
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

October 22, 2013

6:00 pm

**Dr. J. Deotha Malone
Council Chambers**

- Call to Order: Vice Mayor Alexander Presiding
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton – Mayor Graves
- Approval of Minutes: October 8, 2013 Council Committee Minutes
- Special Recognition of Mark Kimbell, General Manager of the Gallatin Department of Electricity, to present the department's Annual Audit report
- Public Recognition
- Mayor's Comments

AGENDA

1. Detention Pond on Shawn Drive (**Joe Thompson, City Attorney**)
2. Quarterly insurance recovery ordinance (**Rachel Nichols, Finance**)
3. Appropriation of \$15,000 grant funds from State of Tennessee JAG Award (**Chief Bandy, GPD**)
4. Appropriation of \$5,000 grant funds from State of Tennessee Department of Transportation (**Chief Bandy, GPD**)
5. New and revised job descriptions for Human Resources Specialist and Human Resources Coordinator (**Amy Summers, Human Resources**)
6. Resolution to revise the employee pay plans (**Amy Summers, Human Resources**)
7. Approval of Marketing Coordinator position for Leisure Services (**David Brown, Leisure Services**)

- Other Business
- Department Head Reports
- Adjourn

**CITY GALLATIN
CITY COUNCIL COMMITTEE MEETING**

October 8, 2013

Call to Order

Vice Mayor John D. Alexander call the meeting to order, immediately following the special-called Gallatin City Council meeting.

Roll Call

Present:

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

Absent:

Councilman Ed Mayberry

Others Present:

David Brown, Leisure Services Dir.
David Gregory, Public Utilities Dir.
Amy Summers, Interim Personnel Official
Don Bandy, Police Chief
Rosemary Bates, Special Projects Dir.
James Fenton, EDA Director

Ann Whiteside, Executive Assistant, Mayor's Office
Rachel Nichols, Finance/IT Dir.
Nick Tuttle, City Engineer
Billy Crook, Fire Chief
Marianne Mudrak, Recorder's Office

Approve Prior Minutes

Councilman Overton motioned to approve the minutes of the September 24, 2013 Council Committee meeting, as presented. Councilwoman Brackenbury seconded the motion and the motion carried 6 ayes, 0 nays.

Public Recognition

- Tim Rayburn, 975 Aqua Drive, asked for Council's help regarding the music coming from Awedaddy's at the Gallatin Mariana. Mr. Rayburn said the music is so loud it could be heard in his basement. Mr. Rayburn read the City of Gallatin Municipal Code regarding noise. Mr. Rayburn said the music plays three nights a week and has been going on for the last three summers. Mr. Rayburn said the business and residents tried to work this situation out without City intervention; however, the problem still exists.
- Phil Flack also addressed Awedaddy's and spoke of the three mechanisms addressing loud music coming from the arena. Mr. Flack said the City ordinances are very clear. Mr. Flack referenced the City Municipal Code, City Zoning Ordinance, and the City Land Use Plan.

- Mr. Garrott Laffley said he is a musician and a home schooled student and it is difficult to study when the music is so loud coming from Awedaddy's. Mr. Laffley said it is a disruption to his family's lives.
- Ms. Susan Oliver, 963 Aqua Drive, said, based on past experience with Awedaddy's, she believes the owners of Awedaddy's are not responsible and she would like to see the music cease.
- Mr. Neal Laffley said he is a professional musician and explained that there are monitor speakers that are aimed towards the stage, at Awedaddy's, which would also be directed towards his house. Mr. Laffley said the structure that was intended to house the musicians is not working.
- Mr. Phillip Kelly, attorney for the residents of Aqua Drive, said these residents are frustrated. Mr. Kelly said some of the residents have been there for longer than Awedaddy's. Mr. Kelly invited Council members to come to these homes and stay for a few hours to see what it is like to hear the music in these homes, three nights a week, all summer long.
- Mr. Bart Highers, attorney for the Gallatin Marina and Awedaddy's, said great effort has been made by the owners. Mr. Highers said a building was constructed as an enclosure for the bands. Mr. Highers said in 1996 the previous owners of the Gallatin Marina came to the City to bring the marina in compliance. Mr. Highers said the business is not operating outside of the zoning ordinance. Mr. Highers said the restaurant is in operating under the Conditional Use Permit granted in 1996. Mr. Highers said this is the only marina in Gallatin and it draws people to the City. Mr. Highers asked that the City Council make a decision.
- Mr. Vern Binkley, owner of Awedaddy's, said he has listened to slanderous comments against he and his wife. Mr. Binkley said it was stated that he was asked to leave the Anchor High marina; however he left the Anchor High marina because the rent was raised. Mr. Binkley said he operated a business at the Anchor High marina for 12 years.

No one else came forward to speak; therefore, Vice Mayor Alexander closed public recognition.

Mayor's Comments

- Mayor Graves thanked Greater Gallatin and Donna Belote for the success of the Main Street Festival. Mayor Graves said over 25,000 people attended.
- Mayor Graves said Saturday, October 12, 2013 is the Sumner County Food Bank Motorcycle Ride to raise funds for the food bank. Mayor Graves said the cyclists will meet on the Public Square at 9:00 a.m.

Without objection Vice Mayor Alexander moved Item 3 to the first item on the agenda.

Agenda

3. Awedaddy's Noise Complaints

Mr. Thompson said the Police Department and Staff need direction from the City Council as to whether they want to strengthen the restrictions or allow the music at a higher level than permitted.

Councilman Overton said the question is does the City want to allow this type of activity in Gallatin. Councilman Overton said there could be other marinas in the future; therefore, whatever is done must have a lot of thought put into it. Councilman Overton said if it is decided that we want to allow this type of entertainment, Staff needs to give recommendations to Council to move forward.

Mr. Thompson said the provisions in the Municipal Code are old provisions and are somewhat vague. Mr. Thompson said, in his opinion, he needs to know, given the current state of affairs, which is outdoor live music at the Gallatin Marina, is this body willing to permit live music and should it be resolved privately, or should the City clarify and beef up the code.

Councilwoman Brackenbury said there are two sides to this situation. Councilwoman Brackenbury asked how this would affect a new marina in the future with the same situation. Councilwoman Brackenbury said the regulations need to protect the residents and not hurt the businesses.

Mr. Thompson suggested that the easier way would be to ask if the music is audible to the human ear, a certain distance from the property line.

Councilman Hayes suggested other towns be contacted to see how they regulate music. Councilman Overton said this business is successful and no one wants to shut the business down. Councilman Overton said the Council has to decide. Councilman Overton said Staff and Mr. Thompson must bring back recommendations to change the regulations to help both sides of the situation. Councilman Overton said Awedaddy's has bent over backwards to try to remedy the situation.

Mr. Thompson said once the guidelines are set, the police will not be called out. Mr. Thompson said he would ask for an injunction if the rules are violated more than once.

1. Marketing Coordinator discussion

Mr. David Brown, Leisure Services, said he distributed a copy of a draft job description to each Council member. Mr. Brown asked that the job description be reviewed to be brought back in two weeks.

2. Detention Pond on Shawn Drive

Mr. Thompson said money is being offered to the City to care for the detention pond. Mr. Thompson said \$25,000 is a reasonable amount to maintain for several years. Mayor Graves questioned whether this is an appropriate amount to cover maintenance.

Mayor Graves asked if the detention pond could be put underground. Mr. Nick Tuttle, City Engineer, said it is possible, but he would have to look at pond. Mr. Tuttle said it would help with maintenance. Mayor Graves said she would like to see the detention ponds underground. Mr. Tuttle said even underground there would be some surface maintenance. Mr. Tuttle said there is more than just mowing to the maintenance of a detention pond.

Without objection the item is to come back in two weeks, to give Mr. Tuttle time to look at the detention pond.

4. March, April, May, and June Financial Reports

Ms. Rachel Nichols, Finance Director, presented the financial reports for March, April, May, and June.

5. Resolution Accepting Public Improvements, Excluding Lot 50, for the Estates of Fairway Heights, Phase 1

Councilman Overton motioned to accept public improvements; Ms. Kemp seconded. Motion carried 6 ayes; 0 nays.

6. Right of Way Abandonment on 637 East Main Street

Councilwoman Kemp motioned to right-of-way abandonment; Ms. Brackenbury seconded. Motion carried 6 ayes; 0 nays.

Without objection Vice Mayor Alexander combined items 7, 8, and 9 for a vote.

7. Appropriate funds received from Mid-Century Insurance Company for damage to a traffic signal cabinet on Long Hollow Pike

8. Appropriate funds received for damage to a traffic signal on Nashville Pike at the intersection of Green Wave Drive

9. Appropriate funds received from insurance claims for damage to traffic signals

Councilwoman Kemp motioned to approve; Councilman Overton seconded. Motion carried 6 ayes; 0 nays.

10. MS4 Stormwater Permit Annual report

Mr. Tuttle said this is the annual report that is presented to Council as information only.

Other Business

There was no further business to discuss.

Department Head Reports

Ms. Amy Summers, Interim Personnel Official said the City of Gallatin has been awarded a \$5,000, non-matching, wellness initiate grant from BlueCross/BlueShield. Ms. Summers said the Wellness Committee will determine how the funds will be used throughout the City.

Councilwoman Brackenbury asked for an update on the turn signal at Airport Road and Hartsville Pike. Mr. Tuttle said the plans are complete and it is believed that all the construction can be completed in-house. Mr. Tuttle said the parts are ordered.

Councilwoman Brackenbury asked about the trees being cut down at Gateway Drive and Airport Road. Mr. James Fenton, EDA Director said a landscape professional said the trees were damaged and would probably come down in the near future. Mr. Fenton said it was determined that since the curbing is coming out now, it would be advisable to take down the old trees and replace them.

Adjourn

With no further business to discuss, Vice Mayor Alexander adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: City Attorney

AGENDA # |

SUBJECT:

Detention Pond on Shawn Drive

SUMMARY:

This item was deferred from the October 8, 2013 Council Committee meeting for two weeks.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

10/22/2013

DEPARTMENT: Finance/I. T.

AGENDA # 2

SUBJECT:

Quarterly insurance recovery ordinance

SUMMARY:

Quarterly insurance recovery ordinance ro appropriate insurance money received back to the appropriate department for repairs and/or replacement of damaged city property.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1310-55

ORDINANCE APPROPRIATING \$19,829.62 FROM REVENUE RECEIVED FOR
INSURANCE RECOVERIES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$19,829.62 is hereby appropriated from revenue received from Insurance Recoveries, account #110-36350,

with \$463.79 appropriated to Street Sign Materials, account #11043120-342, for damages to street signs, and

with \$1,115.50 appropriated to Streetscape, account #31141100-813, to replace damaged bench, and,

with \$13,250.33 appropriated to Police Vehicles, account #11042110-888, to replace damaged patrol car, and,

with \$5,000 appropriated to Attorney Educational Supplies, account #11041620-328, for Risk Management training materials, and,

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect from and after its final passage, the public welfare requiring such.

PASSED FIRST READING:.

PASSED SECOND READING:.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: POLICE

AGENDA # 3

SUBJECT:

Appropriation of \$15,000 Grant Funds from State of Tennessee JAG Award

SUMMARY:

Appropriate \$15,000 in reimbursed grant funds to be used for Law Enforcement Equipment.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$15,000.00 IN FUNDS FROM REVENUE RECEIVED BY THE GALLATIN POLICE DEPARTMENT IN THE FORM OF A STATE AND FEDERAL GRANT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$15,000.00 is hereby appropriated from a State of Tennessee JAG; Law Enforcement Equipment Grant received by the Gallatin Police Department for the purpose of Law Enforcement Equipment, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect from and after its final passage, the public welfare requiring such.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: POLICE

AGENDA # 4

SUBJECT:

Appropriation of \$ 5,000 Grant Funds from State of Tennessee Department of Transportation.

SUMMARY:

Appropriate \$5,000 in reimbursed grant funds to be used for Law Enforcement Equipment.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$5,000.00 IN FUNDS FROM REVENUE RECEIVED BY THE GALLATIN POLICE DEPARTMENT IN THE FORM OF A STATE AND FEDERAL GRANT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$ 5,000.00 is hereby appropriated from a State of Tennessee Department of Transportation Grant received by the Gallatin Police Department for the purpose of Law Enforcement Equipment, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect from and after its final passage, the public welfare requiring such.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: Human Resources/Personnel

AGENDA # 5

SUBJECT:

New and revised job descriptions for Human Resources Specialist and Human Resources Coordinator.

SUMMARY:

The Personnel Specialist job description is being slightly revised and the title updated to Human Resources Specialist. The pay grade will remain the same. This position was not budgeted for the 2013/2014 year. A draft is attached with changes noted.

The Human Resources Coordinator is a new job description that was presented with the 2013/2014 budget. This pay grade will be a grade P. The job description is attached.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1310-49

RESOLUTION APPROVING NEW OR REVISED JOB DESCRIPTIONS FOR HR SPECIALIST AND HR COORDINATOR AND REMOVING JOB DESCRIPTION FOR PERSONNEL SPECIALIST

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	Human Resources Coordinator	Pay Grade P
Revised	Human Resources Specialist	Pay Grade K

BE IT ALSO RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Personnel Specialist (Pay Grade K) 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

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

PERSONNEL HUMAN RESOURCES SPECIALIST

GENERAL DEFINITION AND CONDITIONS OF WORK:

Assists the ~~Personnel Official~~ *Director of Human Resources* with all facets of departmental operations including recruitment and placement, employee relations, performance appraisals, benefit administration, computerized employee data base, and maintaining current files. Does related work as required. Reports to the ~~Personnel Official~~ *Director of Human Resources*.

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 climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, 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:

Serves as chief clerical support to the ~~Personnel Official~~ *Director of Human Resources*; prepares and maintains various records and files; assists with administrative tasks as assigned.

Develops personnel forms, systems, procedures and methods of record keeping;

Contacts potential employees; schedules interviews with selected candidates; schedules and conducts employment tests; schedules pre-employment physical examinations;

Assists with budget preparation;

Processes all invoices, orders supplies, and insures office operates smoothly;

Establishes and maintains all computer operations; troubleshoots computer problems;

Enters employee and applicant data to the computer database and prepares printouts as needed within the department and by other staff, establishes and maintains employee files;

Assists Department Heads and supervisors in completing performance appraisal data;

Keeps records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and termination;

Performs a variety of tasks related to internal and external job placements;

In-processes new employees, obtains required documents, and completes forms and statements;

Assists with benefit administration, including employee counseling, preparing forms, and special projects;

Transcribes and prepares routine correspondence, handles routine personnel matters;

Prepares and files reports of work-related accidents and injuries;

Answers the telephone and assists employees and public with their questions;

Attends meetings of commissions, boards and committees, compiles and types agendas, as required;

Operates standard office and data entry equipment,

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the area to which she/he is assigned and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to operate a computer and word processor and to type at a reasonable rate of speed (65 wpm or more); ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in secretarial and office work in the office of an executive. Experience in *Human Resources/Personnel* field preferred.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee.

HUMAN RESOURCES COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs a variety of highly responsible duties associated with all facets of departmental operations including recruitment and placement, employee relations, performance appraisals, benefit administration, computerized employee data base, and maintaining current files. Does related work as required. Reports to the Director of Human Resources.

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 climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, 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:

Serves as support to the Director of Human Resources; prepares and maintains various records and files;

Serves as the Director of Human Resources in his/her absence;

Serves as the City's Title VI Coordinator;

Develops personnel forms, systems, procedures and methods of record keeping;

Performs a variety of tasks related to internal and external job placements;

Contacts potential employees; schedules and conducts employment tests; schedules pre-employment physical examinations;

In-processes new employees, obtains required documents, and completes forms and statements;

Establishes and maintains employee, benefit, pay related, and payroll deduction data in computer software system(s)

Establishes and maintains all computer operations; troubleshoots computer problems;

Coordinates the City's health and wellness campaigns;

Assists with benefit administration, including employee counseling, preparing forms, and special projects;

Assists with City wide salary and benefit budget preparation;

Maintains records of insurance coverage, 401(k) plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations;

Assists Department Heads and supervisors in completing performance appraisal data;

Prepares and files reports of work-related accidents and injuries;

Attends meetings of commissions, boards and committees, compiles and types agendas, as required;

Prepares routine correspondence, handles routine personnel matters;

Assists employees and public with their questions;

Processes all invoices, orders supplies, and insures office operates smoothly;

Operates standard office and data entry equipment,

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principle and practices of public human resources management; public agency budgeting and policy and procedures; Comprehensive knowledge of standard office practices, procedures, equipment and administrative assistant techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to operate a computer and to type at a reasonable rate of speed (65 wpm or more); ability to prepare effective correspondence on routine matters and to perform sophisticated office management details without referral to supervisor; ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in human resources and a minimum of five (5) years of progressively responsible experience in personnel/human resources required.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: Human Resources/Personnel

AGENDA # 6

SUBJECT:

Resolution to revise the employee pay plans

SUMMARY:

Revise the employee pay plans to reflect a general wage increase (cost-of-living) of 1%.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1310-47

RESOLUTION TO REVISE THE EMPLOYEE PAY PLANS

WHEREAS, Section 13-106 of the Gallatin Municipal Code provides for the adjustment of wages based on general rates of pay for comparable work in other public and private employment in the area, cost of living data, the financial condition of the city, and other economic considerations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, to grant a general wage increase to all full-time and permanent part-time employees, excluding Elected Officials, equal to one percent (1.0%) of their pay level, effective **July 1, 2013**; and to implement the attached pay plan schedules which reflect the changes described herein.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE: _____

NAY: _____

DATED: _____.

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 22, 2013

DEPARTMENT: **Leisure Services**

AGENDA # 7

SUBJECT:

Approval of Marketing and Event Coordinator position for Leisure Services.

SUMMARY:

To approve a Marketing and Event Coordinator position for Pay Grade - P, \$41,154.68 - \$61,133.28. See pay range research attachment.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

MARKETING & EVENT COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical, professional and responsible administrative work to promote to the community thru sales, marketing, promotions and special events the Gallatin Leisure Services divisions including the Gallatin Civic Center, Long Hollow Golf Course and Parks and Recreation. Work is performed under supervision of Gallatin Leisure Services Director.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires reaching, standing, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, 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:

Coordinates with the Leisure Services Director and Asst. Directors to establish goals for marketing and advertising
Makes recommendations for new programs, activities and/or special events that would enhance, promote and market department activities
Promote and sell Gallatin Civic Center and Long Hollow Golf Course memberships, manage Gallatin Leisure Services website and content
Conduct market research, coordinate promotional campaigns and marketing materials
Represent Gallatin Leisure Services at public events, shows, festivals etc. in order to promote and market department
Establish outreach program designed to promote department divisions and the rental of facilities in an effort to enhance revenues
Establish and coordinate publishing of department's newsletter and brochure
Develop and maintain a positive working relationship with media
Develop and implement goals, objectives, policies and priorities for all marketing and public relations efforts for the department
Write and develop advertising copy; take digital pictures
Some night, weekend and/or holiday work may be required
Performs other duties and special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Experience in planning, organizing, initiating, supervising and implementing a marketing program for Parks and Recreation sports activities and programs; knowledge in marketing memberships and events; comprehensive knowledge of media and public relations policies, practices and procedures; thorough knowledge of public information principles and practices of public relations media; ability to establish and maintain effective working relationships with associates, local businesses, the media and the general public; must have knowledge of operations for standard software database, word processing programs, and publishing software

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with Bachelor of Science in Marketing, Public Relations, Parks and Recreation or related field or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Possession of an appropriate driver's license valid in the State of Tennessee.

Marketing & Event Coordinator Research

10/13/13

Community	Similar Position?	Notes	Job Desc.?	Salary Range	
Brentwood	Y	Community Relations Specialist - reports to Community Relations Director but primarily serves the Parks & Rec department.	Y	\$42,036	\$63,066
Chattanooga	Y	Public Relations Coordinator	Y	\$35,911	\$56,520
Clarksville	Y	Marketing Coordinator	Y	\$43,349	\$60,688
Farragut	Y	Public Relations Coordinator - reports to Dir. of Leisure Svcs but does marketing & social media Town-wide	Y	\$39,100	\$60,600
Franklin	Y	Program Coor. for Parks & Rec. marketing. (The City also has a Communcations Mgr is responsible for marketing & social media.)	Y	\$39,356	\$55,561
Murfreesboro	Y	Program Coor. - Marketing & Special Events	Y	\$37,063	\$48,804
		Average Salary Range		\$39,469	\$57,540
Athens	N		N/A	N/A	N/A
Goodlettsville	N	Public Information Officer is the closest position they have - Used to work just for Parks & Rec but now serves the City as a whole.	Y	\$41,846	\$63,403
Hendersonville	N	City-wide Special Events Coor. does some of the social media for events.	N/A	N/A	N/A
Sevierville	N	Parks & Rec do their own website but Asst. Directors and Director oversee all the marketing. Golf course has a contract person for their marketing/websiite.	N/A	N/A	N/A
Knox County	N		N/A	N/A	N/A
Lebanon	N		N/A	N/A	N/A
Rutherford Co.	N		N/A	N/A	N/A
Springfield	N		N/A	N/A	N/A
Williamson Co.	N		N/A	N/A	N/A

Leisure Services recommends *Pay Grade - P*, \$41,154.68 - \$61,133.28

**RESOLUTION APPROVING NEW JOB DESCRIPTION FOR
LEISURE SERVICES**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the attached new job description for Marketing and Event Coordinator (Pay Grade - P) is hereby approved and ordered implemented into 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 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