

**AGENDA
CITY OF MORRISTOWN, TENNESSEE
CITY COUNCIL MEETING
AUGUST 4, 2015 – 5:00 P.M.**

1. CALL TO ORDER

Mayor Gary Chesney

2. INVOCATION

Rev. Don Lamb, Chaplain Morristown Fire Department

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL OF MINUTES

1. July 21, 2015

6. PROCLAMATIONS/PRESENTATIONS

**7. CITIZEN COMMENTS ABOUT AGENDA ITEMS ONLY
(Other than items scheduled for public hearing.)**

8. OLD BUSINESS

8-a. Public Hearings & Adoption of Ordinances/Resolutions

9. NEW BUSINESS

9-a. Resolutions

9-b. Introduction and First Reading of Ordinances

9-c. Awarding of Bids/Contracts

1. Approve Joint Proposal between the Morristown-Hamblen GIS Group (MHGIS) and USGS National Geospatial Technical Operations Center (NGTOC) for Light Detection and Ranging (LiDAR) Data and the Production of Digital Elevation Models (DEMs). MHGIS will provide \$33,642.38 through a signed Joint Funding Agreement.
2. Purchase of Inspection Department Vehicle:
 - a. One (1) Dodge 1500 4X4 Tradesman V8 Gas Half Ton Regular Cab from TT of Columbia in the amount of \$25,206.00.

3. Purchase of Police Department Vehicle(s):
 - a. One (1) Dodge 1500 Special Service Vehicle Crew Cab 4X4 from TT of Columbia in the amount of \$32,745.64.
 - b. One (1) Dodge 1500 Special Service Vehicle Crew Cab 4X4 from TT of Columbia in the amount of \$32,745.64.
 - c. One (1) Dodge 1500 Special Service Vehicle DS6T98 Crew Cab 4X4 from TT of Columbia in the amount of \$37,009.90.
 - d. Four (4) Dodge Charger Pursuit V6 Vehicles from TT of Columbia in the amount of \$119,893.68.
 - e. One (1) 2015 Dodge Durango SSV AWD from TT of Columbia in the amount of \$35,579.94.
 - f. One (1) 2015 Dodge Durango SSV AWD from TT of Columbia in the amount of \$34,348.01.
 - g. One (1) 2015 Dodge Durango SSV AWD from TT of Columbia in the amount of \$34,348.01.
 - h. One (1) 2015 Dodge Durango SSV AWD from TT of Columbia in the amount of \$34,348.01.

9-d. Board/Commission Appointments

1. Mayor's appointment of Pauletta Thomas to the Morristown Housing Authority Board to fill the unexpired term of Michael Giles; term ending February 15, 2018.

9-e. New Issues

1. Approval of Request for Purchase (RFP) – Confiscated/Surplus Weapons.

10. CITY ADMINISTRATOR'S REPORT

1. Report on 2014-2019 CDBG Consolidated Plan and 2014 CDBG Action Plan.

11. COMMUNICATIONS/PETITIONS

This is the portion of the meeting where members of the audience may speak subject to the guidelines provided.

12. COMMENTS FROM MAYOR/COUNCILMEMBERS/COMMITTEES

1. Executive Session

13. ADJOURN

City Council Meeting/Holiday Schedule:
Regular City Council Meeting with Work Session

August 7-8, 2015	(Fri. – Sat) noon-noon	City Council Annual Planning Retreat Meadowview Conference Center, Kingsport, TN
August 18, 2015	(Tues) 4:00 p.m.	Finance Committee Meeting
August 18, 2015	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
September 1, 2015	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
September 7, 2015	(Monday)	City Employee's Holiday (Labor Day)
September 15, 2015	(Tues) 4:00 p.m.	Finance Committee Meeting
September 15, 2015	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
October 6, 2015	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
October 20, 2015	(Tues) 4:00 p.m.	Finance Committee Meeting
October 20, 2015	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session

WORK SESSION AGENDA
August 4, 2015
5:00 p.m.

- 1. No Work Session Scheduled.**

**STATE OF TENNESSEE
COUNTY OF HAMBLLEN
CORPORATION OF MORRISTOWN
JULY 21, 2015**

The City Council for the City of Morristown, Hamblen County, Tennessee, met in regular session at the regular meeting place of the Council in the Morristown City Center at 5:00 p.m., Tuesday, July 21, 2015, with the Honorable Mayor Gary Chesney, presiding and the following Councilmembers present; Bob Garrett, Chris Bivens, Kay Senter, Dennis Alvis, Ken Smith and Tommy Pedigo.

Dr. Ruth Carpenter, Master Chaplain Morristown Police Department, led in the invocation and Councilmember Alvis led in the "Pledge of Allegiance".

Councilmember Smith made a motion to approve the July 7, 2015 minutes as circulated and to adopt the July 21, 2015 agenda. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve Resolution No. 12-15. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

**RESOLUTION NO. 12-15
A RESOLUTION AUTHORIZING THE CITY OF MORRISTOWN TO
PARTICIPATE IN The Pool's "*Safety Partners*" Matching Grant
Program.**

WHEREAS, the safety and well being of the employees of the City of Morristown is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Morristown employees; and

WHEREAS, The Pool seeks to encourage the establishment of a safe workplace by offering a "*Safety Partners*" Matching Grant Program; and

WHEREAS, the City of Morristown now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORRISTOWN, TENNESSEE the following:

SECTION 1. That the City of Morristown is hereby authorized to submit application for a "*Safety Partners*" Matching Grant Program through the Pool.

SECTION 2. That the City of Morristown is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this the 21st day of July in the year of 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

Councilmember Smith made a motion to approve Resolution No. 13-15. Councilmember Senter seconded the motion and upon roll call; all voted “aye”.

RESOLUTION NO. 13-15

A RESOLUTION TO AUTHORIZE COOPERATIVE PURCHASING AGREEMENTS FOR THE USE AND BENEFIT OF ALL CITY DEPARTMENTS

WHEREAS, Tennessee Code Annotated (TCA) §12-3-1205 allows for master cooperative purchasing agreements upon the approval and consent of the local legislative body; and

WHEREAS, cooperative purchasing agreements allows local governments to purchase goods and services from other local, state and national cooperative purchasing alliances that have been competitively bid under the same requirements as required by the laws of the purchasing entity; and

WHEREAS, Tennessee state law was amended at the request of the Tennessee Association of Public Purchasing and the Tennessee Municipal League for all Tennessee municipalities to take advantage of cooperative purchasing agreements in effect throughout our state and nation; and

WHEREAS, Tennessee Code Annotated, Section 12-3-1205, states as follows:

- (1) Notwithstanding any other law to the contrary, any municipality county, utility district, or other local government of the state may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment with one (1) or more other governmental entities outside this state, to the extent the laws of the other state permit the joint exercise of purchasing authority, in accordance with an agreement entered into between or among the participants; provided, such goods, supplies, services, or equipment were procured in a manner that constitutes competitive bidding and were

advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities.

- (2) A municipality, county, utility district, or other local government of the state may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If a participant in a joint or multi-party agreement is required to advertise and receive bids, then it will be deemed sufficient for those purposes that the purchasing entity or the entity that procured the bid complied with its own purchasing requirements. The participant shall acquire and maintain documentation that the purchasing entity or entities that procured the bid complied with its own purchasing requirements.

WHEREAS, The City of Morristown desires to take advantage of this law and reduce the taxpayer burden for duplication of services while still taking advantage of the lowest and best pricing under the master cooperative agreements that have been competitively bid under the same requirements as required by the laws of the purchasing entity.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Morristown, Tennessee, assembled in Regular Session, this **21st** day of **July, 2015** shall hereby agree to the terms of the law and authorize the use of the following master cooperative purchasing agreements whose membership is voluntary and of no cost to the city as per attached exhibits:

- 1) National Joint Powers Alliance (NJPA). *(See Exhibit 1)*
- 2) Houston-Galveston Area Council. *(See Exhibit 2)*
- 3) U.S. Communities Government Purchasing Alliance. *(See Exhibit 3)*

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Approved this the 21st day of July, 2015.

Mayor

ATTEST:

Tony Cox, City Administrator

Councilmember Senter made a motion to award a bid/contract for resurfacing of city streets to Summers-Taylor, Inc. in the amount of \$1,000,000. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve the agreement between the City of Morristown and Morristown-Hamblen Humane Society for the 2015-16 fiscal year in the amount of \$137,890; pending review by City Attorney and approval by both Hamblen County Commission and Morristown-Hamblen Humane Society. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Pedigo made a motion to approve the agreement between the City of Morristown and the State of Tennessee Department of Transportation for the Turkey Creek Greenway – Phase 5 in the amount of \$844,868.75 with a 20% local match of \$168,973.75. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the proposal from Strategic Services Company, LLC in the approximate amount of \$5,000 per month, not to exceed \$30,000, through December 31, 2015 for staff augmentation services as directed by the City Administrator. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to approve the proposal from Strategic Services Company, LLC for the not to exceed amount of \$63,760 for evaluation of certain city owned buildings: City Center, Humane Society Building, Public Works Complex, Purchasing Warehouse, Talley-Ward Recreation Building, Rose Center, Fire Station #3 and Fire Station #4. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Smith made a motion to approve Change Order #2 in the amount of \$24,998 to Hale Construction for additional electrical work at Morristown Farmers Market. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to approve the purchase of a 2015 Ram 2500 Crew Cab 4X4 for Fire Department (Staff Vehicle) from TT of Columbia in the amount of \$29,966. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Pedigo made a motion to approve the Certificate of Compliance for Gauri J. Patel owner of the retail package store located at 1506 S. Cumberland Street; DBA The Package Store. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve the letter of intent for the City of Morristown to sell Roberts School to Douglas-Cherokee Economic Authority, Inc. in the amount of \$180,000. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the hiring of David Gulley to the Police Department as an entry-level Patrol Officer; pending his meeting all entry-level requirements. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve the hiring of Andrew Wice to the Police Department as an entry-level Patrol Officer; pending his meeting all entry-level requirements. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the hiring of Shane Collins to the Police Department as an entry-level Patrol Officer; pending his meeting all entry-level requirements. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve the hiring of Adam Winstead to the Police Department as an entry-level Patrol Officer; pending his meeting all entry-level requirements. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

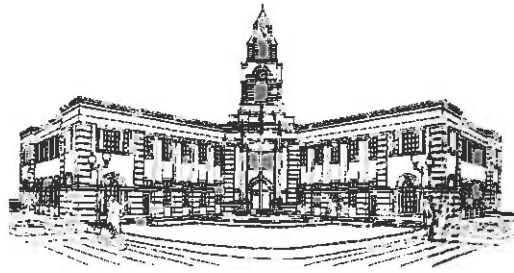
Councilmember Alvis made a motion to approve the hiring of Jessica Bryant to the Police Department as an entry-level Patrol Officer; pending her meeting all entry-level requirements. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Mayor Chesney adjourned the July 21, 2015 City Council meeting at 5:35 p.m.

MAYOR

ATTEST:

CITY ADMINISTRATOR



Morristown City Council Agenda Item Summary

Date: July 7, 2014

Agenda Item:

Prepared by: Larry Clark

Subject: Proposal for Joint Project for LiDAR Mapping.

Background / History: During the budget process funds were budgeted for mapping of Hamblen County/Morristown area. This is to update information for our GIS program.

Findings / Current Activity GIS staff was notified that a joint project between local agencies, USGS (United States Geographic Service) National Geospatial Technical Operations Center and State of Tennessee for LiDAR Data collection along with Digital Elevation Models. This information will be more thorough than an electronic mapping because of the additional detail we will obtain. Also because of the partnership with other localities the cost will be less than if we contracted this service for our own use. The cost will be \$33,642.38 (assuming other entities do not come on board).

Financial Impact: Funds are budgeted in the GIS Department to cover the cost of this data collection. Amount budgeted is \$50,000. Also the total cost will be shared with our GIS partners.

Action options / Recommendations: Approval of proposal.



Attachments: Proposal

STATEMENT OF WORK
THE ACQUISITION OF
LIGHT DETECTION AND RANGING (LiDAR) DATA AND THE PRODUCTION OF
DIGITAL ELEVATION MODELS (DEMs)

City of Morristown - Hamblen County, Tennessee LiDAR

1) Purpose:

The Morristown-Hamblen GIS Group (MHGIS) has received funding to acquire and process LiDAR data to update and improve existing high-resolution topographic elevation for Hamblen County, Tennessee. MHGIS will use these new resources to provide a more complete and current coverage of detailed elevation data in Hamblen County, Tennessee. This project will result in the production of LiDAR derived high resolution elevation data for approximately 270 square miles in Hamblen County.

LiDAR, an acronym for Light Detection And Ranging, has emerged as an essential remote sensing technology needed to support high-value applications that rely on elevation data, to include flood risk management, water supply and quality, infrastructure and construction management, natural resources conservation, geologic resource assessment and hazard mitigation, and dozens of other applications. LiDAR supports the mapping of Earth surface characteristics such as built features and vegetation structure.

This project is scheduled for a Winter/Spring, 2016 leaf-off acquisition time frame of December 22, 2015 – March 15, 2016. The LiDAR will be acquired and processed to produce raw and classified point cloud data, tile-based bare earth Digital Elevation Models (DEMs), metadata, contours and breaklines. Resulting elevation products will be placed in the public domain and will be made available for viewing and free download through the USGS National Map. All resulting elevation products will also be provided directly to each of the partner organizations.

2) Statement of Work

USGS National Geospatial Technical Operations Center (NGTOC) will select a qualified vendor to perform the LiDAR acquisition and processing via the USGS NGTOC Geospatial Product and Service Contracts (GPSC). GPSC task orders are awarded to qualified vendors through the federal government solicitation.

Current solicitation 09CR14-NoSolicitation was issued March 03, 2009.

Qualified consultants are selected in accordance with Public Law 92-528 (Brooks Act) and FAR 36.6 – Architect-Engineering Services, which establishes a qualifications-based selection process, in which contracts for Architectural and Engineering services are negotiated on the basis of demonstrated competence and qualification for the type of professional services required at a fair and reasonable price. Vendor selection is based on the following 6 criteria (1) Professional qualifications necessary for satisfactory performance of required services; (2) Specialized experience and technical competence in the type of work required; (3) Capacity to accomplish the work in the required time; (4) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules; (5) Location in the general geographical area of the project and knowledge of the locality of the project and (6) Acceptability under other appropriate evaluation criteria. This process is aligned with the Department's consultant RFP and selection process.

USGS NGTOC will administer data quality assurance and quality control (QA/QC), and manage all data deliverables. The Task Order issued by USGS NGTOC to the selected GPSC contractor provides full details regarding project collection requirements and resulting deliverables.

USGS NGTOC will:

- Prepare a Task Order for agreed upon products and services.
- Award the Task to a pre-qualified Contractor under the USGS-GPSC.
- Serve as Government Point of Contact during the full period of the Agreement.

- Receive and catalog all project deliverables.
- Inspect all deliverables.
- Prepare product Validation Summary Report(s) and distribute to relevant project Points of Contact.
- Return data to the contractor as needed for error correction/rework.

3) Specifications

Unless otherwise noted project specifications are based on the *USGS's LiDAR Base Specification Version 1.2 (Heideman, Hans Karl, 2012, Lidar base specification version 1.2: U.S. Geological Survey Techniques and Methods, book 11, chap. B4, 63 p)* this specification is online and may be viewed at <http://pubs.usgs.gov/tm/11b4/>. These LiDAR specifications are required baseline specification. For any item which is not specifically addressed, the reference Version 1.2 specification will be the required specification authority. This project is for a high resolution data set of LIDAR of approximately 270 square miles in a one County area of east Tennessee. The LIDAR is to be collected at a USGS QL2 (horizontal resolution 2 points/m², vertical accuracy 9.25 cm). The Spatial Reference System shall be: Tennessee State Plane Zone 4100 NAD_1983 NAVD88.

4) Schedule and Data Delivery

The LIDAR collection component of this project is planned for the Winter/Spring leaf-off period of December 22, 2015- March 15, 2016. All processed data and derived products defined in the USGS project Task Order will be sent directly to USGS NGTOC by the GPSC Contractor for evaluation.

The schedule is incremental vendor deliveries of completed data to the USGS NGTOC for quality assurance extends to December 31, 2016 given a 60-day turnaround for acceptance, it is estimated that delivery of hard drive(s) to MHGIS will occur around March 31, 2017. In the event of additional rounds of rejection/correction, the estimated delivery date could be 30 to 60 days later.

USGS NGTOC will evaluate project deliverables within 60 days of receipt. Substandard deliverables will be returned to the correction/rework. The Vendor will remedy all discrepancies identified and return corrected deliverables to USGS NGTOC within 30 days of notification for subsequent inspection. Upon acceptance of project deliverables, the USGS NGTOC will provide a copy of all deliverables to the designated Points of Contact for each of the partner organizations. Project deliverables include:

- Raw point cloud data
- Classified point cloud
- Intensity images
- Bare earth surface (Raster DEM)
- Breaklines
- Survey Control Report
- Survey Checkpoints
- QA/QC Assessment Project Report
- Metadata
- Building Footprints

5) Financial Arrangements

MHGIS will provide \$33,642.38 through a signed Joint Funding Agreement (JFA) by which billing will be specified.

The USGS NGTOC will provide Task Order development and contract for LiDAR acquisition based on pre-qualified vendors who will provide data processing, and product development. USGS NGTOC will also provide data inspection and supervise corrections, and data dissemination services for all deliverable products.

6) Billing

The amount billed to the partners will be based on the actual acquisition and production cost plus contract assessment fee. The partners will provide funding not to exceed the amount noted in section 5) above and specified in

the JFA. Billing will be rendered on a monthly basis based on actual expenses independent of product delivery.

7) Termination

This agreement will terminate on March 31, 2016 but may be amended for extension at any time by mutual consent of the parties. Any party may terminate this agreement by providing 60 days written notice to the other party. In the event an accepted Agreement is cancelled by any partner, the USGS NGTOC is authorized to collect costs incurred prior to cancellation of the Agreement plus any termination costs.

8) Contacts

USGS Financial POC		USGS Technical POC
Jim Almekinder US Geological Survey	Name	George F Heleine US Geological Survey
1400 Independence Road, MS317 Rolla, MO 65401	Address	308 South Airport Road Jackson, MS 39208
573-308-3549	Telephone	601-933-2950
jalmekinder@usgs.gov	E-Mail	gheleine@usgs.gov

Morristown-Hamblen GIS Group Financial POC		Morristown-Hamblen GIS Group Technical POC
Larry Clark, CMFO	Name	Michael Hamrick, GISP
100 West First North Street Morristown, TN 37814	Address	100 West First North Street Morristown, TN 37814
423-585-4617	Telephone	423-585-2793
lclark@mymorristown.com	E-Mail	mhamrick@mymorristown.com



**CITY OF MORRISTOWN
PURCHASING DIRECTOR**

P.O. Box 1499

Morristown, TN 37815-0647

Phone: (423) 585-4622 Fax: (423) 585-4687

Inspections

Purchase Order

Fiscal Year 2016

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS

Purchase Order # **16000280-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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106 S. JAMES CAMPBELL

COLUMBIA, TN 38401

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City of Morristown
400 Dice Street
ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number 877-349-9378 ext 00		Vendor Fax Number 865-684-4911		Requisition Number 16000294		Delivery Reference/Contact CASEY CUMMINGS			
Date Ordered 07/30/15		Vendor Number 006927		Date Required		Interoffice Delivery		Department/Location 42400	
Item#	Description/Part No.				Qty/Unit	Cost Each		Extended Price	
001	ORIGINAL				1.00 EACH	24711.00000		24,711.00	
002	1500 4X4 TRADESMAN V8 GAS HALF TON REGULAR CAB 42400-971				1.00 EACH	495.00000		495.00	
	CHROME EXTERIOR APPEARANCE GROUP: BRIGHT FRONT BUMPER, GRILLE, AND REAR BUMPER - 17X7.0 ALUMINUM WHEELS 42400-971				495.00				
						PO Total		25,206.00	



CITY OF MORRISTOWN
PURCHASING DIRECTOR

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Purchase Order

Fiscal Year 2016

Page 1

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Purchase Order # **16000278-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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TT OF COLUMBIA
106 S. JAMES CAMPBELL

COLUMBIA, TN 38401

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City of Morristown
400 Dice Street
ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000320	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42130
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	25197.00000	25,197.00
	1500 SPECIAL SERVICE VEHICLE CREW CAB 4X4- WHITE				
	SWC 209-40051				
	42130-971		25,197.00		
002	CLASS IV RECIEVER HITCH		1.00 EACH	87.55000	87.55
	42130-971		87.55		
003	SPRAY IN BED LINER		1.00 EACH	284.28000	284.28
	42130-971		284.28		
004	RAM BOX CARGO MANAGEMENT SYSTEM		1.00 EACH	1134.03000	1,134.03
	42130-971		1,134.03		
005	CLOTH FRONT BENCH SEAT W/ FOLD DOWN ARMREST/ CONSOLE		1.00 EACH	39.14000	39.14
	42130-971		39.14		
006	F&I EMERGENCY EQUIPMENT: WHELEN INNER EDGE, DOMINATOR 8 HEAD REAR LIGHT STICK, HAND HELD SIREN CONTROL, WHELEN 100W SPEAKER, 2 WAY MOBILE RADIO, KENWOOD MOUNT OPTION, ANTENNA KIT, STREAMLIGHT		1.00 EACH	4324.29000	4,324.29



CITY OF MORRISTOWN
PURCHASING DIRECTOR

P.O. Box 1499
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Purchase Order

Fiscal Year 2016

Page 2

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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Purchase Order # **16000278-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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TT OF COLUMBIA
106 S. JAMES CAMPBELL

COLUMBIA, TN 38401

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City of Morristown
400 Dice Street
ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number 877-349-9378 ext 00		Vendor Fax Number 865-684-4911	Requisition Number 16000320	Delivery Reference/Contact CASEY CUMMINGS	
Date Ordered 07/30/15	Vendor Number 006927	Date Required	interoffice Delivery		Department/Location 42130
Item#	Description/Part No		Qty/Unit	Cost Each	Extended Price
007	STINGER DS LED HP FLASHLIGHT, TUFFLOC FLOOR MOUNT, 12 MP RB, MASTER EQUIPMENT DISCONNECT SWITCH, SHOP SUPPLIES 42130-971		4,324.29		
			1.00 EACH	972.83000	972.83
008	BACK FLIP TRI FOLD HARD BED COVER 42130-971		972.83		
			1.00 EACH	706.52000	706.52
	CHROME TUBULAR ASSIST STEPS 42130-971		706.52		
				PO Total	32,745.64



CITY OF MORRISTOWN
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P.O. Box 1499
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Purchase Order

Fiscal Year 2016

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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Purchase
Order #

16000277-00

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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TT OF COLUMBIA
106 S. JAMES CAMPBELL

COLUMBIA, TN 38401

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City of Morristown
400 Dice Street
ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000322	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	25197.00000	25,197.00
	1500 SPECIAL SERVICE VEHICLE CREW CAB 4X4- WHITE				
	SWC 209-40051				
	42120-971		25,197.00		
002	CLASS IV RECIEVER HITCH		1.00 EACH	87.55000	87.55
	42120-971		87.55		
003	SPRAY IN BED LINER		1.00 EACH	284.28000	284.28
	42120-971		284.28		
004	RAM BOX CARGO MANAGEMENT SYSTEM		1.00 EACH	1134.03000	1,134.03
	42120-971		1,134.03		
005	CLOTH FRONT BENCH SEAT W/ FOLD DOWN ARMREST/ CONSOLE		1.00 EACH	39.14000	39.14
	42120-971		39.14		
006	F&I EMERGENCY EQUIPMENT: WHELEN INNER EDGE, DOMINATOR 8 HEAD REAR LIGHT STICK, HAND HELD SIREN CONTROL, WHELEN 100W SPEAKER, 2 WAY MOBILE RADIO, KENWOOD MOUNT OPTION, ANTENNA KIT, STREAMLIGHT		1.00 EACH	4324.29000	4,324.29



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Purchase Order

Fiscal Year 2016

Page 2

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Purchase Order # **16000277-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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TT OF COLUMBIA
106 S. JAMES CAMPBELL

COLUMBIA, TN 38401

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City of Morristown
400 Dice Street
ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number 877-349-9378 ext 00		Vendor Fax Number 865-684-4911		Requisition Number 16000322		Delivery Reference/Contact CASEY CUMMINGS			
Date Ordered 07/30/15		Vendor Number 006927		Date Required		Interoffice Delivery		Department/Location 42120	
Item#	Description/Part No.				Qty/Unit	Cost Each		Extended Price	
007	STINGER DS LED HP FLASHLIGHT, TUFFLOC FLOOR MOUNT, 12 MP RB, MASTER EQUIPMENT DISCONNECT SWITCH, SHOP SUPPLIES 42120-971				4,324.29				
					1.00 EACH	972.83000		972.83	
008	BACK FLIP TRI FOLD HARD BED COVER 42120-971				972.83				
					1.00 EACH	706.52000		706.52	
	CHROME TUBULAR ASSIST STEPS 42120-971				706.52				
						PO Total		32,745.64	



CITY OF MORRISTOWN
PURCHASING DIRECTOR

P.O. Box 1499
Morristown, TN 37815-0647
Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2016

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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Purchase Order # **16000275-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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COLUMBIA, TN 38401

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400 Dice Street
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Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000307	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00	25197.00000	25,197.00
			EACH		
	1500 SPECIAL SERVICE VEHICLE DS6T98 CREW CAB 4X4 -				
	WHITE				
	SWC 209-40051				
	42120-971		25,197.00		
002			1.00	87.55000	87.55
			EACH		
	CLASS IV RECEIVER HITCH				
	42120-971		87.55		
003			1.00	284.28000	284.28
			EACH		
	SPRAY IN BED LINER				
	42120-971		284.28		
004			1.00	1134.03000	1,134.03
			EACH		
	RAM BOX CARGO MANAGEMENT SYSTEM WITH REMOTE				
	KEYLESS ENTRY				
	42120-971		1,134.03		
005			1.00	39.14000	39.14
			EACH		
	CLOTH FRONT BENCH SEAT WITH FOLD DOWN ARMREST/				
	CONSOLE				
	42120-971		39.14		
006			1.00	9295.07000	9,295.07
			EACH		
	F&I EMERGENCY EQUIPMENT: INNER EDGE FRONT BAR,				
	DOMINATOR REAR BAR, HAND HELD SIREN CONTROL, 100				

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Morristown, TN 37813

Vendor Phone Number 877-349-9378 ext 00		Vendor Fax Number 865-684-4911		Requisition Number 16000307		Delivery Reference/Contact CASEY CUMMINGS			
Date Ordered 07/30/15		Vendor Number 006927		Date Required		Interoffice Delivery		Department/Location 42120	
Item#	Description/Part No.				Qty/Unit	Cost Each	Extended Price		
007	WATT SPEAKER AND BRACKET, 10-8 VIDEO SYSTEM AND MPH RADAR SYSTEM INSTALL, KENWOOD MOBILE RADIO, REMOTE MOUNT OPTION, UHF ANTENNA, STREAMLIGHT STINGER DS LED FLASHLIGHT, FLOOR RIFLE MOUNT, 14 MP RED/ BLUE, HAVIS PKG, HAVIS LAPTOP CRADLE, EZ RIDER K9 PLATFORM, K9 HOT AND POP PRO, MASTER SWITCH DISCONNECT, SHOP SUPPLIES 42120-971				9,295.07				
					1.00 EACH	972.83000	972.83		
	BACK FLIP TRI FOLDING HARD BED COVER 42120-971				972.83				
						PO Total	37,009.90		

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Purchase Order

Fiscal Year 2016

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERSPurchase Order # **16000274-00***Retain this purchase order for proof of tax exemption.***Tax Exempt #62-6000369****V
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COLUMBIA, TN 38401

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ccummings@mymorristown.com
Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000306	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		4.00	23457.00000	93,828.00
			EACH		
	CHARGER PURSUIT V6-WHITE				
	SWC 209-40051				
002	42120-971	93,828.00	4.00	69.79000	279.16
			EACH		
	LBG FRONT READING/ MAP LAMPS				
003	42120-971	279.16	4.00	111.46000	445.84
			EACH		
	HD CLOTH BUCKET SEATS WITH VINYL REAR BLACK				
004	42120-971	445.84	4.00	194.79000	779.16
			EACH		
	DRIVER SIDE SPOTLAMP				
005	42120-971	779.16	4.00	69.79000	279.16
			EACH		
	DEACTIVATE REAR DOOR HANDLES AND LOCKS				
006	42120-971	279.16	4.00	5133.70000	20,534.80
			EACH		
	P&I PATROL PACKAGE EQUIPMENT: LEGEND 45" PACKAGE,				
	HAVIS VS CONSOLE FOR CHARGER, STORAGE BOX, DUAL				
	CUPHOLDER, ARMREST TOP MOUNT, 8.5" TELESCOPING				
	POLE, HD FIXED TOP OFFSET PLATFORM, TILT/SWIVEL				
	1.82" HIGH, HAVIS UNIVERSAL CRADLE, SPACE CREATOR				

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Fiscal Year 2016

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Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000306	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
007	PARTITION, HI SECURITY EXTENSION PANEL, 10-8 VIDEO SYSTEM AND MPH RADAR INSTALL, AR/GUN VERTICAL LOCK MOUNT, MOBILE UHF RADIO, ANTENNA KIT, TAIL LIGHT FLASHER, EQUIPMENT MOUNT, ACTIVATE HORN/SIREN FUNCTION, ACTIVATE PARK KILL, MASTER EQUIPMENT DISCONNECT, SHOP SUPPLIES				
	42120-971		20,534.80		
008	STREAMLIGHT STINGER DS LED HPL WITH DC CHARGER				
	42120-971		4.00 EACH	111.30000	445.20
009	SETINA STEEL WINDOW BARS F&I				
	42120-971		4.00 EACH	227.76000	911.04
	F&I GRAPHICS TO MATCH FLEET				
	42120-971		4.00 EACH	597.83000	2,391.32
				PO Total	119,893.68

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Purchase Order

Fiscal Year 2016

Page 1

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Purchase Order # **16000273-00**

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Tax Exempt #62-6000369

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Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000305	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	27739.00000	27,739.00
002	2015 DURANGO SSV AWD- WHITE SWC 209-40051 42120-971		27,739.00		
002			1.00 EACH	417.71000	417.71
003	FACTORY CD PLAYER REMOTE MOUNT IN CONSOLE 42120-971		417.71		
003			1.00 EACH	139.58000	139.58
004	TBB FULL SIZED SPARE TIRE 42120-971		139.58		
004			1.00 EACH	273.96000	273.96
005	ADL SKID PLATE GROUP: FUEL TANK SKID PLATE SHIELD, TRANSFER CASE SKID PLATE SHIELD, FRONT SUSPENSION SKID PLATE, UNDERBODY SKID PLATE 42120-971		273.96		
005			1.00 EACH	644.79000	644.79
006	TRAILER TOW GROUP IV: 7 AND 4 PIN WIRING HARNESS, CLASS IV RECEIVER HITCH, FULL SIZE SPARE TIRE, STEEL SPARE WHEEL 42120-971		644.79		
006			1.00 EACH	138.50000	138.50
	TAG LIGHTS				

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Purchase Order

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Page 2

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Order #**16000273-00***Retain this purchase order for proof of tax exemption.***Tax Exempt #62-6000369****V
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400 Dice Street
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Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000305	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42120
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
007	42120-971		138.50		
			1.00	597.83000	597.83
			EACH		
	F&I GRAPHICS TO MATCH FLEET				
008	42120-971		597.83		
			1.00	677.08000	677.08
			EACH		
	CHROME TUBULAR OEM RUNNING BOARDS				
009	42120-971		677.08		
			1.00	4951.49000	4,951.49
			EACH		
	F&I EMERGENCY EQUIPMENT: INNER EDGE DURANGO, DOMINATOR REAR LS, 14MP RED/BLUE, DURANGO COMPUTER MOUNT, LAPTOP CRADLE, WHELEN SIREN/LIGHT CONTROL, WHELEN 100W SIREN SPEAKER AND BRACKET, INSTALL 10-8 VIDEO SYSTEM AND MPH DUAL RADAR, MOBILE UHF RADIO, UHF ANTENNA KIT, STREAMLIGHT STINGER DS LED HP FLASHLIGHT, FLOOR RIFLE MOUNT, MASTER EQUIPMENT DISCONNECT SWITCH, SHOP SUPPLIES				
	42120-971		4,951.49		
				PO Total	35,579.94

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PURCHASING DIRECTOR

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Purchase Order

Fiscal Year 2016

Page 1

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Purchase Order # **16000279-00**

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Tax Exempt #62-6000369

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Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000323	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42130
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	27739.00000	27,739.00
002	2015 DURANGO SSV AWD- WHITE SWC 209-40051 42130-971		27,739.00		
002			1.00 EACH	417.71000	417.71
003	FACTORY CD PLAYER 42130-971		417.71		
003			1.00 EACH	644.79000	644.79
004	TRAILER TOW GROUP IV 42130-971		644.79		
004			1.00 EACH	139.58000	139.58
005	TRB FULL SIZED SPARE TIRE 42130-971		139.58		
005			1.00 EACH	273.96000	273.96
006	ADL SKID PLATE GROUP 42130-971		273.96		
006			1.00 EACH	4317.39000	4,317.39
	F&I EMERGENCY EQUIPMENT: 2 WAY MOBILE RADIO, KENWOOD REMOTE MOUNT OPTION, DISGUISE ANTENNA, HAND HELD SIREN CONTROLLER, WHELEN 100W SPEAKER AND BRACKET, INNER EDGE DURANGO, DOMINATOR REAR LIGHT STICK, STREAMLIGHT STINGER DS LED, TUFFLOC				



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Fiscal Year 2016

Page 2

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Vendor Phone Number		Vendor Fax Number		Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911		16000323	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location	
07/30/15	006927				42130	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price
007	FLOOR RIFLE MOUNT, 14 MP RED/ BLUE, MASTER EQUIPMENT DISCONNECT SWITCH 42130-971			1.00 EACH	138.50000	138.50
008	TAG LIGHTS 42130-971			1.00 EACH	677.08000	677.08
	CHROME TUBULAR OEM RUNNING BOARDS 42130-971					
					PO Total	34,348.01

**CITY OF MORRISTOWN**

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Page 1

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Order #**16000284-00***Retain this purchase order for proof of tax exemption.***Tax Exempt #62-6000369****V
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Morristown, TN 37813

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000329	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42110
Item#	Description/Part No.	Qty/Unit	Cost Each	Extended Price	
001	ORIGINAL	1.00 EACH	27739.00000	27,739.00	
002	2015 DURANGO SSV AWD- BLACK SWC 209-40051 42110-971	27,739.00	1.00 EACH	417.71000	417.71
003	FACTORY CD PLAYER 42110-971	417.71	1.00 EACH	644.79000	644.79
004	TRAILER TOW GROUP IV 42110-971	644.79	1.00 EACH	139.58000	139.58
005	TRB FULL SIZED SPARE TIRE 42110-971	139.58	1.00 EACH	273.96000	273.96
006	ADL SKID PLATE GROUP 42110-971	273.96	1.00 EACH	4317.39000	4,317.39
	F&I EMERGENCY EQUIPMENT: 2 WAY MOBILE RADIO, KENWOOD REMOTE MOUNT OPTION, DISGUISE ANTENNA, HAND HELD SIREN CONTROLLER, WHELEN 100W SPEAKER AND BRACKET, INNER EDGE DURANGO, DOMINATOR REAR LIGHT STICK, STREAMLIGHT STINGER DS LED, TUFFLOC				

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Vendor Phone Number 877-349-9378 ext 00		Vendor Fax Number 865-684-4911	Requisition Number 16000329	Delivery Reference/Contact CASEY CUMMINGS	
Date Ordered 07/30/15	Vendor Number 006927	Date Required	Interoffice Delivery		Department/Location 42110
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
007	FLOOR RIFLE MOUNT, 14 MP RED/ BLUE, MASTER EQUIPMENT DISCONNECT SWITCH 42110-971		4,317.39 1.00 EACH	138.50000	138.50
008	TAG LIGHTS 42110-971		138.50 1.00 EACH	677.08000	677.08
	CHROME TUBULAR OEM RUNNING BOARDS 42110-971		677.08		
				PO Total	34,348.01

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Purchase
Order #

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Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
877-349-9378 ext 00		865-684-4911	16000331	CASEY CUMMINGS	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
07/30/15	006927				42170
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	27739.00000	27,739.00
002	2015 DURANGO SSV AWD- DARK GREY SWC 209-40051 42170-971		27,739.00		
002			1.00 EACH	417.71000	417.71
003	FACTORY CD PLAYER 42170-971		417.71		
003			1.00 EACH	644.79000	644.79
004	TRAILER TOW GROUP IV 42170-971		644.79		
004			1.00 EACH	139.58000	139.58
005	TRB FULL SIZED SPARE TIRE 42170-971		139.58		
005			1.00 EACH	273.96000	273.96
006	ADL SKID PLATE GROUP 42170-971		273.96		
006			1.00 EACH	4317.39000	4,317.39
	F&I EMERGENCY EQUIPMENT: 2 WAY MOBILE RADIO, KENWOOD REMOTE MOUNT OPTION, DISGUISE ANTENNA, HAND HELD SIREN CONTROLLER, WHELEN 100W SPEAKER AND BRACKET, INNER EDGE DURANGO, DOMINATOR REAR LIGHT STICK, STREAMLIGHT STINGER DS LED, TUFFLOC				

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From the Desk of

Debbie Stamey

City Clerk/Executive Assistant
(423) 585-4603 Fax (423) 585-2792
e-mail dstamey@mymorristown.com

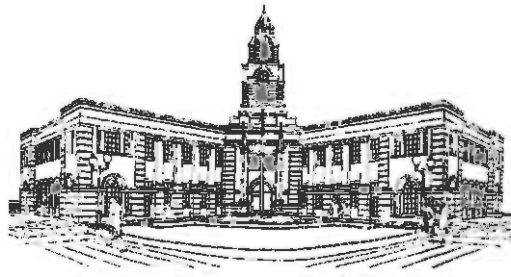
TO: Mayor and City Councilmembers

RE: Appointment to fill the remaining term of Michael Giles on the
Morristown Housing Authority Board.

DATE: July 31, 2015

Mr. Michael Giles has resigned his position on the Morristown Housing Authority Board; his position was as a resident representative. The Housing Authority has submitted the name of Pauletta Thomas to fill the remainder of Mr. Giles term.

{This is an Appointment by the Mayor for the remainder of the term held by Mr. Giles, which will expire on February 15, 2018, scheduled for the August 4, 2015, City Council meeting.}



Morristown City Council Agenda Item Summary

Date: July 29, 2015

Agenda Item: Approval of RFP – Confiscated/ Surplus Weapons

Prepared by: Joey Barnard

Subject: Confiscated/Surplus Weapons RFP

Background/History: During the course of business, the Morristown Police Department has confiscated weapons and received title to these weapons. Upon obtaining a court order, *Tennessee Code Annotated (TCA)* allows for confiscated weapons to be exchanged for other firearms, ammunition, or body armor. In addition to the confiscated weapons, the Morristown Police Department desires to utilize the licensed firearms dealer to sale firearms that had been surplus by City Council on April 7, 2015.

Findings/Current Activity: The RFP was advertised in the *Citizen Tribune* on July 13, 2015 and on July 20, 2015. Additionally, the RFP was posted to the City of Morristown's website. The submission deadline was 2:00 PM on Monday, July 27, 2015. We received four (4) total responses.

Financial Impact: This request for proposal will have a positive financial impact. The exchange of confiscated weapons for other firearms allows the Morristown Police Department to obtain necessary tactical equipment at no cost to taxpayers. It is the goal to acquire the maximum amount of weapons and equipment in the most efficient manner regarding time and the needs of the department.

Action options/Recommendations: It is staff recommendation to accept the RFP submitted by GT Distributors for both the trade of confiscated weapons and the brokerage of surplus weapons.

Attachments: Copy of the RFP Tabulation

City of Morristown
 Confiscated-Surplused Weapons RFP
 Monday, July 27th, 2015 2:00 p.m.

Proposer	Trade-In Offer Amount	AR-15 Rifle Trade-In Cost	Four (4) PMAG Gen 3 Mags Item Cost	Viking Tactic Shield Item Cost	Total	Eight (8) Remington 7615 Rifles Breakdown Percentage
Elmer Arms South, LLC	\$ 3,230.65	\$ 750.00	\$ 12.95	\$ 41.95	\$ 804.90	20%
Kiesler Police Supply, Inc.	\$ 3,715.00	\$ 906.36	\$ 12.59	\$ 28.02	\$ 946.97	\$200 Trade Price
G1 Distributors, Inc.	\$ 5,055.00	\$ 869.36	\$ 12.89	\$ 25.91	\$ 908.16	19%
Craig's Firearm Supply, Inc.	\$ 1,856.00	\$ 676.20	\$ 48.00	\$ 31.50	\$ 755.70	15%



U. S. Department of Housing and Urban Development

Knoxville Field Office, Region IV
John J. Duncan Federal Building
710 Locust Street, Suite 300
Knoxville, Tennessee 37902-2526

July 17, 2015

Anthony Cox, City Administrator
City of Morristown
100 West First North Street
Morristown, TN 37816

Dear Mr. Cox:

I am pleased to transmit to you the U.S. Department of Housing and Urban Development's (HUD) approval of the Morristown 2015 – 2019 Consolidated Plan and Annual Action Plan for funding under the Community Development Block Grant (CDBG). Your jurisdiction's Program Year 2015 begins on July 1, 2015, and the funding available will be as follows:

CDBG Program	\$246,780
TOTAL	\$246,780

The Department commends the City and in particular your staff on the efforts which successfully completed this Consolidated Plan/Annual Action Plan. The goals and objectives developed through this process will provide and expand the foundation for partnerships at all levels of government with citizens and the private sector, including for profit and nonprofit organizations. These partnerships have proven to be invaluable as you and your partners address the problems of affordable housing, homelessness, community development needs, and economic opportunities for all citizens, particularly for very low- income and low-income persons. In addition, these programs are instrumental as your community and the Nation address pressing housing and economic problems and address the needs of our citizens.

"A primary goal of the Department is to reduce housing discrimination, affirmatively further fair housing through CPD programs and promote diverse, inclusive communities." To that end, we encourage your community to take all measures necessary to ensure compliance with the Fair Housing requirements associated with these funds. A copy of your Consolidated Plan/Annual Action Plan was provided to the Office of Fair Housing and Equal Opportunity for review. Comments from that review are enclosed with this letter. The Plan was also made available and shared with the Department's program offices for review and comment. Any comments have been included with the Advice and Guidance, which is an enclosure.

Enclosed are three sets of originals of the Grant Agreements for CDBG Entitlement Program (form HUD 7082). The three sets of originals require the Mayor's or the official designee's signatures. These constitute the contract between HUD and the City of Morristown.

For each grant agreement of the applicable Consolidated Planning programs, specific information is required for those using an Indirect Cost Rate. If funding assistance will be used for payment of indirect costs pursuant to 2 CFR 200, Subpart E-Cost Principles, you are required to enter specific information as instructed. The requirement on Indirect Cost rate is indicated under the Special Conditions, Item 8 (attached) for CDBG.

Now, if your jurisdiction is not using an indirect cost rate, you are required to state NO. If your jurisdiction is using an indirect cost rate, then enter the required information as indicated for each funded program on each grant agreement (Funding Approval). If no answer and/or information is provided, then the applicable grant agreement(s) are not considered as fully executed and will be returned to your jurisdiction for completion. Also, please be aware that the HUD Field Accounting Center will not process the grant agreements until the required information has been entered on a grant agreement. As such, no funds will be available to be drawn down by your jurisdiction. You are also reminded to also review and comply with the other special conditions included in the Funding Approvals (Item 8 for CDBG).

As you are aware, the HUD Inspector General has deemed that the "First In-First Out (FIFO)" approach for drawing down grant funds to be inconsistent with generally accepted government accounting principles and the Office of Community Planning and Development (CPD) is in the position of having to adjust the disbursement approach in the Integrated Disbursement and Information System (IDIS) from FIFO to a grant-based approach. Beginning with 2015 funds, the grant based approach will be in effect. Grantees are asked to delay the drawing down of funds until CPD-Headquarters can issue official and guidance regarding this matter. The official guidance and instructions are expected in July 2015.

You are reminded that formula grant funds are governed by the Department, the management of the Consolidated Plan, including the Consolidated Annual Action Plan, is handled by the Office of Community Planning and Development (CPD). I have signed the agreements and applicable funding approval forms. Please retain one set of originals for your records and return the other two sets to CPD as noted below:

U.S. Department of Housing and Urban Development
Mary C. Wilson, Director, CPD
John J. Duncan Federal Building, Suite 300
710 Locust Street, SW
Knoxville, TN 37902

Failure to execute and return the grant agreements within 60 days of the date of this letter may be considered to constitute rejection of the grant and cause for HUD to determine that the funds are available for reallocation to other grantees. Also, the year- end reporting on 2014 program performance and accomplishments in the Consolidated Annual Performance and Evaluation Report (CAPER) is due to CPD 90 days after the end of the 2014 program year. At this time, no new guidance has been received from our headquarters, and grantees are advised to follow the format used for last year's CAPER reporting and if your jurisdiction currently has its 2014 Action Plan in IDIS, the CAPER should be entered and submitted using IDIS. For submission of other HUD program required reports, please refer to the enclosed Advice and Guidance for instructions.

We look forward to working with your jurisdiction to accomplish the goals set forth for your jurisdiction. In the meantime, if you have any questions regarding this letter, please contact me at (865) 545-4391.

Very sincerely yours,



Mary C. Wilson, Director
Office of Community Planning
and Development

Enclosures

cc

Honorable Gary Chesney

Mayor of Morristown

Mr. Tracy Stroud

**KNOXVILLE OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PROGRAM YEAR 2015
CONSOLIDATED PLAN/ANNUAL ACTION PLAN
ADVICE AND GUIDANCE**

MORRISTOWN, TENNESSEE

The Knoxville Office of Community Planning and Development (CPD), U. S. Department of Housing and Urban Development (HUD) provides the following Advice and Guidance to assist your jurisdiction as it implements the activities under the 2015 Consolidated Plan/ Annual Action Plan, prepare for the completion of the 2014 Consolidated Annual Performance and Evaluation Report (CAPER), and begin the process for developing the next Plan submission.

eCon Planning Suite

In May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, including the Consolidated Plan template in the Integrated Disbursement and Information System (IDIS) OnLine and the CPD Maps website. The eCon Planning Suite is designed to support grantees and the public to assess their needs and make strategic investment decisions by providing better data and tools and by creating a seamless planning and grants management framework.

Consolidated Plan Template in IDIS OnLine

HUD grantees are now required to submit their Consolidated Plan and year one Annual Action Plan using the Consolidated Plan template in IDIS OnLine. If grantees have an approved multi-year Consolidated Plan, they are not required to use IDIS to submit their Annual Action Plan until the next multi-year strategy is due. CPD Notice 12-009:

For more detailed information, please refer to the below website:

<https://www.hudexchange.info/consolidated-plan/econ-planning->

Accessing IDIS – Important Reminder

IDIS users are reminded to log into IDIS at least monthly to maintain their system access. The system will remove any and all users that fail to log in within 90 days.

Community Development Block Grant Program (CDBG) – IDIS Changes Related to CDBG At-Risk Activities

A. CDBG First In First Out Clarification

CDBG grants funds have historically been disbursed through the Integrated Disbursement and Information System (IDIS) on a “first-in, first-out” basis (FIFO). Under this methodology,

CDBG grantees do not designate a specific fiscal year grant in IDIS when funding an activity or when creating an expenditure voucher. In general, all obligations and disbursements are recorded against the earliest annual grant with an available balance, thereby exhausting the oldest grant available before recording expenditures against the next grant. However, the HUD Inspector General has deemed this approach to be inconsistent with generally accepted government accounting principles and CPD is in the position of having to adjust the disbursement approach in IDIS from FIFO to a grant-based approach.

CPD believes that this change should not cause significant disruptions to grantee processes as many grantees' accounting systems typically track expenditures according to each annual grant. However, some grantees may have to make some adjustments and certain new steps have been programmed into IDIS to accommodate the change. CPD is in the process of finalizing a rule to implement these changes for the CDBG program and we hope that the rule will be published in the Federal Register in early June. Failing publication at that time, CPD will issue alternative guidance to ensure that grantees have appropriate instructions for beginning to draw upon their FY 2015 CDBG funds. Please urge grantees not to draw funds until such guidance is issued; otherwise they may have to correct information in IDIS once the guidance is public.

B. IDIS Changes

As you know, HUD's Office of Inspector General (OIG) cited the need to use IDIS to improve the CDBG Program's oversight of: long-standing, open activities (at-risk); cancelled activities with draws; and draws revised from one activity to another. The IDIS underwent several changes to: flag at-risk activities, require justifications (remediation plans), require field office review and approval, and serve as management tools, not compliance tools.

At-Risk activities include: no draws for a year; no accomplishments for three years; and activities that have 80 percent of their funding amount disbursed and no accomplishments reported. Each at-risk activity requires a Remediation Plan which includes: 1) providing the reasons for Delay; 2) submitting an Action Plan for resolving the delay; and 3) providing a timeline for completing Action Plan (within six months). The IDIS has CDBG Activities At Risk Report (PR59) which can assist you. Failure to comply with the at-risk requirements will result in returning all drawn CDBG funds back to the Department.

Please bear in mind that if grantee can cancel/complete activity, the remediation plan is not needed. Also, please undertake actions to make sure that DBG activities are undertaken and completed in a timely manner and that progress are reported in IDIS to prevent their being determined as "at-risk activities." For more detailed information on CDBG at-risk activities and the required remediation plan, please contact Knoxville CPD.

Technical Assistance

Technical assistance is available for grantees to implement, operate, or administer CPD-funded program. HUD has Technical Assistance (TA) providers available to help. Based on the information you provide, HUD will determine the type and level of assistance available to you. Technical assistance is more involved than basic policy questions. It involves recurrent

communication with TA providers, possible site visits, and/or longer-term assistance that enables your organization to build skills, knowledge and capacity for operating CPD programs. To make the TA request contact Knoxville CPD or go to the below website:

<https://www.hudexchange.info/technical-assistance/>

Reporting Requirements

The following provides a summary of most of the reporting requirements:

IDIS

All entitlement grantees are required to use IDIS to track disbursements and report performance for the program year. As always, the entering of data into IDIS is a priority. Due to the need to report on current accomplishments and expenditures, grantees are strongly encouraged to enter accomplishments/performance data and to drawdown funds for eligible expenditures in a frequent manner, no longer than 90 days..

Formula grantees are also encouraged to continue reporting their efforts in eliminating conditions that threaten health and eliminate and prevent lead hazards. Such efforts and activities should be entered into IDIS.

Environmental Review Procedures for Formula Programs

Certain activities included in the Consolidated Plan are subject to the provisions of 24 CFR Part 58 (Environmental Review Procedures for the CDBG, HOME, Emergency Solution Grants, and Housing Opportunities for Persons With AIDS Programs). Funds for such activities may not be obligated or expended unless HUD has approved the release of funds in writing. A request for the release of funds must be accompanied by an environmental certification. Please submit these to the Knoxville HUD Office.

Fair Housing And Equal Opportunity (FHEO) Comments

Any FHEO comments regarding the Consolidated Plan/Action Plan have been attached to this guidance. If you have any questions or there are issues, please contact Steve Moore, Equal Opportunity Specialist, at (865) 474-8214 or Zachary Blair, Senior Equal Opportunity Specialist, at (615) 515-8597.

Minority Business Enterprise (MBE)/Women Owned Business (WOB) and Section 3 Activities

Executive Orders 12432 and 11625 require all Federal agencies to promote MBE, including women owned businesses, participation in their programs. You are also urged to expand your efforts in complying with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135. The Department's Office of Small and

Disadvantaged Business Utilization (OSDBU) is required to collect and consolidate data on Minority Business Enterprise (MBE) participation in HUD programs on an annual basis. The MBE report (HUD Form -2516) provides HUD with essential data on how applicable Consolidated Plan Program funds (CDBG, HOME, ESG, and HOPWA) have resulted in MBE and Section 3 contracts/subcontracts during the program year. The next MBE report, Contract and Subcontract Activity, covers the period of October 1, 2014- September 30, 2015. As indicated on the form, the required submission date is within 10 days of September 30th each year. REMINDR - All grantees using browser 4.x or higher should use the HUD on line web address of http://portal.hud.gov/hudportal/HUD?src=/program_offices/sdb/forms to locate forms and submit the MBE data.

Section 3 provides that to the greatest extent feasible opportunities of employment and training be given to lower income residents of the project area and contracts be awarded to businesses located in or owned, substantially by residents of the project area. We encourage you to continue and enhance efforts to assist Minority Business Enterprises and Women Business Enterprises and comply with Section 3. The Section 3 Report is due 90 days at the end of each Consolidated Plan grantee's program year and is requested at the time of submission of the Consolidated Annual Performance and Evaluation Report.

Those wishing to submit "2012" or earlier Section 3 reports can use the existing link from the website: <http://www5.hud.gov:63001/apps/po/e/srs/Public/form.cfm>. However, in the January 9, 2014, letter, Bryan Greene, Assistant Secretary for Fair Housing and Equal Opportunity, announced the "Temporary Shutdown of the Section 3 60002 Summary Reporting System." HUD will notify recipients when the system is re-launched. Nevertheless, please make sure that you have a completed Section 3 Report ready for submission when the reporting system is re-launched.

2015 Consolidated Plan/Annual Action Plan's Overall Assessment

The 2015 Consolidated Annual Action Plan was successfully submitted in a timely manner and contains all the required components as specified at 24 CFR Section 91.220. The Action Plan is for the first year of the 2015-2020 Consolidated Plan. The Plan contains all the required components as specified by the Consolidated Plan regulations. The initial public hearings to solicit input regarding community needs for the Action Plan were held on January 30, 2015 and February 13, 2015. A draft of the proposed Action Plan was made available to the public April 8, 2015. Two public hearing were held to solicit comments on the draft Action Plan on April 23, 2015 and May 1, 2015. The final public hearing for City Council to review the Action Plan was held on May 5, 2015. A final comment period was allowed prior to final submission. All comments to date have been requests for funding.

For the 2015 Action Plan, the City has allocated its \$246,780 in CDBG funding to the following activities: \$82,424- Homeowner rehab/Emergency Assistance; \$20,000 Parks and Recreation; \$10,000-MHCS Homeless prevention program; \$10,000-TVCH CoC HUD HMIS Program; \$35,000-Facade Economic Development Program; \$40,000-Farmers Market Phase II and the remaining funds will be used for program administration costs.

Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R

OMB Approval No.
2506-0193 (exp 1/31/2015)

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

Signature <i>Mark C. Wilson</i>	Date (mm/dd/yyyy) <i>07/17/2015</i>	Signature	Date (mm/dd/yyyy)
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12a. Amount of Loan Guarantee Commitment now being Approved	12b. Name and complete Address of Public Agency
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12b.	Name and complete Address of Public Agency
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Signature _____

Batch	TAC	Program Y A Reg Area Document No	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
<div><div></div><div></div><div></div></div>	<div><div>53</div><div>176</div></div>	<div><div></div><div></div><div></div></div> <div><div></div></div> <div>Y</div>	Project Number		Amount		
		Y	Project Number		Amount		
			Project Number		Amount		
			Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By		

8. Special Conditions.

- (a) The period of performance for the funding assistance specified in the Funding Approval ("Funding Assistance") shall begin on the date specified in item 4 and shall end on September 1, 2022. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2022. (Source: 31 U.S.C. 1551-1557)
- (b) If Funding Assistance will be used for payment of indirect costs pursuant to 2 CFR 200, Subpart E - Cost Principles, attach a schedule in the format set forth below to the executed Grant Agreement that is returned to HUD. The schedule shall identify each department/agency that will carry out activities with the Funding Assistance, the indirect cost rate applicable to each department/agency (including if the de minimis rate is charged per 2 CFR §200.414), and the direct cost base to which the rate will be applied. Do not include indirect cost rates for subrecipients.

<u>Administering Department/Agency</u>	<u>Indirect cost rate</u>	<u>Direct Cost Base</u>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

- (c) The grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Universal Numbering System and System for Award Management (SAM) requirements in Appendix A to 2 CFR part 25, and the Federal Funding Accountability and Transparency Act (FFATA) in Appendix A to 2 CFR part 170.
- (d) The grantee, unit of general local government or Insular Area that that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Housing and Community Development Act of 1974 (the Act). (Source: P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund)
- (e) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund)

- (e) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain. (Source: P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title IV, General Provisions, Section 407)
- (f) **E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.**



U. S. Department of Housing and Urban Development
Knoxville Field Office, Region IV
John J. Duncan Federal Building
710 Locust Street, Suite 300
Knoxville, Tennessee 37902-2526

June 1, 2015

MEMORANDUM FOR: Mary Wilson, Director, Knoxville Office of Community
Planning and Development, 4JD

THROUGH: Marilyn Moore-Lemons, Director, Programs and Compliance
Division Georgia/Mississippi/Tennessee, 4GES

FROM: Stephen D. Moore, Equal Opportunity Specialist, Programs
and Compliance Division, Knoxville, Tennessee, 4JES

SUBJECT: Review of 2015 Annual Action Plan for Morristown

The Office of Fair Housing and Equal Opportunity (FHEO), Programs and Compliance division, reviewed the Morristown 2015 Annual Action Plan (AAP) on June 1, 2015, in accordance with HUD regulations at 24 CFR § 91.520(a) and the fair housing civil rights requirements. FHEO recommends that the 2015 AAP be approved. FHEO has noted the following fair housing concerns to be communicated to the recipient regarding the 2015 AAP.

The recipient listed six impediments to fair housing choice in its 2013 Analysis of Impediments (AI). The recipient included plans to address three of those impediments in this AAP; however, the recipient did not include plans in this AAP to address the following three identified impediments: lack of information/awareness regarding fair housing; failure to report discrimination; and, lack of a rental property association. FHEO recommends that the recipient address lack of information/awareness regarding fair housing and failure to report discrimination by conducting fair housing training/conferences for members of the public. The recipient should conduct fair housing seminars with training on fair housing laws and how to report discrimination, and/or how to file a housing discrimination complaint. The fair housing conferences/training should be aimed at informing the public, not just employees of service and/or government agencies. Providing pamphlets at various places in the community should not be the only way the recipient tries to address increasing information/awareness regarding fair housing and the failure to report discrimination. The recipient should provide notices about any planned fair housing training/conferences to senior centers, public housing agencies, and any places where members of their minority population (Hispanic, for example) gather or interact. The public notices about any fair housing training/conferences should be available in languages other than English to reach the recipient's minority LEP population and in formats that may be necessary for the recipient's disabled population.

FHEO also recommends that the recipient address their identified impediment of lack of a rental property association by developing a rental property association. In their 2013 AI, the recipient recommended development of a rental property association and development of a renter's

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.

rights workshop for non-English speaking renters, other minorities, and the elderly as actions to take to address the impediments. The recipient should combine the development of a rental property association and the development of a renter's rights workshop by conducting fair housing outreach/education to rental property owners and the people who rent from them, including non-English speaking, minority, elderly, and disabled renters. The recipient could develop a forum to educate and inform rental property owners and their customers on fair housing laws, how to comply with fair housing laws, how fair housing laws affect rental property owners and renters, and how to file a housing discrimination complaint.

The jurisdiction should provide the requested information within thirty days of the date of this memorandum. If you have any questions or need technical assistance in this matter, please contact Stephen D. Moore, Equal Opportunity Specialist, at Stephen.D.Moore@hud.gov or 865-474-8214.

CODE KEY: DD1 RISK FACTOR CODE: MRC8 STATUS CODE: N

cc:

LaLonnie McKenzie, Fair Housing and Equal Assistant, Knoxville FHEO Office, 4JES

**REVIEW OF 2015-16 ANNUAL ACTION PLAN FOR
CIVIL RIGHTS RELATED PROGRAM REQUIREMENTS AND ISSUES**

Note to CPD staff: FHCO has prepared this memo with intention that it will be distributed directly to the applicable grantee.

Grantee: Morristown, Tennessee

Grant Type/Amount: ☒ CDBG ☐ HOME ☐ ESG ☐ HOPWA

Program Year: Annual Action Plan 7/1/2015-6/30/2016

Reviewer: Stephen D. Moore Date of Review: 6/1/2015

Recommendation: ☒ Approval ☐ Disapproval

Program	Amount of funding in PY
CDBG	\$246,780
HOME	\$
ESG	\$
HOPWA	\$
NSP	\$

A. Record of Compliance (Responses to the best of FHCO's knowledge)

1. Is there a pending fair housing civil rights suit against the jurisdiction instituted by the Dept. of Justice? ☐ Yes ☒ No
2. Is there an outstanding finding of non-compliance with civil-rights statutes, Executive Orders, or regulations as a result of formal administrative proceedings (unless the jurisdiction is operating under an approved compliance agreement related to the finding)? ☐ Yes ☒ No

If yes, explain:

3. Is there an unresolved Secretarial charge of discrimination under the Fair Housing Act against the jurisdiction? ☐ Yes ☒ No
4. Is there a deferral of processing of applications applicable to the recipient or any of its HUD-funded sub-recipients imposed by HUD under Title VI, Section 504, or applicable implementing regulations? ☐ Yes ☒ No

(24 CFR 1 and 24 CFR 8.56) (i.e., has Regional FHCO issued a letter of findings/determination against this recipient, in response to which this recipient has stated that it will not enter into negotiations with the Region to resolve the findings through a VCA, necessitating actions by FHCO to seek compliance through *involuntary* means?)

5. By virtue of FHEO-SF having done a Section 109 compliance review of recipient within the past three years, is recipient under an active VCA.
☐ Yes ☒ No

If recipient is under active VCA, does the FHEO monitor/team leader for that review indicate that the recipient is in compliance with the monitoring/reporting requirements set forth in the VCA? ☐ Yes
☐ No

Name of monitor/team leader:

B. Certifications (24 CFR 91.225, Local Jurisdictions; 91.325, States; 91.425, Consortia)

1. Did the jurisdiction submit a signed certification that it will affirmatively further fair housing, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard? ☒ Yes ☐ No

(If a signed certification is not attached to the copy of the AAP obtained from CPD, EOS will attempt to verify with the CPD representative that a signed certification is on file).

2. Did the jurisdiction submit signed certifications that it will comply with and conform to Section 3 of the HUD Act of 1968, the Fair Housing Act, and Title VI of the Civil Rights Act of 1964*? ☒ Yes ☐ No

Did the jurisdiction submit a signed certification that it will comply with all applicable statutes? ☒ Yes ☐ No

Note: Standard-form certifications specified by HUD (24 CFR 91.225) fail to make reference to required compliance with Section 109 of HCD Act of 1974, and Section 504 of the Rehabilitation Act of 1973. The recipient is reminded that their signed certification of civil rights compliance also binds them to compliance with *all* applicable federal civil rights/fair housing laws, including Sections 109, 504 and the Equal Access Rule.

3. If the answer to any of the above is no, please explain:

C. Analysis of Impediments/Analysis of the Recipient's Actions to Address Impediments from the AI

1. What is the date of the jurisdiction's current Analysis of Impediments to Fair Housing Choice (AI) document? 10/1/2013

If the current AI is more than 5 years old, has the jurisdiction indicated that it plans to update its AI within the coming year? ____ Yes ____ No

Notes:

- (i) If AI is more than 5 years old, does the recipient indicate it has plans to update? ____ Yes ____ No. Planned date of update _____

- (ii) If AI is more than 10 years old, and recipient has not indicated a plan to update, EOS will recommend disapproval of the AAP until recipient signs a Letter of Special Assurance agreeing to a firm date for updating the AI.

2. Does the Annual Plan describe the activities the jurisdiction will carry out during the one-year period to remove each impediment identified in the AI?

____ Yes X No

In the chart below, EOS will list each of the impediments indicated in the current AI, and link at least a sampling of the activities described in the AAP that the recipient is proposing to fund to address each impediment. Where an impediment does not appear to be linked to any AAP activity to address it, then a caution shall be made below to remind the recipient of its obligation to address each impediment. (Note: if a recipient has so many impediments identified in its AI that listing all of them in the chart below, the EOS may list a sampling of the more important impediments and linked activities, and then refer to the respective pages in the AI and AAP where the remaining impediments and actions can be found).

Impediment	Proposed Actions from AI	Actions to address impediments AAP 2015-2016	Protected classes/es that will benefit from action
Lack of information/Awareness regarding Fair Housing	Development of fair housing brochures including information on what is housing discrimination, how to report and to whom to report alleged discrimination. Dissemination of fair housing brochures and flyers throughout the	Not addressed	

	community, by conferences, housing fairs, etc.		
Failure to report discrimination	Development of fair housing brochures including information on what is housing discrimination, how to report and to whom to report alleged discrimination. Dissemination of fair housing brochures and flyers throughout the community, by conferences, housing fairs, etc.	Not addressed	
Lack of accessible and affordable housing	Review existing zoning and land development policies for possible revisions to permit more affordable housing development. Review successful models for new low- and moderate-income housing development by other communities and private developers.	Homeowner rehab and emergency assistance, homeless prevention-rent and mortgage payments to prevent eviction and emergency utility assistance.	Homeless, low- to moderate-income
Lack of rental property association	Development of a Rental Property Association. Development of a renters rights workshop for non-English speaking renters, other minorities, and the elderly population.	Not addressed	
Lack of land/property	Review of City property owned for back taxes that could be re-purposed through donation to low income housing developers like Habitat for Humanity. Review of foreclosed properties that could be utilized for low-income housing.	The Morristown Regional Planning Commission continues a Land Development Committee that addresses development concerns within the City's regulations. The committee forms recommendations regarding city regulations, ordinances, and policies.	
Affect and effect of patterns and practices of housing practitioners.	Dissemination of fair housing brochures and flyers throughout the community, by conferences, housing fairs, etc.	The Morristown Regional Planning Commission continues a Land Development Committee that addresses development concerns within the City's regulations. The committee forms	

		recommendations regarding city regulations, ordinances, and policies.	
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Additional comments regarding the impediments, actions to address/remediate the impediment, or a recipient's apparent failure to address an impediment/s with corresponding remedial actions identified in the AAP (*Note: in some cases, a recipient may not take remediating action to address each impediment in each year within a typical, five-year ConPlan cycle. However, where any impediment is not addressed, and the recipient has not indicated a plan to address it in a successive year within the ConPlan cycle, a cautionary warning will be made to the recipient.*) The recipient did not address 3 of the 6 impediments listed in their 2013 AI. They did not address the following: Lack of Information/Awareness regarding fair housing; Failure to report discrimination; and lack of a rental property association.

3. If yes, do the activities contain specific milestones and timetables and state how it will measure results? ☐ Yes ☒ No

Notes: If answering "no" to any of the questions below, EOS will caution the Recipient to link a remedial action to each impediment.

4. Does the recipient indicate that lack of affordable housing is an impediment to fair housing choice in its AI? ☒ Yes ☐ No
5. If the recipient has indicated that lack of affordable housing is an impediment in its AI, are the actions the recipient is taking to address that impediment through creation of additional units of affordable housing consistent with the strategies and goals identified in its five-year ConPlan strategy? ☒ Yes ☐ No
☐ Not applicable (if affordable housing not impediment)
6. Does the recipient's AI *specifically address whether race, ethnicity, sex, familial status and/or disability* have been considered in its analysis of impediments to fair housing choice, i.e., is any protected class identified as having disproportionate, unmet need for affordable housing? ☒ Yes ☐ No
(If answering "yes", give details below. If answering "no", EOS will discuss with the branch chief a requirement for the recipient to sign a Letter of Special Assurance committing to a revision of its AI to address these factors). The recipient stated in their AI that there is a lack of knowledge among protected classes regarding resources, services, and programs for lower income families, minorities, and persons with special needs among renters, property owners, property managers, etc. The AI stated that the Hispanic and elderly population often fail to report discrimination and education regarding housing rights would help address the lack of knowledge of housing rights and the resources and services available.

7. Does the recipient's AI specifically address whether lack of affordable housing choices outside of areas of minority concentration is an impediment to fair housing choice? ☐ Yes ☒ No

(Note 1: see also further analysis of affordable housing development under questions D 1-7 below.)

Note 2: See also the definition of an "area of racial/ethnic concentration" as set forth in the note for question D.4, below. A recipient may use another standard to define an area of concentration if it would more-narrowly define an area of concentration than the definition below, but if using another standard the recipient should explain why it has adopted that alternative standard.

8. Comments for Section C:

D. Direct-benefit or Indirect-benefit Activities (Con Plan identification of Needs, Market Analysis, and Strategic Plan to address needs: 24 CFR 91.205, 210, and 215, Local Jurisdictions; 24 CFR 91.305, 310, and 315, States; and, 24 CFR 91.405, 410, and 415, Consortia. Annual Action Plan activities: 24 CFR 91.220, Local Jurisdictions; 24 CFR 91.320, States; and, 24 CFR 91.420, Consortia)

1. Does the recipient include a description of how it engaged public participation in the development of this AAP (see 24 CFR 91.100-115 for specific requirements)?
☒ Yes ☐ No

Describe the outreach the recipient undertook to promote public participation, if any: The recipient included copies of English and Spanish notices regarding public meetings in the Citizen Tribune.

2. Indicate in the chart below how many public meetings were held, where they were held, the time (daytime or evening or weekend), and whether any public commentary was received.

Date of Meeting	Place of Meeting	Day/Evening?	Public comments received?
1/30/2015	MHCS	evening	All comments were accepted
2/13/2015	MHCS	day	All comments were accepted
4/8/2015	MHCS	evening	All comments were accepted
4/23/2015	MHCS	evening	All comments were accepted
5/1/2015	MHCS	day	All comments were accepted
5/5/2015	City Council meeting	evening	All comments were accepted

3. Did the recipient take affirmative steps to involve protected classes in the public participation planning and decision-making process including:
- a. Did the recipient affirmatively offer to persons who are Limited English Proficient the availability of oral interpretation at public meetings? ☒ Yes ☐ No
- b. Did the recipient indicate that notices inviting public participation had been translated into languages other than English? ☒ Yes ☐ No The recipient included copies of notices translated into languages other than English.

- c. Did the recipient indicate that the meeting site would be accessible to persons with mobility impairments (e.g., by placing the symbol of wheelchair accessibility on notices)? ☐ Yes ☒ No However, the recipient stated in the notices that anyone needing special assistance or interpretation could make arrangements by contacting the Community Development Department.

Briefly summarize these activities, or refer to page/s of AAP where jurisdiction summarizes:

The jurisdiction summarizes these activities in the Citizen Participation/Public Notifications Appendix at the end of the submission. A list of agencies invited to participate in the planning process is on Page 11 of the plan.

4. Is the recipient proposing to develop affordable housing during this AAP cycle?
☐ Yes (complete chart below) ☒ No (explain)

a. In the chart below, analyze whether proposed affordable housing development will include choices both within and outside of areas of racial/ethnic concentration. *(Note: In analysis of this question, the EOS will list in the chart below the affordable housing developments that the recipient proposes to commence development of during this AAP cycle, identify the census tract for each, and indicate whether the development will be located within an area of racial or ethnic concentration. For purposes of identifying an area of racial or ethnic concentration, use the Section 202/811 standards, which are:*

- Any one racial/ethnic minority is 20% or more above that for the jurisdiction;
- All racial/ethnic minorities combined together are 20% or more above that for jurisdiction;
- All racial/ethnic minorities combined represent 50% or more of the jurisdiction's total population.

Development name/ Address	Number of units (if available)	Census Tract	Area of racial/ethnic concentration?

- b. If any of the developments proposed are located in areas of existing racial/ethnic concentration, does the recipient indicate that these areas are designated as areas of economic revitalization where other sources of funding are being applied to promote infrastructure or increased opportunities? ☐ Yes ☐ No

Explain: Not applicable.

If all proposed developments in the chart above are located within areas of racial/ethnic minority concentration, EOS will issue a caution that the Recipient has an obligation to affirmatively further fair housing choice in compliance with 24 CFR 91.225 (localities)/91.325 (states).

5. Does the jurisdiction plan to use CDBG and/or HOME money to fund any new-construction housing, including the purchase of land for future affordable housing development (i.e., "land-banking")? Yes ☒ No

If yes, does the AAP indicate that the developer of such housing is aware of the new-construction accessibility requirements of *both* the Federal Fair Housing Act (24 CFR 100.205) and Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.20, et seq.)? ☐ Yes ☐ No

Cite page/s of AAP where project described: _____

If no acknowledgement of accessibility requirements in the AAP for new-construction covered housing, then jurisdiction is reminded of requirements by attachment of new-construction accessibility memo below.

Attachment provided below? ☐ Yes ☐ Not applicable.

6. For direct- and indirect-benefit (non-housing) types of activities, did the jurisdiction address the geographic areas into which it will direct assistance, including areas of racial or ethnic minority concentrations?

☒ Yes

State page/s where information was found in the AAP: The jurisdiction addressed the geographic areas into which it will direct assistance in the Maps Appendix at the end of the submission, and included maps of income levels and race.

7. Give examples of activities identified in the AAP which appear to meet the needs of protected classes — or — explain how the AAP has failed to explain the benefit of funded activities to protected class populations. Note for each the page/s in the AAP and/or IDIS where activity is summarized:

An example of activities identified in the AAP that appear to meet the needs of protected classes is the renovation of the Talley-Ward recreation facility to include bringing the main entrance and 2 bathrooms into compliance with the ADA. Other examples of activities identified in the AAP are on pages 24-28 of the AAP.

E. Comments/Explanations/Recommendations:

1. In its last review of this recipient's AAP, did FHCO raise findings or concerns? If so, what were those and how has the recipient addressed those in this AAP?

FHCO raised no findings or concerns in its review of recipient's last AAP.


2. Summarize below all comments/concerns/recommendations, including those identified within the paragraphs above that EOS intends for CPD to communicate back to the recipient with respect to this AAP:


The recipient listed 6 impediments in its 2013 AI. The recipient included plans to address 3 of those impediments in this AAP; however, the recipient did not include plans in this AAP to address the following 3 identified impediments: lack of information/awareness regarding fair housing; failure to report discrimination; and lack of a rental property association. FHCO recommends that the recipient address lack of information/awareness regarding fair housing and failure to report discrimination by conducting fair housing training/conferences for members of the public. The recipient should conduct fair housing seminars with training on fair housing laws and how to report housing discrimination, and/or file a housing discrimination complaint. The fair housing conferences/training should be aimed at informing the public, not just employees of service and/or government agencies. Providing pamphlets at various places in the community should not be the only way the recipient tries to address increasing information/awareness regarding fair housing and the failure to report discrimination. The recipient should provide notices about any planned fair housing training/conferences to senior centers, public housing authorities, and any places where members of their minority population (Hispanic, for example) gather or interact. The public notices about any fair housing training/conferences should be made in languages other than English to reach the recipient's minority LEP population and in formats that may be necessary for the recipient's disabled population.

FHCO also recommends that the recipient address their identified impediment of lack of a rental property association by developing a rental property association. In their 2013 AI, the recipient listed development of a rental property association and development of a renter's rights workshop for non-English speaking renters, other minorities, and the elderly as actions to take to address these impediments. The recipient should combine the development of a rental property association and the development of a renter's rights workshop by conducting fair housing outreach/education to rental property owners and the people who rent from them, including non-English speaking, minority, elderly, and disabled renters. The recipient could develop a forum to educate and inform the rental property owners and their customers on fair housing laws, how fair housing laws affect rental property owners and renters, and how to file a housing discrimination complaint.

(a) HUD's ConPlan/AAP regulations (24 CFR 91, 92, 570, et seq.) do not specifically require recipients of CDBG/HOME funds to state whether they have implemented locality preferences applicable to affordable housing developments or service activities provided with HUD funds. However, FHEO encourages recipients to state in their AAPs if locality preferences are being utilized. HUD's regulations implementing Title VI of the Civil Rights Act of 1964 prohibit methods of discrimination that may have the effect of limiting participation by racial or ethnic groups (24 CFR 1.4(b)(2)). If a community has lower minority representation than surrounding jurisdictions in the county, the adoption of locality preferences may have discriminatory impact in potential violation of Title VI. Recipients are encouraged to contact FHEO to discuss locality preferences *before* implementing them.

(b) (EOS add other comments/concerns/cautions here)

Signature: 
EOS Reviewer: (typed name): Stephen D. Moore Date: 6/1/2015
EOS Phone number: 865-474-3214

Signature: 
Approving Official (typed name): Marilyn Moore-Lemons Date: 06/01/2015
Title and Telephone number (typed): Director, Georgia/Mississippi/Tennessee Programs and Compliance, Office of Fair Housing and Equal Opportunity 601-603-1304

Note: If covered multifamily housing is being constructed with federal funding, then the accessibility requirements of *both* the Fair Housing Act and Section 504 will simultaneously apply. The information below highlights, but is an incomplete listing of requirements. Recipients must review cited regulations for full statement of requirements and applicability.

Fair Housing Act Accessibility Requirements

See HUD regulations at 24 CFR 100.205.

Applies to new construction built for first occupancy after March 13, 1991.

Applies to buildings of 4/more units if elevator-equipped building (only those units served by an elevator must comply); applies to ground floor units in buildings consisting of 4/more units when there is no elevator. Applies to almost all forms of private *and* federally-funded housing.

The Fair Housing Act Design Manual is the construction standard. Features which must conform to accessibility requirements include:

- Accessible building entrance on an accessible route
- Accessible & usable public/common use areas.
- Usable doors.
- Accessible route into/through the covered unit.
- Light switches, electrical outlets, thermostats, & other environmental controls in accessible locations.
- Reinforced walls for later installation of grab bars.
- Usable kitchens & bathrooms.
-

(www.fairhousingfirst.org or call toll-free (888) 341-7781 (V/TTY) or call your local HUD office.)

Section 504 of the Rehabilitation Act of 1973 Accessibility Requirements

See HUD regulations at 24 CFR 8.20, et seq.

A minimum of 5% (but at least one unit) of the total number of dwelling units in multifamily (5+ units) new construction (effective July 11, 1983) are to be made accessible for mobility impaired persons. An additional 2% of the total # of dwelling units is to be made accessible for persons with visual or hearing impairments. Applies to federally-funded housing and non-housing construction projects.

If substantial alterations are undertaken and the cost of the alterations is 75%/more of the replacement cost of the completed facility, then new construction provisions apply. The Uniform Federal Accessibility Standard (UFAS) is the design standard for providing physical accessibility.

(www.hud.gov go to People with Disabilities or call your local HUD office.)

**Equal Access to Housing in HUD Programs Regardless
of Sexual Orientation or Gender Identity**

Effective March 6, 2012

Revises 24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882, 891 and 982

General Provisions:

Defines sexual orientation and gender identity.

Housing assisted by HUD or insured by FHA shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status. Prohibits inquires of an applicant or occupant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available. Applies to Section 8, public housing, FHA, CDBG, HOPWA, and 202/811.

Clarifies HUD's definition of "family" and "household" with LGBT inclusive language

G + J/Programs: AAP Reviews 2015/"AAP- ConPlan review - checklist memo 2015.doc"

5/26/05: Revised in staff meeting

Includes FHA/504 Accessibility Review memo drafted by George Hipona

5/30/07: DP, JB, GH & JJ approved for use in reviewing 2007 AAPs

5/22/08: DP, GH, SC, FM & JJ reviewed and revised for use in reviewing 2008 AAPs

4/27/10: Entire branch reviewed & updated.

5/17/11: Entire branch reviewed & updated. 2011 changes noted in red font

5/20/11: Including SC's edits.

5/31/12: Entire branch reviewed & updated 2012 changes noted in red font

4/22/14: Entire branch reviewed & updated 2014/15 changes noted in red font

5/07/15: Revised to included PYs for ConPlan and AAP (red font) -SAC

5/12/15: Entire branch reviewed & updated changes noted in red font