongside other similarly sized CDBG Entitlement communities in Tennessee. Oak Ridge has the highest percentage (18.2%) of the population 65 years and over, but also holds an average percentage of youth, at around 22%. Bristol holds has the second highest 65 and older population at 18.1%, but has the smallest amount of youth in the comparison at 20.6%. Morristown, with 16% of their population over 65 years of age, holds the largest percentage of youth at almost 25% (24.8%).

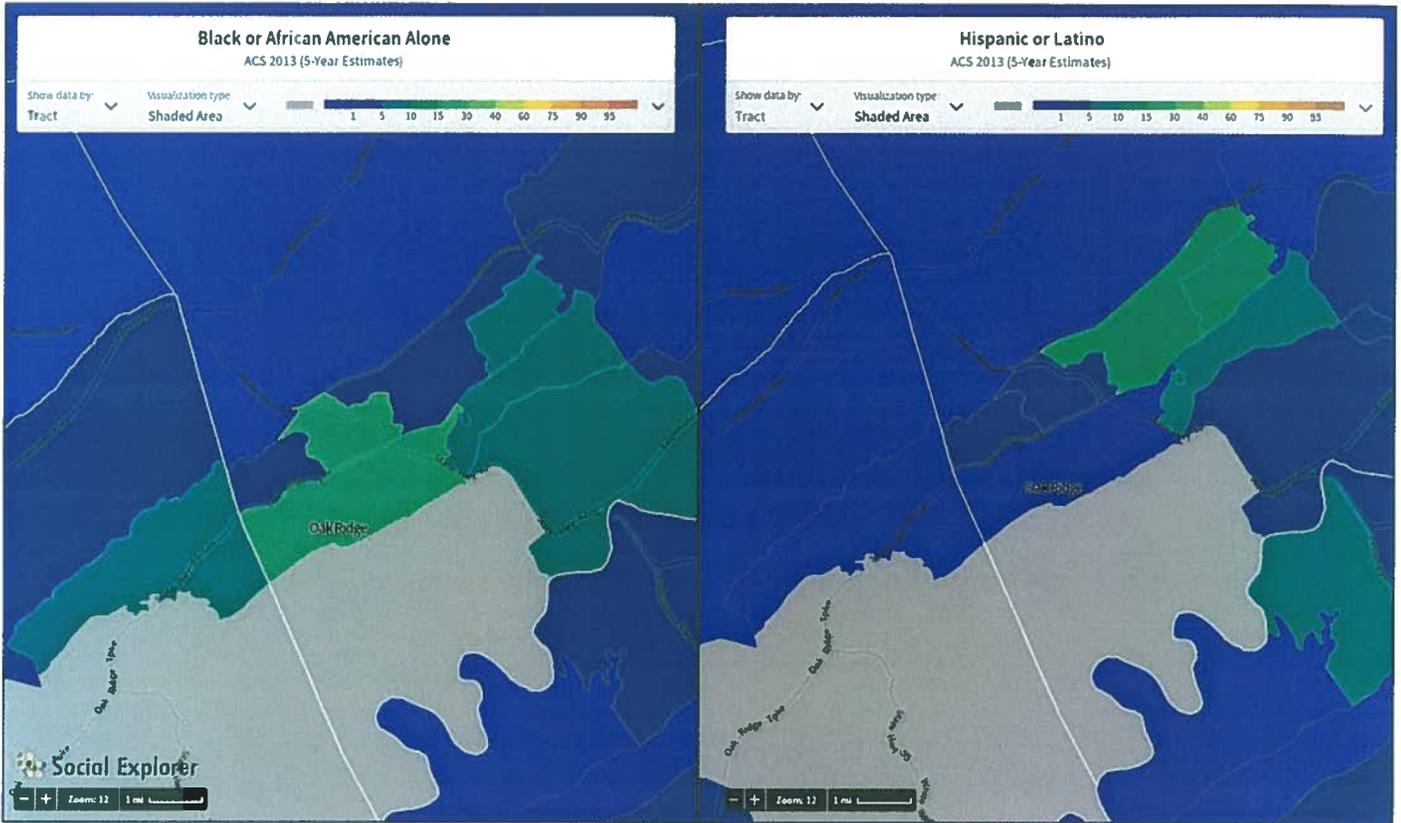


Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

### Population by Race/Ethnicity

In 2010, Oak Ridge's population identified itself as 83.9% White, 8.1% Black or African-American, 0.4% American Indian/Alaska Native, 2.5% Asian, 0% Native Hawaiian and Pacific Islander, 2.0% some other race, and 3.0% two or more races. The Hispanic or Latino population comprised 4.6% of the City's total population.

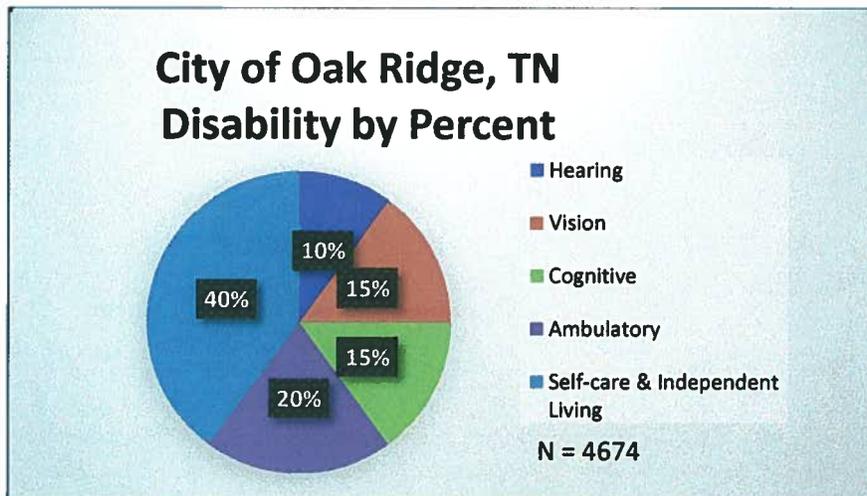
The side maps, on the following page, illustrate the distribution of the City's Black or African-American population and the Hispanic or Latino population. Comprising almost 10% of the total population, Black or African American individuals and families live throughout the City, but a larger percentage of those individuals and families live within the western/central areas of the city as shown below in the left portion of the map below in a shade of green. The Hispanic or Latino population also lives throughout the City, but a larger percentage of these individuals and families live north and east of the City's center, also shown in a shade of green. The areas of grey that you see in the maps below indicate that there is no population data for that area of the City.



Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

### Population by Disability Status

Currently, over 4600 individuals throughout the City of Oak Ridge have a disability and almost 18% are employed with a median income in 2013 of approximately \$30,360.



Source: 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

## Households

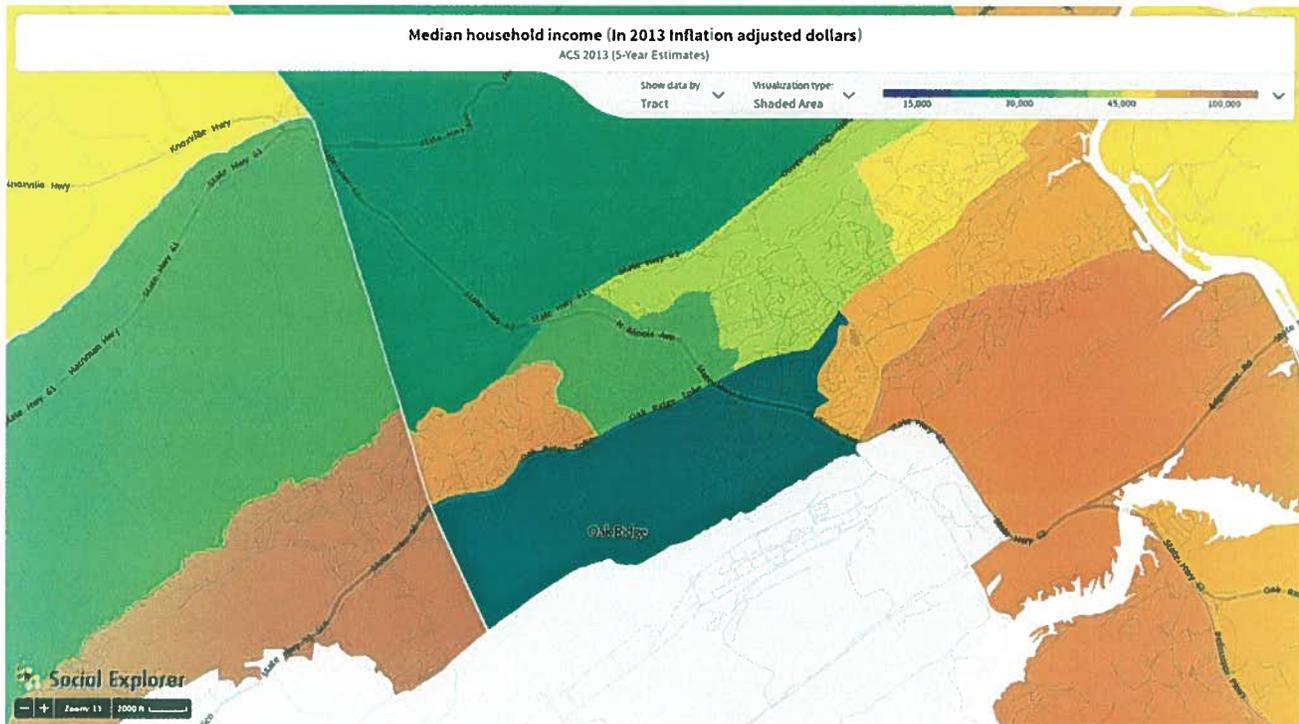
Households throughout Oak Ridge are predominately comprised of families. Over 30% of households accommodate individuals who are over the age of 65, and almost 10% of all households in the City are headed by a single parent with children under the age of 18.

Households by Type, 2013 ACS (5-year estimate)		
Household Type	Number	% Total
Total Households	12,415	100
Family Households	7,641	61.4
Non-Family Households	4,796	38.6
Individual(s) 65+ years	3,944	31.8
Male (alone) with related children under 18	292	2.4
Female (alone) with related children under 18	923	7.4

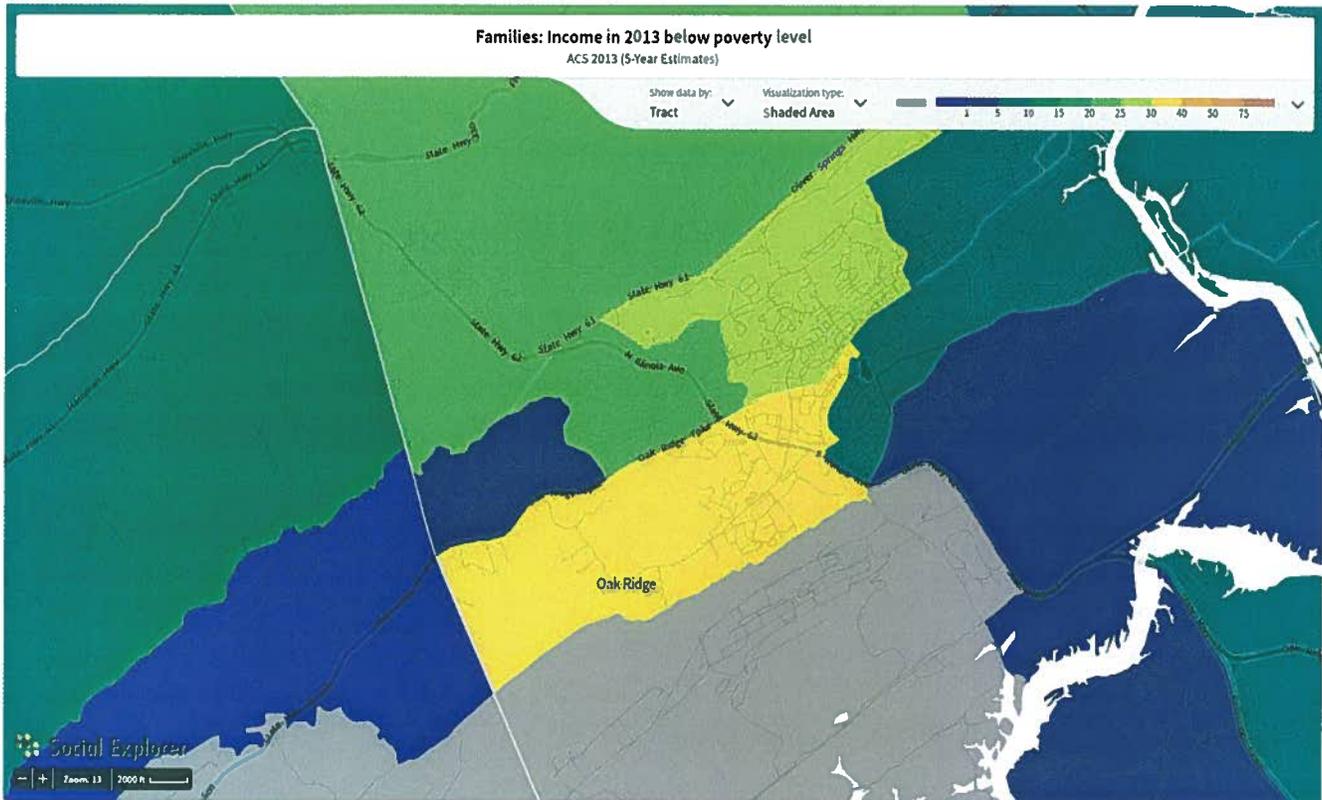
Source: U.S. Census Bureau, 2013, American FactFinder (census.gov)

## Median Income & Poverty

Oak Ridge's estimated median household income between 2009 and 2013 was \$53,834.00, with a per capita income estimated at \$31,864. The median income for Oak Ridge is higher than the median household income of other similarly sized CDBG Entitlement communities of Bristol, Cleveland and Morristown (information shown in Housing Cost section), and also higher than the state's median household income of \$44,298. However, Oak Ridge's median income is comparable to the national median income of \$53,046. The map below displays the geographic economic stratification in Oak Ridge, comparing each census tract's household median income. Census Tract 201, shaded in a teal blue, holds the average lowest median household income of approximately \$24,798. The highest average median household income is located in Census Tract 301 (Roane County) with a median income of \$100,651, shaded below in red.



In the map below, Census tracts with the highest percentage of families in 2013 whose income was at or below the poverty level are shown. Tracts shaded yellow or light green represent 25% or more of families living at or below current poverty thresholds.



As of January 2015, U.S. poverty guidelines were updated by the Census Bureau and provided in the table below.

2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: <http://aspe.hhs.gov/poverty/15poverty.cfm>

## Employment

Between 2009 and 2013, almost half (48.9%) of Oak Ridge residents were employed in the labor force. The American Community Survey estimates unemployment in Oak Ridge is around 8.5%, with the most current U.S. Bureau of Labor Statistics report in January of 2015 showing that the Knoxville region's unemployment rate rose almost a full percent from December 2014 to 6.5%.

The American Community Survey (2009-2013) provided information showing that most Oak Ridge residents are now employed in educational services, health care and social assistance fields, followed closely by professional, management, administrative and waste management services. The graph below provides a breakdown of Oak Ridge residents employed by reported industry types. Also interesting, it's reported that Oak Ridge residents spend an average of twenty minutes commuting to work.

Employed Residents by Industry, 2009-2013	
Agriculture, forestry, fishing, hunting, mining	30
Construction	817
Manufacturing	1,254
Wholesale trade	196
Retail trade	1,474
Transportation, warehousing, utilities	478
Information	211
Finance, insurance, and real estate, rental, leasing	582
Professional, management, administrative & waste management services	2,785
Educational services, and health care, social assistance	3,031
Arts, entertainment, and recreation, accommodation, food services	986
Other services (except public administration)	613
Public Administration	712

Source: U.S. Census Bureau, 2013, American Factfinder (census.gov)

## Section V. Housing Profile

This section of the document profiles Oak Ridge's housing market by analyzing various types of data for information on the City's housing type, age, condition, tenure, vacancy and lending trends.

Oak Ridge's housing stock is comprised of 14,291 housing units at latest estimate. The City's 9,914 single-family detached housing units comprised 69.4% of the entire inventory of housing units. The following table shows the inventory of all housing units in the City.

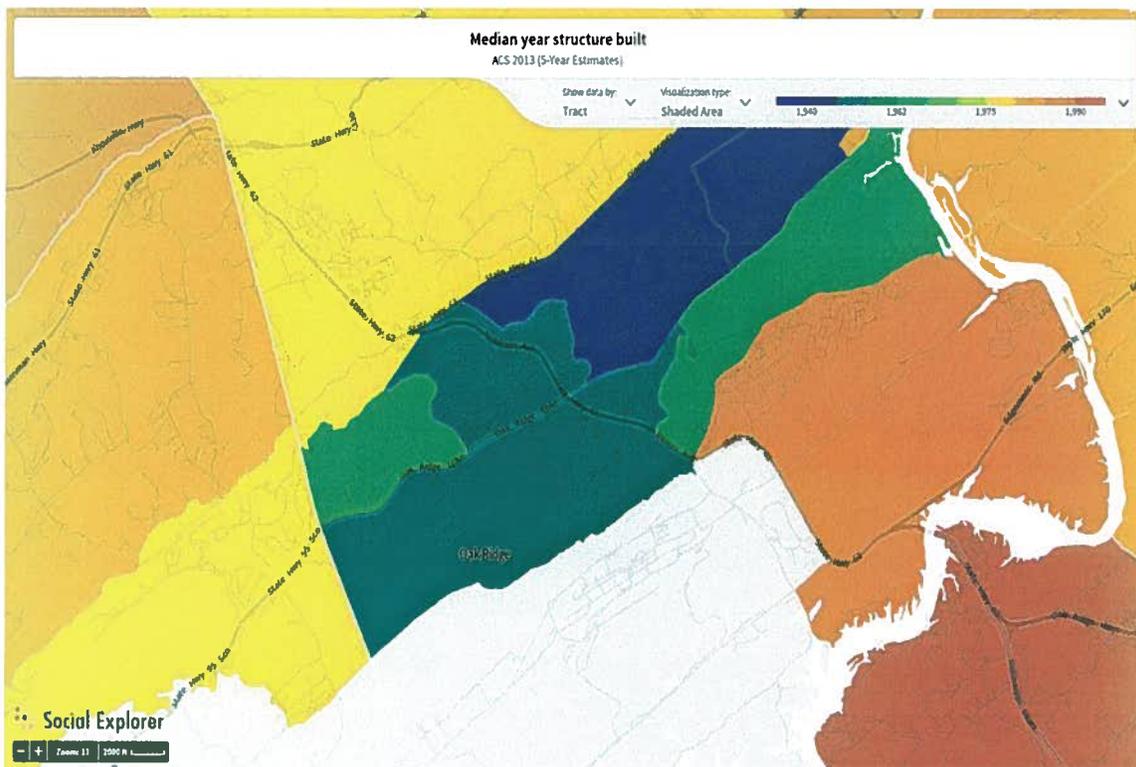
Housing by Type, 2013 (ACS 5-Year estimate)		
Type	Number	Percent
Boat, RV, van, etc.	0	0
Mobile home	68	0.5
20 or more units	978	6.8
10 to 19 units	862	6.0.2
5 to 9 units	524	3.7
3 or 4 units	718	5.0
2 units	786	5.5
1 unit, attached	441	3.1
1 unit, detached	9,914	69.4

Source: U.S. Census Bureau, 2013, American FactFinder (census.gov)

## Age and Condition

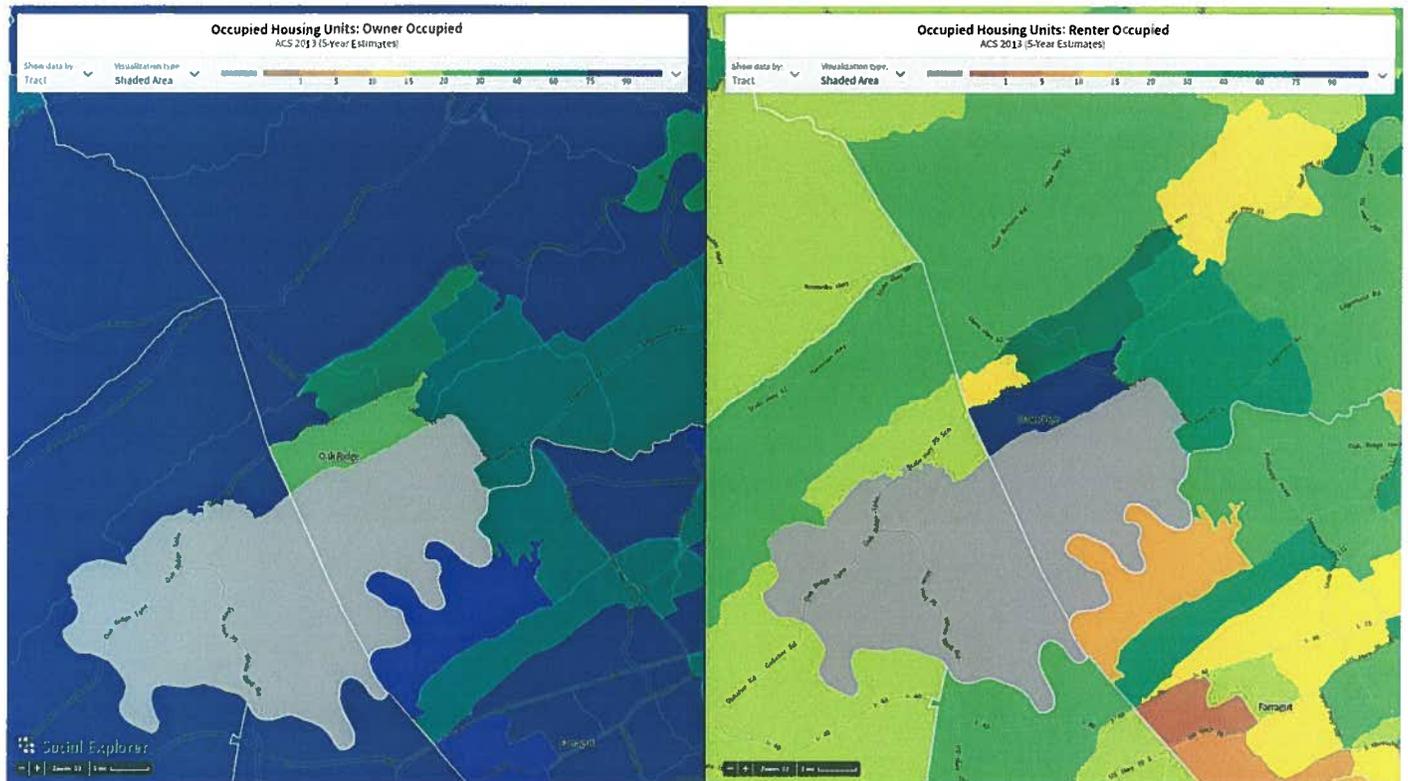
Over half of the total housing stock in Oak Ridge was built before 1960. With the exception of one census tract in the City where the homes were mostly built around 1988, the majority of all housing units in Oak Ridge were built before 1979. The age of the housing units throughout Oak Ridge presents many challenges for residents, including the potential for lead-based paint hazards and the need for significant financial investment in maintenance and updating (remodeling). The map below shows the median year a structure was built in each Census tract. This map displays that the median amount of structures built in Oak Ridge were built before 1990.

For low-income home owners, the necessary repairs to ensure safe and quality homes are frequently unaffordable, and deferred maintenance continues to deteriorate and depreciate houses throughout the City. Oftentimes, low-income rental housing cannot generate the revenue needed to make necessary improvements to structures without the owner having to raise the amount of rent charged, making it difficult for a low-income household to afford a place to live.



## Tenure

The 2013 ACS estimated homeownership rate for Oak Ridge was 61.6%, which was lower than the Anderson County average of 68.5%, the state average of 67.8% and the nationwide rate of 65.2%. The map below shows the distribution of the 7,642 homeowners throughout City on the left side (largest percentage of homeownership for an area is shaded blue) along with the thirty-eight and a half percent of residents that currently rent their homes (largest percent of rented homes shaded in blue). As shown, the largest percentages of rental properties are located in the central portion of the City, with over 77% of the 1450 units renter occupied.



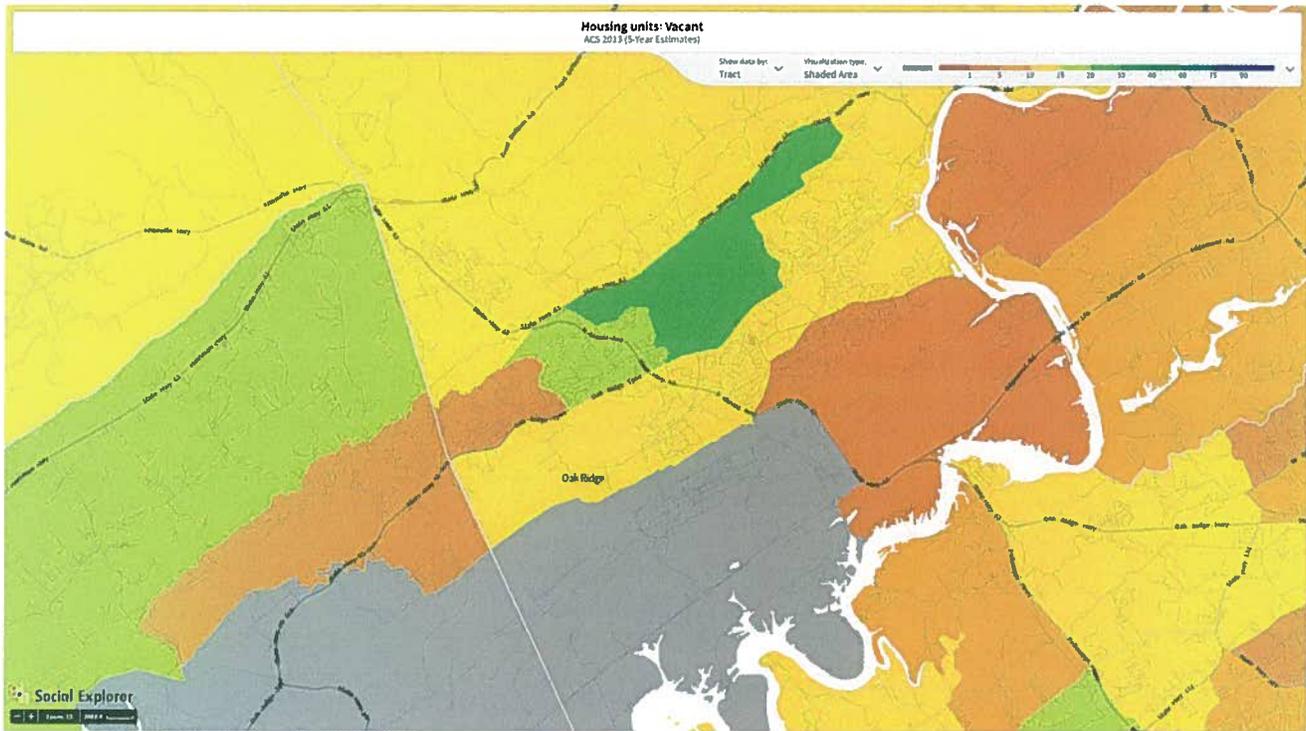
Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

## Vacant Units

The distribution of vacant properties throughout Oak Ridge indicates that the older a structure is within City limits, the more likely it is to be vacant. The Manhattan District Overlay (MDO) contains half of all the vacant homes in the city (seen in the map below shaded green). Properties throughout the United States are often vacant as a result of metropolitan-wide trends, such as sprawling development, consumer preference, job loss and demographic shifts. For the City of Oak Ridge, many historic structures are now vacant because their intended use as structures for temporary housing during the mid-1940s has ended. The modern, more transient housing market is not open to the amount of significant investment it would take to remodel these homes and ensure their marketability for individuals or families. Therefore, the City is left with several hundred historic structures that remain vacant because no substantial updating of the property has taken place, and their previous owner or occupant no longer resides there.

In terms of the amount of financial burden these vacant properties place on the City, the longer a property remains vacant or abandoned, the higher the cost of renovation or repurpose. The City still has a financial obligation to provide infrastructure like sewer and water to the properties regardless if they are vacant which places a financial burden on owner occupied residents throughout Oak

Ridge. Unfortunately, this trend has led to continued abandonment even after housing market conditions have somewhat improved.



Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

## Housing Costs

Households and families that pay more than 30 percent of their income for housing are considered cost burdened and could have difficulty being able to afford other necessities including food, clothing, transportation and medical care. The U.S. Department of Housing and Urban Development estimates that 12 million renter and homeowner households are now paying more than 50 percent of their annual income on their housing throughout the United States.

Currently, a household with one full-time worker earning the minimum wage cannot afford any local fair-market rent for a two bedroom apartment, including here in Oak Ridge. There are over 900 units in the City that exceed the 30 percent threshold, and 250 that exceed a 50 percent threshold, mostly concentrated in Anderson County's Census Tracts 204 and 205 (Highland View and West Village neighborhoods). However, as of the 2013 ACS, estimated monthly owner costs for housing throughout the City, on average, does not exceed 30 percent. Monthly owner costs are estimated from questions asked about the following:

- Mortgage
- Second mortgage and/or home equity loans
- Real estate taxes
- Homeowners insurance
- Any fees (condo, association, etc.)
- Mobile Home costs (if applicable)
- Utilities (electricity, gas, water, sewer and any other)

One way that housing can become more affordable for lower income, elderly and disabled households is through the U.S. Government's Housing Choice voucher program. This program

provides households the ability to afford decent, safe, and sanitary housing. Currently, 425 units throughout Oak Ridge participate in this program.

The table below helps to show similarities and differences between Oak Ridge and other CDBG Entitlement communities as well as neighboring counties, towns and cities in terms of housing values, rent and overall costs.

Comparison of Housing Values, Rents and Owner Costs, 2013					
Town/City/County	Median Household Income	Median Housing Value	Median Gross Rent	Median Monthly Owner Costs (with mortgage)	Median Monthly Owner Costs (w/out mortgage)
Oak Ridge	\$53,834.00	\$148,400.00	\$736.00	\$1,302.00	\$439.00
Cleveland	\$35,239.00	\$153,300.00	\$685.00	\$1,176.00	\$384.00
Morristown	\$33,217.00	\$110,700.00	\$633.00	\$965.00	\$351.00
Bristol	\$35,621.00	\$103,500.00	\$600.00	\$1,011.00	\$350.00
Anderson County	\$43,620.00	\$127,000.00	\$687.00	\$1,129.00	\$360.00
Farragut	\$95,877.00	\$317,100.00	\$1,119.00	\$1,933.00	\$463.00
Knoxville	\$33,595.00	\$117,000.00	\$734.00	\$1,085.00	\$367.00
Knox County	\$47,694.00	\$157,400.00	\$769.00	\$1,260.00	\$368.00

Source: <http://www.census.gov/quickfacts>

## VI. Mortgage Lending Trends

This section profiles the City's mortgage lending trends by reviewing data available through the Home Mortgage Disclosure Act (HMDA), maintained by the Federal Financial Institutions Examination Council (FFIEC). An overview of the number of mortgage loans issued and denied to individuals and households by race, gender and average income is provided.

In 2013, out of over 1500 loan applications that were submitted for properties throughout the City of Oak Ridge, approximately 800 loans were approved or originated. Eighty-five percent of those loans were granted to applicants who were identified on their applications as White, followed by 4.0% to applicants who were identified as Black or African American, 1.6% to applicants identified as Asian, 1.5% to applicants with Hispanic ethnicity, 0.3% or 2 loans to applicants who were identified as American Indian or Alaska Native and 0.3% or 2 loans to applicants who were identified as Native Hawaiian or other Pacific Islander. Around 5.0% of the approved applicants did not provide their race status on the loan application and 2.3% of approved applicants listed their race as Not Applicable.

Oak Ridge Housing Loans by Race/Ethnicity, 2013	
American Indian or Alaska Native	0.3%
Asian	1.68%
Black or African American	4.0%
Hispanic	1.5%
Native Hawaiian or Other Pacific Islander	0.3%
Race list as Not Applicable	2.3%
Race Not Provided	5.0%
Whites	85%

Source: <http://www.consumerfinance.gov/hmda/>

Within the available public data, 54.5% of home loans were granted to higher-income earners (\$65,000/year or more) and 41.3% were granted to middle-income earners in 2013 (between \$30,000 and \$62,999/year). Only 4.2% of the housing loans approved in 2013 were granted to lower-income earners (making at or below \$22,000 annually). Out of the 721 loan applications that provided annual income information, 608 applicants were approved for a loan on an owner-occupied property in the City that holds 1 to 4 families, with a median borrower income of approximately \$82,400/year and an approximate average loan amount of \$136,770.

From the table below, 41.0% of the housing loans in 2013 were granted to male and female co-borrowers, followed by 31.3% of loans to only male borrowers, 27.1% to only female borrowers, and 0.1% to borrowers who did not provide their gender or listed it as not applicable.

Housing Loans by Gender, 2013	
Housing loans by male and female co-borrowers	331
Housing loans by female borrowers only	179
Housing loans by male borrowers only	227
Percent of owner-occupied housing loans to male and female co-borrowers	41%
Percent of owner-occupied housing loans by female borrowers	27.1%
Percent of owner-occupied housing loans to male borrowers	31.3%
Percent owner-occupied housing loans by applicants who either did not provide gender information or listed gender as not applicable	0.1%

Source: <http://www.consumerfinance.gov/hmda/>

From available 2013 data, 259 applicants were denied by a financial institution for a housing loan to purchase property, make home improvements, or refinance their home in Oak Ridge. Another 257 applicants had their loan purchased by an institution. An additional 222 applicants were approved for a loan but decided to withdraw their application, did not accept the loan, or their application was closed due to it being incomplete. The majority of denials were due to credit history, followed by debt to income ratio.

Loan* Denials, 2013, n=259	
Race: Asian Applicants	1.2%
Race: Black or African American Applicants	12.4%
Ethnicity: Hispanic Applicants	1.2%
Race: White Applicants	73.4%
Gender: Female only applicant	24.3%
Gender: Male only applicant	34%
Gender: Male/Female co applicant	32.4%
Income: Above \$65,000/year	33%
Income: At or below \$22,000/year	14%
Income: Between \$30,000 and \$64,999/year	49%

\*Loan types consist of conventional, FHA-insured and VA guaranteed

Loans in Oak Ridge are typically purchased by the various institutions listed in the chart below.

Loan Purchasers for Oak Ridge , 2013 n=798	
Fannie Mae	23.1%
Freddie Mac	7.6%
Ginnie Mae	10.0%
Commercial Bank(s)	13.0%
Life insurance company, credit union, mortgage bank or finance company	9.3%
Other (Private or Affiliate Institution)	6.3%
Loan was not originated or was not sold in 2013	30.7%

## VII. Impediments to Fair Housing

The following impediments were identified:

### Impediment #1: Lack of awareness and education about Fair Housing laws and the process for discrimination complaints

Tenants are often uninformed or confused about discrimination and fair housing laws.

#### Recommended Actions:

- Display information about fair housing laws permanently on the City of Oak Ridge website
- Encourage managers of multi-family housing and landlords to distribute fair housing information
- Use existing points of contact (i.e., Realtors Association, Chamber of Commerce) to distribute Fair Housing information
- Encourage Oak Ridge Public Schools to continue to work with partners in educating children about fair housing through creative activities
- Continue declaring April as Fair Housing month and participate in regional fair housing conference provided by the Equality Coalition for Housing Opportunities (ECHO)
- Establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio);
- Continue an active Board of Building and Housing Code Appeals whereby charges of housing discrimination may be addressed
- Certification by the Mayor that the City of Oak Ridge affirmatively furthers fair housing.

### Impediment #2: Limited number of quality housing options for very low income families

There are limited suitable housing options for very low income families.

#### Recommended Actions:

- Continue to fund quality affordable housing projects using CDBG funds, and leverage those funds and potentially other government funds, to increase the variety and affordability of housing that is suitable for different types of households;

### Impediment #3: Accessibility issues for people with physical disabilities

Much of the available housing in Oak Ridge has yet to be updated with accommodations for the disabled.

#### Recommended Actions:

- Ensure that accessibility standards are being adhered to in new developments and encourage landlords and homeowners to work with the City in finding programs and opportunities to remodel existing developments to incorporate accessibility

#### **Impediment #4: No transitional housing is available for individuals and families who are in emergency or crisis situations**

There is no emergency shelter in Oak Ridge or Anderson County.

##### **Recommended Actions:**

- Assist in building partnerships to help gain funding to support a transitional housing program/facility for individuals and families;

#### **Impediment #5: No fixed public transportation options for citizens to access resources**

If residents need to travel to a location for a resource (work, school, grocery store), they have no way to get there if they do not own or have access to a privately owned vehicle.

##### **Recommended Actions:**

- Assist in finding innovative approaches to address public transportation needs and promote current public transportation options for citizens who need access to transportation.

### **VIII. Current Fair Housing Legal Status**

Oak Ridge residents who feel they have experienced discrimination can submit their complaints to the City through the Code Enforcement office. There is a Board of Building and Housing Code Appeals form attached to the end of this document that any person with a housing discrimination complaint can fill out and return to the City.

The Legal Aid Society is also a source for information in Oak Ridge in regards to handling fair housing complaints. Legal Aid provides free legal advice to people with low income and the Oak Ridge office may be able to assist clients with the following housing-related issues:

- Getting into public or Section 8 housing
- Being evicted from public or Section 8 housing
- Foreclosures and other home owner problems
- Renter problems, such as: landlord locking renter out, or cutting off lights, gas or water
- Unfair loans that lead homeowners into foreclosure
- Home owner counseling

There has been one formal fair housing complaint filed in Oak Ridge since 2012, however, this may be due to a lack of public awareness of fair housing laws. A representative from the Oak Ridge Legal Aid office stated that most of the fair housing complaints are discovered while discussing other issues. The most common complaint that is heard is a failure to accommodate people with disabilities, both emotional and physical. People with disabilities have been denied housing of his or her choice because of lack of accessibility and/or necessary design standards. This is typically due to unwillingness by landlords to make appropriate accommodations.

### **IX. Fair Housing Strategy:**

Recommended strategy for dealing with impediments:

1. The City government should continue to support fair housing by proclaiming, "April is Fair Housing Month," by formal City Council action and by input to the media. Participate in local fair housing events each April.
2. The City should continue to appoint members to the Board of Building and Housing Code Appeals whereby charges of housing discrimination may be addressed.

3. The City should continue to address the issue of emergency housing in a fair manner through its social service programs, implementation of its relocation policy and through referrals to private, state and federal programs.
4. The City's housing-related staff should seek out partnerships for fair housing training.
5. The City should distribute fair housing information and encourage schools to educate children about fair housing choice.
6. The City should make fair housing information easily accessible on the City's website (in other languages as well, such as Spanish, etc.) and establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio/utility bills);
7. The City should support housing accessibility improvements.
8. The City should assist in helping secure appropriate funding for transitional and emergency housing.
9. The City should assist in finding additional ways (work with ETHRA and other social service agencies) to help residents travel to and from necessary resources.

## **X. Certification**

I, Mayor Warren Gooch, certify that the City of Oak Ridge, Tennessee will affirmatively further fair housing and that:

- This Analysis of Impediments to Fair Housing Choice was conducted by the City of Oak Ridge, Tennessee, in 2015, and this document is an accurate representation of the analysis process;
- The City of Oak Ridge will take appropriate actions as identified in this analysis; and
- The City of Oak Ridge will maintain records of this Analysis and the actions taken to overcome the impediments to fair housing choice.

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Warren Gooch, Mayor of Oak Ridge, Tennessee

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Date

**RESOLUTION**

A RESOLUTION TO CERTIFY THAT THE CITY WILL AFFIRMATIVELY FURTHER FAIR HOUSING AND WILL TAKE APPROPRIATE ACTION AS IDENTIFIED IN THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CONDUCTED BY THE CITY IN 2015.

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires all state and local governments receiving Community Development Block Grant (CDBG) awards to conduct an Analysis of Impediments to Fair Housing (IA) in conjunction with the Consolidated Plan every three to five years; and

WHEREAS, the City conducted an IA in January through March 2015 which provided opportunities for the community to identify impediments to fair housing choice within the City and take actions to remove those barriers; and

WHEREAS, many social service organizations that provide assistance to community residents were contacted to provide input and information for the document; and

WHEREAS, over 50 hours of data collection was conducted to ensure the document's depiction of the City's characteristics were accurate.

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

That the Mayor hereby certifies on behalf of the City of Oak Ridge, Tennessee, that the City will affirmatively further fair housing by implementing the solutions to housing-related issues as identified by the City in the attached Analysis of Impediments to Fair Housing (IA) conducted in 2015.

This the 15<sup>th</sup> day of June 2015.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

\_\_\_\_\_  
Diana R. Stanley, City Clerk

The City of Oak Ridge, Tennessee



Analysis of Impediments to Fair Housing

April 9, 2015

This report was prepared by the Community Development Department, in accordance with the Consolidated Planning Regulation; 24 CFR Part 9.

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## I. Executive Summary

The City of Oak Ridge, Tennessee's Community Development Department initiated an update to their Analysis of Impediments (AI) to Fair Housing Choice in February 2015. The U.S. Department of Housing and Urban Development (HUD) requires all state and local governments that receive Community Development Block Grant (CDBG) federal funding to conduct an AI in conjunction with the Consolidated Plan every three to five years in order to understand the various changing issues facing their community. HUD is committed to "eliminating racial and ethnic segregation, illegal physical and other barriers to persons with disabilities and other discriminatory practices in housing."<sup>1</sup>

The City of Oak Ridge is dedicated to fairly analyzing and eliminating housing discrimination, promoting fair housing choices, ensuring structurally sound and accessible housing for everyone, providing opportunities for inclusive housing occupancy, particularly persons with disabilities, and fostering compliance with the nondiscrimination provisions of the Fair Housing Act.

This Analysis of Impediments document is a summary of housing and housing-related practices evident throughout the community that inadvertently or deliberately prevent people from living where they choose. Some common factors that might limit housing choice include:

- Discrimination based on race, color, national origin, sex, religion, familial status, and disability;
- Lack of affordable housing (to own or rent);
- Lack of housing that is accessible to those holding Section 8 vouchers due to discrimination and holds on vouchers;
- Location of jobs, or access to jobs and availability of housing in the area;
- Lack of reasonable and accessible transportation services;
- Inability to obtain a mortgage;
- Inability to obtain homeowner's insurance based on the location of a home.

This AI process for the City of Oak Ridge resulted in the following impediments being recognized as those most prevalent in the community:

- Lack of awareness and education about fair housing laws and the process for discrimination complaints;
- Inadequate number of quality housing options for low income households;
- Accessibility issues for people with physical disabilities;
- No transitional housing available for individuals and families who are in emergency/crisis situations;
- No public transportation options for citizens to access resources.

In summary, some recommended strategies for dealing with the identified impediments include:

- Make fair housing information easily accessible on the City's website (in other languages as well, such as Spanish, etc.);
- Establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio);
- Continue to fund quality affordable housing projects using CDBG funds, and leverage those funds and potentially other government funds, to increase the variety and affordability of housing that is suitable for different types of households;

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<sup>1</sup> Fair Housing Planning Guide, vol. 1 March 1996. HUD-1582B-FHEO. Document can be found: <http://www.hud.gov/offices/fheo/images/fhpg.pdf>

- Assist in building partnerships to help gain funding to support a transitional housing program/facility for individuals and families;
- Ensure that accessibility standards are being adhered to in new developments and encourage landlords and homeowners to work with the City in finding programs and opportunities to remodel existing developments to incorporate accessibility;
- Assist in finding innovative approaches to address public transportation needs and promote current public transportation options for citizens who need access to transportation;
- Continue an active Board of Building and Housing Codes Appeals, whereby charges of housing discrimination can be addressed;
- Certification by the Mayor that the City of Oak Ridge affirmatively furthers fair housing.

## II. Introduction

Fair housing describes the right of individuals to obtain housing of their choice, free from discrimination based on race, color, religion, sex, disability,<sup>2</sup> familial status,<sup>3</sup> or national origin. This right is assured by the federal Fair Housing Act, as amended and other legislation which makes it unlawful to discriminate in the sale, rental, financing, and insuring of housing. HUD requires that all governing authorities that prepare a consolidated plan in order to receive HUD funds certify that they will "affirmatively further fair housing" within their jurisdictions.

Even when a community supports the idea of fair housing for all people; the community must also take special measures to afford all citizens the opportunity to live in housing of their choosing. An Analysis of Impediments to Fair Housing is a review of a community's policies, procedures, laws, and allowances – both public and private – that might impact a person's ability to choose housing of his or her choice without regard to their membership in any of the protected classes. Affirmatively furthering fair housing throughout the City of Oak Ridge may be grouped into four goals set at a federal level:

1. Reducing segregation, and building on racial, geographic and economic diversity.
2. Eliminating racially and ethnically concentrated areas of poverty.
3. Reducing disparities in access to community assets such as quality schools, jobs, and transit.
4. Narrowing gaps that leave families with children, people with disabilities, and people of different races, colors and national origins with more severe housing problems (disproportionate housing needs).

Under the Fair Housing Act, a person may file a complaint, no later than one year after an alleged discriminatory housing practice has occurred, directly with the U.S. Department of Housing and Urban Development (HUD) at <https://www5.hud.gov/Hud903/main/pagHUD903Form.jsp>, or with a state or local agency enforcing laws that are "substantially equivalent" to the Fair Housing Act. Within the City of Oak Ridge, a citizen may file a complaint with the Codes Enforcement Division of the City's Community Development Department. Upon the filing of such a complaint, the City's Board of Building and Housing Code Appeals will hear the complaint and City staff investigate to determine if there is cause for a formal discrimination violation and proceed with recommending ways of eliminating any present activities of discrimination. HUD has the responsibility to serve notice of the complaint and conduct an investigation into the alleged discriminatory housing practice. The

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<sup>2</sup> Under the Fair Housing Act, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. This does not include current, illegal use of, or addiction to, a controlled substance.

<sup>3</sup> The protected class of "familial status" protects households with children under age 18. These protections also apply to any person who is or plans to become pregnant. Note, familial status is defined in terms of the presence or expected presence of children, and does not include marital status or sexual orientation.

Fair Housing Act also enables aggrieved parties to pursue redress through the courts, without limit on the recovery of damages and attorney's fees.

**Authors:** Oak Ridge Community Development Department with assistance from Ridge to Valley Consulting

**Funding of Analysis:** This AI was funded through the General Fund of the City of Oak Ridge.

### Background

The City of Oak Ridge adopted a Fair Housing Ordinance on April 21, 1969, which at the time, was one of the first of its kind in the State of Tennessee. The City of Oak Ridge continues to be committed to working with the public, private, and nonprofit partners in the community to ensure fair housing choice for all residents. Several AI's have been completed for the City of Oak Ridge including one in June 1994 and the most recent update in March 2011. The 1994 document utilized housing data from the 1990 U.S. Census and due to Oak Ridge's relatively slow rate of growth the housing data reported in the 2000 Census, reflected in the 2011 AI did not change significantly. Oak Ridge's rate of growth is still considered slow, but its demographics are shifting and this AI reflects that shift with information and data from both the 2010 Census and the 2009-2013 American Communities Survey.

### III. Methodology

The City's Community Development Department staff reviewed baseline information from the 2011 AI study, as well as a number of other quantitative and qualitative sources. Demographic and descriptive data was obtained through the U.S. Census Bureau. Housing market analysis and trends in real estate over the past two years as well as other locally-generated reports and relevant data pertaining to the City's housing market, patterns, and local economy were evaluated. Municipal policies, procedures, and practices of the City of Oak Ridge's Building Codes and Zoning Ordinance along with the 2014 Consolidated Plan were reviewed. To review the City of Oak Ridge's compliance with all fair housing requirements, alignment with actions recommended in the City of Oak Ridge's 2011 AI study were evaluated, as well as compliance with the Fair Housing Act and fair housing regulations at 24CFR Parts 100 through 125.

To analyze mortgage lending trends, data was obtained from the Consumer Financial Protection Bureau through the Home Mortgage Disclosure Act (HMDA). Enacted by Congress in 1975 and implemented by the Federal Reserve Board's Regulation C who transferred rule-writing authority to the Consumer Financial Protection Bureau (CFPB) on July 21, 2011, HMDA requires lending institutions to report all public loan data<sup>4</sup>. Using the loan data submitted by many financial institutions, the Federal Financial Institutions Examination Council (FFIEC) creates aggregate and disclosure reports for each metropolitan area (MA) or County U.S. Census tract that are available to the public at central data depositories located in each MA. The following Anderson and Roane Counties, Tennessee 2010 Census Tract data were reviewed:

#### **Anderson County**

201	204
202.01	205
202.02	206
203	

#### **Roane County**

301

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<sup>4</sup> <http://www.ffiec.gov/hmda/>





City staff also asked for and collected information from various local and regional stakeholders. Representatives of the following agencies and organizations provided information and input used in the development of this report:

- Aid to Distressed Families of Tennessee (ADFAC)
- East Tennessee Human Resource Agency (ETHRA)
- Emory Valley Center
- Habitat for Humanity
- LaFollette Housing Authority
- Legal Aid Society
- Oak Ridge Housing Authority
- Tennessee Housing Development Agency
- Tennessee Human Rights Commission
- Tennessee Valley Coalition for the Homeless
- Oak Ridge's Trinity Out-Reach Center of Hope (TORCH)

### **Summary of Organization Comments:**

During conversations with representatives from the organizations listed above, several issues and as well as positive trends were discussed. As mentioned in previous AI documents, representatives from several organizations commented that limited transportation options cause a significant impediment to fair housing choice. Transportation options impact one's fair housing choice, as lower income families need to be close to work and are unlikely to use a taxi service due to the expense. Fixed route public transit options are currently not available in Oak Ridge.

Organizations consulted indicated that there are a limited number of quality housing options for very low income people, stating that the housing options that are affordable, exhibit poor living conditions (no heat, lack of proper insulation, etc). Many organizations believe that landlords do not maintain their properties. Many of the people, who find themselves in unlivable housing situations, are not aware of fair housing laws or are afraid to file a complaint because they are unable to afford rent elsewhere or cannot pay to switch their utility deposits to a different location.

Organizations mentioned that the majority of affordable housing options in the City are homes that were built as temporary housing in the 1940s. Although structurally sound, this housing stock needs to be updated and maintained due to decades of owners not maintaining the properties. It was stressed that the amount of money it would take to upgrade and make these homes accessible and energy efficient is substantial.

One organization stressed the need for transitional housing within Oak Ridge. Currently, there is no place for any individual or family to go after one night if they find themselves in an emergency or crisis situation and they have no place to reside. The Oak Ridge community currently relies on the kindheartedness of its citizens to help people who find themselves in these crisis situations.

Another consideration raised was that landlords are generally not open to being accommodating for individuals that have either mental or physical disabilities. Finding accessible living conditions on rental properties is difficult within the City and if an individual has a mental illness, landlords are quick to assume that their behavior is not acceptable to neighboring tenants.

However, despite the concerns raised, many organizations are actively working with their clients and the community to promote increased awareness of fair housing laws and are encouraged that the City has begun its rental registration program.

**Section IV. Demographic & Economic Profile**

The following chart provides an overview of Oak Ridge's demographic and housing profile from both the 2000, 2010 Census, as well as the 2013 American Community Survey estimates. The City's population total is estimated to have increased over these years by 9.3%; however, the total number of households throughout the City has decreased. By estimates, Oak Ridge has been experiencing a slight rise in the average number of persons per household (both owned and rented) from 2.24 in 2000 to an estimated 2.39 persons in 2013. This is only minimally higher than Anderson County's household average size of 2.4 persons and Roane County's household average size of 2.38 persons.

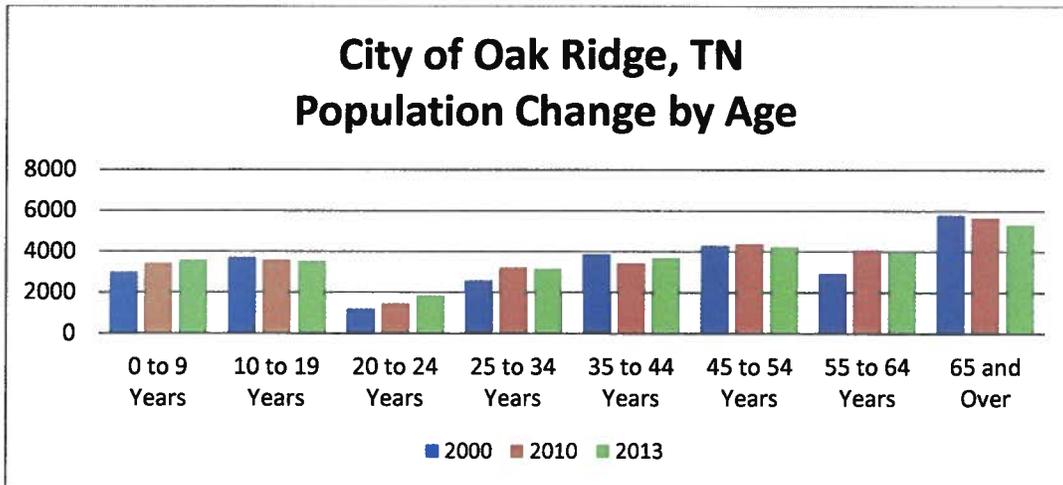
In the past, Oak Ridge has held a rising aged population with a median age of 43.4 in 2000, until the current ACS estimates for 2013 show that Oak Ridge's current median age is younger; around 41.3 years. The number of households with persons 65 years and over has decreased in recent years from over 20% of households in 2000, to an estimated 18.2% in 2013.

City Demographic & Housing Profile 2000-2013			
Year	2000	2010	2009-2013 (5-year estimate)
Population	27,387	29,330	29,419
Percent 65 or Older	21.1%	19.3%	18.2%
Households	12,602	12,772	12,415
Avg. Household Size	2.24	2.26	2.39
Housing Units	13,417	14,494	14,291
Percent of Vacant Units	10.1%	11.9%	13.1%
Owner Occupied Units	68.4%	64.4%	53.5%

Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

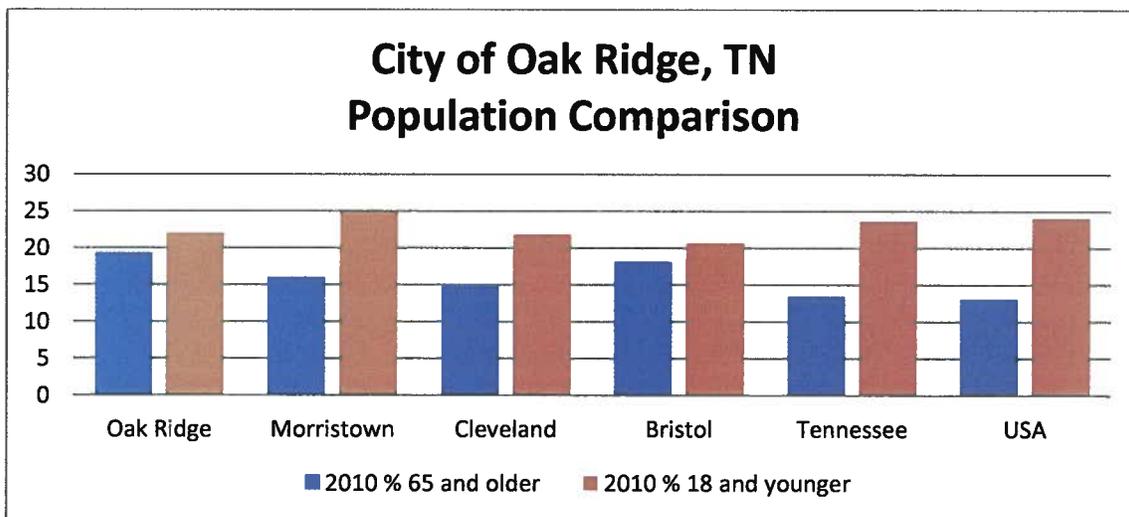
**Population by Age**

The chart below provides an overview of Oak Ridge's population's change by age. Between 2000 and 2013, there has been an increase in young adults between the ages of 20 to 24 years old, with a steady decrease in the amount of people aged 65 and older.



Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

The next chart compares Oak Ridge's population aged 65 and older, along with the population aged 18 and younger alongside other similarly sized CDBG Entitlement communities in Tennessee. Oak Ridge has the highest percentage (18.2%) of the population 65 years and over, but also holds an average percentage of youth, at around 22%. Bristol holds the second highest 65 and older population at 18.1%, but has the smallest amount of youth in the comparison at 20.6%. Morristown, with 16% of their population over 65 years of age, holds the largest percentage of youth at almost 25% (24.8%).



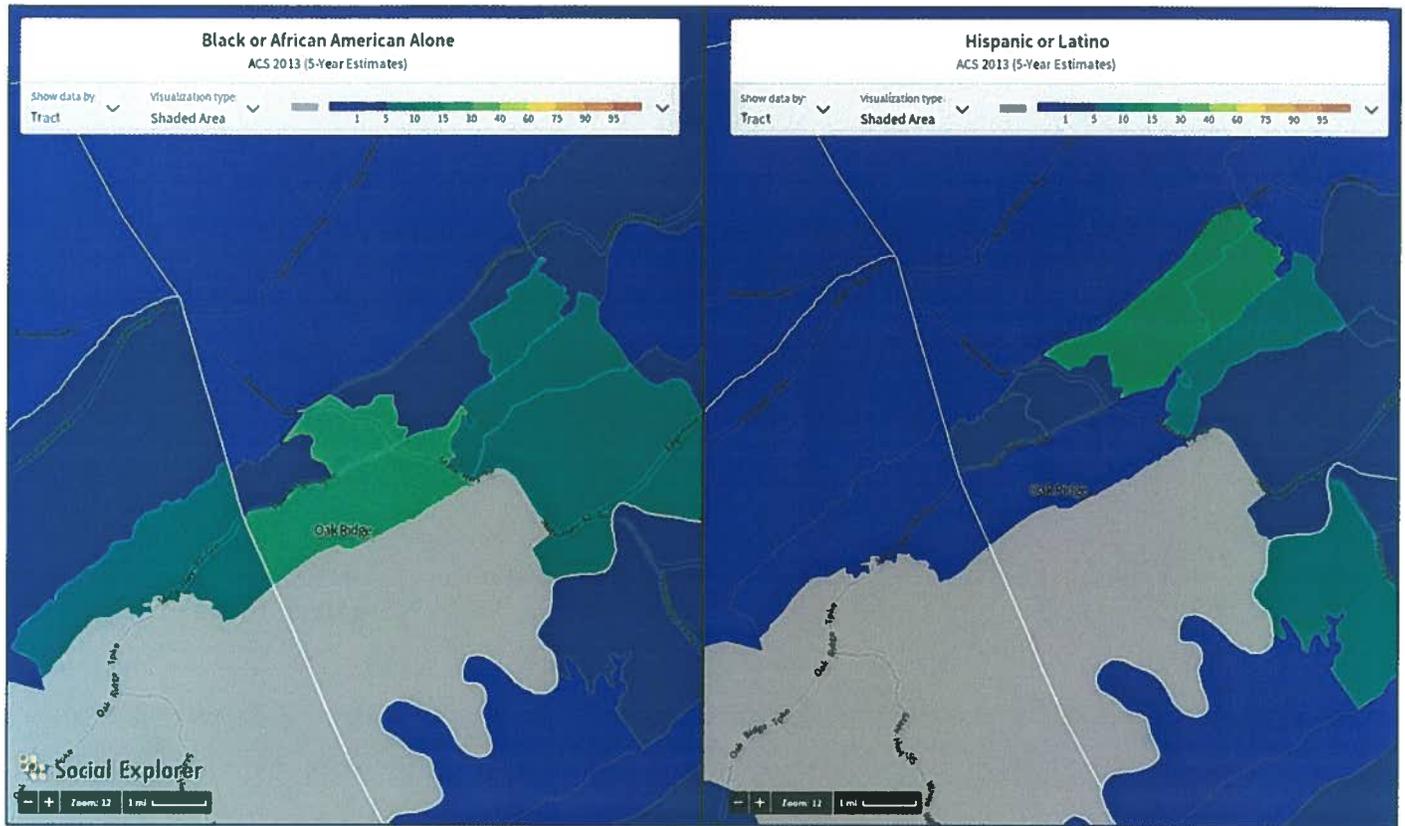
Source: Census 2000, 2010, and the 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

#### Population by Race/Ethnicity

In 2010, Oak Ridge's population identified itself as 83.9% White, 8.1% Black or African-American, 0.4% American Indian/Alaska Native, 2.5% Asian, 0% Native Hawaiian and Pacific Islander, 2.0% some other race, and 3.0% two or more races. The Hispanic or Latino population comprised 4.6% of the City's total population.

The following side by side maps illustrate the distribution of the City's Black or African-American population and the Hispanic or Latino population. Comprising almost 10% of the total population, Black or African American individuals and families live throughout the City, but a larger percentage of those individuals and families live within the western/central areas of the city as shown below in the left portion of the map below in a shade of green. The Hispanic or Latino population also lives

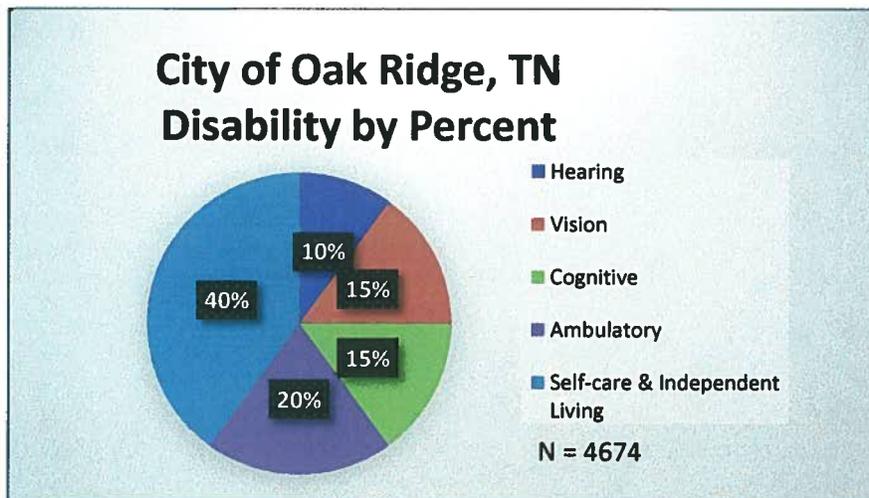
throughout the City, but a larger percentage of these individuals and families live north and east of the City's center, also shown in a shade of green. The areas of grey that you see in the maps below indicate that there is no population data for that area of the City.



Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

### Population by Disability Status

Currently, over 4600 individuals throughout the City of Oak Ridge have a disability and almost 18% are employed with a median income in 2013 of approximately \$30,360.



Source: 2013 ACS estimates found at: [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

## Households

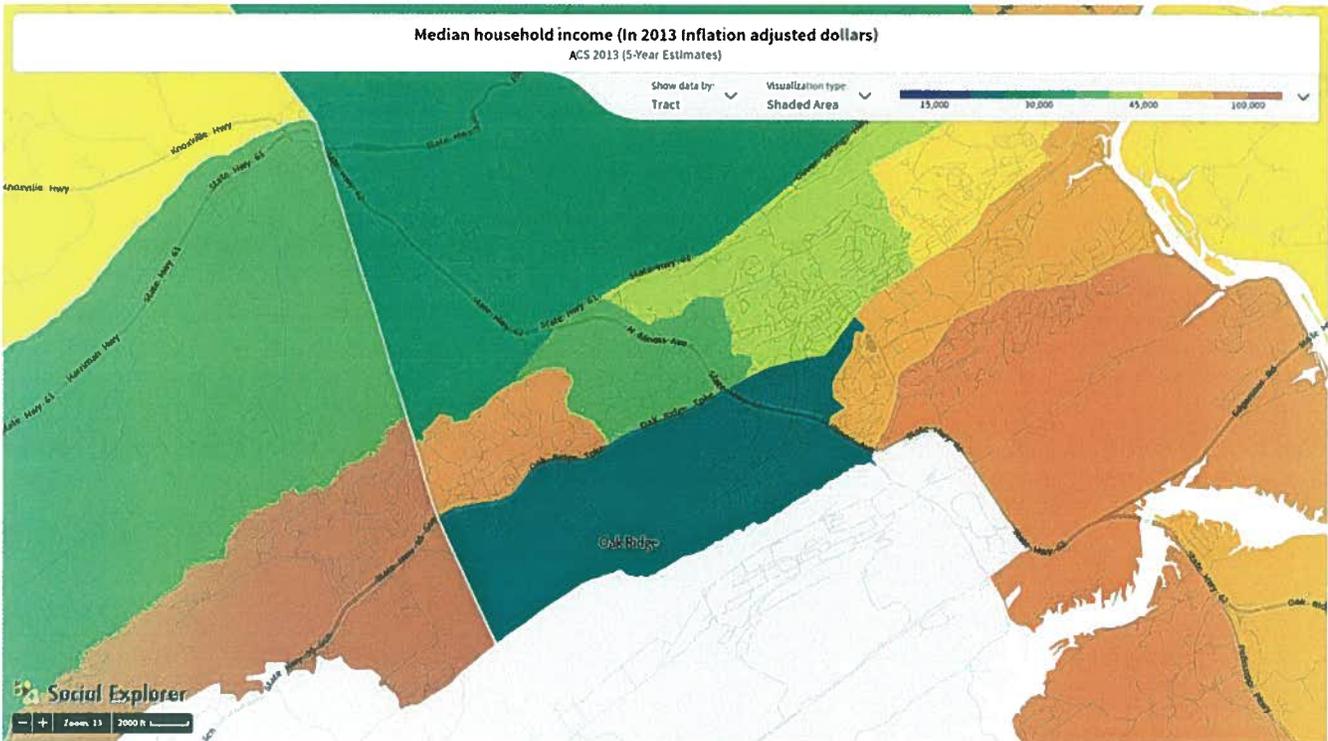
Households throughout Oak Ridge are predominately comprised of families. Over 30% of households accommodate individuals who are over the age of 65, and almost 10% of all households in the City are headed by a single parent with children under the age of 18.

Households by Type, 2013 ACS (5-year estimate)		
Household Type	Number	% Total
Total Households	12,415	100
Family Households	7,641	61.4
Non-Family Households	4,796	38.6
Individual(s) 65+ years	3,944	31.8
Male (alone) with related children under 18	292	2.4
Female (alone) with related children under 18	923	7.4

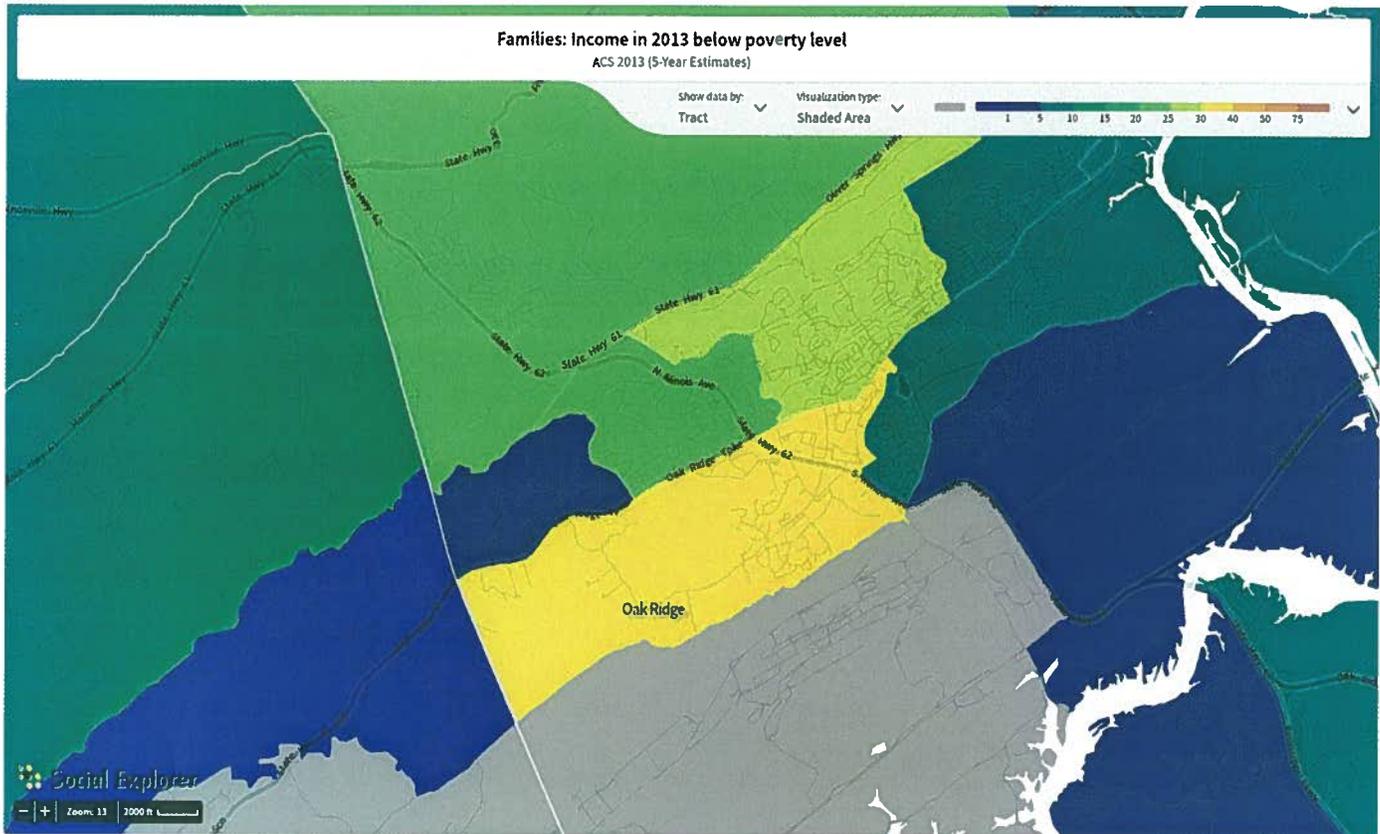
Source: U.S. Census Bureau, 2013, American FactFinder (census.gov)

## Median Income & Poverty

Oak Ridge's estimated median household income between 2009 and 2013 was \$53,834.00, with a per capita income estimated at \$31,864. The median income for Oak Ridge is higher than the median household income of other similarly sized CDBG Entitlement communities of Bristol, Cleveland and Morristown (information shown in Housing Cost section), and also higher than the state's median household income of \$44,298. However, Oak Ridge's median income is comparable to the national median income of \$53,046. The map below displays the geographic economic stratification in Oak Ridge, comparing each census tract's household median income. Census Tract 201, shaded in a teal blue, holds the average lowest median household income of approximately \$24,798. The highest average median household income is located in Census Tract 301 (Roane County) with a median income of \$100,651, shaded below in red.



In the map below, Census tracts with the highest percentage of families in 2013 whose income was at or below the poverty level are shown. Tracts shaded yellow or light green represent 25% or more of families living at or below current poverty thresholds.



As of January 2015, U.S. poverty guidelines were updated by the Census Bureau and provided in the table below.

2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: <http://aspe.hhs.gov/poverty/15poverty.cfm>

## Employment

Between 2009 and 2013, almost half (48.9%) of Oak Ridge residents were employed in the labor force. The American Community Survey estimates unemployment in Oak Ridge is around 8.5%, with the most current U.S. Bureau of Labor Statistics report in January of 2015 showing that the Knoxville region's unemployment rate rose almost a full percent from December 2014 to 6.5%.

The American Community Survey (2009-2013) provided information showing that most Oak Ridge residents are now employed in educational services, health care and social assistance fields, followed closely by professional, management, administrative and waste management services. The graph below provides a breakdown of Oak Ridge residents employed by reported industry types. Also interesting, its reported that Oak Ridge residents spend an average of twenty minutes commuting to work.

Employed Residents by Industry, 2009-2013	
Agriculture, forestry, fishing, hunting, mining	30
Construction	817
Manufacturing	1,254
Wholesale trade	196
Retail trade	1,474
Transportation, warehousing, utilities	478
Information	211
Finance, insurance, and real estate, rental, leasing	582
Professional, management, administrative & waste management services	2,785
Educational services, and health care, social assistance	3,031
Arts, entertainment, and recreation, accommodation, food services	986
Other services (except public administration)	613
Public Administration	712

Source: U.S. Census Bureau, 2013, American Factfinder (census.gov)

## Section V. Housing Profile

This section of the document profiles Oak Ridge's housing market by analyzing various types of data for information on the City's housing type, age, condition, tenure, vacancy and lending trends.

Oak Ridge's housing stock is comprised of 14,291 housing units at latest estimate. The City's 9,914 single-family detached housing units comprised 69.4% of the entire inventory of housing units. The following table shows the inventory of all housing units in the City.

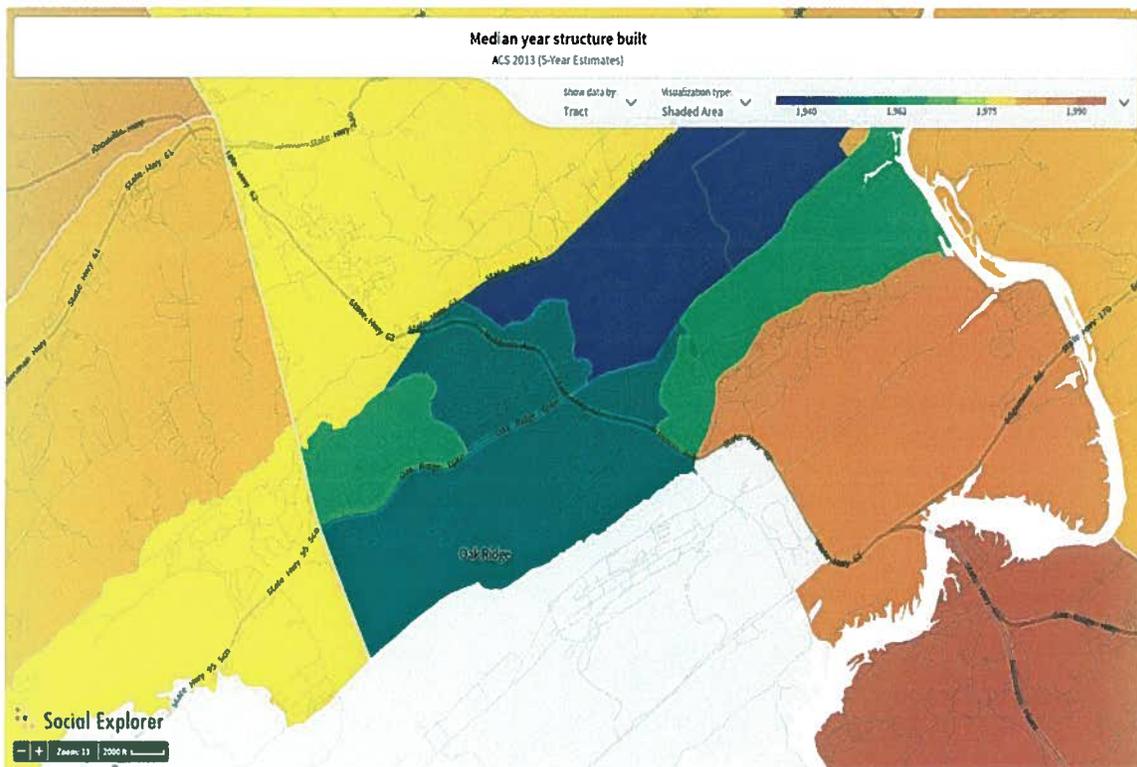
Housing by Type, 2013 (ACS 5-Year estimate)		
Type	Number	Percent
Boat, RV, van, etc.	0	0
Mobile home	68	0.5
20 or more units	978	6.8
10 to 19 units	862	6.0.2
5 to 9 units	524	3.7
3 or 4 units	718	5.0
2 units	786	5.5
1 unit, attached	441	3.1
1 unit, detached	9,914	69.4

Source: U.S. Census Bureau, 2013, American FactFinder (census.gov)

## Age and Condition

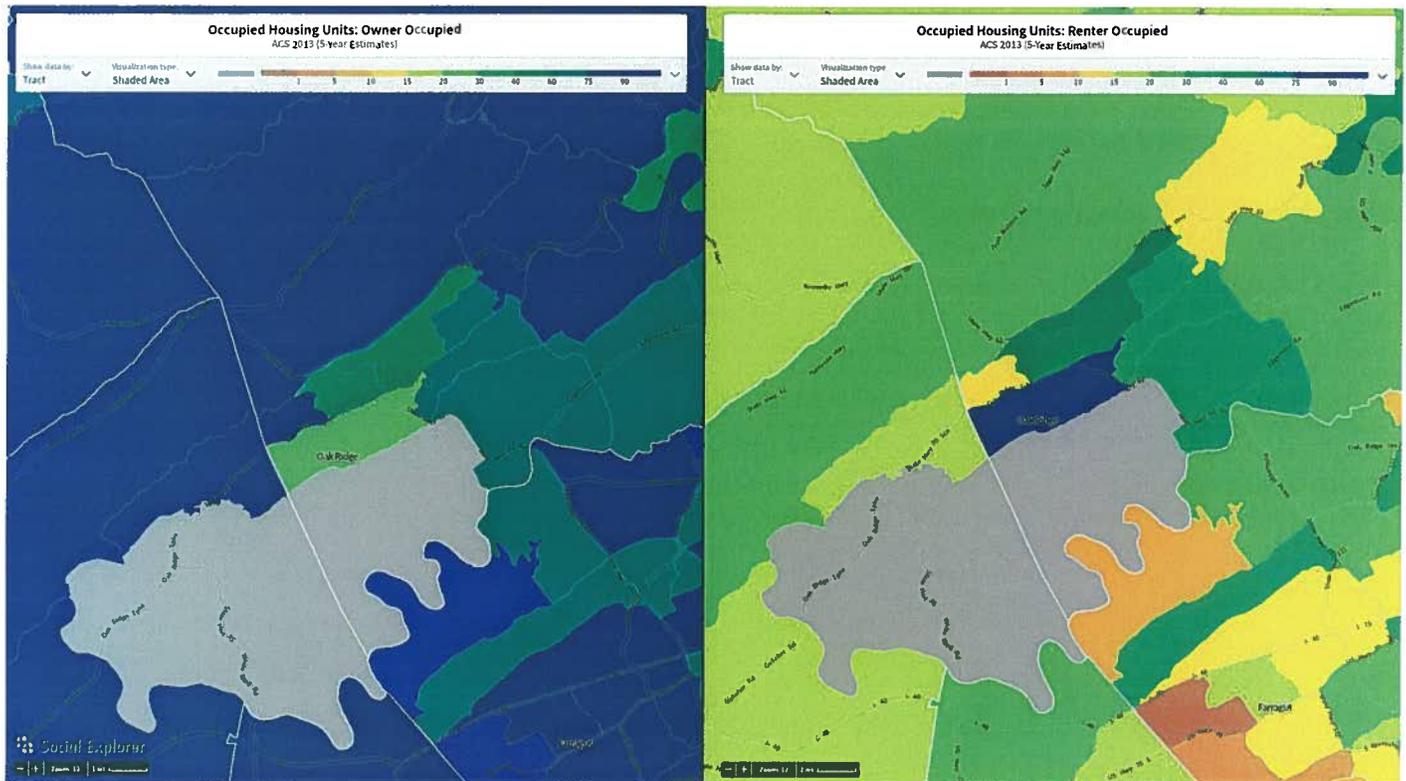
Over half of the total housing stock in Oak Ridge was built before 1960. With the exception of one census tract in the City where the homes were mostly built around 1988, the majority of all housing units in Oak Ridge were built before 1979. The age of the housing units throughout Oak Ridge presents many challenges for residents, including the potential for lead-based paint hazards and the need for significant financial investment in maintenance and updating (remodeling). The map below shows the median year a structure was built in each Census tract. This map displays that the median amount of structures built in Oak Ridge were built before 1990.

For low-income home owners, the necessary repairs to ensure safe and quality homes are frequently unaffordable, and deferred maintenance continues to deteriorate and depreciate houses throughout the City. Oftentimes, low-income rental housing cannot generate the revenue needed to make necessary improvements to structures without the owner having to raise the amount of rent charged, making it difficult for a low-income household to afford a place to live.



## Tenure

The 2013 ACS estimated homeownership rate for Oak Ridge was 61.6%, which was lower than the Anderson County average of 68.5%, the state average of 67.8% and the nationwide rate of 65.2%. The map below shows the distribution of the 7,642 homeowners throughout City on the left side (largest percentage of homeownership for an area is shaded blue) along with the thirty-eight and a half percent of residents that currently rent their homes (largest percent of rented homes shaded in blue). As shown, the largest percentages of rental properties are located in the central portion of the City, with over 77% of the 1450 units renter occupied.



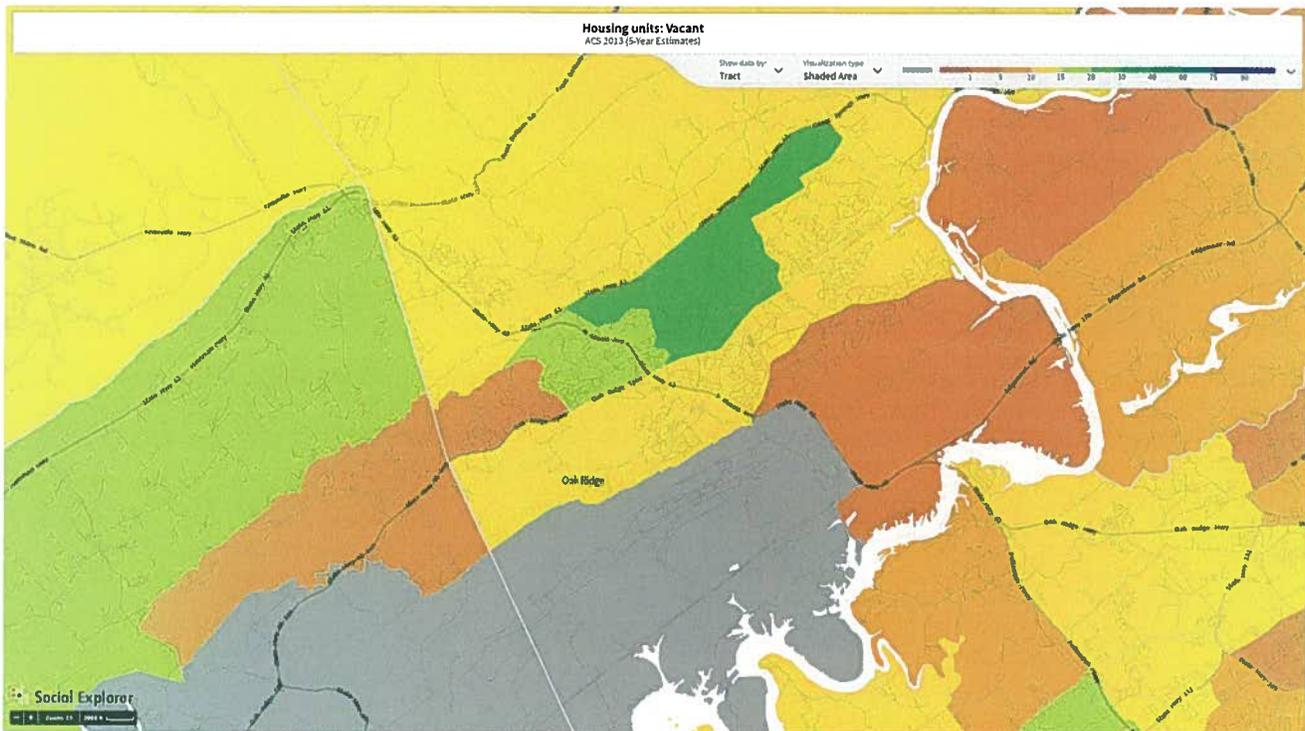
Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

## Vacant Units

The distribution of vacant properties throughout Oak Ridge indicates that the older a structure is within City limits, the more likely it is to be vacant. The Manhattan District Overlay (MDO) contains half of all the vacant homes in the city (seen in the map below shaded green). Properties throughout the United States are often vacant as a result of metropolitan-wide trends, such as sprawling development, consumer preference, job loss and demographic shifts. For the City of Oak Ridge, many historic structures are now vacant because their intended use as structures for temporary housing during the mid-1940s has ended. The modern, more transient housing market is not open to the amount of significant investment it would take to remodel these homes and ensure their marketability for individuals or families. Therefore, the City is left with several hundred historic structures that remain vacant because no substantial updating of the property has taken place, and their previous owner or occupant no longer resides there.

In terms of the amount of financial burden these vacant properties place on the City, the longer a property remains vacant or abandoned, the higher the cost of renovation or repurpose. The City still has a financial obligation to provide infrastructure like sewer and water to the properties regardless if they are vacant which places a financial burden on owner occupied residents throughout Oak

Ridge. Unfortunately, this trend has led to continued abandonment even after housing market conditions have somewhat improved.



Source: Oxford University Press, [www.socialexplorer.com](http://www.socialexplorer.com)

## Housing Costs

Households and families that pay more than 30 percent of their income for housing are considered cost burdened and could have difficulty being able to afford other necessities including food, clothing, transportation and medical care. The U.S. Department of Housing and Urban Development estimates that 12 million renter and homeowner households are now paying more than 50 percent of their annual income on their housing throughout the United States.

Currently, a household with one full-time worker earning the minimum wage cannot afford any local fair-market rent for a two bedroom apartment, including here in Oak Ridge. There are over 900 units in the City that exceed the 30 percent threshold, and 250 that exceed a 50 percent threshold, mostly concentrated in Anderson County's Census Tracts 204 and 205 (Highland View and West Village neighborhoods). However, as of the 2013 ACS, estimated monthly owner costs for housing throughout the City, on average, does not exceed 30 percent. Monthly owner costs are estimated from questions asked about the following:

- Mortgage
- Second mortgage and/or home equity loans
- Real estate taxes
- Homeowners insurance
- Any fees (condo, association, etc.)
- Mobile Home costs (if applicable)
- Utilities (electricity, gas, water, sewer and any other)

One way that housing can become more affordable for lower income, elderly and disabled households is through the U.S. Government's Housing Choice voucher program. This program

provides households the ability to afford decent, safe, and sanitary housing. Currently, 425 units throughout Oak Ridge participate in this program.

The table below helps to show similarities and differences between Oak Ridge and other CDBG Entitlement communities as well as neighboring counties, towns and cities in terms of housing values, rent and overall costs.

Comparison of Housing Values, Rents and Owner Costs, 2013					
Town/City/County	Median Household Income	Median Housing Value	Median Gross Rent	Median Monthly Owner Costs (with mortgage)	Median Monthly Owner Costs (w/out mortgage)
Oak Ridge	\$53,834.00	\$148,400.00	\$736.00	\$1,302.00	\$439.00
Cleveland	\$35,239.00	\$153,300.00	\$685.00	\$1,176.00	\$384.00
Morristown	\$33,217.00	\$110,700.00	\$633.00	\$965.00	\$351.00
Bristol	\$35,621.00	\$103,500.00	\$600.00	\$1,011.00	\$350.00
Anderson County	\$43,620.00	\$127,000.00	\$687.00	\$1,129.00	\$360.00
Farragut	\$95,877.00	\$317,100.00	\$1,119.00	\$1,933.00	\$463.00
Knoxville	\$33,595.00	\$117,000.00	\$734.00	\$1,085.00	\$367.00
Knox County	\$47,694.00	\$157,400.00	\$769.00	\$1,260.00	\$368.00

Source: <http://www.census.gov/quickfacts>

## VI. Mortgage Lending Trends

This section profiles the City's mortgage lending trends by reviewing data available through the Home Mortgage Disclosure Act (HMDA), maintained by the Federal Financial Institutions Examination Council (FFIEC). An overview of the number of mortgage loans issued and denied to individuals and households by race, gender and average income is provided.

In 2013, out of over 1500 loan applications that were submitted for properties throughout the City of Oak Ridge, approximately 800 loans were approved or originated. Eighty-five percent of those loans were granted to applicants who were identified on their applications as White, followed by 4.0% to applicants who were identified as Black or African American, 1.6% to applicants identified as Asian, 1.5% to applicants with Hispanic ethnicity, 0.3% or 2 loans to applicants who were identified as American Indian or Alaska Native and 0.3% or 2 loans to applicants who were identified as Native Hawaiian or other Pacific Islander. Around 5.0% of the approved applicants did not provide their race status on the loan application and 2.3% of approved applicants listed their race as Not Applicable.

Oak Ridge Housing Loans by Race/Ethnicity, 2013	
American Indian or Alaska Native	0.3%
Asian	1.68%
Black or African American	4.0%
Hispanic	1.5%
Native Hawaiian or Other Pacific Islander	0.3%
Race list as Not Applicable	2.3%
Race Not Provided	5.0%
Whites	85%

Source: <http://www.consumerfinance.gov/hmda/>

Within the available public data, 54.5% of home loans were granted to higher-income earners (\$65,000/year or more) and 41.3% were granted to middle-income earners in 2013 (between \$30,000 and \$62,999/year). Only 4.2% of the housing loans approved in 2013 were granted to lower-income earners (making at or below \$22,000 annually). Out of the 721 loan applications that provided annual income information, 608 applicants were approved for a loan on an owner-occupied property in the City that holds 1 to 4 families, with a median borrower income of approximately \$82,400/year and an approximate average loan amount of \$136,770.

From the table below, 41.0% of the housing loans in 2013 were granted to male and female co-borrowers, followed by 31.3% of loans to only male borrowers, 27.1% to only female borrowers, and 0.1% to borrowers who did not provide their gender or listed it as not applicable.

Housing Loans by Gender, 2013	
Housing loans by male and female co-borrowers	331
Housing loans by female borrowers only	179
Housing loans by male borrowers only	227
Percent of owner-occupied housing loans to male and female co-borrowers	41%
Percent of owner-occupied housing loans by female borrowers	27.1%
Percent of owner-occupied housing loans to male borrowers	31.3%
Percent owner-occupied housing loans by applicants who either did not provide gender information or listed gender as not applicable	0.1%

Source: <http://www.consumerfinance.gov/hmda/>

From available 2013 data, 259 applicants were denied by a financial institution for a housing loan to purchase property, make home improvements, or refinance their home in Oak Ridge. Another 257 applicants had their loan purchased by an institution. An additional 222 applicants were approved for a loan but decided to withdraw their application, did not accept the loan, or their application was closed due to it being incomplete. The majority of denials were due to credit history, followed by debt to income ratio.

Loan* Denials, 2013, n=259	
Race: Asian Applicants	1.2%
Race: Black or African American Applicants	12.4%
Ethnicity: Hispanic Applicants	1.2%
Race: White Applicants	73.4%
Gender: Female only applicant	24.3%
Gender: Male only applicant	34%
Gender: Male/Female co applicant	32.4%
Income: Above \$65,000/year	33%
Income: At or below \$22,000/year	14%
Income: Between \$30,000 and \$64,999/year	49%

\*Loan types consist of conventional, FHA-insured and VA guaranteed

Loans in Oak Ridge are typically purchased by the various institutions listed in the chart below.

Loan Purchasers for Oak Ridge , 2013 n=798	
Fannie Mae	23.1%
Freddie Mac	7.6%
Ginnie Mae	10.0%
Commercial Bank(s)	13.0%
Life insurance company, credit union, mortgage bank or finance company	9.3%
Other (Private or Affiliate Institution)	6.3%
Loan was not originated or was not sold in 2013	30.7%

## VII. Impediments to Fair Housing

The following impediments were identified:

### Impediment #1: Lack of awareness and education about Fair Housing laws and the process for discrimination complaints

Tenants are often uninformed or confused about discrimination and fair housing laws.

#### Recommended Actions:

- Display information about fair housing laws permanently on the City of Oak Ridge website
- Encourage managers of multi-family housing and landlords to distribute fair housing information
- Use existing points of contact (i.e., Realtors Association, Chamber of Commerce) to distribute Fair Housing information
- Encourage Oak Ridge Public Schools to continue to work with partners in educating children about fair housing through creative activities
- Continue declaring April as Fair Housing month and participate in regional fair housing conference provided by the Equality Coalition for Housing Opportunities (ECHO)
- Establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio);
- Continue an active Board of Building and Housing Code Appeals whereby charges of housing discrimination may be addressed
- Certification by the Mayor that the City of Oak Ridge affirmatively furthers fair housing.

### Impediment #2: Limited number of quality housing options for very low income families

There are limited suitable housing options for very low income families.

#### Recommended Actions:

- Continue to fund quality affordable housing projects using CDBG funds, and leverage those funds and potentially other government funds, to increase the variety and affordability of housing that is suitable for different types of households;

### Impediment #3: Accessibility issues for people with physical disabilities

Much of the available housing in Oak Ridge has yet to be updated with accommodations for the disabled.

#### Recommended Actions:

- Ensure that accessibility standards are being adhered to in new developments and encourage landlords and homeowners to work with the City in finding programs and opportunities to remodel existing developments to incorporate accessibility

#### **Impediment #4: No transitional housing is available for individuals and families who are in emergency or crisis situations**

There is no emergency shelter in Oak Ridge or Anderson County.

##### **Recommended Actions:**

- Assist in building partnerships to help gain funding to support a transitional housing program/facility for individuals and families;

#### **Impediment #5: No fixed public transportation options for citizens to access resources**

If residents need to travel to a location for a resource (work, school, grocery store), they have no way to get there if they do not own or have access to a privately owned vehicle.

##### **Recommended Actions:**

- Assist in finding innovative approaches to address public transportation needs and promote current public transportation options for citizens who need access to transportation.

### **VIII. Current Fair Housing Legal Status**

Oak Ridge residents who feel they have experienced discrimination can submit their complaints to the City through the Code Enforcement office. There is a Board of Building and Housing Code Appeals form attached to the end of this document that any person with a housing discrimination complaint can fill out and return to the City.

The Legal Aid Society is also a source for information in Oak Ridge in regards to handling fair housing complaints. Legal Aid provides free legal advice to people with low income and the Oak Ridge office may be able to assist clients with the following housing-related issues:

- Getting into public or Section 8 housing
- Being evicted from public or Section 8 housing
- Foreclosures and other home owner problems
- Renter problems, such as: landlord locking renter out, or cutting off lights, gas or water
- Unfair loans that lead homeowners into foreclosure
- Home owner counseling

There has been one formal fair housing complaint filed in Oak Ridge since 2012, however, this may be due to a lack of public awareness of fair housing laws. A representative from the Oak Ridge Legal Aid office stated that most of the fair housing complaints are discovered while discussing other issues. The most common complaint that is heard is a failure to accommodate people with disabilities, both emotional and physical. People with disabilities have been denied housing of his or her choice because of lack of accessibility and/or necessary design standards. This is typically due to unwillingness by landlords to make appropriate accommodations.

### **IX. Fair Housing Strategy:**

Recommended strategy for dealing with impediments:

1. The City government should continue to support fair housing by proclaiming, "April is Fair Housing Month," by formal City Council action and by input to the media. Participate in local fair housing events each April.
2. The City should continue to appoint members to the Board of Building and Housing Code Appeals whereby charges of housing discrimination may be addressed.

3. The City should continue to address the issue of emergency housing in a fair manner through its social service programs, implementation of its relocation policy and through referrals to private, state and federal programs.
4. The City's housing-related staff should seek out partnerships for fair housing training.
5. The City should distribute fair housing information and encourage schools to educate children about fair housing choice.
6. The City should make fair housing information easily accessible on the City's website (in other languages as well, such as Spanish, etc.) and establish a housing marketing plan for the City's housing programs to help increase awareness among protected classes, including the use of ethnic and local news/media sources (TV/radio/utility bills);
7. The City should support housing accessibility improvements.
8. The City should assist in helping secure appropriate funding for transitional and emergency housing.
9. The City should assist in finding additional ways (work with ETHRA and other social service agencies) to help residents travel to and from necessary resources.

## **X. Certification**

I, Mayor Warren Gooch, certify that the City of Oak Ridge, Tennessee will affirmatively further fair housing and that:

- This Analysis of Impediments to Fair Housing Choice was conducted by the City of Oak Ridge, Tennessee, in 2015, and this document is an accurate representation of the analysis process;
- The City of Oak Ridge will take appropriate actions as identified in this analysis; and
- The City of Oak Ridge will maintain records of this Analysis and the actions taken to overcome the impediments to fair housing choice.

\_\_\_\_\_  
Warren Gooch, Mayor of Oak Ridge, Tennessee

\_\_\_\_\_  
Date

CITY COUNCIL MEMORANDUM  
15-23

DATE: June 8, 2015  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: ECONOMIC DEVELOPMENT SERVICES AGREEMENTS WITH RAY EVANS AND STEVE JONES

Introduction

An item for City Council's consideration are two resolutions approving agreements with Ray Evans and Steve Jones for economic development services in an annual estimated amount of \$54,000.00 per contract for Fiscal Year 2016.

Funding

Funding will be included in the FY2016 Budget under Economic Development Activity for these services.

Consideration

*Ray Evans*

Since July 2012, City Council has approved one-year agreements (Resolutions 7-59-2012, 8-79-2013, and 6-49-2014) with Ray Evans to provide economic development support services to the City for projects assigned to Mr. Evans by the City Manager.

The contractual arrangement continues to be extremely helpful to the City Manager's Office and private sector developers. The City Manager has been able to rely on Mr. Evans' expertise to ensure timely responses by the City to inquiring developers. Throughout the course of the agreements, Mr. Evans has been instrumental in key projects, most notably the ownership transfer of Oak Ridge Main Street (formerly the Oak Ridge Mall), the completion of the Alexander Inn, and redevelopment of Jackson Square. Additionally, Mr. Evans continues to work with new property owner and private sector prospects who are interested in pursuing developments with the city.

In the coming year, some of Mr. Evans' main focus for economic development will include assistance specific to retail and public projects, implement improvements to Horizon Center Industrial Park developments, assist with riverfront developments, and assist with additional TIF projects.

The City Manager recommends continuing the contractual services with Mr. Evans for FY2016 for \$54,000.00, which represents a \$1,000 per month increase over last year's agreement.

*Steve Jones*

Since October 2013, City Council has approved agreements (Resolutions 10-101-2013 and 6-50-2014) with Steve Jones to provide economic development support services to the City for projects assigned to Mr. Jones by the City Manager specifically with a focus on industrial services and recruitment. Given the pace of city business, it has been advantageous to contract for additional help for economic development, not only for the City Manager, but also for Ray Evans.

Again, the contractual arrangement with Mr. Jones has been helpful to the City Manager's Office and the City Manager has also been able to rely on Mr. Jones to timely respond to developers.

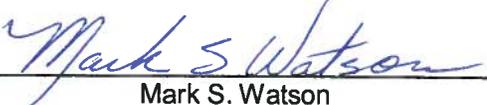
Some of Mr. Jones' main focus for economic development will include serving as the City's point-of-contact for industrial and commercial projects; communication with TVA, Innovation Valley, and State agencies; support for development of Horizon and Heritage Centers; and recruit and strategize with the City Manager on future enhancements to the City's industrial capacities, job diversification, and job creation.

Currently, Mr. Jones is working on several large projects, most notably continuing development of the Horizon Center, coordination of advance manufacturing projects, and other industrial properties. It is important that Mr. Jones continue his work with these projects in order to help advance the City's industrial developments.

The City Manager recommends continuing the contractual services with Mr. Jones for FY2016 for \$54,000.00, which represents a \$1,000 per month increase over last year's agreement.

Recommendation

Approval of the attached resolutions is recommended.

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

Attachments: Resolution and Proposed Agreement for Ray Evans  
Resolution and Proposed Agreement for Steve Jones

NUMBER \_\_\_\_\_

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 06-49-2014, City Council authorized an agreement with Ray Evans for economic development services in the amount of \$42,000.00 for Fiscal Year 2015; and

WHEREAS, this agreement expires on June 30, 2015; and

WHEREAS, economic activity continues to occur, with several large projects anticipated for the near future; and

WHEREAS, the City Manager recommends entering into an agreement with Mr. Evans for Fiscal Year 2016 for various economic development services, such as assistance specific to retail and public projects, implementation of improvements to Horizon Center Industrial Park developments, assistance with riverfront developments, and assistance with additional TIF projects.

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 the attached agreement for Fiscal Year 2016 with Ray Evans for economic development services in the amount of \$54,000.00.

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

This the 15th day of June 2015.

APPROVED AS TO FORM AND LEGALITY:

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

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

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**AGREEMENT**  
**(Economic Development Support Services)**

This Agreement entered into this 15th day of June 2015, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and Ray Evans, 107 Amanda Place, Oak Ridge, Tennessee 37830, hereinafter referred to as "Mr. Evans."

WITNESSETH:

WHEREAS, the City is in need of professional-level staff assistance in economic development support; and

WHEREAS, Mr. Evans is willing to, and is capable of, providing these services and has provided such services in the past to the City's satisfaction.

In consideration of the mutual promises of the parties hereto, the City and Mr. Evans do hereby agree as follows:

1. **SCOPE OF SERVICES**

Mr. Evans shall provide economic development support services to the City for projects assigned to Mr. Evans by Mark Watson, City Manager. Mr. Evans shall report to Mr. Watson. The scope of services includes, but is not limited to, the following:

- A. To assist and advise the City Manager on City-related details of proposed economic development projects in Oak Ridge, particularly retail and public projects.
- B. Initiate construction and contracts to implement the Jackson Square Tennessee Department of Transportation (TDOT) enhancement grant.
- C. Assist in the completion and development of the Kroger's Marketplace project as required.
- D. Coordinate and respond to out of town developers with necessary community information and with assistance to City contractor Steve Jones and the Oak Ridge Chamber of Commerce.
- E. Serve and assist the City Manager as City point person for project implementation issues with former Oak Ridge Mall properties and implementation of TIF Program.
- F. Advise the City Manager on strategic approaches for developing improved retail activity in Oak Ridge, sustainability of small businesses, and coordinate with City departments.
- G. Implement necessary improvements to Horizon Center Industrial Park Developments in support of the Industrial Development Board (IDB) as requested.
- H. Assist the City Manager on riverfront development projects.
- I. Conduct meetings with the City Manager at least bi-monthly.

All services, including but not limited to, work product and documents prepared or produced under this Agreement shall become the property of the City upon payment of compensation for the services.

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2015 and shall terminate on June 30, 2016, unless terminated earlier by the City under Section 13.

3. COMPENSATION

The total compensation to be paid to Mr. Evans by the City is estimated to not exceed \$54,000.00, which is based upon the City compensating Mr. Evans at a rate of \$4,500.00 per month for services rendered. Mr. Evans shall provide monthly summaries to the City Manager by email for services completed, which services must be completed to the City's satisfaction. Mr. Evans shall also meet in person with the City Manager no less than once every two weeks to discuss projects and services.

The City will not withhold any taxes from this payment as this is not an employment relationship. Mr. Evans will receive a 1099 from the City for these services.

4. ASSISTANCE FROM CITY

To assist Mr. Evans, the City shall furnish, without charge, copies of all available agreements, reports, regulations, technical data and other information reasonably requested by Mr. Evans relevant to the services to be provided by Mr. Evans. The City will be responsible for printing and postage costs associated with mailings conducted pursuant to the scope of services. The necessary City Department will coordinate with Mr. Evans for any assistance he may need to perform the services under this Agreement.

5. NO DISCRIMINATION

In performing the services under this Agreement, Mr. Evans shall not discriminate against any person because of race, color, religion, creed, sex, sexual orientation, national origin, age, disability or other legally protected status.

6. INSURANCE

Mr. Evans is responsible for obtaining his own liability and automobile insurance during the term of this Agreement.

7. INDEMNIFICATION

To the fullest extent permitted by all applicable laws and regulations, Mr. Evans hereby agrees to protect, indemnify and hold harmless the City and its employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of Mr. Evans.

8. AMENDMENTS

This Agreement may only be amended by a writing signed by both parties. No proposed amendment which is not in writing and executed by both parties shall effect the terms of this Agreement.

9. ASSIGNMENT

The service provided for hereunder may not be assigned in whole or in part without the prior written consent of the City.

10. COMPLIANCE WITH APPLICABLE LAWS

Mr. Evans shall comply with all applicable federal, state, county and local laws, ordinances, statutes, rules and regulations related to the performance of the services under this Agreement, and would be subject to all the same laws, ordinances, codes, and policies related to ethics and conflicts of interests as applies to regular city employees.

11. INDEPENDENT CONTRACTORS

The parties acknowledge that the relationship created under this Agreement is that of independent contracting parties and this Agreement does not create a general agency, joint venture, partnership, employment relationship or franchise between the parties. Neither party shall represent itself to be an agent of the other, nor shall it execute any documents or make any commitments to any contractual or other obligations with third parties

12. NOTICE

Any notice or other communication required or permitted under this Agreement shall be in writing and will be deemed given at the time it is deposited in the United States mail, postage paid, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given as follows:

To Mr. Evans:  
Ray Evans  
107 Amanda Place  
Oak Ridge, Tennessee 37830

To the City:  
Mark Watson, City Manager  
P. O. Box 1  
Oak Ridge, Tennessee 37831

Either party may change its address to which notices will be sent by a notice similarly sent.

13. TERMINATION

The City may terminate this Agreement at any time for any reason or no reason by giving written notice to Mr. Evans. In such event, the termination will be effective immediately. In the event of termination, the City shall compensate Mr. Evans as provided in Section 3 through the termination date.

14. GOVERNING LAW

This Agreement is governed by the laws of the State of Tennessee

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

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

\_\_\_\_\_  
Mayor

RAY EVANS

\_\_\_\_\_  
Signature

Approved by Resolution \_\_\_\_\_

**RESOLUTION**

A RESOLUTION TO APPROVE AN AGREEMENT WITH STEVE JONES FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$54,000.00.

WHEREAS, by Resolution 06-50-2014, City Council authorized an agreement with Steve Jones for economic development services in the amount of \$42,000.00 for Fiscal Year 2015; and

WHEREAS, this agreement expires on June 30, 2015; and

WHEREAS, economic activity continues to occur, with several large projects anticipated for the near future; and

WHEREAS, the City Manager recommends entering into an agreement with Mr. Jones for Fiscal Year 2016 for various economic development services, such as serving as the City's point-of-contract for industrial and commercial projects, support development of Horizon and Heritage Centers, and recruitment and strategize with the City Manager on future enhancements to the City's industrial capacities and job creation.

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 the attached agreement for Fiscal Year 2016 with Steve Jones for economic development services in the amount of \$54,000.00.

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

This the 15th day of June 2015.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warrant L. Gooch, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**AGREEMENT**  
**(Economic Development Support Services)**

This Agreement entered into this 15th day of June 2015, between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and James S. (Steve) Jones, 320 Maple Street, Clinton, Tennessee 37716, hereinafter referred to as "Mr. Jones."

WITNESSETH:

WHEREAS, the City is in need of professional-level staff assistance in economic development support; and

WHEREAS, Mr. Jones is willing to, and is capable of, providing these services and has provided such services in the past to the City's satisfaction.

In consideration of the mutual promises of the parties hereto, the City and Mr. Jones do hereby agree as follows:

1. **SCOPE OF SERVICES**

Mr. Jones shall provide economic development support services to the City for projects assigned to Mr. Jones by Mark Watson, City Manager. Mr. Jones shall report to Mr. Watson. The scope of services includes, but is not limited to, the following:

- A. To assist and advise the City Manager on recruitment and solicitation of proposed economic development projects and those related to UPF, SMRs and industrial related projects.
- B. Engage in implementation of CVMR industry to Oak Ridge from Canada.
- C. Serve as a City point-of-contact for industrial and commercial projects in Oak Ridge.
- D. Recruit and visit potential clients when necessary and approved by the City Manager.
- E. Serve as a City liaison and contact point to State agencies and regional economic development officials engaged in recruitment in East Tennessee/Oak Ridge area.
- F. Support development of Horizon and Heritage Centers through assessments of infrastructure needs, financial impact modeling, and identifying eligible grant programs.
- G. Coordinate with the City's Government Affairs Information Services Director about any necessary programs or regulatory assistance and.
- H. Coordinate any successful recruitments with Ray Evans, a consultant for the City, on future details required by the recruited company to construct and locate in Oak Ridge.
- I. Strategize with the City Manager on future ways to enhance City industrial capacities, stimulate job creation, and diversify industrial/commercial capacities.
- J. Submit RFPs to State economic inquiries.

All services, including but not limited to, work product and documents prepared or produced under this Agreement shall become the property of the City upon payment of compensation for the services. Further, Mr. Jones, consultant, shall be allowed during this period to work in a consulting capacity with other entities that have no conflict of interest with the City of Oak Ridge.

2. COMMENCEMENT

The services under this Agreement shall commence on July 1, 2015 and shall terminate on June 30, 2016, unless terminated earlier by the City under Section 13.

3. COMPENSATION

The total compensation to be paid to Mr. Jones by the City is estimated to not exceed \$54,000.00, which is based upon the City compensating Mr. Jones at a rate of \$4,500.00 per month for services rendered. Mr. Jones shall provide monthly summaries to the City Manager by email for services completed, which services must be completed to the City's satisfaction. Mr. Jones shall also meet in person with the City Manager no less than once every two weeks to discuss projects and services.

The City will not withhold any taxes from this payment as this is not an employment relationship. Mr. Jones will receive a 1099 from the City for these services.

4. ASSISTANCE FROM CITY

To assist Mr. Jones, the City shall furnish, without charge, copies of all available agreements, reports, regulations, technical data and other information reasonably requested by Mr. Jones relevant to the services to be provided by Mr. Jones. The City will be responsible for printing and postage costs associated with mailings conducted pursuant to the scope of services. The necessary City Department will coordinate with Mr. Jones for any assistance he may need to perform the services under this Agreement.

5. NO DISCRIMINATION

In performing the services under this Agreement, Mr. Jones shall not discriminate against any person because of race, color, religion, creed, sex, sexual orientation, national origin, age, disability or other legally protected status.

6. INSURANCE

Mr. Jones is responsible for obtaining his own liability and automobile insurance during the term of this Agreement.

7. INDEMNIFICATION

To the fullest extent permitted by all applicable laws and regulations, Mr. Jones hereby agrees to protect, indemnify and hold harmless the City and its employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of Mr. Jones.

8. AMENDMENTS

This Agreement may only be amended by a writing signed by both parties. No proposed amendment which is not in writing and executed by both parties shall effect the terms of this Agreement.

9. ASSIGNMENT

The service provided for hereunder may not be assigned in whole or in part without the prior written consent of the City.

10. COMPLIANCE WITH APPLICABLE LAWS

Mr. Jones shall comply with all applicable federal, state, county and local laws, ordinances, statutes, rules and regulations related to the performance of the services under this Agreement, and would be subject to all the same laws, ordinances, codes, and policies related to ethics and conflicts of interests as applies to regular city employees.

11. INDEPENDENT CONTRACTORS

The parties acknowledge that the relationship created under this Agreement is that of independent contracting parties and this Agreement does not create a general agency, joint venture, partnership, employment relationship or franchise between the parties. Neither party shall represent itself to be an agent of the other, nor shall it execute any documents or make any commitments to any contractual or other obligations with third parties.

12. NOTICE

Any notice or other communication required or permitted under this Agreement shall be in writing and will be deemed given at the time it is deposited in the United States mail, postage paid, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given as follows:

To Mr. Jones:  
Steve Jones  
320 Maple Street  
Clinton, Tennessee 37716

To the City:  
Mark Watson, City Manager  
P. O. Box 1  
Oak Ridge, Tennessee 37831

Either party may change its address to which notices will be sent by a notice similarly sent.

13. TERMINATION

The City may terminate this Agreement at any time for any reason or no reason by giving written notice to Mr. Jones. In such event, the termination will be effective immediately. In the event of termination, the City shall compensate Mr. Jones as provided in Section 3 through the termination date.

14. GOVERNING LAW

This Agreement is governed by the laws of the State of Tennessee

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

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

\_\_\_\_\_  
Mayor

JAMES S. (STEVE) JONES

\_\_\_\_\_  
Signature

Approved by Resolution \_\_\_\_\_

CITY COUNCIL MEMORANDUM  
15-22

DATE: June 8, 2015  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: OAK RIDGE CONVENTION AND VISITORS BUREAU CONTRACT – FY2016

Introduction

An item for City Council's consideration is a resolution approving a contract between the City and the Oak Ridge Convention and Visitors Bureau (CVB) for tourism promotion in Oak Ridge for Fiscal Year 2016 (FY2016) in an amount not to exceed \$325,000.00.

Funding

The funding source for this contract is hotel/motel occupancy tax collects.

Background

By Resolution 7-77-2014, City Council extended (through October 30, 2014) the FY2014 contract between the City and the CVB for the promotion of tourism in Oak Ridge in an amount not to exceed \$100,000.00. During the extension period, the City Manager and the CVB Executive Director met to develop a new contract for the remainder of FY2015 and the contract was approved by City Council through Resolution 10-106-2014 in an amount not to exceed \$225,000.00. The current contract expires on June 30, 2015.

The City Manager and the CVB Executive Director have developed a contract for promotion of tourism in Oak Ridge for FY2016. The attached contract sets forth the provisions that were agreed to by the CVB and the City Manager for City Council's consideration and approval. Funding for the contract for FY2016 is an amount not to exceed \$325,000.00.

Recommendation

Approval of the attached resolution is recommended.

  
Mark S. Watson

Attachment: Resolution and Proposed Contract

NUMBER \_\_\_\_\_

**RESOLUTION**

A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 (FISCAL YEAR 2016) IN AN AMOUNT NOT TO EXCEED \$325,000.00.

WHEREAS, the City of Oak Ridge has appropriated funds for Fiscal Year 2016 for a contract with the Oak Ridge Convention and Visitors Bureau to promote tourism in Oak Ridge; and

WHEREAS, the City and the Oak Ridge Convention and Visitors Bureau desire to enter into a contract to set forth the responsibilities and obligations of the parties and to provide measures of performance and accountability for the funds so appropriated.

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

That the attached contract between the City of Oak Ridge and the Oak Ridge Convention and Visitors Bureau for the provision of services and materials to promote tourism in Oak Ridge for the period July 1, 2015 through June 30, 2016, is hereby approved; said contract in an amount not to exceed \$325,000.00.

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

This the 15th day of June 2015.

APPROVED AS TO FORM AND LEGALITY:

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

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

\_\_\_\_\_  
Diana R. Stanley, City Clerk

## CONTRACT

This Contract entered into this 1st day of July, 2015 by and between the City of Oak Ridge, Tennessee, hereinafter referred to as the "City," and the Oak Ridge Convention and Visitors Bureau, hereinafter referred to as the "CVB."

In consideration of the mutual covenants and conditions hereinafter contained, the City and the CVB hereby contract and agree as follows:

### 1.0 Term

- 1.1 This Contract shall be for a term of twelve (12) months commencing July 1, 2015 through June 30, 2016.

### 2.0 CVB Requirements and Objectives

The CVB shall:

- 2.1 Show at least a 1% increase in collected city hotel tax revenue by the end of the contract term compared to that collected for the previous fiscal year.
- 2.2 Determine separate occupancy rates for tourism, government and business visitors, respectively. Additionally, the CVB shall determine occupancy rates during weekdays compared to weekends.
- 2.3 Generate revenue in addition to and exclusive of any funds provided by the City as described herein by the end of the contract term. These funds shall be equal to or greater than 3.0% of the total amount of funds allocated by the City.
- 2.4 Develop tactics as part of the CVB's strategic plan that will be used to achieve CVB goals as needed.
- 2.4.1 To achieve objective 2.4, the CVB Executive Director will plan and execute at least two (2) working meetings with the City Manager by September 1, 2015 and February 1, 2016.
- 2.5 Implement one (1) other measure of economic activity related to tourism in Oak Ridge.

The CVB shall emphasize and prioritize the following actions to achieve the above objectives:

- 2.6 Develop a unique brand and marketing position for Oak Ridge that will aim to unite Oak Ridge's various messages and news into one common format. The CVB will create a "voice" for Oak Ridge to promote its positive attributes to visitors.
- 2.7 Prioritize promotion of local events that increases the number of overnight visitors to Oak Ridge's hotels/motels.
- 2.8 Provide advice and assistance with coordination of events conducted by businesses, non-profit organizations and governmental agencies within Oak Ridge and Anderson-Roane Counties.
- 2.9 Identify, develop and use multimedia and social networking facilities to maximize and promote Oak Ridge as a venue for premier events and activities including but not limited to those identified in the UT-MBA study prepared for the City in 2013.

- 2.10 Identify and budget (less than \$10,000.00) for minor but impactful improvements that will enhance business and hotel/motel industry and their associated promotions.
- 2.11 Shall develop projects within its strategic plan to exploit the SMERF (Social, Military, Educational, Religious, Fraternal) market both locally and regionally.
- 2.12 Shall coordinate with local sports programs to promote events that draw in out-of-town visitors.

### 3.0 Monitoring and Reporting Requirements

- 3.1 For the purposes of monitoring and reporting, the CVB shall provide to the City periodic reports addressing progress toward strategic goals on September 15, 2015; December 15, 2015; March 15, 2016 and June 15, 2016.
- 3.2 The CVB shall submit an annual financial report, which will be audited by the City, to summarize expenditure of City funds and a statement of cash position, by July 31, 2016.

### 4.0 Availability of Documents for Inspection

- 4.1 All CVB documents and reports pertaining to this Contract shall be available for inspection by the City Manager or the City Manager's duly authorized designee and shall be made available for inspection following written request. The CVB shall allow the inspection within a reasonable timeframe, but no later than seven (7) business days from receipt of the request.
- 4.2 The CVB shall maintain records in such a manner as to enable the City and/or the City's auditors to audit the expenditures for compliance with this Contract during regular City business hours.

### 5.0 Compensation to CVB for Services Rendered

- 5.1 The City shall pay the CVB \$325,000.00 for each year of the term of the contract, in exchange the services specifically defined in Section 2.0 of this Contract. The City will pay the CVB in installments as follows provided the periodic reports required by Section 3.0 above have been submitted: \$68,750.00 on or about September 30, 2015; \$68,750.00 on or about December 31, 2015; \$93,750.00 on or about March 31, 2016; and \$93,750.00 on or about June 30, 2016. For purposes of cash flow and business management, the CVB shall have a goal of a thirty-day reserve for payroll and expenses.
- 5.2 Conditions:
  - 5.2.1. The City may provide cash advances, not to exceed the total amount indicated in Section 5.1, to the CVB through a written request procedure and approval from the City Manager, at the City Manager's discretion, with concurrence by the City Council.
  - 5.2.2. The CVB may request budget revisions in writing. Any City approval of budget revisions shall be made in writing.
  - 5.2.3. CVB Staff: The CVB shall pay its employees under this Contract, not including volunteers, at least the federal minimum wage. The CVB shall not increase its employees' salaries to an extent greater than the salary increases allowed by the City for its employees during the same fiscal year.

- 5.2.4. Anti-Discrimination: In carrying out the work of this Contract, the CVB shall not discriminate against any employee or applicant for employment because race, color, religion, creed, sex, sexual orientation, national origin, age, disability or any other legally protected status.
- 5.2.5 If, through any cause, the CVB shall fail to fulfill in a timely and proper manner the obligations under this Contract, or if the CVB shall violate any of the covenants, agreements, or stipulations of this Contract, the CVB shall provide satisfactory explanation to the City Manager before the next partial payment is made.
- 5.2.6 Any expenditure desired to be made that is outside of the scope of this Contract shall receive prior concurrence of the City Manager in writing.

## 6.0. Termination

- 6.1. If, through any cause, the CVB shall fail to fulfill the obligations under this Contract, or if the CVB shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the CVB of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
- 6.2. In that event, all finished and unfinished documents and other materials prepared by the CVB under this Contract shall, at the option of the City, become its property and the CVB shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials, any such amount not to exceed the City's budgeted amount under this Contract.
- 6.3. Notwithstanding the above, the CVB shall not be relieved of liability by the City by virtue of any breach of the Contract by the CVB, and the City may withhold any payments to the CVB for the purpose of off-set until such time as the exact amount of damages due the City from the CVB is determined.

## 7.0. Contract Representatives

- 7.1. The CVB's contact person for this Contract shall be the CVB's Executive Director and/or his or her duly authorized designee.
- 7.2 The City's contact person for this Contract shall be the City Manager and/or the City Manager's duly authorized designee.

## 8.0. Communications

- 8.1 Any suggested changes in the CVB's scope of work shall be presented to the CVB's Board of Directors, in writing, for consideration and approval.
- 8.2 The CVB Executive Director and the City Manager shall schedule a joint meeting with the CVB Board of Directors and City Council before January 30, 2016 to provide a mid-year performance report and discussion.

## 9.0 Assignment

The CVB may utilize the services of specialty subcontractors for those services which, under normal contracting practices, are performed by specialty subcontractors. Except as set forth for specialty subcontractors, the CVB's obligations under this Contract may not be assigned in whole or in part without the prior written consent of the City Manager, which consent shall not be

unreasonably withheld. Nothing contained in this Contract shall create any contractual relation between any subcontractor and the City.

10.0. Governing Law

This Contract is governed by the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written, the City of Oak Ridge, by its Mayor, by authority duly given.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

OAK RIDGE CONVENTION AND VISITORS  
BUREAU

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors Chairperson

\_\_\_\_\_  
Date

Approved by Resolution \_\_\_\_\_

# CONSENT AGENDA

**MINUTES OF THE  
OAK RIDGE CITY COUNCIL**

June 1, 2015

The regular meeting of the City Council of the City of Oak Ridge convened at 7:00 p.m. on June 1, 2015, in the Courtroom of the Municipal Building with Mayor Pro Tem Ellen D. Smith presiding.

**INVOCATION**

The Invocation was delivered by Pastor Robert May, Oak Ridge Bible Church.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Mr. Bill Polfus.

**ROLL CALL**

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

Mayor Warren L. Gooch was absent.

Also present were Mark S. Watson, City Manager; Kenneth R. Krushenski, City Attorney; Janice E. McGinnis, Finance Director; and Diana R. Stanley, City Clerk.

**APPEARANCE OF CITIZENS**

Ms. Anne Garcia Garland, 120 Outer Drive, spoke regarding the support and progress of a Senior Center in Oak Ridge.

Mr. Martin McBride, 954 West Outer Drive, commented about the economic impact that Department of Energy (DOE) residency has in Oak Ridge and requested that DOE officials speak to city officials regarding a residency requirement.

**PROCLAMATIONS AND PUBLIC RECOGNITIONS**

*A proclamation designating June 15 through June 21, 2015 as "Men's Health Week."*

Councilmember Chinn moved, seconded by Councilmember Hope that the proclamation be adopted.

The proclamation was adopted by unanimous voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, and Mayor Pro Tem Smith voting "Aye."

No one was in attendance to accept the proclamation for "Men's Health Week."

**SPECIAL REPORTS**

**FY 2016 Budget Presentations**

*Presentation of the City of Oak Ridge's FY 2016 Proposed Budget by Mr. Mark S. Watson, City Manager.*

The City Manager presented an overview of the City's proposed FY 2016 Budget. The budget presentation included highlights on the progress of city development; a breakdown of major city funds, including the fund request of the schools; strategic views of the proposed allocations; improved communication and coordination of the City and the School; Capital Project Allocations; description of the General Fund Allocation; property tax assessments; personnel; and economic development.

Following the presentation, the City Manager responded to inquiries of the City Council.

*Presentation of the Oak Ridge School's FY 2016 Proposed Budget by Mr. Keys Fillauer, Board of Education Chairman.*

Board of Education Chairman Keys Fillauer presented an overview of the Oak Ridge School's FY 2016 proposed budget, which included the Seven Keys to College and Career Readiness, additional investments regarding personnel salary, and a breakdown of allocations for proposed personnel additions.

Following the presentation, Chairman Fillauer responded to inquiries of the City Council.

### **CONSENT AGENDA**

Councilmember Chinn moved, seconded by Councilmember Callison to approve the Consent Agenda as presented. The motion was approved by unanimous voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, and Mayor Pro Tem Smith voting "Aye," thereby:

- Approving the February 9, 2015 City Council meeting minutes.
- Approving the May 11, 2015 City Council meeting minutes.

### **RESOLUTIONS**

#### **Resolution No. 06-50-2015**

**A RESOLUTION AMENDING RESOLUTION 07-64-2014 INCREASING THE FUNDING ALLOCATED TO THE BLANKENSHIP FIELD PARKING LOT PROJECT TO \$275,000.00 AND AWARDING A CONTRACT (FY2015-268) TO ROGERS GROUP INC., OAK RIDGE, TENNESSEE FOR THE CONSTRUCTION OF IMPROVEMENTS TO THE BLANKENSHIP FIELD PARKING LOT IN THE ESTIMATED AMOUNT OF \$264,791.00.**

Councilmember Hensley moved, seconded by Councilmember Chinn to approve the resolution.

City Council and City Staff discussed the scope of the project, including the specifics, such as specialized asphalt, strict time frame for completion of the project, and the order the revitalization projects were being pursued.

Ms. Anne Garcia Garland, 120 Outer Drive, expressed her concern over the sequence of construction work being completed prior to the revitalization of Blankenship Field.

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

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

#### **First Reading of Ordinances**

(NONE)

### **FINAL ADOPTION OF ORDINANCES**

(NONE)

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

Elections/Appointments

*Confirmation of Nomination Dr. Thomas L. Clary, III by the Oak Ridge Utility District Board of Commissioners for a five-year term beginning July 1, 2015.*

Councilmember Hope moved, seconded by Councilmember Hensley to confirm the nomination of Dr. Thomas L. Clary, III, by acclamation. The motion was approved by unanimous voice vote with Councilmembers Baughn, Callison, Chinn, Hensley, Hope, and Mayor Pro Tem Smith voting “Aye.”

Announcements

Councilmember Hensley announced that the Oak Ridge Land Bank Corporation Board of Directors had received an offer, the board's asking price, for 175 West Outer.

Scheduling

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

**SUMMARY OF CURRENT EVENTS**

**CITY MANAGER'S REPORT**

The City Manager explained that the City of Knoxville and City of Huntsville had been awarded the Tennessee Valley Authority (TVA) Extreme Makeover, but that a possibility existed for a second round of funding for the program. Additionally, the City Manager stated that Mayor Gooch had requested that he inform City Council that the Mayor had received a communication from MTAS regarding the Professional Services Agreement for the review of the Oak Ridge Police Department and that material would be submitted to the City Council in the near future.

**CITY ATTORNEY'S REPORT**

**ADJOURNMENT**

The meeting adjourned at 8:45 p.m.

Diana R. Stanley, City Clerk  
CITY OF OAK RIDGE, TENNESSEE

**FIRE DEPARTMENT MEMORANDUM**  
HQ-15-08

**DATE:** June 4, 2015  
**TO:** Mark S. Watson, City Manager  
**FROM:** Darryl Kerley, Fire Chief  
**SUBJECT: TEMA - DOE 2015 GRANT AWARD**

Introduction

An item for City Council's consideration is the accompanying resolution authorizing the City to accept \$16,000 grant from the Department of Energy through the Tennessee Emergency Management Agency for on-site and off-site emergency response planning, training and public notification/communication equipment.

Funding

There is no "local match" specified in the terms of the grant contract, these funds will be used to enhance the off-site response to a DOE site emergency by the City of Oak Ridge.

Review

The terms of the grant contract are broad enough to allow our continued support of DOE off site response and we have received TEMA approval to use the grant funds in support of our city wide disaster drill scheduled for later this year. Last year's funds (\$16,000) were used to purchase communication equipment for the fire department emergency operations center.

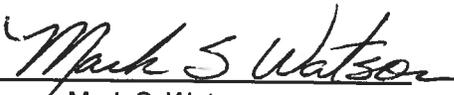
Recommendation

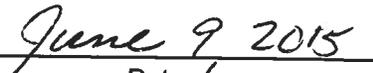
Staff recommends acceptance of the attached resolution.

  
\_\_\_\_\_  
Darryl Kerley, Fire Chief

**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 TO ACCEPT A \$16,000.00 EMERGENCY MANAGEMENT GRANT FROM THE STATE OF TENNESSEE, DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY (TEMA) FOR OFF-SITE EMERGENCY PLANNING AND RESPONSE.

WHEREAS, the City has determined that emergency management planning and response is in the best interest of its citizens; and

WHEREAS, the United States Department of Energy makes grant funds available to local jurisdictions through the State of Tennessee, Department of Military, Tennessee Emergency Management Agency (TEMA); and

WHEREAS, the City is eligible to receive \$16,000.00 in grant funds from TEMA; and

WHEREAS, said grant requires no local matching funds; and

WHEREAS, the City Manager recommends acceptance of said grant.

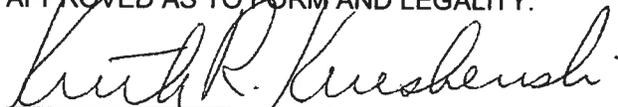
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and a grant from the State of Tennessee, Department of Military, Tennessee Emergency Management Agency for United States Department of Energy pass-through funding for on-site and off-site emergency response planning, notification and equipment, in the amount of \$16,000.00, is hereby accepted.

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

This the 15<sup>th</sup> day of June 2015.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

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

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**FINANCE MEMORANDUM**

**15-09**

**DATE:** June 9, 2015  
**TO:** Mark S. Watson, City Manager  
**FROM:** Janice E. McGinnis, Finance Director  
**SUBJECT:** JD EDWARDS SOFTWARE ANNUAL MAINTENANCE

Introduction

An item for City Council's consideration is a renewal of the annual maintenance agreement with Oracle in the estimated amount of \$25,685 for the JD Edwards financial software system utilized by the City. Oracle purchased the JD Edwards software systems in 2005.

Funding

Funding is provided through the Equipment Replacement Rental Fund from user charges from the City Funds that utilize the software.

Background

The City purchased the JD Edwards software package in 1986. The software's last major update was in 1999. Systems maintained on JD Edwards include general ledger, accounts payable, purchasing, work order and warehousing/inventory. The maintenance agreement cost last fiscal year was \$24,936.

Recommendation

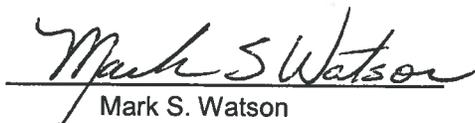
The maintenance agreement provides ongoing technical support of the system. The City is currently looking to replace the JD Edwards software package and also to replace in-house developed programs, such as utility billing, with an external software package(s). Technical support is needed to maintain and support existing functions, modifications and external interfaces with JD Edwards as well provide technical support as the City migrates through the software conversion process. Additionally, the Information Services Department recommends continuation of the annual maintenance agreement.

Attachment

  
Janice E. McGinnis

**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 WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO ORACLE AMERICA, INC., DALLAS, TX, FOR FURNISHING OF ANNUAL MAINTENANCE SERVICES FOR THE FINANCIAL SOFTWARE SYSTEM UTILIZED BY THE CITY OF OAK RIDGE FOR FISCAL YEAR 2016 IN THE ESTIMATED AMOUNT OF \$25,685.00.

WHEREAS, the City of Oak Ridge has need for certain routine materials, equipment and services during Fiscal Year 2016 (July 1, 2015 through June 30, 2016) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, the City of Oak Ridge purchased their financial software system, formerly known as JD Edwards, in 1986; and

WHEREAS, Oracle America, Inc. purchased the JD Edwards Software Systems in 2005; and

WHEREAS, the financial software system includes general ledger, accounts payable, purchasing, work order and warehousing/inventory; and

WHEREAS, technical support is needed to maintain and support existing functions, modifications, and external interfaces with the financial software system, as well provide technical support as the City migrates through the software conversion process; and

WHEREAS, due to the age of the financial software system, city staff recommends utilizing the original company familiar with the complexities of the financial system; and

WHEREAS, the City Manager recommends that competitive bids be waived and award be made to Oracle America, Inc.

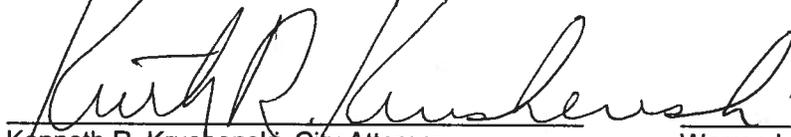
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Oracle America, Inc.; P.O. Box 203448; Dallas, TX 75320-3448 for the furnishing of annual maintenance services to the financial software system in the estimated amount of \$25,685.00.

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

This the 15<sup>th</sup> June 2015.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**FINAL ADOPTION  
OF  
ORDINANCES**

**CITY COUNCIL MEMORANDUM**  
**15-21**

DATE: June 2, 2015

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: AMENDMENT TO THE MUNICIPAL FINANCE AND TAXATION SECTION OF THE CODE OF ORDINANCES

Introduction

An item for City Council's approval is an amendment to the "Municipal Finance and Taxation" section of the Code of Ordinance to allow the Council at the request of the City Manager and the Finance Director to modify by resolution the due date and delinquent date of City taxes when the state or county re-appraisal timetable for any fiscal year falls behind the City's due date and delinquent date.

Background

The City of Oak Ridge has previously amended and adopted changes in the "due date and delinquency date" of property taxes owed to the City. The current ordinance establishes that taxes shall become due and payable on July 1 of each year and delinquent after August 31 of each year. The purpose of the amendment is to allow a procedure to establish and re-establish due dates and delinquency dates by resolution for purposes of collecting property taxes in the City of Oak Ridge. Adoption will avoid an amendment process each time some unforeseen delay causes adjustments in the collection cycle.

Given current delays with tax appraisals coming out of the Roane County portion of Oak Ridge, the current ordinance requires an amendment because of specific datelines. The attached ordinance amendment will maintain the current schedules in future years and will allow amendments to occur in problematic years.

Recommendation

Approval of the attached ordinance is recommended.

  
Mark S. Watson

Attachment

TITLE

AN ORDINANCE TO AMEND TITLE 5, TITLED "MUNICIPAL FINANCE AND TAXATION," CHAPTER 1, TITLED "MISCELLANEOUS," OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE," BY DELETING SECTION 5-102, TITLED "WHEN DUE, DELINQUENT," AND SUBSTITUTING THEREFOR A NEW SECTION 5-102, WITH THE SAME TITLE, TO ALLOW COUNCIL, AT THE REQUEST OF THE CITY MANAGER AND FINANCE DIRECTOR, TO MODIFY, BY RESOLUTION, THE DUE DATE AND DELINQUENT DATE OF CITY TAXES WHEN THE STATE OR COUNTY RE-APPRAISAL TIMETABLE FOR ANY FISCAL YEAR FALLS BEHIND THE CITY'S DUE DATE AND DELINQUENT DATE.

WHEREAS, by City Code Section 5-102, taxes are due on July 1 each year and become delinquent after August 31 of each year; and

WHEREAS, the City desires to address problems which arise when the County and State re-appraisals fall behind the City's schedule for tax due date and delinquent date as is currently being experienced in the State Five-Year Re-Appraisal Program; and

WHEREAS, said change will allow the City Council to adopt a resolution to re-establish the City's due date and delinquent date when the State and County reappraisal schedule is not timely completed.

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

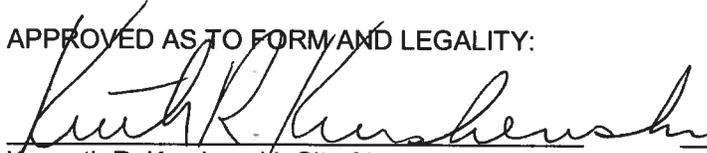
Section 1. Title 5, titled "Municipal Finance and Taxation," Chapter 1, titled "Miscellaneous," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended by deleting Section 5-102, titled "When Due, Delinquent," and substituting therefor a new Section 5-102, with the same title, to change the due date and delinquent date for taxes which new section shall read as follows:

Section 5-102. When Due, Delinquent

The taxes levied and assessed under Section 5-102 of this chapter shall become due and payable on the first day of July each year for the then-current calendar year and shall become delinquent after the thirty-first day of August of each year. In the event that State and/or County appraisal processes and implementation timetables impact Section 5-102, the Finance Director, with the approval of the City Manager, shall present a modified schedule for tax due date and delinquent date which shall be approved by Resolution of the City Council.

Section 2. This Ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Diana R. Stanley, City Clerk

First Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_