CITY OF GALLATIN
COUNCIL COMMITTEE MEETING

July 23, 2013 | **6:00 pm** | **Dr. J. Deotha Malone Council Chambers**

- Call to Order: Councilman Hayes Presiding
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton – Mayor Graves
- Approval of Minutes: July 9, 2013 Council Committee Meeting
- Public Recognition
- Mayor's Comments

AGENDA

1. Applicants for City Planner and Building Official **(Amy Summers, Personnel)**
2. New and Revised Job Descriptions for Public Safety Coordinator and Fire Training Officer **(Amy Summers, Personnel)**
3. Appointment of Kenneth Thomson, Jr to the Gallatin Historic District Commission **(Councilwoman Kemp)**
4. Appointment of Oscar Moore and Emmitt Royce Hamilton to the Construction Board of Adjustments and Appeals **(Councilman Mayberry)**
5. East Park Avenue Roadway Improvements **(Nick Tuttle, Engineering)**
6. Discussion of potential 2013 refunding bond issue **(Rachel Nichols, Finance)**
7. Extraterritorial Enforcement of Ordinances **(Joe Thompson, City Attorney)**
8. Existing Gateway Drive in the Industrial Park **(Councilwoman Brackenbury)**
9. Property fronting Shawn Drive **(Councilwoman Brackenbury)**
10. Internet access in the Industrial Park **(Councilwoman Brackenbury)**
11. Discussion of proposed 2013-2014 Budget **(Councilman Hayes)**

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin
Council Committee Meeting

Tuesday, July 9, 2013
Dr. J. Deotha Malone Council Chambers
Gallatin City Hall

PRESENT:

Mayor Jo Ann Graves
Vice Mayor John D. Alexander
Councilwoman Julie Brackenbury
Councilman Steve Camp
Councilman Craig Hayes
Councilwoman Anne Kemp
Councilman Ed Mayberry
Councilman Jimmy Overton

ABSENT:

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance and IT Director
Nick Tuttle, City Engineer
Amy Summers, Interim Personnel Official
Ann Whiteside, Mayor's Office
Connie Kittrell, City Recorder
Gallatin Newspaper, Reporter
David Brown, Leisure Services Dir.
Don Bandy, Police Chief
Ronnie Stiles, Public Works Dir.
Billy Crook, Fire Chief
David Gregory, Public Utilities
Katherine Schoch, Codes/Planning
News Examiner, Reporter
James Fenton, EDA
Joe Thompson, City Attorney

Call to Order

Councilman Craig Hayes called the meeting to order at 6:00 P.M.

Approval of Minutes

Councilman Hayes presented the minutes of the June 25, 2013 Council Committee Meeting for approval.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

Public Recognition

Councilman Hayes opened public recognition.

Bob Thomas of Grandview Subdivision spoke about the city raising the decibel level concerning Awedaddy's Restaurant at the Gallatin Marina. He also spoke about the 1% employee raise.

Charles Timothy Durham, 926 Johnson Street, spoke about the proposed construction planned on Park Avenue and the First United Methodist Church parking garage.

With no one else wishing to speak, Councilman Hayes closed public recognition.

Mayor's Comments

- Mayor thanked Leisure Services Director David Brown and his staff, Public Works Director Ronnie Stiles, Police Chief Don Bandy, Lyndon Satterfield, Gary Brooks and all city employees that helped with the July 4th Celebration. She added the bands were wonderful, had a great crowd and it was a successful event.

- Bold Enough Challenge Rodeo is this weekend, July 12th – 13th at Triple Creek Park

- Third Thursday is July 18th with T. Graham Brown playing.

Agenda

1. Road Abandonment

EDA Director James Fenton passed out drawings and designs of the proposed expansion at ABC Technologies. Mr. Fenton stated this is for information to Council.

James Fenton introduced Greg Seamore with ABC Technologies and Bill Ramsey of Denham Blythe Design Company.

Mr. Ramsey explained the expansion of the current plant and attaching it to the existing building. He stated this expansion would require dead ending a road.

Council discussed.

Councilman Mayberry made motion to approve. It was determined that no motion is needed at this time. This presentation is for information only.

Discussion continued on additional parking, a new entrance, and moving utilities.

Mr. Fenton stated there is FastTrack money available at the State and he will be applying for an SIA Grant.

Public Utilities Director David Gregory stated they will get with our engineer to get a cost estimate for moving the utilities.

Council continued to discuss.

Mr. Fenton added that he plans to submit an application for a Grant to TVA, Invest Prep, for $500,000 to finish adding water/sewer in the Industrial Park.

Mr. Fenton requested Item #4 be deferred.

2. **Health and Dental Plans Agents of Record**

Interim Personnel Official Amy Summers requested council appoint Kelly Coley and Michael Wertenberger Agents of Record for the Health and Dental Insurance for the city.

Ms. Summers stated the new health/dental insurance renewal premium will increase 27.98%. Ms. Summers requested putting the insurance out for bid.

Councilman Mayberry made motion to approve Kelly Coley and Michael Wertenburger as Agents of Record; Councilman Overton seconded. Motion carried with 7 ayes and 0 nays.

Council agreed to bid out insurance and Ms. Summers will report back on those bids.

Discussion continued on the insurance premium increase and budgeting for that increase.

3. **Request for Direction: 2013/2014 Community Enhancement Grants**

Finance/IT Director Rachel Nichols requested direction from Council on the Community Enhancement payments because of the continuation budget.

Councilman Overton made motion to approve; Councilman Camp seconded.

Council determined to pay the approved requests from the organizations.

Councilman Hayes called for the vote. Motion carried with 7 ayes and 0 nays.

4. **Tilt-Up Buildings**

EDA Director James Fenton requested this item be deferred.

5. **Natural Substance Shop**

Police Chief Don Bandy provided information on the new business, Headzup Smoke Shop and their owners.

6. **Distillery Opt Out**

Councilman Mayberry made motion to opt out; Councilwoman Kemp seconded.

City Attorney Joe Thompson explained that opting out gives the city more control; the city can always opt back in.

There was heavy discussion on this issue.

Councilman Hayes called for the vote. Councilman Mayberry, Councilman Hayes and Councilwoman Kemp voted aye; Councilwoman Brackenbury and Councilman Overton voted nay; Councilman Camp and Vice Mayor Alexander abstained. Motion carried.

It was determined that opting out does not apply to beer or high alcohol content beer; it only applies to liquor.

7. **Applicants for Personnel Official/Director of Human Resources**

Special Projects Director Rosemary Bates stated that her role in this process has been to advertise and collect applications/resumes. Ms. Bates offered her assistance to council.

Council discussed interviewing the seven applicants that have human resource experience.

Councilman Overton requested the interviews be scheduled for evenings instead of Saturdays if possible.

Ms. Bates stated she would schedule the interviews and keep council updated on the dates and times.

8. Fiscal Year 2013-2014 Budget

Mayor Graves stated she met with Rachel Nichols and David Brown as Councilwoman Brackenbury requested. She added that she is not ready to make any type of recommendation at this time.

Finance/IT Director Rachel Nichols stated she needed clarification on the term "making it work"; break even, cover expansion cost, or deficit levels the same as current?

Discussion continued.

Council requested Ms. Nichols work to break even on the new addition; to cover operating expenses and the bond payment.

Ms. Nichols also requested clarification on disagreement of numbers provided by Mr. Brown.

Council continued to discuss.

Mayor Graves reminded Council of the $500,000 increase in insurance premiums discussed earlier; this was an unknown factor and is not included in the budget she presented to council. Mayor stated that with the $500,000 increase and the projected $240,000 payment for the bond and operating costs, she may not have numbers available in two weeks.

Ms. Nichols requested council not have a continuation budget again this year. Ms. Nichols suggested removing the bond from the budget to allow projects to continue in a timely manner and do the bond at a later date.

Other Business

Councilman Hayes opened other business.

- City Attorney Joe Thompson stated the lawsuit with Carolyn Reed was dismissed as having no warrant by Federal Court. Mr. Thompson asked for guidance on pursuing recovering the cost of litigation. Mr. Thompson explained the costs will indirectly impact our insurance premium.

  Council discussed and agreed to not pursue the litigation costs.

- Councilman Overton requested City Engineer Nick Tuttle posts signs on the recently passed compression brake ordinance.

Department Head Reports

Councilman Hayes asked for department head reports.

There were no department head reports.

Councilman Hayes asked if anyone else wished to speak.

Joe Debord of 1007 Hart Street spoke on the following:

- The City of Gallatin motto should be "We Get the Job Done". He complimented the departments on doing a great job for the city.
- Widening city streets.
- Hi will give a presentation to Public Works Director Ronnie Stiles week concerning "A Round Tuit" to showcase a tool to clean out city culverts.

Adjourn

With no further business to discuss, Councilman Hayes adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Personnel/Human Resources** **AGENDA #** 1

SUBJECT:
Applicants for City Planner and Building Official

SUMMARY:
The City of Gallatin received 34 submissions for the City Planner vacancy and 34 submssions for the Building Official vacancy.

Candidates were selected based on criteria such as required certfication(s)/education, prior government experience, management experience, communication skills etc. After reviewing all submissions, a list of suggested candidates for each position is attached.

RECOMMENDATION:
Interview the suggested candidates for each vacancy.

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

City Planner – Suggested Candidates

Foote, Charles S.	Current Planning Director for the City of Mt. Juliet; Previous Community Development Director for the City of Gulf Shores, AL
McCord, William D.	Current Principal Planner-Transportation for the City of Port Orange, FL; Previous Growth Management Director for Gasden County, FL
McNamara, Paul M.	Current Director of Planning for Southwestern Illinois Metro & Regional Planning Commission; Previous Director of Development Administration for the City of Edwardsville, IL
Schoch, Katherine	Current Interim Director of Codes & Planning for the City of Gallatin; Previous Asst. Director of Codes & Planning for the City of Gallatin.
Weitnauer, Thomas	Current Principal City Planner with City of Daytona Beach, FL; Previous Long-Range Planning Administrator with the City of Maryville, TN

Building Official – Suggested Candidates

Hicks, J. Lynn	Current Building Official for the City of Conway, AR; Previous Building Official for the Town of Collierville, TN
Hicks, M. Dewayne	Current Chief Building/Fire Code Official for the City of Mt. Juliet, TN; Previous Director of Planning & Codes for City of Tullahoma, TN
McCormick, R. Addam	Current Interim Building Official for the City of Gallatin; Previous Planning & Codes Director for the City of White House, TN
Stawarski, Douglas	Current Building Official for the City of Pampa, TX; Previous Building Code Specialist for the City of Chandler, AZ
Steinike, Russell	Current Building Official for the City of North Bend, WA; Previous Senior Combination Building Inspector, for the City of Edmonds, WA

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Personnel/Human Resources** **AGENDA #** 2

SUBJECT:
New and revised job descriptions for Public Safety Communications Coordinator and Fire Training Officer.

SUMMARY:
The Police and Fire Departments have reviewed the job descriptions for recently vacated positions and are requesting revisions.

The Police Department is requesting to replace the position of Police/Fire Dispatch Coordinator with Public Safety Communications Coordinator. The pay grade will be the same, and thus no additional money is needed for this change. This job description has not been updated since it was created in 2008.

The Fire Department is requesting to update the job description for the Fire Training Officer. This job description has not been updated since it was created in 2007.

A draft of each job description is attached with all changes noted.

RECOMMENDATION:
Approval

ATTACHMENT:

☒ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

DRAFT - CHANGES NOTED

~~POLICE/FIRE DISPATCH COORDINATOR~~
PUBLIC SAFETY COMMUNICATIONS COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work receiving public complaints and dispatching police/fire, equipment and personnel sometimes in response to emergency situations; does related work as required. ~~Responsible for communicating between Police and Fire department personnel to resolve any issues relating to communications.~~ Responsible for planning and organizing Police/Fire communications division training and certifications. Performs difficult clerical and technical work coordinating and participating in police/fire communications and related activities. *Serves as a point of contact for matters concerning TIES/NCIC/NLETS. Distributes TIES/NCIC/NLETS information to users to include notifications to non-terminal agencies. Oversees agency usage and administration to insure compliance with TBI and FBI.* Performs other communications duties as required. Work is performed under regular supervision

Use dispatching codes, policies and procedures; memorize codes, names, locations and other detailed information; attend to multiple activities and sources of input simultaneously during stressful situations; obtain complete and accurate information from individuals in emergency situations, including those who are emotionally distraught, angry or difficult to understand; remain calm and make rapid and sound independent judgments in stressful emergency situations; communicate tactfully and effectively with the public, public safety personnel and others; operate complex communications equipment; train and instruct others; follow oral and written instructions; read and interpret street maps; perform clerical and record keeping duties; exercise independent judgment and initiative within established guidelines; coordinate work assignments with other sections of the police and fire, divisions or departments. Ensure the security and confidentiality of restricted information.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Forwards information to State agencies and special units; performs other administrative support functions for managers; Relays messages to the police/fire departments as required; dispatches calls for the gas department emergencies, supervisors and staff; schedules appointments, meetings and conferences; coordinates arrangements and sets up meeting rooms; notifies meeting participants; prepares and/or assembles meeting materials from rough notes, drafts, dictation or oral instructions; types, formats, edits, revises, proofreads and prints reports, correspondence, tables and other specialized materials ranging from routine to complex; creates materials for public presentations; composes correspondence, reports and informational materials; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations; Under supervision, provides communication and support services to the police and fire departments; Inputs and accesses information automated law enforcement systems; Coordinates dispatching of emergency police, fire and other public safety equipment by receiving and transmitting radio calls; Inputs and retrieves computer data quickly; Types letters, forms and reports on computer keyboards; Processes emergency requests for service; Answers questions, receives complaints, and provides information to the public over the telephone; Makes entries into automated record files; Maintains accurate, up-to-date files and logs; Uses good judgment in making decisions in emergency and routine situations; Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic terminology used in police/fire dispatching and other emergency radio and telephone communications; operation of communication equipment, including telephone, radio, paging, computer and related systems; geography of the City of Gallatin; modern office administration practices and procedures; relevant state and federal regulations; software applications related to the work; codes, ordinances and regulations pertaining to the work; principles and practices of sound business communications; correct English usage, including spelling, grammar and punctuation; the City of Gallatin personnel policies and labor provisions and timekeeping requirements; budgeting, recordkeeping, filing and purchasing practices and procedures. Ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates; ability to work rotating shift assignments including weekends and holidays and be assigned to work one of the shifts in a 24-hours period.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school. Must have courses in typing and data entry or considerable experience in typing and data entry. Must have Police and/or Fire communications certifications. *Must be able to acquire Basic TIES/NCIC/NLETS Certification and attend TAC Orientation class within 6 months.*

SPECIAL REQUIREMENTS:

N.C.I.C./T.C.I.C. Certification; Basic understanding of police and fire dispatch services, two years of law enforcement and/or fire dispatching experience minimum, four year's experience preferred. Meet the physical, psychological and criminal records and other standards for the assignment established by the Gallatin Police Department. Must be a United States citizen. Possession of an appropriate driver's license valid in the State of Tennessee.

FIRE TRAINING OFFICER DRAFT - CHANGES NOTED

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs administrative, technical and supervisory work in directing public education and training activities within the department. Responsibilities include supervising assigned staff; assisting the Fire Chief with planning, responding to fire, medical, and related emergency calls when requested and insuring that safety policies are followed and no unsafe actions are taken: educating staff and public on fire safety/prevention. Work may be performed under emergency conditions and may involve considerable personal hazard. Work is performed under the general supervision of the Fire Chief. Supervision is exercised over all fire personnel in training activities.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally. Work requires climbing, balancing, stooping, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling. Vocal communication is required to record and deliver information to others with poise, voice control, and confidence using correct English and a well-modulated voice. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment. Work requires the ability to read a variety of related informational documentation, directions, instructions, and methods and procedures and to write reports with proper format, and to follow verbal and written instructions, guidelines and objectives,. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prepare and conduct fire training and evaluate performance by testing, ~~inspection,~~ viewing, etc.
Plans, develops, organizes and supervises departmental activities as they relate to public education, safety and training.
Develops and maintains lesson plans for all areas relating to fire suppression, rescue, ~~inspections,~~ etc.
Conducts and participates in training classes.
Provides education to the public on fire safety/prevention; conducts fire prevention demonstrations, lectures, and fire drills; organizes/conducts special events related to fire prevention.
Prepare and maintain training, public education and safety records and reports.
Prepare and maintain safety policies.
~~Investigate accidents to determine if safety policies are being followed or need modifications.~~
Receives and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate.
Prepares/maintains file system of public education activities and training.
May ~~supervise and/or~~ participate in all functions associated with emergency calls (to include removing individuals from dangerous/hazardous situations, performing all activities necessary to suppress/extinguish fires, and assessing emergency medical problems)
May be required to fill in as acting Fire Captain.
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of fire suppression & prevention, thorough knowledge of departmental rules & regulations; thorough knowledge of the operation and maintenance of apparatus and equipment; thorough knowledge of fire safety requirements including State requirements. Some knowledge of TOSHA training mandates. Considerable knowledge of State training requirements for firefighting personnel. Knowledge of effective training techniques for adult learners. Writing skills sufficient to design training curriculum, tests, etc. Knowledge of fire prevention methods and of State and City regulations as applied for fire suppression & prevention; knowledge of modern fire suppression procedures & techniques of combustible material; knowledge of Tennessee fire safety laws; ability to exercise good judgment in evaluation situations & making decisions; ability to react quickly & calmly in emergency situations & to determine proper course of action. General knowledge of the geography of the City. General knowledge of supervisory principles & practices; thorough knowledge of occupational hazards & necessary safety precautions; ability to program activities & implement same; ability to establish & maintain effective working relationships; ~~ability to effectively supervise others at fires & other emergencies;~~ possession of physical endurance & agility; *ability to operate a computer; and ability to keep detailed records and prepare reports.*

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in fire science, supervision, with extensive training and experience in all aspects of firefighting, fire protection and public education; and considerable supervisory fire experience.

SPECIAL REQUIREMENTS:

Possess a valid driver's license valid in the State of Tennessee. Ability to obtain State Training Officer Certification, fire officer certificate, and TN First Responder Certification within 12 months of appointment.

RESOLUTION NO. R13Ø8-34

RESOLUTION APPROVING NEW OR REVISED JOB DESCRIPTIONS FOR PUBLIC SAFETY COMMUNICATIONS COORDINATOR AND FIRE TRAINING OFFICER AND REMOVING JOB DESCRIPTION FOR POLICE/FIRE DISPATCH COORDINATOR

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the new and revised job descriptions attached hereto be approved and ordered implemented into the City of Gallatin Personnel Classification System.

New	Police	Public Safety Communications Coordinator	Pay Grade J
Revised	Fire	Fire Training Officer	Pay Grade R

BE IT ALSO RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Police/Fire Dispatch Coordinator (Pay Grade J) job description is hereby removed from the Personnel Classification System for the City of Gallatin, Tennessee.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect upon final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE: _____

NAY: _____

DATED: _____.

_____
MAYOR JO ANN GRAVES

ATTEST:

_____
CONNIE KITTRELL, CITY RECORDER

CORRECT AS TO FORM:

_____
JOE THOMPSON, CITY ATTORNEY

PUBLIC SAFETY COMMUNICATIONS COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work receiving public complaints and dispatching police/fire, equipment and personnel sometimes in response to emergency situations; does related work as required. Responsible for planning and organizing Police/Fire communications division training and certifications. Performs difficult clerical and technical work coordinating and participating in police/fire communications and related activities. Serves as a point of contact for matters concerning TIES/NCIC/NLETS. Distributes TIES/NCIC/NLETS information to users to include notifications to non-terminal agencies. Oversees agency usage and administration to insure compliance with TBI and FBI. Performs other communications duties as required. Work is performed under regular supervision

Use dispatching codes, policies and procedures; memorize codes, names, locations and other detailed information; attend to multiple activities and sources of input simultaneously during stressful situations; obtain complete and accurate information from individuals in emergency situations, including those who are emotionally distraught, angry or difficult to understand; remain calm and make rapid and sound independent judgments in stressful emergency situations; communicate tactfully and effectively with the public, public safety personnel and others; operate complex communications equipment; train and instruct others; follow oral and written instructions; read and interpret street maps; perform clerical and record keeping duties; exercise independent judgment and initiative within established guidelines; coordinate work assignments with other sections of the police and fire, divisions or departments. Ensure the security and confidentiality of restricted information.

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ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Forwards information to State agencies and special units; performs other administrative support functions for managers; Relays messages to the police/fire departments as required; dispatches calls for the gas department emergencies, supervisors and staff; schedules appointments, meetings and conferences; coordinates arrangements and sets up meeting rooms; notifies meeting participants; prepares and/or assembles meeting materials from rough notes, drafts, dictation or oral instructions; types, formats, edits, revises, proofreads and prints reports, correspondence, tables and other specialized materials ranging from routine to complex; creates materials for public presentations; composes correspondence, reports and informational materials; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations; Under supervision, provides communication and support services to the police and fire departments; Inputs and accesses information automated law enforcement systems; Coordinates dispatching of emergency police, fire and other public safety equipment by receiving and transmitting radio calls; Inputs and retrieves computer data quickly; Types letters, forms and reports on computer keyboards; Processes emergency requests for service; Answers questions, receives complaints, and provides information to the public over the telephone; Makes entries into automated record files; Maintains accurate, up-to-date files and logs; Uses good judgment in making decisions in emergency and routine situations; Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic terminology used in police/fire dispatching and other emergency radio and telephone communications; operation of communication equipment, including telephone, radio, paging, computer and related systems; geography of the City of Gallatin; modern office administration practices and procedures; relevant state and federal regulations; software applications related to the work; codes, ordinances and regulations pertaining to the work; principles and practices of sound business communications; correct English usage, including spelling, grammar and punctuation; the City of Gallatin personnel policies and labor provisions and timekeeping requirements; budgeting, recordkeeping, filing and purchasing practices and procedures. Ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates; ability to work rotating shift assignments including weekends and holidays and be assigned to work one of the shifts in a 24-hours period.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school. Must have courses in typing and data entry or considerable experience in typing and data entry. Must have Police and/or Fire communications certifications. Must be able to acquire Basic TIES/NCIC/NLETS Certification and attend TAC Orientation class within 6 months.

SPECIAL REQUIREMENTS:

N.C.I.C./T.C.I.C. Certification; Basic understanding of police and fire dispatch services, two years of law enforcement and/or fire dispatching experience minimum, four year's experience preferred. Meet the physical, psychological and criminal records and other standards for the assignment established by the Gallatin Police Department. Must be a United States citizen. Possession of an appropriate driver's license valid in the State of Tennessee.

FIRE TRAINING OFFICER

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs administrative, technical and supervisory work in directing public education and training activities within the department. Responsibilities include supervising assigned staff; assisting the Fire Chief with planning, responding to fire, medical, and related emergency calls when requested and insuring that safety policies are followed and no unsafe actions are taken: educating staff and public on fire safety/prevention. Work may be performed under emergency conditions and may involve considerable personal hazard. Work is performed under the general supervision of the Fire Chief. Supervision is exercised over all fire personnel in training activities.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally. Work requires climbing, balancing, stooping, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling. Vocal communication is required to record and deliver information to others with poise, voice control, and confidence using correct English and a well-modulated voice. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment. Work requires the ability to read a variety of related informational documentation, directions, instructions, and methods and procedures and to write reports with proper format, and to follow verbal and written instructions, guidelines and objectives,. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prepare and conduct fire training and evaluate performance by testing, viewing, etc.
Plans, develops, organizes and supervises departmental activities as they relate to public education, safety and training.
Develops and maintains lesson plans for all areas relating to fire suppression, rescue, etc.
Conducts and participates in training classes.
Provides education to the public on fire safety/prevention; conducts fire prevention demonstrations, lectures, and fire drills; organizes/conducts special events related to fire prevention.
Prepare and maintain training, public education and safety records and reports.
Prepare and maintain safety policies.
Receives and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate.
Prepares/maintains file system of public education activities and training.
May participate in all functions associated with emergency calls (to include removing individuals from dangerous/hazardous situations, performing all activities necessary to suppress/extinguish fires, and assessing emergency medical problems)
May be required to fill in as acting Fire Captain.
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of fire suppression & prevention, thorough knowledge of departmental rules & regulations; thorough knowledge of the operation and maintenance of apparatus and equipment; thorough knowledge of fire safety requirements including State requirements. Some knowledge of TOSHA training mandates. Considerable knowledge of State training requirements for firefighting personnel. Knowledge of effective training techniques for adult learners. Writing skills sufficient to design training curriculum, tests, etc. Knowledge of fire prevention methods and of State and City regulations as applied for fire suppression & prevention; knowledge of modern fire suppression procedures & techniques of combustible material; knowledge of Tennessee fire safety laws; ability to exercise good judgment in evaluation situations & making decisions; ability to react quickly & calmly in emergency situations & to determine proper course of action. General knowledge of the geography of the City. General knowledge of supervisory principles & practices; thorough knowledge of occupational hazards & necessary safety precautions; ability to program activities & implement same; ability to establish & maintain effective working relationships; possession of physical endurance & agility; ability to operate a computer; and ability to keep detailed records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in fire science, supervision, with extensive training and experience in all aspects of firefighting, fire protection and public education; and considerable supervisory fire experience.

SPECIAL REQUIREMENTS:

Possess a valid driver's license valid in the State of Tennessee. Ability to obtain State Training Officer Certification, fire officer certificate, and TN First Responder Certification within 12 months of appointment.

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA
July 23, 2013

DEPARTMENT: Mayor's Office **AGENDA #** 3

SUBJECT:
Appointment of Kenneth Thomson, Jr. to the Gallatin Historic District Commission

SUMMARY:
This is a five year appointment and ends January 2018, 2013

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution** ☐ **Correspondence** ☐ **Bid Tabulation**

☐ **Ordinance** ☐ **Contract** ☐ **Other**

☐ **Approved**
☐ **Rejected**
☐ **Deferred**

Notes:

RESOLUTION NO. R13Ø7-32

RESOLUTION CONFIRMING APPOINTMENT OF KENNETH THOMSON, JR. TO GALLATIN HISTORIC DISTRICT COMMISSION

WHEREAS, Section 10.02.040.A of the Gallatin Zoning Ordinance authorizes the Mayor to appoint members to the Gallatin Historic District Commission and

WHEREAS, the Mayor has forwarded the appointment of Kenneth Thomson, Jr. to serve a five year term expiring in January 2018; and

WHEREAS, Section 10.02.040.A requires that the City Council confirm the appointment by resolution;

THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that Kenneth Thomson, Jr. is confirmed as an appointee to the Gallatin Historic District Commission.

IT IS SO ORDERED.

AYE:

NAY:

DATE:

_____
MAYOR JO ANN GRAVES

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
JOE H. THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Mayor's Office** **AGENDA #** 4

SUBJECT:
Appointment of Oscar Moore and Emmitt Royce Hamilton to the Construction Board of Adjustments and Appeals

SUMMARY:
This is a four-year appointment

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution** ☐ **Correspondence** ☐ **Bid Tabulation**

☐ **Ordinance** ☐ **Contract** ☐ **Other**

☐ **Approved**
☐ **Rejected**
☐ **Deferred**

Notes:

RESOLUTION NO. R13Ø7-31

RESOLUTION APPOINTING OSCAR MOORE, AND ROYCE HAMILTON TO GALLATIN CONSTRUCTION BOARD OF ADJUSTMENTS AND APPEALS

WHEREAS, Section 5-26 of the Gallatin Municipal Code provides for the creation of a Construction Board of Adjustments and Appeals with members appointed by the Mayor and confirmed by the City Council;

NOW, THEREFORE BE IT RESOLVED by the City of Gallatin, Tennessee that Oscar Moore is hereby appointed and confirmed as a member of the Gallatin Construction Board of Adjustment and Appeals with a term expiring on 1/31/2017.

NOW, THEREFORE BE IT RESOLVED by the City of Gallatin, Tennessee that Royce Hamilton is hereby appointed and confirmed as a member of the Gallatin Construction Board of Adjustment and Appeals with a term expiring on 1/31/2017.

BE IT FURTHER RESOLVED that this Resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATED:

_____
MAYOR JO ANN GRAVES

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
JOE H. THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Engineering** **AGENDA #** 5

SUBJECT:
East Park Avenue Roadway Improvements

SUMMARY:
Currently we have budgeted $150,000 for East Park Avenue roadway improvements. The attached rendering represents the improvements for the current budget amount which consists of curbing of medians, driveway culvert replacement, paving and possible median pavers.

A public meeting was held on June 11th and the residents voiced their opinion on the planned improvements. The residents were in great support of adding storm drain to eliminate the roadside ditch with curbs. They also would like sidewalks installed.

After reviewing the comments from the residents, we estimated the additional costs associated with the additional improvements. The additional funding for the project would be approximately $465,000. This estimate does not include sidewalks, because that would likely require Right-Of-Way acquisition.

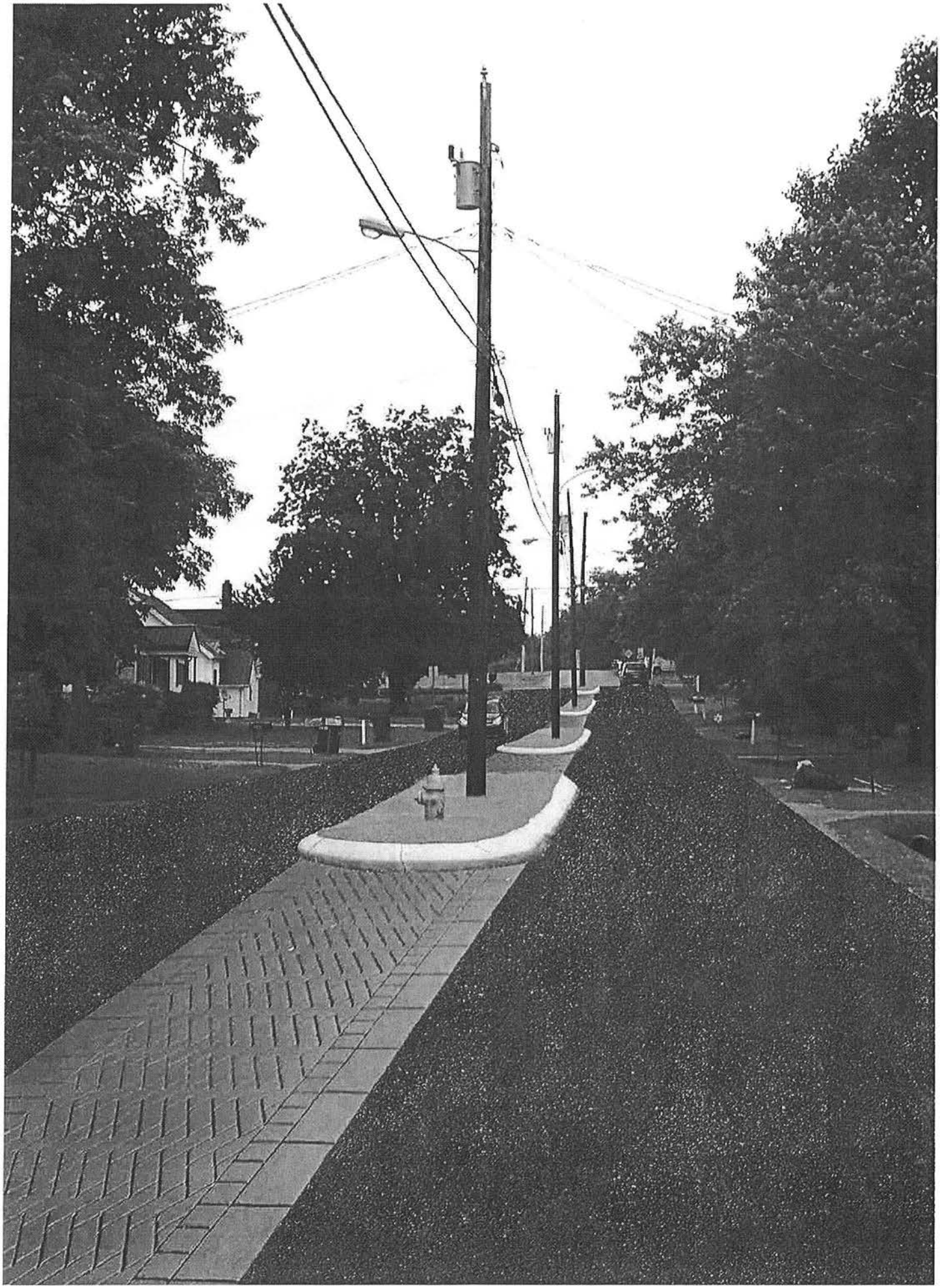
RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:



CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

7/23/2013

DEPARTMENT: **Finance/I. T.** **AGENDA #** 6

SUBJECT:
discussion of potential 2013 Refunding Bond issue

SUMMARY:
Our financial advisors, Wiley Bros., have identified potential savings if we refund (refinance) the 2004 and 2007 bond issues to take advantage of lower interest rates. If the refunding occurs before the end of the calendar year, the issue will be bank qualified, which also results in lower interest rates. Since this is a refunding issue, and not a request for "new money", we (Wiley Bros.) can negotiate our sale instead of going through a competative bid process. This allows us to move quickly and take advantage of the market on days when it is most beneficial to the City.

RECOMMENDATION:
Approve the refunding process and allow Wiley Bros. the flexibility of negotiating the sale at the most optimal time.

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **City Attorney** **AGENDA #** 7

SUBJECT:
Extraterritorial Enforcement of Ordinances

SUMMARY:
Sumner County would like for the City to enforce the city's ordinances in the city's planning region. After discussion with the police, fire, codes, and planning departments, the consensus is that the best way to accomplish this goal is to utilize Article I, § 5 of the charter which permits the city to enforce certain ordinances within one mile of the corporate limits.

At committee, a PowerPoint presentation will explain the proposal in further detail.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☒ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

ORDINANCE NO. O13Ø8-42

ORDINANCE TO AMEND THE GALLATIN MUNICIPAL CODE, CHAPTER 10, ARTICLE I, BY ADDING A NEW SECTION 10-2, ENFORCEMENT OF ORDINANCES IN PLANNING REGION

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Municipal Code, Chapter 10, Article I, is hereby amended by adding a new Section 10-2 which shall read as follows:

Sec. 10-2. Extraterritorial enforcement.

(1) Pursuant to Article I, § 5 of the Charter for the City of Gallatin, Tennessee, all ordinances of a moral, criminal, quasi-criminal, sanitary or penal nature, specifically including but not limited to all model codes adopted in Chapters 5 and 9 of this municipal code shall be enforced in that territory outside the corporate limits to the extent that such territory is within one mile of those corporate limits and within the Gallatin Planning Region as adopted by the Tennessee Department of Economic and Community Development on November 5, 1997.

(2) The jurisdiction of the City Court and the police powers of the City shall include the territory described above for the purpose of enforcing these ordinances and the police power shall be coextensive with that of the sheriff in the execution of any paper or process issued from said city court, or in enforcing any of these ordinances.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this ordinance shall take effect immediately upon final passage, the public welfare requiring such.

PASSED FIRST READING: _____, 2013.

PASSED SECOND READING: _____, 2013.

_____
MAYOR JO ANN GRAVES

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
JOE H. THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Councilwoman Brackenbury** **AGENDA #** 8

SUBJECT:
Existing Gateway Drive in the Industrial Park

SUMMARY:
Councilwoman Brackenbury asked that this item be placed on the agenda.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Councilwoman Brackenbury** **AGENDA #** 9

SUBJECT:
Property fronting Shawn Drive and backing up to Woods Ferry/South Water

SUMMARY:
Councilwoman Brackenbury asked that this item be placed on the agenda.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 23, 2013

DEPARTMENT: **Councilwoman Brackenbury** **AGENDA #** 10

SUBJECT:
Internet access in the Industrial Park

SUMMARY:
Councilwoman Brackenbury asked that this item be placed on the agenda.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

7/23/2013

DEPARTMENT: **Finance/I. T.** **AGENDA #** 11

SUBJECT:
Discussion of proposed 2013/2014 budget

SUMMARY:
Discussion of proposed 2013/2014 budget

RECOMMENDATION:
Approval

ATTACHMENT:

- ☐ **Resolution**
- ☒ **Ordinance**
- ☐ **Correspondence**
- ☐ **Contract**
- ☐ **Bid Tabulation**
- ☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

ORDINANCE NO. O1307-39

ORDINANCE OF THE CITY OF GALLATIN, TENNESSEE, ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 THROUGH JUNE 30, 2014.

Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Local Taxes	$19,036,022	$18,720,120	$19,441,120
Intergovernmental Revenue	5,420,706	7,880,164	4,055,300
Fines and Forfeitures	1,359,480	860,500	600,250
Miscellaneous Revenue	2,608,879	2,049,313	1,845,597
Total Revenue	$28,425,087	$29,510,097	$25,942,267
Fund Balance	$5,600,172	$8,573,311	5,695,158
Total Available Funds	$34,025,259	$38,083,408	$31,637,425

Special Revenue Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Miscellaneous Revenue	$ 27,983	$ 41,520	$ 27,000
Total Revenue	$ 27,983	$ 41,520	$ 27,000
Fund Balance	$ -	$ -	$ -
Total Available Funds	$ 27,983	$ 41,520	$ 27,000

Environmental Serv Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Miscellaneous Revenue	$ 1,558,881	$ 1,848,928	$ 1,795,000
Total Revenue	$ 1,558,881	$ 1,848,928	$ 1,795,000
Fund Balance	$ -	$ -	$ -
Total Available Funds	$ 1,558,881	$ 1,848,928	$ 1,795,000

Drug Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Court Fines and Costs	$ 115,932	$ 122,500	$ 150,000
Total Revenue	$ 115,932	$ 122,500	$ 150,000
Fund Balance	$ 58,400	$ 73,396	$ 35,896
Total Available Funds	$ 174,332	$ 195,896	$ 185,896

Water/Sewer Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Total Revenue	$ 11,420,830	$ 12,738,250	$ 13,185,750
Fund Balance	$ 8,823,746	$ 8,315,840	$ 6,799,968
Total Available Funds	$ 20,244,576	$ 21,054,090	$ 19,985,718

Gas Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Total Revenue	$ 14,313,279	$ 16,280,000	$ 19,276,000
Fund Balance	$ 9,436,446	$ 10,353,636	$ 10,539,108
Total Available Funds	$ 23,749,725	$ 26,633,636	$ 29,815,108

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Government Administration	$ 6,276,748	$ 10,342,335	$ 7,094,932
Public Safety	$ 10,883,501	$ 11,399,293	$ 11,595,082
Public Works	$ 1,871,337	$ 2,553,136	$ 2,128,447
Parks and Recreation	$ 4,251,183	$ 4,511,287	$ 4,194,417
Economic Development	$ 254,357	$ 544,918	$ 315,592
Debt Service	$ 1,259,545	$ 1,276,908	$ 1,274,408
Operating Transfers	$ 1,655,277	$ 2,760,373	$ -
Total Appropriations	$ 26,451,948	$ 33,388,250	$ 26,602,878

Special Revenue Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Public Safety	$ 25,212	$ 28,559	$ 27,000
Total Appropriations	$ 25,212	$ 28,559	$ 27,000

Environmental Serv Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Environmental Services	$ 1,764,612	$ 1,848,928	$ 1,794,783
Total Appropriations	$ 1,764,612	$ 1,848,928	$ 1,794,783

Drug Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Police	$ 130,231	$ 160,000	$ 150,000
Total Appropriations	$ 130,231	$ 160,000	$ 150,000

Water/Sewer Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Utilities	$ 11,928,736	$ 19,264,521	$ 14,701,622
Total Appropriations	$ 11,928,736	$ 19,264,521	$ 14,701,622

Gas Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Utilities	$ 13,396,089	$ 18,008,615	$ 19,090,528
Total Appropriations	$ 13,396,089	$ 18,008,615	$ 19,090,528

SECTION 3. At the end of the next fiscal year the governing body estimates balances/deficits as follows:

General Fund	$ 5,034,547
Special Revenue Fund	$ -
Environmental Serv Fund	$ 217
Drug Fund	$ 35,896
Water/Sewer Fund	$ 5,284,096
Gas Fund	$ 10,724,580

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds - General fund	$ 495,000	$ 309,864	$ -	within
Notes - General fund	$ 365,000	$ 102,764	$ -	General fund
Bonds - Water/Sewer fund	$ 1,280,000	$ 1,436,254	$ -	

SECTION 5. During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Water/Sewer lines	$ 1,000,000.00	$ -
Gas lines	$ 1,000,000.00	$ -
Greelea Extension	$ -	$ 2,500,000.00
Albert Gallatin/Hattentrack Rd Extension	$ -	$ 4,000,000.00
Public Works Facilities	$ -	$ 750,000.00
Triple Creek Ballfield Lighting	$ -	$ 300,000.00

SECTION 6. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 7. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated.

SECTION 8. A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.

SECTION 9. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year excluding capital until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Office of State and Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2013, the public welfare requiring it.

Passed First Reading: _____

Passed Second and Final Reading: _____

_____

Mayor Jo Ann Graves

_____

Approved as to Form: Joe Thompson, City Attorney

_____

Attest: Connie Kittrell, City Recorder

General	
City Administration	1,089,389
Finance	565,621
City Recorder	468,016
Insurances	762,500
City Attorney	344,114
Information Technology	471,693
Personnel Administration	188,847
Engineering	1,783,537
Planning Commission	21,100
Planning & Codes	971,227
Government Buildings	480,927
Police Department	6,538,934
A.C.E.S. Program	120,000
Fire Department	4,765,198
Animal Control	118,911
Public Works Administration	340,206
Street Maintenance	1,360,071
Vehicle Maintenance	428,170
Community Enhancement	116,500
Community Services	148,000
Leisure Services	578,666
Civic Center	1,082,500
Golf Course	849,871
Parks	1,418,880
Economic Development	315,592
Bond Expenses	1,274,408
Operating Transfers	-
SOR	7,000
Police Special	20,000
Environmental Serv Admin	36,000
Waste Collections	1,758,783
Drug Fund Investigations	150,000
Water/Sewer	
Water Treatment and Pumping	1,342,833
Transmission & Distribution	2,425,673
Customer Accounting	529,907
Administration & General	1,189,564
Depreciation	3,428,184
Bond Expense	2,716,254
Paying Agent	800
Sewer Collection/Lines	1,067,591
Sewer System Rehabilitation	378,613
Sewer Treatment & Disposal	1,317,142
Sewer Admin & General	218,398

Sewer Pre-treatment Program	87,663
Gas	
Depreciation	800,000
Purchased Gas	15,000,000
Transmission & Distribution	2,142,953
Customer Accounting	420,227
Administration & General	717,348

City of Gallatin, Tennessee
Summary of the City Budget
For the Fiscal Year Ending June 30, 2014

	Actual 2011-12	Estimated 2012-13	Estimated 2013-14
GENERAL FUND			
REVENUES			
Local Taxes	19,036,022	18,720,120	19,441,120
State of Tennessee	4,628,832	5,922,710	4,055,300
Federal Government	791,874	1,957,454	-
Other Sources	3,968,359	2,909,813	2,445,847
Total Revenues	28,425,087	29,510,097	25,942,267
EXPENDITURES			
Salaries	16,485,705	17,170,824	17,916,951
Other Costs	14,036,215	16,217,427	8,685,927
Total Expenditures	30,521,920	33,388,251	26,602,878
Beginning Balances - July 1	8,568,203	6,471,370	2,593,216
Ending Balances - June 30	6,471,370	2,593,216	1,932,605
Employment	377	381	381

DEBT SERVICE FUND within General Fund

STREET FUND within General Fund