



## City Council Regular Meeting Agenda

February 03, 2025 at 5:00 PM

Jefferson City Municipal Building

---

**1. Call to Order**

Opening Prayer

Pledge of Allegiance

**2. Roll Call**

**3. Approval of Minutes from Previous Meetings**

a. Minutes from January 6, 2025, Meeting

**4. Citizen Comments (Citizens should state their name, address, and limit comments to five minutes.)**

**5. Communications from the Mayor**

**6. Reports from Committees, Council Members, and other Officers**

a. **Building/Codes/Planning Department Monthly Report.** Consider a report from Jeff Houston, Building Inspector, concerning a summary of the department's activity for January 2025.

b. **Fire Department Monthly Report.** Consider a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for January 2025.

c. **Parks and Recreation Monthly Report.** Consider a report from Kevin Bolden, Parks & Recreation Director, concerning a summary of the department's activity of January 2025.

d. **Police Department/City Court Monthly Report.** Consider a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for January 2025.

e. **Public Works Monthly Report.** Consider a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for December 2024.

f. **City Manager Monthly Report.** Consider a report from James Gallup, City Manager, concerning a summary of his activity for January 2025.

**7. Appointments**

**8. Acceptance of Bids/Professional Services/Leases/Grants**

a. **Authorize** fence replacement at Morgan Wallen Field

- b. **Approve** purchase of Property Tax and Fixed Asset Software upgrade
- c. **Approve** change in Agent of Record for Employee Group Health Benefits Plan
- d. **Accept** the bid from McSpadden, Inc. for Fire Substation project

**9. Old Business**

- a. **Approve** on Second Reading Ordinance 2025-01 Amending the Operating Budget for the Fiscal Year 2024-25

**10. New Business**

**11. Adjourn**



Minutes of Regular Meeting  
January 6, 2025

The City Council of Jefferson City, Tennessee, met in regular session on Monday, January 6, 2025, at 5:00 p.m., at City Hall, 112 City Center Drive, Jefferson City, with Mayor Mitch Cain presiding.

The opening prayer and Pledge of Allegiance was led by Mayor Cain.

Roll Call by the City Recorder was as follows:

Mayor Cain	Present
Vice Mayor Bunch	Present
Councilwoman Combs	Present
Councilman Melton	Present
Councilwoman Purkey	Present

Also present were James Gallup, City Manager; Robert Burts, City Attorney; and Bettina Chandler, City Recorder.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, the City Council minutes of December 2, 2024, and the Beer Board minutes of December 17, 2024, were unanimously approved as written.

Upon request from Mayor Cain for citizen comments, there were none.

A Public Hearing was held to consider Ordinance 2024-19, an ordinance amending the zoning map of Jefferson City by rezoning one parcel at 1713 Russell Avenue. There were no comments.

In communications from the mayor, he announced the following: the preliminary budget calendar for FY 2025-2026 is in council’s packets; sales tax for November is up 8.3%; Alan Palmieri, former Jefferson City councilman and mayor, has passed away and Mayor Cain took a moment to recognize the commitment Mr. Palmieri made to Jefferson City with a moment of remembrance. He also made the following proclamation: January 2025 is Human Trafficking Prevention Month.

The following reports were presented to the City Council: Building/Codes/Planning Department Monthly Report, Fire Department Monthly Report, Parks and Recreation Monthly Report, Police Department Monthly Report, Public Works/Utilities Monthly Report, and the City Manager’s Monthly Report. James Gallup, City Manager, announced the following: LAMTPO Executive Board Meeting is January 8<sup>th</sup> at 9:00 a.m. at Jefferson City Hall; close-out public hearing on 2021 CDBG Sewer Rehab Project is January 10<sup>th</sup>; rescheduled bid deadline for Fire Station 2 is January 19<sup>th</sup> at 1:00 p.m.; administrative offices will be closed in observance of MLK Jr. Day on January 20<sup>th</sup>; the city’s independent auditors will present the FY 2023-2024 audit at the work session on January 21<sup>st</sup>;

Page 2  
Minutes of Regular Meeting  
January 6, 2025

the January calendar and monthly & quarterly reports for the Library, and the January calendar for the Senior Center are in council's packets

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Betty Churchman and Bryan Miller were unanimously appointed to the Adjustment & Appeals Board.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, Carolyn Blevins and Elizabeth Moser were unanimously appointed to the Beautification Committee.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, Mindy Williams was unanimously appointed to the Industrial Development Board for a six-year term.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, the purchase of a 200 HP VFD for the Water Plant from McClean Technology in the amount of \$16,578.00, was unanimously approved.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, the purchase of a CPR Compression System from Master Medical Equipment in the amount of \$17,707.82, was unanimously approved.

Upon motion of Councilwoman Combs, seconded by Vice Mayor Bunch, Ordinance 2024-19, an ordinance amending the zoning map of Jefferson City by rezoning one parcel at 1713 Russell Avenue, was unanimously adopted on second reading.

Upon motion of Councilwoman Combs, seconded by Councilman Melton, Ordinance 2025-01, an ordinance amending the operating budget for the Fiscal Year 2024-25, was unanimously adopted on first reading.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Resolution 2025-01, a resolution authorizing the submission of a 2025 Community Development Block Grant, was unanimously adopted.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Resolution 2025-02, a resolution declaring certain property as surplus property, was unanimously adopted.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, Resolution 2025-03, a resolution authorizing the application for the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant, was unanimously adopted.

The meeting was adjourned at 5:16 p.m.

Page 3

Minutes of Regular Meeting  
January 6, 2025

\_\_\_\_\_  
Mitch Cain, Mayor

\_\_\_\_\_  
Bettina Chandler, City Recorder

# BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT

## MONTHLY REPORT FOR JANUARY 2025



### Permits and Inspections

Number of Permits Issued:

Building: 12

Sign: 2

Demo: 1

Floodplain: 0

Inspections Performed: 46

Certificates of Occupancy Issued: 5

Plan Reviews Performed: 3

Active Permits: 102

### Code Enforcement

Complaints Received: 4

Violations Found: 4

Notices of Violation Issued: 2   Citations Issued: 1

Cases Closed: 3

Total Open Cases: 11

### (NPDES) Stormwater

Number of Active Construction General Permits: 22 (10 Active)

Stormwater Inspections Performed: 8

Violations Found: Multiple Minor Violations

Enforcement Actions Taken: Minor Violations Corrected on Site

Plan Reviews: 1

### City Planning

**January 27<sup>th</sup>** Agenda

Regional Planning Commission

#### I. New Business

- a. Donald Reese - Plat Review/ Approval - Combination of Two Lots Located off Debrex Drive (Growth Boundary) - **Approved**

**BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT**  
**MONTHLY REPORT FOR JANUARY 2025**

- b.** Michael Ogle - Plat Review/ Approval - Re-subdivision of Lots 23, 24, and 2 - Located off Four Winds Way - **Approved**
- c.** Jesse Hurst - Rezoning Request from R-1 (single family residential district) to R-2 (multiple family residential district) - Located off Black Oak Rd. - **Denied**
- d.** Jim Webb - Preliminary Site Plan Review/ Approval - Sherwin Williams - Located off Broadway Blvd. - **Approved**
- e.** Jeff Houston - Plan Review/ Approval - Fire Dept. Sub-Station - Located off Odyssey Rd. - **Approved**



# JEFFERSON CITY FIRE DEPARTMENT

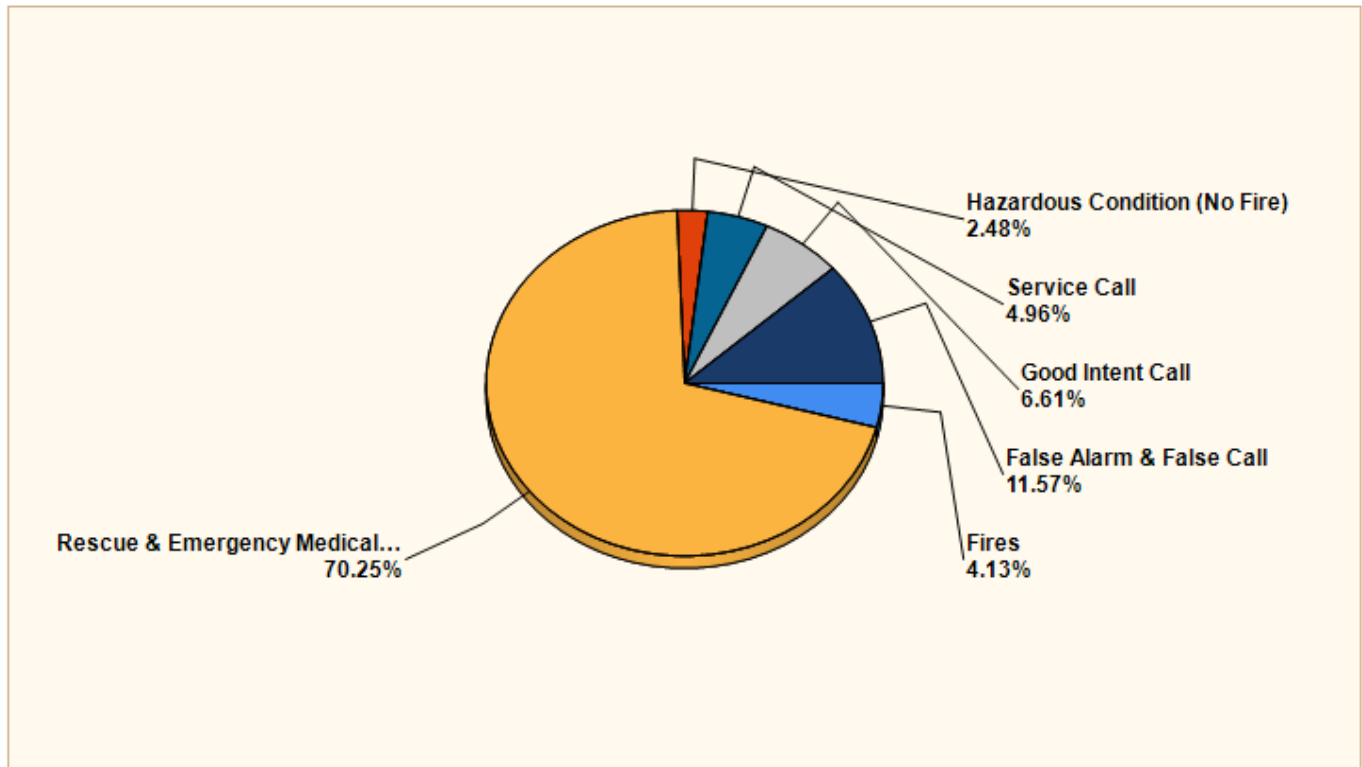
Section 6, Item b.

104 City Center Drive • Jefferson City, TN 37760  
Telephone • 865-475-3616  
Fax • 865-471-7099

## Office of the Fire Chief Monthly Department Activity Summary

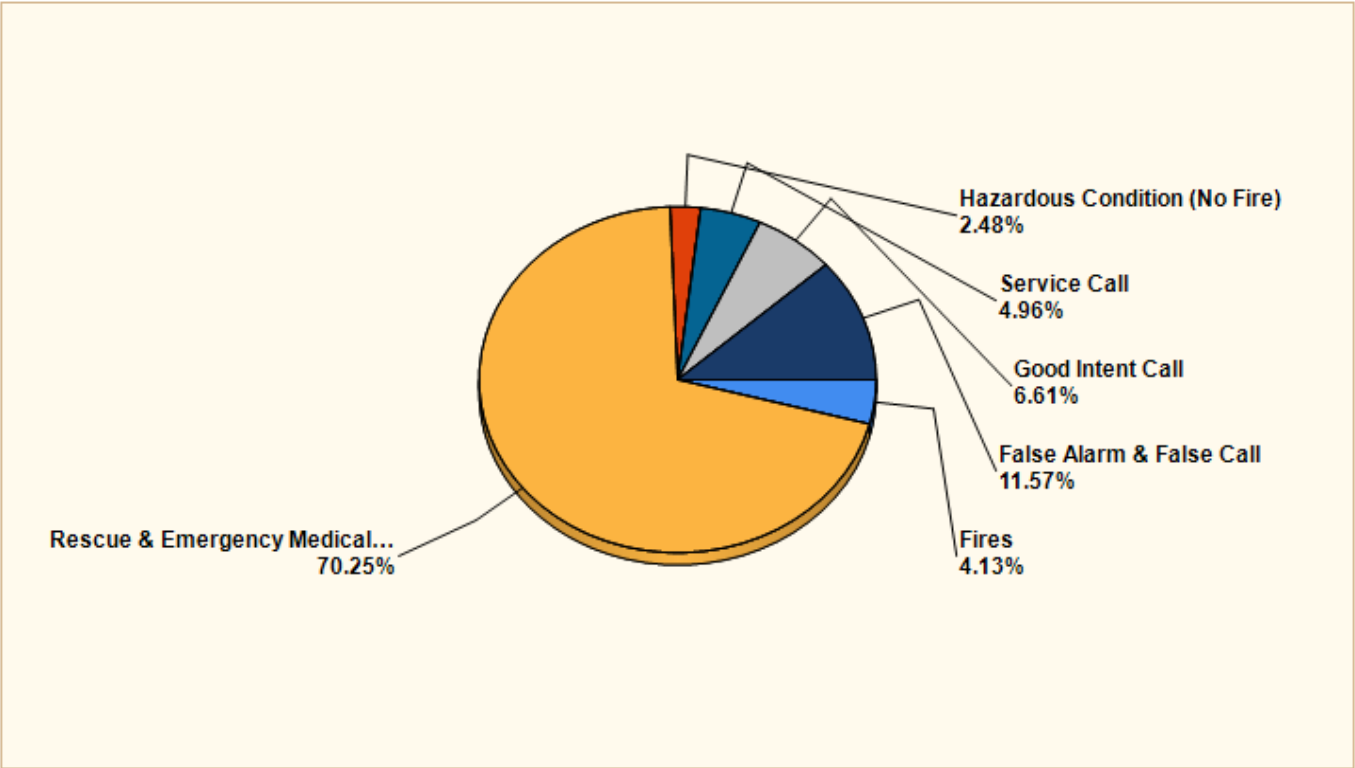
January 2025

### Operations



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.13%
Rescue & Emergency Medical Service	85	70.25%
Hazardous Condition (No Fire)	3	2.48%
Service Call	6	4.96%
Good Intent Call	8	6.61%
False Alarm & False Call	14	11.57%
<b>TOTAL</b>	<b>121</b>	<b>100%</b>

Calls (Year to Date)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.13%
Rescue & Emergency Medical Service	85	70.25%
Hazardous Condition (No Fire)	3	2.48%
Service Call	6	4.96%
Good Intent Call	8	6.61%
False Alarm & False Call	14	11.57%
TOTAL	121	100%

Overlapping Incidents 19 (18%)

Fire Prevention/Public Education

Company Inspections/Pre-Planning Visits	22
Station Tours/Visits	2
Public Education Deliveries/Classes	4
Smoke Alarms Installed	0
Child Car Seats Installed	0

Average Monthly Response Time:

6:05 minutes

90% Percentile Response

Fire: 7:36 minutes

EMS: 7:16 minutes

Other Items of Interest:

The Fire Department hosted a TN Fire Commission Lie Fire Verification Burn for Jefferson County Departments on 1/9/2025. This verification is required for all firefighters prior to being certified as Firefighter I's by the State.

Chief Turner attended the Jefferson County E-911 Board Meeting on 1/16/2025.

JCFD sponsored and hosted the National Fire Academy's Command and Control of Fire Department Operations at Target Hazards at the fire station from 1/12-17/2025. Fire department officers and senior members participated in the course were instructed and developed response activities to a variety of target hazard incidents. Personnel from JCFD, Morristown, Sevierville and Rural-Metro Fire attended.

JCFD Green Shift attended and provided first aid training for Jefferson City Cub Scout Pack 76 on 1/20/2025.

JCFD Blue Shift spoke to approximately 65 Home School Students at the Jefferson City Library on 1/28/2025 about fire and life safety issues.

Chief Turner attended the Jefferson County Fire Chief's Association Meeting on 1/30/2025 at Baneberry Fire Department.



**Parks and Recreation Monthly Report**  
**For January 20205**

Weekly Attendance

Sat. December 28th - Fri. January 3rd	894
Sat. January 4th - Fri. January 10th	1115
Sat. January 11th - Fri. January 17th	1064
Sat. January 18th - Fri. January 24th	1041
Sat. January 25th - Fri. January 31st	989

Monthly staff meeting with maintenance and front desk staff.

Lifeguarding and swimming lessons are now being offered all year round.

I attended weekly department head team meetings.

Basketball games are being held at the Center until the last week of February.

We're in the process of getting a cost analysis for each of the concept park drawings.

The new front doors have been installed at the Center.

The bathing suit dryer was installed in the men's locker room.

We're in the process of installing our new software system for the Center and all our Parks.

We have ordered dirt and sand for leveling the infield at Roy Harmon Park

We're starting a Breast Cancer Survivor water aerobics class.



# Jefferson City Police Department

## Monthly Council Report

### 2025 January

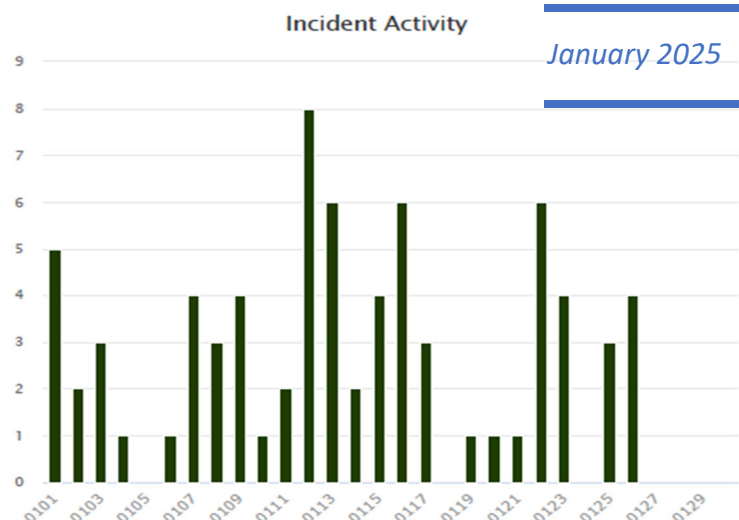


### Training

Officer	Training	Hours
PO Justin Thomas	LEIC Crime Scene Operations	40
PO's Shoffner and Carter	T-CCC tactical medical care	16
Lisa May and PO Langley Wilson	TIBRS initial and review training (Nov)	16

### Incident Activity

Total Incidents	75
Incidents Cleared	14
Incidents Open	1
Pending Approval	3
Total Parties	212
Total Arrests	41
Total Juveniles	14
Complainants	26
Victims	64
Suspects	68
Unsubs	11
Witnesses	19
Other Parties	24



### Incident Offenses

Alphabetical:	
All Other Offenses	14
Assault Offenses - Aggravated Assault	3
Assault Offenses - Simple Assault	8
Burglary/Breaking and Entering	2
Driving Under the Influence	4
Drug Narcotic Offenses - Drug Equipment Violations	14
Drug Narcotic Offenses - Drug/Narcotic Violations	22
Extortion/Blackmail	1
Fraud Offenses - Credit Card/Automatic Teller Machine Fraud	1
Identity Theft	1
Larceny/Theft Offenses - All Other Larceny	7
Larceny/Theft Offenses - Shoplifting	8
Motor Vehicle - Motor Vehicle Theft	1
Stalking	1
Statutory Rape	1
Warrant Service Other Agency	6
Weapon Law Violations	1

Most Active:	
Drug Narcotic Offenses - Drug/Narcotic Violations	22
All Other Offenses	14
Drug Narcotic Offenses - Drug Equipment Violations	14
Assault Offenses - Simple Assault	8
Larceny/Theft Offenses - Shoplifting	8
Larceny/Theft Offenses - All Other Larceny	7
Warrant Service Other Agency	6
Driving Under the Influence	4
Assault Offenses - Aggravated Assault	3
Burglary/Breaking and Entering	2
Identity Theft	1
Motor Vehicle - Motor Vehicle Theft	1
Stalking	1
Statutory Rape	1
Extortion/Blackmail	1
Weapon Law Violations	1
Fraud Offenses - Credit Card/Automatic Teller Machine Fraud	1

**Community Relations/Outreach/Meetings**

Officer	Event/Project/Meeting	Hours
D/Sgt Michael Stallings	Internet safety- Cherokee Douglas	2

**Municipal Court Report (December 2024)**

Citations Heard	55	Docket Count	80	Fines & Costs Imposed	\$7,975
Fines & Costs Collected	\$13,392.92	Fines & Costs Referred	\$2,271.50	Referred to State- Fail to Appear	24
Guilty	26	Not Guilty	4	Charges Dismissed	7
Referred to Driving School	16				

**Patrol Division Activity (December 2024)**

911 Calls for Service	Vehicle Crash	Arrests-Misdemeanor	Arrests-Felony	Reports	Citations
<b>898</b>	<b>42</b>	<b>61</b>	<b>8</b>	<b>86</b>	<b>250</b>
Miles Patrolled	Property Checks	Drug Viol	Car Stops	Driving Under the Influence	Hands Free/Mobile Device Violations
<b>20352</b>	<b>6767</b>	<b>27</b>	<b>286</b>	<b>3</b>	<b>22</b>

**Employee Recognition/Updates**

- Vacancies: 0
- **3<sup>rd</sup> TLEA Re-accreditation award February 6 at the TACP meeting**

Major Projects Status

- ❖ Wastewater Plant Improvement Project – New process is online, and Phase II is complete, awaiting closeout.
- ❖ CDBG funded sewer line replace/rehab in Spring 2024. Awaiting closeout.
- ❖ Old AJ repaving in Design phase.
- ❖ SCADA complete.
- ❖ Black Oak Fire Protection Project – Construction by City Crews is scheduled for Spring of 2025.
- ❖ COVID- Employees are following CDC and Health Department guidelines.

Task – December 2024

Water & Sewer

Water Taps: 18  
Sewer Taps: 18  
Water Treated: 151.88 million gallons  
Water leaks: 15  
Wastewater Treated: 27.27 million gallons.  
Wastewater effluent violation: 0  
Overflow: 0

Streets & Sanitation

Brush Hauled – 19 loads.  
Junk Hauled – 28 loads.  
Recycle Hauled – 30.25 tons.



## OFFICE OF THE CITY MANAGER

### City Manager Report

February 03, 2025

#### Activities:

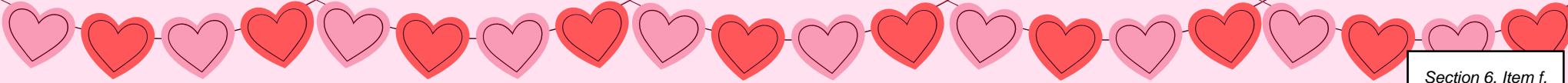
- Hosted LAMTPO Executive Board Meeting at Jefferson City Hall
- Met with Standard Banner for interview regarding Col Shrader's completion of CSP
- Hosted CDBG Closeout Hearing for 2021 CDBG Sewer Rehab Project
- Hosted bid opening for JCFD Fire Sub Station Project
- Attended Jefferson County Economic Alliance quarterly meeting at City Hall
- Hosted meeting with developer requesting sewer extension for potential annexation
- Attended Jefferson City/TDOT Preconstruction Meeting for Chucky Pike Signalization Project
- Attended vendor meeting with Granicus regarding short term rental regulations
- Met with financial consultant, Frank McDaniel, to kick off discussion for FY26 Budget Season
- Met with Cumberland Securities rep to discuss financing options for Fire substation project
- Met with TML Bond Fund rep to discuss financing options for Fire substation project
- Submitted application for FY2025 BUILD Grant for traffic signal and intersection improvements

#### Announcements/Events:

- February 3<sup>rd</sup>- Chucky Pike Signalization Project mobilization/ETA August 31 Completion.
- February 17<sup>th</sup> - Administrative offices closed in observance of President's Day
- February 26<sup>th</sup> – City Council Strategic Budget Planning Summit
- February 27<sup>th</sup> – Chamber of Commerce Annual Banquet @ Carson Newman University
- March 6<sup>th</sup> – Groundbreaking Ceremony for Anderson-Dubose | RSVP by Feb 21


#### Attachments:

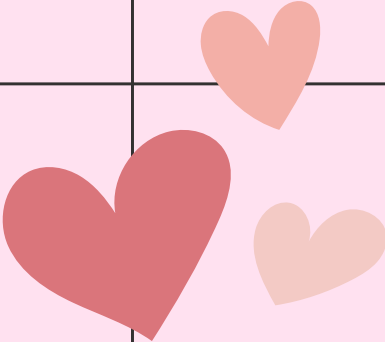
- Jefferson City Public Library February Calendar and Newsletter

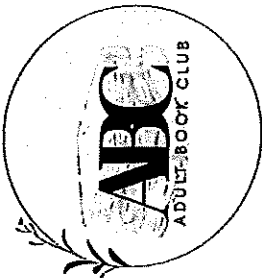


# FEBRUARY AT JCPL

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Teen Craft: 4:00pm	4 Homeschool Academy 10:30am  Adult Book Social 4:30pm	5 Storytime, Go: 10:30am  Watercolor Club: 4:00pm	6 Little Listeners: 10:30am  Science Club 4:00pm	7 Writing Group 3:30pm	8
9	10 Teen Mystery Night 4:00pm	11 Homeschool Academy 10:30am  Journey through space: 4:00pm	12 Storytime, Go: 10:30am  Watercolor Club: 4:00pm	13 Little Listeners: 10:30am  Lego Builders: 4:00pm	14 Writing Group 3:30pm	15
16	17 Closed for President's Day!	18 Homeschool Academy 10:30am  Adult Arts & Crafts: 4:00pm	19 Storytime, Go: 10:30am  Watercolor Club: 4:00pm	20 Little Listeners: 10:30am	21 Writing Group 3:30pm	22
23	24 Teen Chill night: 4:00pm	25 Homeschool Academy 10:30am	26 Storytime, Go: 10:30am  Watercolor Club: 4:00pm	27 Little Listeners: 10:30am	28 Writing Group 3:30pm	

 = Closed





## Adults

**Adult Book Social:** 2/4/25 at 4:30pm  
Come to talk about your latest reads!  
Make friends, have snacks, and enjoy the company of other readers!

**Adult Mixed Media Arts & Crafts:** 2/18/25 at 4:00pm  
Join us in making a Christmas Card memory book! **Please bring your own cards and preregistration is required!**

**Watercolor Club: Wednesdays at 4:00pm**  
No talent required! Bring your own supplies and get creative!

**Yoga: Fridays at 9:00am**  
Bring your own mat! Beginner friendly!

## Homeschool Academy

**Tuesdays at 10:30am**

Join our very own Jason Ray for various topics geared toward enriching your child's learning goals and activities.  
For homeschoolers ages 5-10!

Each learning topic and activity will be planned on a weekly basis and advertised on our social media pages! Feel free to give us a call at 865-475-9094 or contact Jason via email at [jray@jcpls.org](mailto:jray@jcpls.org) for more information or any questions that you might have!



## Kids

**Storytime, Go:** Wednesdays at 10:30am  
Join us for stories, songs, and crafts designed to promote children's early literacy skills.  
Geared towards children 3-5

**Little Listeners:** Thursdays at 10:30am  
A Storytime for babies and toddlers to enjoy songs, books, and rhymes with their caregiver. Geared towards children under 4 years old

**Lego Builders:** 2/20/25 at 4:00pm  
Bring your imagination and we'll bring the Legos!

## Teens

**Teen Craft Night:** 2/3/25 at 4:00pm

**Teen Mystery Night:** 2/10/25 at 4:00  
Join us to solve a mystery!

**Teen Chill Night:** 2/24/25 at 4:00pm  
Come chill at the library! We will do relaxing activities, destress, and make new friends!



# The Scribble Society

## Writing Group Fridays at 3:30pm

Open to adults and everyone in between. Join us for writing, sprints, and fun with fellow writers. We meet every Friday at 3:30pm and talk about how our writing is going before working on a prompt and then sharing our work!

## Journey Through Space: 2/11/25 at 4:00pm

Join us for an out-of-this-world adventure through outer Space, mankind's true final frontier! Suitable for all ages!

Section 6, Item f.

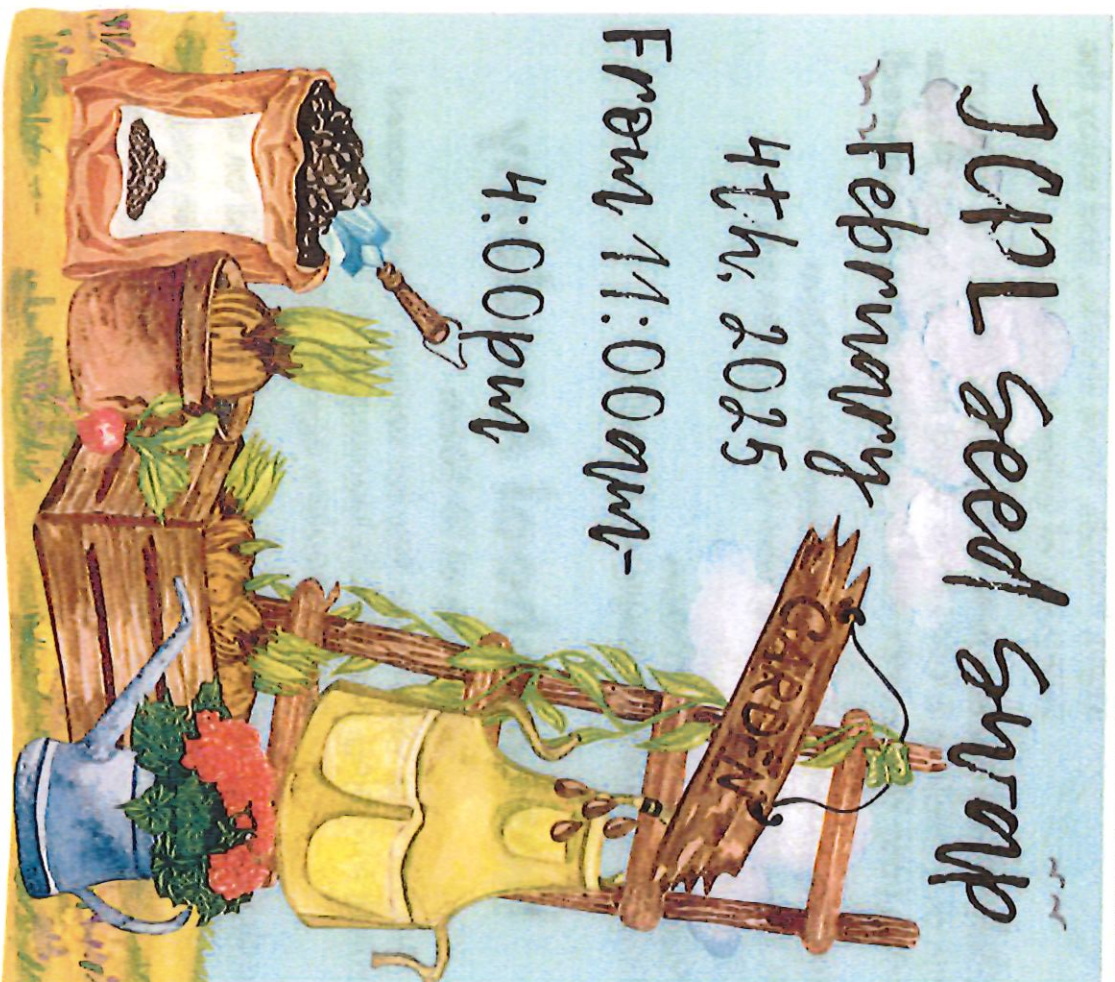


## Closings/ Holidays

We will be closed on Monday, Feb. 17 for President's Day!

# February at JCPL

18



Need something printed?

Email it to [jcpirenewals@jcpls.org](mailto:jcpirenewals@jcpls.org) to have us print it for you!



JCPL  
JEFFERSON CITY  
PUBLIC LIBRARY





## **PARKS AND RECREATION AGENDA ITEM REPORT**

**TO:** City Council

**FROM:** Kevin Bolden, Parks and Recreation Director

**DATE:** January 15, 2025

**SUBJECT:** Roy Harmon Park Fence Installation

---

### **BACKGROUND:**

- As part of the program to upgrade the Morgan Wallen Little League Field at Roy Harmon Park, the fence surrounding the field needs replacement.
- Jefferson County Little League is planning to return to Morgan Wallen Field for league games this year.
- Staff have fielded quotes from multiple vendors for scope of work and timeline.

### **FISCAL IMPACT:**

- The lowest quote submitted is \$32,000 from E&M Fencing.
- Funding will come from the Morgan Wallen Foundation donation.

### **REQUEST/RECOMMENDATION:**

Parks and Recreation requests waiving the formal bid process and approving the purchase of this service from E&M Fencing for \$32,000. E&M Fencing's timeline to provide fence removal and replacement aligns with the beginning of the little league season.

### **ATTACHMENTS:**

Bid Tabulation – Little League Fence

DATE: 12-4-25

DEPARTMENT: Recreation

REQUESTED BY: Kevin Bolden

DEPT HEAD: Ken Bolden

PURPOSE OF REQUEST: Replace old fence

# CITY OF JEFFERSON CITY

## Telephone Bid Tubulation

Section 6-507 - City Manager approval required before issuance of Purchase Order for all purchases (supplies, equipment, services and contracts) between \$500.00 and \$9,999.99

Section 8, Item a.

Item #	Description	Name of Bidder		Name of Bidder		Name of Bidder			
		Vendor:	Phone #	Quoted By:	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	Little League Fence	E. In Fencing	865-850-0298	Fred		\$32,000			
2									
3									
4									
5									
6									
		Freight:							
		Discount Terms:							
		Delivery time from receipt of Purchase Order:							
		TOTAL BID		\$32,000		\$46,000		\$47,000	

City Manager/Purchasing Agent: \_\_\_\_\_

Department Head: [Signature]



## OFFICE OF CITY RECORDER

### AGENDA ITEM REPORT

**TO:** City Council

**FROM:** Bettina Chandler, City Recorder

**DATE:** January 16, 2025

**SUBJECT:** Request Approval for Purchase to Upgrade Property Tax and Fixed Asset Software

---

#### BACKGROUND:

- Local Government Corporation is the company the Finance Department uses for all financial software. They have been updating the original FlexGen software to NextGen.
- The City has updated the Financial Management, Purchasing, Business License and Utility software. The Property Tax and Fixed Asset software are the final two to be upgraded.
- The upgrade was going to be requested in the Operating Budget for FY 2025-26, however, many cities are waiting to do these upgrades next year.

#### FISCAL IMPACT:

- The cost for the upgrade will be \$6,772.80.

#### REQUEST/RECOMMENDATION:

Approval from the City Council to place the order for the upgrade prior to other cities/clients of LGC. There are two options listed in the attached memo.

#### ATTACHMENTS:

Memo from Bettina Chandler with supporting documents from Local Government Corporation

MEMORANDUM

To: City Council and James Gallup  
From: Bettina Chandler  
Date: January 16, 2025  
Subject: Purchase of NextGen Property Tax and Fixed Asset Software

Local Government Corporation (LGC) is the company Jefferson City's Finance Department uses for all financial software. LGC has progressively been updating the original FlexGen software to NextGen. To date, the finance department has converted Financial Management, Purchasing, Business License, and Utility software from FlexGen to NextGen. Property Tax and Fixed Assets software are the final two that need to be converted.

I received the attached letter from LGC today. It states they received notification that IBM has acquired the licenses and source code for FlexGen software development tools that LGC uses to support and maintain FlexGen products and that any support for those tools will end soon. Therefore, LGC will no longer be able to safely support and maintain their existing FlexGen software. LGC will be forced to end all support for FlexGen software as of June 30, 2026.

Many cities in Tennessee and Alabama use LGC for their government financial software. I spoke with Ryan Winstead and Steve Montgomery from LGC, and they said that many of these local governments have not converted any of their software from FlexGen to NextGen. This means that there will be a long list of customers requesting conversions, and the conversions are processed in the order received.

**This software conversion is necessary for our financial operations.** The software is in my department's five-year plan for FY 25-26. Therefore, I had already asked and received a quote from LGC on December 10, 2024, in preparation for the budget. The quote is as follows:

NextGen Property Tax Software	\$2,937.60
NextGen Fixed Asset Software	\$3,835.20
<b>Total Nextgen Software</b>	<b>\$6,772.80</b>

Annual Use & Remote Support Fee Property Tax	\$ 6,936.00
Annual Use & Remote Support Fee Fixed Assets	\$ 4,216.00
<b>Total Annual Use &amp; Remote Support Fee</b>	<b>\$11,152.00</b>

**NOTE:** Annual Use & Remote Support Fee is prorated from the date of installation through the end of the current fiscal year.

Because many cities have not converted any of their software from FlexGen to NextGen, and because this software is necessary for operations, I am respectfully requesting Council to consider one of the following so I can go ahead and order the software:

1. A budget amendment for the FY 24-25 in the amount of \$6,800.00 to purchase both Property Tax and Fixed Assets NextGen software. The annual total use and remote support fee of \$11,152.00 would be prorated from the date of installation to the end of the current fiscal year. If approved, I don't anticipate the conversion would be done until June so the estimated prorated cost would be \$1,000.00. **NOTE:** With this option the conversion is not guaranteed to be completed by June 30, 2025. There is always the contingency of an issue somewhere in the test conversion.
2. Council approve now for the FY 25-26 budget the purchase of both Property Tax and Fixed Assets NextGen software in the amount of \$7,500.00 and the annual total use and remote support fee of \$12,300.00. This would allow me to go ahead and place the order and put Jefferson City in line for the conversion. **NOTE:** These numbers include a 10% increase per the quote from December 10, 2024.





## LOCAL GOVERNMENT CORPORATION

January 13, 2025

To all customers who use our FlexGen (FG) Software Products:

Earlier this year, we were very surprised to receive notice that IBM had acquired the licenses and source code for the FG software development tools we use to support and maintain our FG products. They also notified us that any support for those tools will be ending very soon. Therefore, LGC will no longer be able to safely support and maintain our existing FG software, especially in these days of cybercrime, and constantly changing operating systems and hardware. As a result, LGC will be forced to end all support for our FG products, as of June 30, 2026. IBM has given us permission to use the tools through this time to do legally mandated changes and what we call "only critical break/fix" work.

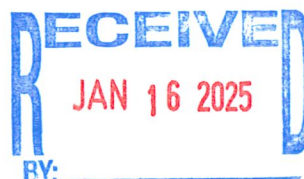
The good news is that our NextGen (NG) software, which I am sure you have heard about, is ready to upgrade your FG systems. Some of these systems have already been in the field for many years (some over 10), so they are well tested and polished. They perform beautifully and have many modern tools and features to help you administer your work.

Our experienced teams stand ready to help you with this transition to our NG versions in a way to minimize disruption to your office operations. We are committed to ensuring there is no interruption in your ability to serve the citizens of your community and members of your office(s).

Please contact our Marketing Department at (800) 381-4540 or [marketing@localgovcorp.com](mailto:marketing@localgovcorp.com) for more information on how to start this process. We appreciate your understanding and cooperation during this transition and look forward to continuing to serve your office for many years to come.

Thank you

Bruce D. Collier





**Sales Proposal**  
**For**  
**City of Jefferson City**  
**Tuesday, December 10, 2024**

**Proposal Information**

If you are receiving this proposal for budgetary purposes, please add 10% to the final proposal cost to cover any fiscal year increases.

\*LGC's software is designed to run on the most current technology. Older operating systems and workstations may not provide the best possible user experience.

\*NextGen runs in a Microsoft SQL database, which must be purchased in order to use NextGen.

\*A Microsoft SQL CAL is required for any workstation needing access to NextGen.

\*Microsoft SQL is server specific. You are not required to purchase it for each software package.

\*The Nextgen software is developed to use the latest technology in laser printing. Older technologies such as dot matrix or line printers are not compatible.

\*Jefferson City is responsible for making certain that the existing hardware meets the minimum specifications to run LGC's NextGen software. Please see the hardware specification sheet.

**Software**

<b>Application Software Windows Multi-User</b>	
Nextgen-City Property Tax	2,937.60
*Annual use and remote support fee is \$6,936.00	
Nextgen-Fixed Assets	3,835.20
*Annual use and remote support fee is \$4,216.00	
<b>Application Software Windows Multi-User</b>	<b>6,772.80</b>
<b>Total Software Cost</b>	<b>6,772.80</b>

<b>Total Proposal Cost:</b>	<b>\$6,772.80</b>
-----------------------------	-------------------

Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

<b>Annual Use and Support Fee:</b>	<b>\$11,152.00</b>
------------------------------------	--------------------

\* This **Annual Use and Support Fee** is not included in the proposal cost listed above and will be prorated from the date of installation through the end of the current fiscal year.

**Annual Use and Support Fee**

Annual Use and Support Fees for each software package will be billed after the first day of training. If LGC's software is installed on third party hardware, additional charges may apply. *Annual Use and Support Fees are due on July 1st of each year and are prorated from the first day of training through the end of June of the current fiscal year. Software use and support fees are based on the current year's support rate and are subject to change July 1st of each year. Full software use and support fees recur annually.*

**Software, Installation, and Training**

Software, installation, and training charges for each package will be billed after the first day of setup.

**Third Party Hardware**

If LGC's software is installed on third party hardware, additional charges may apply.





## **FINANCE DEPARTMENT AGENDA ITEM REPORT**

**TO:** City Council

**FROM:** Holly Cox, Sr. Accounting/Personnel

**DATE:** January 17, 2025

**SUBJECT:** Request change in Agent of Record for Employee Group Health Benefits Plan

---

### **BACKGROUND:**

- Cate Insurance Company is currently the named agent of record that administers the City of Jefferson City's employee group health benefits plan with Blue Cross Blue Shield of Tennessee.
- In reviewing how employee benefits are administered, Mark III Employee Benefits offers a higher level of service and at no additional cost to the city.

### **FISCAL IMPACT:**

- There would be no direct expense to the City's Operating Budget. Services rendered are built into our insurance premiums.

### **REQUEST/RECOMMENDATION:**

Request City Council approval to change the Agent of Record from Cate Insurance Company to Mark III Employee Benefits for administering the City of Jefferson City's employee group health benefits plan.

### **ATTACHMENTS:**

Presentation by Mark III Employee Benefits

# Your *Trusted* Benefits Partner





# Current Information

- Fact Finding
  - Plan Year
  - Number of Employees
  - FSA
- Core Benefits
  - Carriers
  - Current Issues
  - Desired Changes
- Voluntary Benefits
  - Carriers
  - Current Issues
  - Desired Changes
- Open Enrollment
  - Methodology
  - Technology
- Employee Communications
  - Website
  - Benefit Booklet
  - Social Media
- Benefits Administration System



## Why Mark III?

# Who We Are



- ✓ Family Owned & Operated since 1973.
- ✓ Serving over 150 clients in TN, NC, VA, GA, FL, SC.
- ✓ Mark III Employee Benefits is the largest independent public sector Broker/Consultant in the region.





# Our Clients

We serve over 150 public sector clients and insure over 300,000 employees.

Alexander County Schools, NC  
Ashe County Schools, NC  
Asheboro City Schools, NC  
Atlanta Public Schools, GA  
Banks County Sheriff's Office, GA  
Barrow County Government, GA  
Bertie-Martin Regional Jail, NC  
**Bladsoe County Government, TN**  
Botetourt County Schools, VA  
Brevard County Government, FL  
Bristol VA Utility Authority, VA  
Bristol Virginia Public Schools, VA  
Burke Catawba Confinement, NC  
Cabarrus County Schools, NC  
Caldwell County Government, NC  
Carolina Hurricanes, NC  
Caroline County Schools, VA  
Carroll County Government, VA  
Caswell County Government, NC  
**City of Brentwood, TN**  
City of Brevard, NC  
**City of Bristol, TN**  
City of Bristol, VA  
City of Dalton, GA  
City of Gastonia, NC  
City of Graham, NC  
City of Henderson, NC  
City of Hendersonville, NC  
City of High Point, NC  
**City of Johnson City, TN**  
**City of Kingsport, TN**  
City of Laurinburg, NC  
City of Lynchburg, VA  
**City of McMinnville, TN**  
City of Monroe, NC  
**City of Morristown, TN**  
City of Oxford, NC  
City of Raleigh, NC  
City of Rocky Mount, NC  
City of Salisbury, NC  
City of Sanford, NC  
**City of Sevierville, TN**  
City of Shelby, NC

City of Washington, NC  
City of Winston Salem, NC  
**Chattanooga Housing Authority, TN**  
Cleveland County Government, NC  
Cleveland County Schools, NC  
Cleveland County Water & Sewer, NC  
Columbus County Government, NC  
Culpeper County Schools, VA  
Culpeper County Government, VA  
Dare County Government, NC  
Davidson County Schools, NC  
Dinwiddie County Public Schools, VA  
Duke University, NC  
Durham County Government, NC  
Durham County Public Schools, NC  
Edgecombe County Government, NC  
**First TN Human Resources Agency, TN**  
Floyd County Public Schools, VA  
Fluvanna County Schools, VA  
Forsyth County Government, NC  
Forsyth Tech Community College, NC  
Franklin County Schools, NC  
Fredericksburg City Schools, VA  
Gaston County Government, NC  
Gloucester County Public Schools, VA  
Gloucester County Government, VA  
Graham County Schools, NC  
**Grainger County Schools, TN**  
Greensville County Public Schools, VA  
Guilford County Schools, NC  
Habersham EMC, GA  
Halifax County Government, NC  
**Hamblen County Government, TN**  
**Hamilton County Schools, TN**  
Harnett County Schools, NC  
Harnett County Government, NC  
Haywood County Government, NC  
Henderson County Government, NC  
Hertford County Government, NC  
Hoke County Government, NC  
Huntsville Utilities, AL  
Jackson County Schools, NC  
**Johnson County Government, TN**

Kannapolis City Schools, NC  
King William County Public Schools, VA  
Kennesaw County Schools, SC  
Lancaster County Schools, VA  
Laurens County Schools, GA  
Lee County Government, NC  
Lee County Schools, NC  
Lee County Government, VA  
Lee County Schools, VA  
Lynchburg City Schools, VA  
Martin County Government, NC  
**Maury County Government, TN**  
Montgomery County Government, VA  
Montgomery County Schools, VA  
Nash County Government, NC  
NCRGEA, NC  
New Hanover County Schools, NC  
Northampton County Government, NC  
Northumberland County Schools, VA  
Nottoway County Schools, VA  
Onslow County Schools, NC  
Onslow Water & Sewer Authority, NC  
Person County Government, NC  
Pitt County Government, NC  
Pitt County Schools, NC  
Pittsylvania County Government, VA  
Polk County Government, NC  
Prince George County Government, VA  
Rabun County Government, GA  
Race City Steel, NC  
Randolph County Government, NC  
Randolph County Schools, NC  
Robeson Community College, NC  
Robeson County, NC  
Robeson County Schools, NC  
Rowan County Government, NC  
Rowan-Salisbury Schools, NC  
Salem City Schools, VA  
Scotland County Government, NC  
Scott County Government, VA  
SEANC, NC  
Smyth County Schools, VA  
Spotsylvania County Government, VA

Spotsylvania County Schools, VA  
Stafford County Government, VA  
Stafford County Schools, VA  
Stanly County Government, NC  
**Sullivan County Government, TN**  
**Sullivan County Schools, TN**  
Surry County Schools, NC  
Surry County Schools, VA  
Swain County Government, NC  
Tazewell County Schools, VA  
Town of Boone, NC  
**Town of Greeneville, TN**  
Town of Hillsville, VA  
Town of Holly Springs, NC  
**Town of Mountain City, TN**  
Town of Nags Head, NC  
Town of Smithfield, NC  
Transylvania County Government, NC  
Trion City Schools, GA  
**Unicoi County Government, TN**  
United Teachers of Dade, FL  
Vance County Government, NC  
Vaya Health  
Washington County Government, VA  
Washington County Public Schools, VA  
Watauga County, NC  
Watauga County Schools, NC  
Wayne County Government, NC  
Western VA Water Authority, VA  
Wilkes County Government, NC  
W-Salem/Forsyth County Schools, NC  
Wise County Government, VA  
Wise County Schools, VA  
Yancey County Government, NC



# Meet Our Team

*Mark III provides a professional and committed service staff to support our customers.*

**Tracy McCarty**  
Plan Review &  
Compliance

**Jon Manfull**  
New Business  
Development

**Cindy Hayden**  
Account Manager

**Matthew Chapman**  
Enrollment Manager



**Mark III**  
*Employee Benefits*

**Tom Cheswick**  
Senior Benefits Consultant

**Michael Smith**  
Web Design &  
Marketing

**Mark Browder**  
Health & Wellness

**David Huff**  
Video Production

**Makenzie Correll**  
Wellness Coordinator

**Brad Easterling**  
Senior Account  
Executive

**Eddie Sexton**  
Account Executive

# Independent Consultant

*Mark III provides a professional and committed service staff to support our customers.*

*We're independent and represent YOU and not the insurance companies.*



**Mark III**  
Employee Benefits

+



- ✓ No contractual obligations to ANY carrier
- ✓ Our responsibility is to the Client and only the Client!
- ✓ Comprehensive Reporting
- ✓ Product Development & Design Flexibility



# Leverage & Administrative Assistance

*Our competitive advantage is our volume of business*

- ✓ Mark III manages over \$300 million in medical plans
- ✓ Strong Bargaining & Negotiating Power
- ✓ Client Advocacy
- ✓ ACA Compliance & Legislative Updates - Zywave
- ✓ Dedicated Account Manager as day to day contact
- ✓ Junior Account Manager for claims, billing, and eligibility issues
- ✓ Bill Reconciliation Assistance



# Our Consulting Approach

*Centered on partnership, commitment, and quality service for you and your employees.*

- ✓ Meet with the customer to determine goals & objectives
- ✓ Analyze strengths, weaknesses, opportunities and threats to the current plan
- ✓ Prepare, Market, Evaluate and Implement the plan
- ✓ Monitor plan performance and communicate with the group
- ✓ Provide recommendations based on proven results
- ✓ Deliver guidance on compliance and legislative issues





# Claims Review

BCBST Health Plan Renewal 2025 - Prepared By Mark III August 2024							
Date	Employees	Premium	Paid Medical Claims	Pharmacy	Total Claims	Loss Ratio	Clm/ee/mth
June-23	146	\$194,083.14	\$75,731.07	\$97,926.88	\$173,657.95	89.48%	\$1,189.44
July-23	148	\$188,223.04	\$70,434.56	\$67,322.07	\$137,756.63	73.19%	\$930.79
Aug-23	145	\$187,457.20	\$106,025.39	\$74,594.01	\$180,619.40	96.35%	\$1,245.65
Sep-23	143	\$180,831.26	\$41,301.41	\$98,715.51	\$140,016.92	77.43%	\$979.14
Oct-23	146	\$185,922.58	\$57,486.32	\$88,783.44	\$146,269.76	78.67%	\$1,001.85
Nov-23	148	\$195,178.87	\$89,358.04	\$59,846.59	\$149,204.63	76.45%	\$1,008.14
Dec-23	147	\$188,935.85	\$110,358.10	\$113,567.50	\$223,925.60	118.52%	\$1,523.30
Jan-24	148	\$202,571.30	\$136,126.00	\$98,312.37	\$234,438.37	115.73%	\$1,584.04
Feb-24	147	\$194,934.28	\$285,626.54	\$55,361.02	\$340,987.56	174.92%	\$2,319.64
Mar-24	147	\$207,993.63	\$54,931.19	\$69,320.62	\$124,251.81	59.74%	\$845.25
Apr-24	145	\$194,872.46	\$86,316.66	\$63,642.70	\$149,959.36	76.95%	\$1,034.20
May-24	148	\$192,603.10	\$60,682.92	\$98,795.01	\$159,477.93	82.80%	\$1,077.55
<b>Rolling 12 Months</b>	<b>1758</b>	<b>\$2,313,607</b>	<b>\$1,174,378</b>	<b>\$986,188</b>	<b>\$2,160,566</b>	<b>93.39%</b>	<b>\$1,228.99</b>
<b>Standard Renewal Calculation - 2025</b>							
Claims 6/23 thru 5/24	\$2,160,566						
BCBST - Annual Trend - 7.5% 19 Months of trend - (11.88%)	\$2,417,133						
Required Premium (85.0% Target Loss Ratio)	\$2,843,686						
Current Annual Premium	\$2,313,607						
Rate Action	<b>22.9%</b>						
Difference	\$530,079						

# Enrollment Services

*On-site, online, year round, and just a phone call away!*

- ✓ Salaried Staff (*non-commission*)
- ✓ Educational Format
- ✓ Internet-Based Solutions (*Self-Enroll Option with 24 hour access*)
- ✓ Group Presentations
- ✓ Call-Center
- ✓ One-on-One Counseling





# Enrollment Solutions

*A comprehensive benefits enrollment solution.*

## Online

- ✓ Custom Designed
- ✓ Internet-based
- ✓ Secure System
- ✓ 24/7 Access
- ✓ User-friendly
- ✓ Benefit/Deduction Summary
- ✓ GI Benefits = Easy Admin
- ✓ New Hire Self-Enrollment

## Call Center & Face to Face

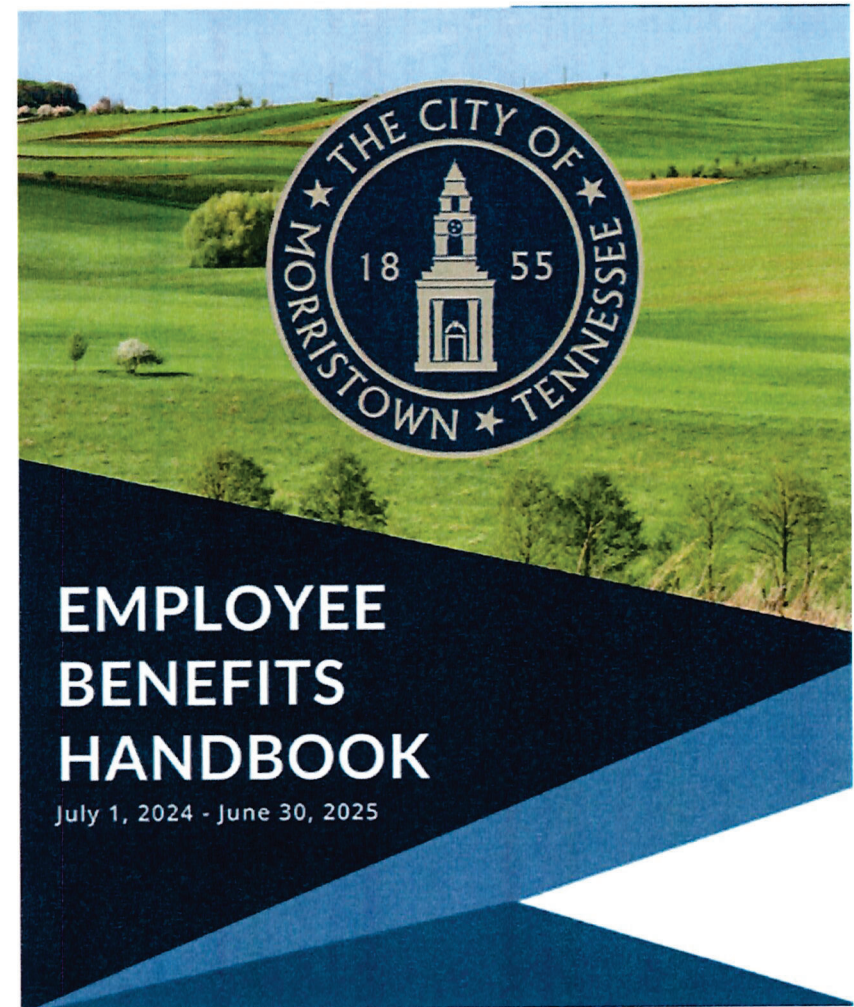
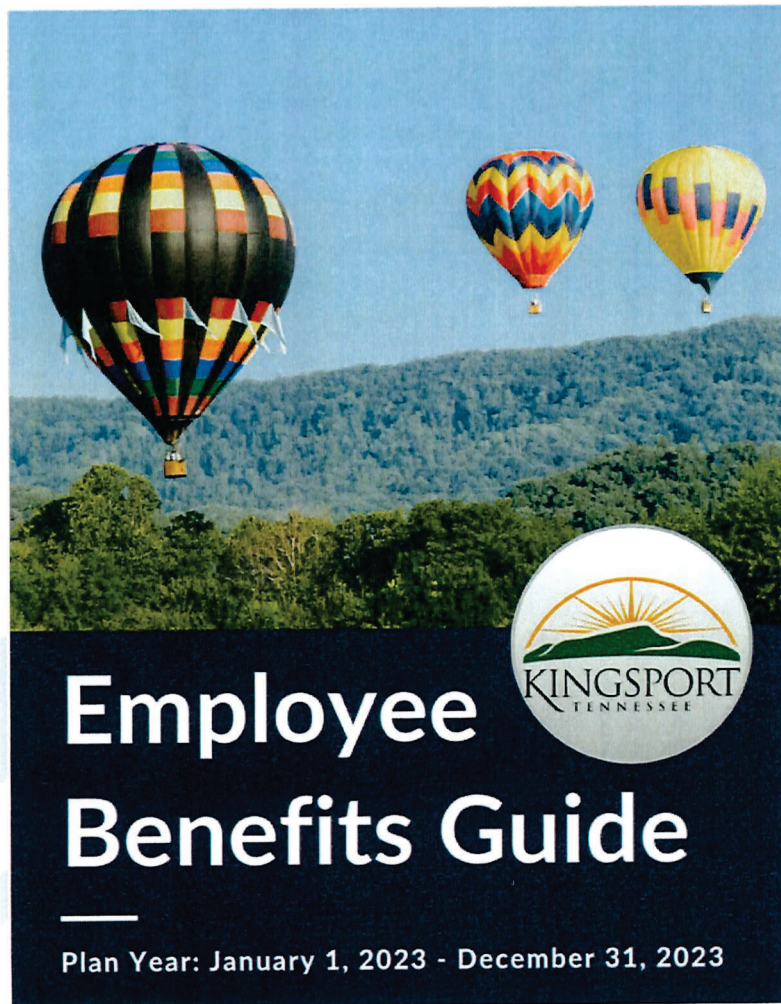
- ✓ One-on-One Counseling
- ✓ Salaried Staff (non-commission)
- ✓ Educational Format
- ✓ Group Presentations





# Employee Materials

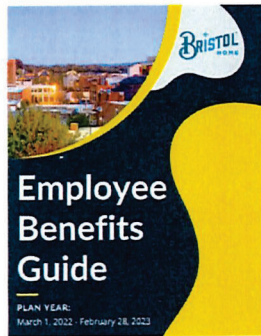
*Customized Benefit Plan Booklets & Enrollment Posters*



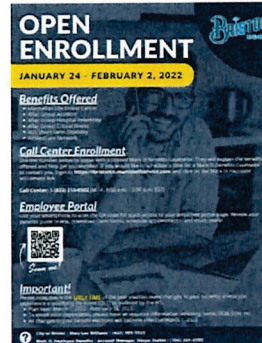
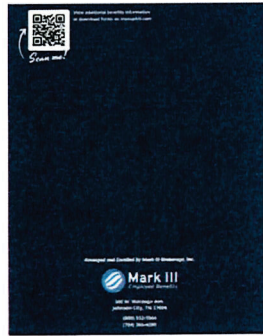


# Employee Communication

*Customized benefit materials to educate employees.*



*Benefits Booklet*



*Posters & Flyers*

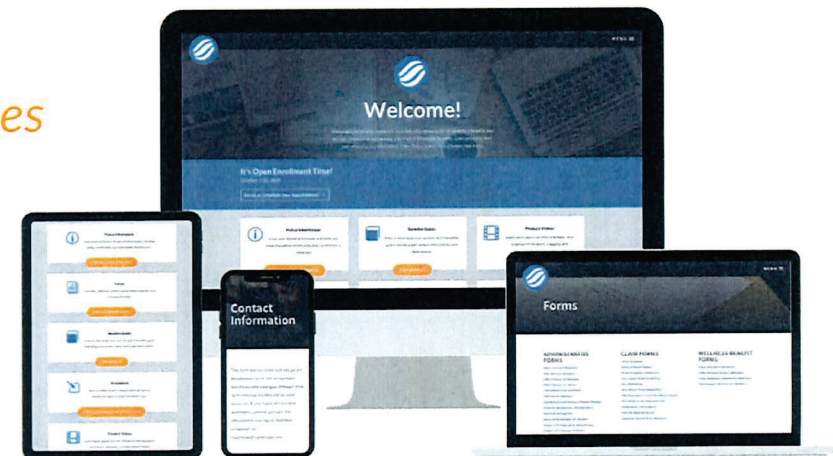


*New Hire Flyers*

## Benefits Websites

*Customized benefits portal to guide your employees*

- ✓ Benefits Guide
- ✓ Product Videos
- ✓ Custom HR Videos
- ✓ Policy Certificates
- ✓ Plan Forms
- ✓ Contact Info
- ✓ Enrollment Info





Why Mark III?

# Mobile App

*Access to Your Benefits & Enrollment Information in the Palm of Your Hand*



- ✓ File a Claim
- ✓ Benefits Learning Center
- ✓ Health & Wellness Center
- ✓ Schedule an Appointment
- ✓ Contact Info
- ✓ Enrollment Info

Why Mark III?

# Custom HR/Promotion Videos

*Our media department makes custom-made videos available to our clients*



- ✓ New Hire
- ✓ Employee Benefits
- ✓ Instructions
- ✓ Wellness
- ✓ Promotional
- ✓ Safety

*Learn more at watch at [markiiimedia.com/our-work](http://markiiimedia.com/our-work)*



# Why Mark III?

- ✓ Experience
- ✓ Leverage
- ✓ Outstanding Service
- ✓ Proven Solutions
- ✓ Customized/  
Specialized Plans
- ✓ Enrollment Capabilities
- ✓ Employee Communications
  - Website
  - Booklets
  - Videos
- ✓ Trusted Partner

# Transition

- Timeline
- Open Enrollment Expectations
- Benefits Administration System
- Questions

# References

City of Kingsport  
Michael J Wessely, Benefits Administrator  
(423)224-2606  
[michaelwessely@kingsporttn.gov](mailto:michaelwessely@kingsporttn.gov)

City of Morristown  
Nicole Sizemore, Human Resources Coordinator  
(423)585-4618  
[nsizemore@mymorristown.com](mailto:nsizemore@mymorristown.com)

Hamblen County Government  
Wendy Williams, Human Resource Manager  
(423) 586-1931  
[wendy.williams@co.hamblen.tn.us](mailto:wendy.williams@co.hamblen.tn.us)

City of McMinnville  
Libby Rutledge, Human Resources Director  
(931)473-1200  
[lrutledge@mcminnvilletn.gov](mailto:lrutledge@mcminnvilletn.gov)



# Contact Us

300 W. Watauga Ave.  
Johnson City, TN 37604  
(800) 532-1044  
[markiiieb.com](http://markiiieb.com)



**JON  
MANFULL**  
TN Senior  
Consultant  
[jon@markiiieb.com](mailto:jon@markiiieb.com)  
423-676-2545



**BRAD  
EASTERLING**  
Senior  
Account Executive  
[brad@markiiieb.com](mailto:brad@markiiieb.com)  
423-268-6103



Scan me with your smartphone to learn more:

OR visit us online at: [markiiieb.com/virginia](http://markiiieb.com/virginia)







**FIRE DEPARTMENT**  
**AGENDA ITEM REPORT**

**TO:** City Council

**FROM:** Lee Turner, Fire Chief

**DATE:** January 16, 2025

**SUBJECT:** Bids for Fire Station 2

---

**BACKGROUND:**

- On Friday, January 10<sup>th</sup>, bids were opened for our new Fire Station #2.
- The construction cost was estimated to be \$4,000,000.

**FISCAL IMPACT:**

- The submitted bids were approximately \$5.2 million dollars.
- The bids were as follows:

McSpadden, Inc.	\$5,202,800
Horner Building Company	\$5,209,472
Citadel Construction	\$5,260.000

**REQUEST/RECOMMENDATION:**

Proposed modifications to be presented by Allen & Hoshall.

**ATTACHMENTS:**

Bid Tabulation

Bid Opening – McSpadden Inc., Dandridge, TN

Bid Opening – Horner Building Company, Sevierville, TN

Bid Opening – Citadel Construction, Sevierville, TN

<b>B I D T A B</b>		Page 1 Of 2	Pursuant to the Invitations to Bid extended for		E = Sealed envelope with completed bid envelope form
Addenda Issued <b>4</b>			Jefferson City Fire Station Number 2		A = Addenda acknowledged
Contract Time <b>360</b>			Bids and bid Modifications must have been received here by...		B = 5% Bid Bond Included
			I, thus declare the bidding closed and will now proceed to open and read bids and modifications which have been received.		
Bidders of Record name, city, and license number	E	A	B		Subcontractors
Howe Building Company, LLC 1810 Jack DeLozier Dr Severeville, TN BC 0078184	✓	✓	✓	BASE BID: \$5,209,472.00 UNDERCUT EXCAVATION (CY): \$38,606	Plmb Interstate Mechanical Contr HVAC " " Elec CamFax Systems USA Masonry Glen Ford Masonry
McSpadden, Inc. Dandridge, TN BC, MHA MA-A, C	✓	✓	✓	BASE BID: \$5,202,800.06 UNDERCUT EXCAVATION (CY): \$38,000	Plmb Chetakes Group HVAC Elec United Sources, Inc Masonry Adams Electrical Glen Ford
CITADEL CONSTRUCTION Severeville, TN BC 59642	✓	✓	✓	BASE BID: \$5,260,606 UNDERCUT EXCAVATION (CY): \$29,000	Plmb HVAC The Chetakes Group Elec Grace Blachal Masonry Plmb Organic Masonry
				BASE BID: UNDERCUT EXCAVATION (CY):	Plmb HVAC Elec Masonry



5746 Marlin Road, Suite 102  
Chattanooga, Tennessee 37411  
Office 423.892.1203  
Fax 423.381.0135  
[www.allenhoshall.com](http://www.allenhoshall.com)

January 23, 2025

Mr. James Gallup, City Manager  
City of Jefferson City  
Jefferson City - City Hall  
112 City Center Drive  
Jefferson City, TN 37760

RE: Jefferson City Fire Station Number 2  
Recommendation of Contract Award

Dear Mr. Gallup:

Allen & Hoshall, Inc. received three (3) bids for the New Fire Station Project. We have reviewed the three (3) listed bidder's proposals dated January 10, 2025.

<u>Contractor</u>	<u>Base Bid</u>
1. Horner Building Company	\$5,209,472.00
2. McSpadden, Inc.	\$5,202,800.00
3. Citadel Construction Management, LLC	\$5,260,000.00

Review of Bids

Allen & Hoshall reviewed the bidder's proposal for qualifications, errors, omissions, acknowledgement of addenda, unbalancing of unit prices, mathematical extensions, and totals.

The apparent low bidder, McSpadden, Inc., provided a lump sum bid of \$5,202,800.00.

The next low bidder, Horner Building Company, LLC, provided a lump sum bid of \$5,209,472.00.


The third bidder, Citadel Construction Management, LLC, provided a lump sum bid of \$5,260,000.00.

Recommendation:

Our review and evaluation found the low bidder, McSpadden, Inc., is properly licensed by the State of Tennessee, and experienced in the type of work required by this Project.

Allen & Hoshall recommends that the City of Jefferson City accept the low bidder's proposal and award the New Jefferson City Fire Station Number 2, Base Bid of \$5,202,800.00, to McSpadden, Inc. in the amount of \$5,202,800.00, with the intention of negotiating some items with the General Contractor in terms of cost and scope.

Regards,  
ALLEN & HOSHALL

  
Rob Thew, AIA, NCARB  
Project Manager

JEFFERSON CITY, TENNESSEE

Ordinance 2025-01

AN ORDINANCE OF THE CITY OF JEFFERSON CITY, TENNESSEE AMENDING THE OPERATING BUDGET FOR THE **FISCAL YEAR 2024-25**.

BE IT ORDAINED BY THE CITY COUNCIL OF JEFFERSON CITY, TENNESSEE, THAT,

Section 1. The annual operating budget of the City of Jefferson City, Tennessee, for **the Fiscal Year 2024-25** is hereby amended per the attached spreadsheet:

SEE ATTACHMENT

Section 2. This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed this:

First Reading: 6th day of January 2025  
Second Reading: 3rd day of February 2025

\_\_\_\_\_  
Mitch Cain, Mayor

Attest: \_\_\_\_\_  
Bettina Chandler, City Recorder

<b>BUDGET AMENDMENT FY 2024-2025</b>			
<b>ORDINANCE 2025-01</b>			
<b>GENERAL FUND</b>	<b>DEBIT</b>	<b>CREDIT</b>	
<b>REVENUES</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>EXPLANATION</b>
110-33720	\$ 50,000		Jefferson Healthcare Foundation Grant-Police
110-33720	\$ 44,000		Jefferson Healthcare Foundation Grant-Fire
110-33720	\$ 9,450		Jefferson Healthcare Foundation Grant-Recreation
110-34716	\$ 1,200		Silver Sneakers Program
110-36330	\$ 11,100		GovDeals-Police Seized Vehicles & Gun Holsters
110-36350	\$ 22,350		Insurance Recoveries - Police Vehicles
110-36721	\$ 96,880		FY 24-25 Donation to Fire Dept. from County
110-36900	\$ 14,500		PEP Full Bonus Package Refund, Sale of Scrap Metal
<b>TOTAL</b>	<b>\$ 249,480</b>	<b>\$ -</b>	
<b>EXPENDITURES</b>	<b>DECREASE</b>	<b>INCREASE</b>	<b>EXPLANATION</b>
110-41810-948	\$ 6,680		Fire Alarm System at City Hall (Approved 9-3-24)
110-41860-312		\$ 2,190	Cameras at Public Works (Approved 10-7-24)
110-42124-255		\$ 24,100	Police Civic Eye Electronic Citation Software (Approved 8-5-24)
110-41900-790		\$ 600	IDB-Annual Issuance Fee more than Budgeted
110-42100-261		\$ 14,600	2023 Ford Explorer (Covered by Insurance Recovery)
110-42100-949		\$ 50,000	Tactical Drone, Camera Ball, Comm Headsets (Jefferson Healthcare Grant)
110-42124-948	\$ 3,000		Fire Alarm System at Police Department - Correction-Wrong Department Budget
110-42156-948		\$ 3,000	Fire Alarm system at Police Department - Correction-Wrong Department Budget
110-42200312		\$ 300	Fire-Medical Equipment (Jefferson Healthcare Foundation Grant)
110-42200-949		\$ 43,700	Fire-Medical Equipment (Jefferson Healthcare Foundation Grant)
110-42254-312		\$ 1,900	Cameras at Fire Department (Approved 10-7-24)
110-42254-948	\$ 2,590		Fire Alarm System at Fire Department (Approved 9-3-24)
110-44460-312		\$ 5,810	JCCC Cameras (Approved 10-7-24)
110-44460-312		\$ 1,600	JCCC Misc. Lifesaving/CPR items (Jefferson Healthcare Foundation Grant)
110-44460-948		\$ 27,660	JCCC Fire Alarm System & Sprinkler System (Approved 9-3-24 & 11-4-24)
110-44460-949		\$ 1,030	JCCC Cameras (Approved 10-7-24)
110-44460-949		\$ 7,850	JCCC Manikins & AED (Jefferson Healthcare Foundation Grant)
110-44720-254		\$ 9,600	Canopy-Mossy Creek Station Design (Approved 8-5-24)
110-44724-312		\$ 200	Camera for Mossy Creek Station
110-44724-255		\$ 340	Data Processing for camera at Mossy Creek Station
110-44800-266		\$ 5,400	View Smart Glass System
110-44800-312		\$ 2,120	Cameras for Library
110-44800-948		3050	Library Burglar Alarm (Approved 11-4-24)
110-44800-949		\$ 520	NVR for Library
<b>TOTAL</b>	<b>\$ 12,270</b>	<b>\$ 205,570</b>	
<b>110-27100 FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 56,180</b>		

<b>BUDGET AMENDMENT FY 2024-2025</b>			
<b>ORDINANCE 2025-01</b>			
<b>STREET AID FUND</b>	<b>DEBIT</b>	<b>CREDIT</b>	
<b>REVENUES</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>EXPLANATION</b>
121-33558	\$ 3,000		Transportation Modernization Tax (State Shared Taxes)
121-36900	\$ 5,000		Hicks Road Signal Replacment Recovery
<b>TOTAL</b>	<b>\$ 8,000</b>	<b>\$ -</b>	
<b>EXPENDITURES</b>	<b>DECREASE</b>	<b>INCREASE</b>	<b>EXPLANATION</b>
121-42130-267		\$ 4,630	Stansell Electric - Repair for Hicks Road Signal
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,630</b>	
<b>121-27130 RESTRICTED FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 3,370</b>		
<b>DRUG FUND</b>	<b>DEBIT</b>	<b>CREDIT</b>	
<b>REVENUES</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>EXPLANATION</b>
125-36330	\$ 9,510		GovDeals-Police Seized Vehicles
<b>TOTAL</b>	<b>\$ 9,510</b>	<b>\$ -</b>	
<b>EXPENDITURES</b>	<b>DECREASE</b>	<b>INCREASE</b>	
125-42129-148		\$ 6,000	Handler Course for dual purpose K9 (Approved 12-2-24)
125-42129-949		\$ 8,500	Dual purpose K9 Narc (Approved 12-2-24)
125-42129-949		\$ 2,750	Motorola Radio Desk Chargers (2)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 17,250</b>	
<b>125 27130 RESTRICTED FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ (7,740)</b>		



<b>BUDGET AMENDMENT FY 2024-2025</b>			
<b>ORDINANCE 2025-01</b>			
<b>WATER/SEWER FUND</b>	<b>DEBIT</b>	<b>CREDIT</b>	
<b>REVENUES</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>EXPLANATION</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
<b>EXPENDITURES</b>	<b>DECREASE</b>	<b>INCREASE</b>	<b>EXPLANATION</b>
413-51520-511		\$ 20,650	Insurance on Buildings
413-52113-262		\$ 9,180	Emergency Repair Train # 3 Water Plant -Actuator/Positioner
413-52113-262		\$ 3,140	Emergency Repair Train # 3 Water Plant
413-52113-262		\$ 4,900	Emergency Repair of an Ebara 65 hp pump for Backwash at WTP
413-52113-533		\$ 1,130	Emergency Repair Train # 3 Water Plant
413-52113-312		\$ 2,370	Cameras (Approved 10-7-24)
413-52114-949		\$ 1,220	Leak Detector
413-52114-949		\$ 2,780	Tap Machine
413-52114-949		\$ 1,190	Backflow Test Kit
413-52114-949		\$ 3,165	Nokta 3D Metal Dectector
413-52213-312		\$ 2,790	Sewer Plant Cameras (Approved 10-7-24)
413-52213-949		\$ 520	Sewer Plant NRV (Approved 10-7-24)
413-52520-511		\$ 12,550	Insurance on Buildings
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 65,585</b>	
<b>413-28000 RETAINED EARNINGS INCREASE (DECREASE)</b>	<b>\$ (65,585)</b>		
<b>CAPITAL OUTLAY</b>	<b>DECREASE</b>	<b>INCREASE</b>	
413-18178		\$ 74,000	Membrane Replacement in Train # 2 - WTP (Approved 9-3-24)
413-18178		\$ 6,250	A/C at VFD Building - WTP (Approved 9-3-24)
413-18178		\$ 20,510	300 HP VFD - WTP
413-18178		\$ 5,100	40 HP VFD - WTP
413-18178		\$ 3,500	Installation of two VFDs - WTP
413-18178		\$ 12,300	Emergency Purchase of new Ebara 65 HP Pump
413-18178	\$ 3,500		Water Dist. - Attachment for Track Loader Savings
413-18178	\$ 15,290		Water Dist. - Two (2) 1/2 Ton Pickup Trucks Savings
413-18278	\$ 10,190		Sewer Coll. - Two (2) 1/2 Ton Pickup Trucks Savings
413-18178	\$ 7,740		Water Plant - 1/2 Ton Pickup Truck Savings
<b>TOTAL</b>	<b>\$ 36,720</b>	<b>\$ 121,660</b>	
<b>TOTAL CAPITAL OUTLAY INCREASE (DECREASE)</b>		<b>\$ 84,940</b>	