
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

July 14, 2015

6:00 p.m.

**Dr. J Deotha Malone
Council Chambers**

- Call to Order – Councilman Alexander
- Roll Call: Brackenbury – Camp – Vice Mayor Hayes – Kemp – Mayberry – Overton – Mayor Brown
- Approval of Minutes: June 9, 2015 Council Committee Meeting
- Public Recognition
- Mayor’s Comments

AGENDA

1. Department Head Recruitment Process (**Debbie Johnson, Director of Human Resources**)
2. Planning Department Cost Recovery Review and Analysis Report (**Bill McCord, City Planner**)
3. Ordinance Amending Zoning on a 3.01 (+/-) Acre Lot on Saint Blaise Road from Agricultural-Residential to R40 Low Density Residential District (**Bill McCord, City Planner**)
4. Ordinance Appropriating Proceeds from 2015 Water/Sewer Bond (**Rachel Nichols, Director of Finance**)
5. Ordinance Appropriating 2014/2015 Carry-Over Projects (**Rachel Nichols, Director of Finance**)
6. Update on Time and Attendance Software Implementation (**Rachel Nichols, Director of Finance**)
7. Noise Ordinance (**Councilwoman Julie Brackenbury**)
8. Roadside Produce Vendors (**Councilwoman Julie Brackenbury**)
9. Solid Waste, Garbage, or Refuse Services Refund Policy (**Mayor Paige Brown**)
10. Special Census (**Mayor Paige Brown & James Fenton, Executive Director of EDA**)

11. Kitchen/Dining Room Income Compared to Expenses (Vice Mayor Craig Hayes)

12. Town Creek Greenway Access at Oaks Drive (Vice Mayor Craig Hayes)

13. Update on the Pool Expansion (David Brown, Director of Leisure Services)

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin Council Committee Meeting

Tuesday, June 9, 2015
Dr. J. Deotha Malone Council Chambers

PRESENT:

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

ABSENT:

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance Director
Nick Tuttle, City Engineer
David Gregory, Public Utilities Dir.
David Brown, Leisure Services Director
Susan High-McAuley, City Attorney
Gallatin News Reporter
Tommy Dale, Assistant Fire Chief
Chuck Stuart, Building Official

Bill McCord, City Planner
Ronnie Stiles, Public Works Director
Don Bandy, Police Chief
Connie Kittrell, City Recorder
News Examiner Reporter
Zach Wilkinson, Project Engineer
Lori Smiley, IT Director
James Fenton, EDA

Councilman Jimmy Overton called the meeting to order at 6:00 P.M.

Approval of Minutes

Councilman Overton presented the April 14, 2015 Council Committee Meeting for approval. Councilwoman Kemp made motion to approve; Councilman Alexander seconded. Motion carried with 7 ayes and 0 nays.

Public Recognition

Councilman Overton called for public recognition.

Joe Debord of 1007 Hart Street spoke about the following:

- Thanked Chuck Stuart and his staff for the leadership and expertise on the “Little House”
- Growth and development in our community
- Civic Center Expansion
- Provide infrastructure
- Property values worth more
- Recycle program to save money

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

Mayor’s Comments

Mayor Brown had no comments.

Agenda

1. Noise Ordinance

Councilwoman Brackenbury spoke about the discrepancy in the hours of the noise ordinance.

Council discussed.

Councilman Overton requested this be on next week’s agenda for second reading and any amendments can be made at that time.

2. U.S. Army Corps of Engineers Request for Payment for Study of Damages at Liberty Branch Park

Mayor Brown stated the Corps of Engineers is requesting \$38,500 immediately for payment for the studies done to assess the damages at Liberty Branch Park.

Council discussed specific areas of the park, the Civic Club (Morning Rotary Club) responsibilities, and their lease with the City of Gallatin.

Councilman Mayberry made motion to approve; Councilman Hayes seconded. Motion carried with 7 ayes and 0 nays.

Vice Mayor Hayes requested information on what they plan to do about this situation.

3. 2015-2016 Budget Ordinance

Councilwoman Brackenbury provided research by hardcopy and a powerpoint presentation on other cities Aquatic Facilities; Lebanon, McMinnville and Shelbyville. This information gave attendance counts, daily/annual revenues, activities and operating costs.

Council discussed the Civic Center Extension and other budget items.

4. Overpayment of Refuse Collection Fees

City Attorney Susan High-McAuley gave a history on the previous discussion and the option of giving credit versus refunds.

Finance Director Rachel Nichols stated the auditors do not approve of credits and for bookkeeping purposes it's much cleaner to refund the money.

Ms. High-McAuley asked Council to design a City policy on the timeline for reimbursement.

There was much discussion.

Councilwoman Brackenbury made motion that in the future reimbursements are made within 30 days; Vice Mayor Hayes seconded. Motion carried with 7 ayes and 0 nays.

5. Ordinance Appropriating Funds for Completion of Infrastructure Improvements in Cumberland Place North, Section 1

City Engineer Nick Tuttle stated he made a demand on a Letter of Credit for Cumberland Place North, Section 1 and he requested the appropriation of the money.

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

6. Amendments to Gallatin Municipal Code Chapter 5, Section 5-58, Section 109.2 Schedule of Permit Fees

Building Official Chuck Stuart stated that this and the next item are housekeeping on some ordinances that have been passed.

Vice Mayor Hayes made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

City Attorney Susan High-McAuley stated the city has been acting under the 2009 Building Code and the Code of Ordinance's specifies the correct code we are acting under.

7. Amendment to Municipal Code adopting the International Fire Code 2009 Edition

Building Official Chuck Stuart said this is the same as the last item just passed.

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

8. Purged Bad Debt FY 2015

Public Utilities Director David Gregory presented the list and amounts of bad debt to be purged for fiscal year 2015. Mr. Gregory stated the total amount of write-offs is \$79,111.98.

Councilman Alexander made motion to approve; Councilman Mayberry seconded. Motion carried with 7 ayes and 0 nays.

9. Life, Short Term Disability and Long Term Disability Benefit Plans

Finance Director Rachel Nichols presented this request because Human Resource Director Debbie Johnson was on vacation.

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

10. Residency Requirements for Department Heads

Councilwoman Brackenbury stated she would like to have some consistency in the residency requirements for the department heads.

There was much discussion.

City Attorney Susan High-McAuley stated the present requirement is in the City Charter so any changes would have to go before the Legislature for it to be effective.

Discussion continued.

Councilman Alexander made motion to approve Police Chief and Fire Chief live within two (2) miles of the city limits and Superintendent of Public Utilities and Superintendent of Public Works live in Sumner County; Vice Mayor Hayes seconded. Motion carried with 7 ayes and 0 nays.

11. Department Head Recruitment Process

Special Projects Director Rosemary Bates said Human Resource Director Debbie Johnson asked her to hand out a draft of a policy/procedure for hiring department heads. Ms. Bates asked Council to review the draft and it would be discussed at an upcoming meeting.

12. Update on Time and Attendance System

Finance Director Rachel Nichols provided a handout for Council with the updated information on the new time/attendance software. Ms. Nichols explained the handout and other information needed to update the status report. Ms. Nichols stated there were issues with the original implementer and recently a new implementer has been assigned.

Councilwoman Kemp left the meeting at this time.

Several Department Heads spoke about their experiences and expectations of the new time/attendance system.

Discussions continued on saving the city time and money, issues with the implementer, the learning curve of the new system and pictures on the time clock.

Councilman Overton asked for an update within the next month.

Other Business

Councilman Overton called for other business.

Mayor Brown left the meeting at this time.

- City Planner Bill McCord reported on the results of the 109 Access Management Committee meeting. Mr. McCord said the committee voted on a Class II Facility which is a higher level of access control.
- Public Utilities Director David Gregory informed Council that the Department of Environment and Conservation inspected all the facilities and they scored 99 out of a possible 100.

- Finance Director Rachel Nichols stated the Year End Ordinance #O1506-37 will need to be amended next week.
- Councilman Mayberry requested updates on Park Avenue and Hatten Track Extension on the next committee work session agenda for discussion.

Department Head Reports

Councilman Overton called for Department Head reports and there were none.

Adjourn

Councilman Overton informed Council they needed to meet in executive session immediately following this meeting.

With no other business to discuss Councilman Overton adjourned the meeting at 7:41 P.M.

Mayor Paige Brown

Connie Kittrell, City Recorder

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: **Human Resources**

AGENDA # /

SUBJECT:

Department Head Recruitment Process

SUMMARY:

Discussion regarding the Department Head Recruitment Process information was handed out at the June 9, 2015, work session regarding a procedure that represents the HR best practice process for recruitment of department heads. A standard process requiring HR review and input will provide a framework and benchmarks for the recruitment and selection process.

Once approved, Human Resources will insure consistency in its application.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

DRAFT

Department Head Recruitment and Selection Procedures for the City of Gallatin June 2015

Department Head – A person, appointed in accordance with the provisions of the Charter or Municipal Code, who is responsible for administering the functions of a department.

I. The Recruitment of Applicants

Before filling any department head position at the City of Gallatin, an internal and external search must be conducted simultaneously. The process as described below may be modified as circumstances warrant with appropriate approvals by the Mayor and City Council.

A. Advertising/Posting Vacancy

A position description and appropriate pay range must be authorized by the Mayor and approved by the City Council. The Director of Finance and the Director for Human Resources will review and confirm that the position is included in the approved budget and funded at the level to be advertised. The search packet will include:

- The finalized position description
- An advertising/recruitment plan. The listing may include, but is not limited to: professional journals, minority outreach listing, Volunteer State Community College website, Department of Labor website, City of Gallatin website, departmental in-house postings, local newspapers, Career Builder – The Tennessean, and other sources identified by the Council.
- The duration of the job posting is internally seven days and externally a minimum of 30 days
- If necessary, a listing of the committee members including the names, race and gender of the proposed committee members.

Human Resources will post the department head position for seven days internally. Human Resources will post the position on the City of Gallatin website, distribute postings to each department, and advertise with any outside entities, including minority outreach, as previously identified in the advertising plan. All advertisements must include the abbreviated EEO nondiscrimination statement.

All inquiries regarding the position from potential candidates should be forwarded to the Director for Human Resources.

B. Minimum Amount of Time for Advertising

Department Head job vacancies shall be advertised for a minimum of thirty (30) days.

C. Application Process

All prospective applicants must complete the City of Gallatin application form, as well as any additional materials requested. In this way, all applicants will be strongly encouraged and given an opportunity to indicate their status as a member of a protected group and there will be consistency in the application material received.

D. The Applicant Pool

The applicant pool must generally reflect the availability data for the defined vacancy in that labor market or field as determined by the HR Director based upon census data and recruitment area desired for the position. The HR Director will confirm that the pool has been certified to the City Council.

E. Review of Applicant Pool

Human Resources will pre-screen the application pool for minimum qualifications and forward those meeting minimum qualifications to the Council.

An expert panel from the field where the department head vacancy occurs will be recommended by the Director of Human Resources and approved by the Mayor and City Council. Individuals within the community may offer their assistance and be considered for service on the panel.

The panel will recommend and forward for approval a list of candidates for interview. The Director for Human Resources will review the pool for adequate representation of females and minority candidates. The Human Resources Director shall present to the City Council all efforts to recruit minority and female persons.

F. Interviewing Process

Upon receiving the necessary approval by Council, the Director of Human Resources will schedule interviews. The expert panel members and each City Council member will individually interview each candidate. Prior to the interview, the Council members and expert panel shall, in addition to becoming familiar with the applications, review the position summary/job description, required qualifications, and the advertisement. Human Resources Director will provide appropriate interview inquiries.

G. Checking References

Since reference checks provide useful indicators for predicting the applicant's potential for success, the interests of both the City of Gallatin and the applicant are served by reference checking. A listing of questions to ask for references will be provided by the Director of Human Resources to the Council members and/or expert panel members.

II. The Appointment of an Applicant

A. Procedure for Recommending Appointments

Specific Department heads per municipal code shall be required to maintain their residence either within the corporate limits or within two (2) miles of the corporate limits, but in no event

outside the boundaries of Sumner County, Tennessee; provided, however, that this residency requirement does not apply until ninety (90) days after their appointment.

All officers of the city, except the city attorney, shall devote all of their time to their respective offices.

The expert panel will recommend a candidate for appointment to the City Council. The City Council then will consider for appointment the candidate recommended. Department heads shall be appointed by a majority vote of the councilmembers present, and shall serve at the will of the council.

If a majority vote does not occur, the expert panel will recommend another candidate to the City Council. This process will continue until the Council has a majority vote.

Once a majority vote occurs, the department head's appointment will be approved by resolution. The Director for Human Resources will forward a request to offer to the Mayor and City Council containing the following supporting material:

1. All completed reference checks
2. Justifications to support the decision
3. The proposed salary – Salary recommendations will be in agreement with the pay plan.
4. Proposed effective date.

The Office of Human Resources will provide an offer of employment to the candidate for signature. Human Resources will also provide a background authorization form, and inform the candidate of physical screening requirements.

Any official communication regarding the offer shall be through the Director of Human Resources. Candidates shall communicate any changes in acceptance through the Director of Human Resources.

B. Prior Approval for Employment

Under no circumstance shall a commitment be made to an applicant until the Office of Human Resources has reviewed and approved the recommendation for employment.

C. Notification of Applicants

Using the applicant tracking system, the Office of Human Resources will update the status of the remaining candidate pool to notify the remaining candidates for Department Head that the position has been filled. If a position is re-opened, all applicants shall be apprised of the status of his or her application.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: PLANNING

AGENDA # 2

SUBJECT:

Planning Department Cost Recovery Review and Analysis Report

SUMMARY:

The Planning Department conducted a study to evaluate the cost to review various types of applications. Based on the findings of the study, site plan fees cover less than 20% of review costs, in-house site plan less than 10 % of review costs, rezonings with preliminary master development plans less than 18% of costs, final master development plans less than 14% of costs, preliminary plats less than 20% of costs, and final plats about 13% of costs. In addition, many of these costs do not include administrative overhead, public notice/advertising costs, materials used to prepare reports, surety maintenance/administration costs, or cost associated with Planning Commission or Council review .

Staff also conducted a survey and comparison of fees charged by peer communities. This study indicates that all of Gallatin's review fees are considerably less than the average review fees of most other communities for similar types of application reviews. To fully recover costs for plan review services, a fee increase for all planning review services should be considered. In addition, the application and plan review processes should be streamlined. A more detailed description of the findings of the study is included in the attached report.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**Cost Recovery Review and Analysis Report
Summary**

Gallatin Planning Department

July 7, 2015

Summary Analysis

In July 2013, the Planning and Building Codes Department was split into separate departments. However, the two departments continued to operate under a single-joint departmental budget through fiscal year 14/15. In 2014, the Planning Department began to discuss the need to capture or generate funds to improve the operating ratio of the department. After a cursory analysis of planning related fees, revenues and expenses, it became clear that planning review fees (revenues) do not cover the costs of planning operations (plan review, zoning permit review, planning inspections, administration) while building permit fees do a better job of covering costs of building related services (building plan review, building inspections and administration)*.

When preparing the FY 15 budget for the Planning Department, staff estimated that the ratio of costs to revenues (cost-recovery) was projected to be at approximately 3%, meaning that revenue (review and application fees) only was expected to cover approximately 3% of costs of providing these services. This indicates that the Department is operating at a 3330% ratio. (A ratio of 100% would be breaking even, where expenses equal costs.) Any ratio of less than one hundred percent is considered favorable or profitable. For FY 14/15, the Planning Department has received \$23,170 in revenue from application fees but so far has expended \$436,155 for the variety of services performed by the department which represents a cost recovery of about 5.3%. (June expenses and revenues are not included in this figure.) It is not expected that external fees can provide sufficient revenues to cover all costs for the services that a City Planning Department provides. However, the City should be able to obtain a better return on the cost of the specific services requiring a formal application for review. The current planning services application fees are indicated in Table 1, City of Gallatin Development Review Fees and in Chapter 2, Article III, Section 2-154 of the City Code. These fees were last updated in 2011.

Between January 2014 and June 2014, the Planning Department initiated a study to determine an average cost to review various types of applications. Staff compiled information on the amount of time that it takes to review the variety of applications processed by the Planning Department and Engineering Department staff. The amount of time required for each staff member to process an application was applied to that reviewing employees' salary or rate of pay, including costs of fringe benefits, to derive at a cost for a specific type of project review. The review costs for similar types of applications were then totaled and divided by the number of same type project reviews to derive at an average cost for review of like applications. (Table 2)

The costs for each type of application processed by the Planning Department consists of costs for administrative support staff, the project manager/planner review of the project, engineering department review, review by the director or assistant director, clerical staff needed to take/prepare meeting minutes, and the share of cost of paying the Planning Commissioners, when applicable. The cost did not include costs of staff review by other departments (some Engineering, Building Codes, Public Utilities, Public Works, Electric Department, Fire and Police Departments, or outside City

departments), a variety of overhead costs, costs of mailings or advertisements placed in the local paper, the materials used in preparing/processing the applications, or the costs incurred by the City Council to review and hold hearings on the applications. So a full cost accounting was not included as part of this study. The results of the specific cost by personnel reviewing the project as well as the total costs, less the costs as described above, is indicated in Table 2, Planning Department Project Revenue and Cost Recovery Analysis.

The Planning Department reviewed 11 formal site plans between January and June 2014. The average application fee was \$210.00 each. The application fee for a site plan review ranges from \$75 for an in-house (administrative) site plan the with a building of up to 10,000 square feet and with an additional charge of 5 cents per additional square foot over 10,000 square feet of building area, up to a maximum charge of \$500. The average labor cost¹ to process these types of applications is \$1064.46. This indicates that the average application fees for these ten site plans only covered 19.7% of the planning and engineering review labor costs of the application.

The application fee for reviewing an in-house site plan is usually \$50. Sixteen in-house site plans were reviewed in the analysis period. While the cost of an in-house review is notably less than a site plan requiring Planning Commission review, the application fees only covered 9.8% of the planning review cost for these types of applications. For site plans requiring only an in-house review the average cost to process the application is \$561 which is just over half of the cost of a site plan requiring Planning Commission review.

The Planning Department reviewed 14 rezoning applications with preliminary master development plans (PMDPs) or PMDP revisions between January and June 2014. For Planning and Planning Commission related costs only, the average cost to review these type applications is \$1,319.60. The maximum fee to review a PMDP is \$300 plus \$5 per acre for projects over 5 acres. As an example, an application for a 50 acre rezoning with a PMDP requires a review fee of \$525. The average fee collected during the survey period for a PMDP was \$234.33. This indicates that the application fees covered only 17.8% of the planning review cost for these types of applications. The costs for Re-zonings, Re-zonings with Preliminary Master Development Plans and Annexations, which require review by the City Council, do not include the costs associated with advertisements, Council meeting presentations and discussions or public hearings or any Council members time spent reviewing the agenda reports or other activities associated with the review.

The average cost for reviewing a FMDP is \$1,436.79 while the average fee collected for these types of applications was \$189. This indicates that the application fees covered only 13% of the planning review cost for these types of applications.

¹ Labor costs by specifically identified City Staff

The average cost for reviewing a Preliminary plat is \$1,295.39 while the average fee collected for these types of applications was \$247.50. This indicates that the application fees only covered 19.1% of the planning review cost for these types of applications.

The average cost for reviewing a Final plat is \$1,042.06 while the average fee collected for these types of applications was \$197.73. This indicates that the application fees only covered 13% of the planning review cost for these types of applications.

There were too few of the other types of applications reviewed to determine an average cost to expense ratio.

What is most evident is that planning review fees fall well short of covering costs of performing or conducting all types of reviews resulting on only between a 13% and 19% percent cost recovery ratio. Again, these ratios do not include the costs of project services such as Council review times, some planning and engineering inspection costs, surety management costs and other unspecified overhead costs. Table 3 summarizes the average cost of reviewing each type of application and the average application fee received for each type application and the cost recovery percentage.

Next, the planning staff began to research application and review fees charged by peer local governments. The survey of other area local government review fees is provided in Table 4, *Application Review Fees Survey of Peer Communities*.

A similar analysis and comparison was conducted when review fees were last considered and amended. It is often difficult to accurately compare costs and fees with other communities because the organizational structure and the review processes of these communities vary. The land development regulations may require different levels or intensities of review.

Based on the study of the City, it is likely that most other local governments are not fully recovering costs with review fees. Gallatin's review fees are considerably less than the average review fees of most other communities for similar types of application reviews.

Finally, to attempt to account for a comparative review of similar and like projects, the review fees for hypothetical projects or sample project types was evaluated for each jurisdiction. This project review fee by project type comparison for each jurisdiction revealed widely varied review cost for similar sized and type of projects throughout the surveyed local governments as indicated in Table 5, *Project Type Costs*.

Of the communities surveyed, the average cost to review a 100 unit (10 acre), 100 unit residential site plan is \$802.75 while Gallatin charges a fee of \$500, only 62.3% of the average fee charged by the cities surveyed.

The ratio is more drastic for a hypothetical 15 acre, 130,000 sq. ft. commercial development. The average review fee of the surveyed cities is \$1,895 while Gallatin charges \$500, representing 26.4%

of the average review fee. All of Gallatin’s review fees are less than the average cost of review fees for similar projects in the surveyed peer communities. However, this does not mean that some communities do not have lower fees for similar or the same type projects.

For the City to fully recover costs for plan review services, a fee increase for all planning review services should be considered, the administrative review process and thresholds should be modified to change or streamline application review process, and other cost cutting measures will need to be considered or a combination of one or more remedies should need to be applied.

A Full cost recovery considered by the Council should also include fixed costs and overhead costs which were not included in this analysis. These costs include advertisements required for land use changes, zoning/rezoning, variances, and Conditional Use Permits, recording fees and other fees such as Engineering Plan review, Engineering Inspections, Surety Review and monitoring and planning site inspections.

*Since this time the Building Department has restructured fees and is beginning to operate on a self-sustaining basis.

Table 1. *Current Charges for Specific Development Types*

Table 2. *Planning Department Project Revenue and Cost Recovery Analysis*

Table 3. *Average Fee of Select Application and Average Cost of Select Applications*

Table 4. *Application Review Fees Survey of Peer Communities*

Table 5. *Project Type Costs*

Table 1.	City of Gallatin Development Review Fees
Activity	Fee
Site Plan	\$75 - up to 10,000 sq. ft. (Bldg area) + .05 per sq.ft. thereafter up to a maximum of \$500
Change of Use/In-House Site Plan	\$50
Temporary Use Permit	\$50
Final Master Development Plan	\$150 + \$5 per acre over 5 acres up to \$750 maximum
Master Development Plan Revision	\$150
Rezoning Request with Preliminary Master Development Plan	\$300 + 5 per acre over 5 acres
Rezoning Request without Preliminary Master Development Plan	\$125 (up to 1 acre); \$225 (1-15 acres); \$325 (16-50 acres); \$425 (51-100 acres); \$525 (100+ acres)
Sketch Plat*	\$100 + \$5 per lot
Preliminary Plat*	\$150 + \$5 per lot
Final Plat*	\$150 + \$5 per lot
Minor Subdivision*	\$150 PC Approval \$50 Staff Approval
Annexation	\$100
Conditional Use Permit	\$50
Variance	\$50
Appeal	\$50
Special Called Meeting Fees	
-Board of Zoning Appeals	\$300
- Planning Commission	\$400
- City Council voting meeting requested by applicant	\$1,050

Ordinance O1104-42 adopted 6/21/2011 except *

*Ordinance O1104-50 adopted 6/21/2011

powers granted by, and shall otherwise be governed by the provisions of the state law relating to regional planning commissions. (Code 1979, § 11-103)

Sec. 2-154. Planning and zoning fees.

The following fees shall be charged by the city to all owners and/or developers submitting or seeking the listed items:

<i>Item</i>	<i>Fee</i>
Sketch plat	\$100.00 + \$5.00 per lot
Preliminary plat	\$150.00 + \$5.00 per lot
Final plat	\$150.00 + \$5.00 per lot
Minor subdivision	\$150.00 PC approval \$50.00 staff approval
Engineering construction plan review	\$250.00 - up to 25 acres \$400.00 - 25—50 acres \$500.00 - 50—100 acres \$600.00 - 100+ acres
Site plan	\$75.00, up to 10,000 sq. ft. (bldg. area) + 0.05 per sq. ft. thereafter to a maximum of \$500.00
Change of use/in-house site plan	\$50.00
Final site development plan	\$150.00 + \$5.00 per acre over five acres up to \$750.00 maximum
Master development plan revision	\$100.00
Rezoning request with master development plan	\$250.00 + \$5.00 per acre over five acres
Rezoning request without master development plan	\$75.00 - up to one acre \$175.00 - 1—15 acres \$275.00 - 16—50 acres \$375.00 - 51—100 acres \$475.00 - 100 acres +

Item

Fee

Discussion/interpretation/general development

\$75.00 - up to one acre
\$175.00 - 1—15 acres
\$275.00 - 16—50 acres
\$375.00 - 51—100 acres
\$475 - 100 acres+

Plan amendment request

Boards of zoning appeals - variance request, conditional use permit, administrative appeal
Special called meeting fee

\$25.00

\$125.00

\$175.00

Boards of zoning appeals
Planning commission
(Ord. No. O94-967, 5-3-94; Ord. No. O94-982, 6-14-94; Ord. No. O0309-037, § 10-7-03; Ord. No. O1104-50, 6-21-11)

At + Fee LDC
Sec 15,06,020

Secs. 2-155—2-175. Reserved.

ARTICLE IV. OFFICERS AND EMPLOYEES*

DIVISION 1. GENERALLY

Sec. 2-176. City planner.

The city planner shall be appointed by the majority vote of the entire membership of the city council including the mayor. The city planner shall be subject to termination, with or without cause, by a vote of five (5) or more members of the city council

***Charter references**—Appointment, residency, etc., art. III, § 2; officers and employees, art. VI; recorder, art. VII; superintendent of public works, art. VIII-A; superintendent of public utilities, art. VIII-B; city attorney, art. IX; city court, art. X; department of finance, art. XIII.

Cross references—The mayor shall have general supervision control over all city officers, § 2-46; gas inspector and assistants appointed, § 5-150; city judge, § 6-1 et seq; fire department, § 9-31 et seq; health officer, § 10-31; occupational safety and health program for employees, § 13-86 et seq.

Table 3. Average Fee of Select Application and Average Cost of Select Applications

Application Type	Average Application Fee	Average Application Review Cost	% Cost Covered by Fee
SITE PLANS	\$210	\$1,064.46	19.7%
PMDPs	\$234.33	\$1,319.60	17.8%
FMDPs	\$189	\$1,436.79	13.2%
PRELIMINARY PLATS	\$247.50	\$1,295.39	19.1%
FINAL PLATS	\$197.73	\$1,042.06	19.0%
IN-HOUSE SITE PLANS	\$55	\$560.96	9.8%

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JULY 14, 2015

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 3

SUBJECT:

Ordinance No. O1507-44, an ordinance of the City of Gallatin, Sumner County, Tennessee, amending the zoning on a 3.01(+/-) acre lot from Agricultural-Residential (A) to R40 Low Density Residential District.

SUMMARY:

An Ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning an approximate 3.01(+/-) acre lot, from Agricultural-Residential (A) to R40 - Low Density Residential District, located at 275 Saint Blaise Road (Lot 7 of Saint Blaise Estates); Authorizing the revision to be indicated on the official Zoning Atlas; Repealing conflicting ordinances; Providing for severability; and Providing an effective date.

On June 22, 2015 the Gallatin Municipal-Regional Planning Commission recommended approval of GMRPC Resolution 2015-86. (PC File# 3-687-15)

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01507-44

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REZONING AN APPROXIMATE 3.01 (+/-) ACRE LOT, FROM AGRICULTURAL RESIDENTIAL DISTRICT (A) TO RESIDENTIAL 40 – LOW DENSITY RESIDENTIAL DISTRICT (R40), LOCATED AT 275 SAINT BLAISE ROAD; AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of the property has submitted a complete application to rezone a 3.01 (+/-) acre lot, located in the City of Gallatin, Tennessee; and

WHEREAS, the proposed zoning map amendment conforms to the general plan of the area including the established Emerging Walkable Community Character Area and that the public necessity, convenience, and the general welfare, will be served by approving the proposed amendment; and

WHEREAS, the property proposed for rezoning has adequate public utilities, infrastructure and private or municipal services necessary to serve the existing and proposed development and population permitted by the requested zoning or such necessary services and facilities will be provided upon development of the property; and

WHEREAS, the proposed rezoning will provide opportunities for single-family development on the property consistent with housing on area properties and provide for development that will compliment the scale, setbacks and style of existing adjacent homes and accommodate a greater variety of housing choices within the property designated for Emerging Walkable Community.

WHEREAS, the proposed rezoning will be compatible with the surrounding environment and will protect the public health, safety and welfare and will not be injurious to other property or improvements in the area in which the property is located; and

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the proposed rezoning in GMRPC Resolution 2015-86; and

WHEREAS, a public hearing was held following public notice as prescribed by the Gallatin Zoning Ordinance and Tennessee Code Annotated Section 13-7-203; and

WHEREAS, the City Council has approved by majority vote of the members present the rezoning request of the described property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE as follows:

Section 1. The City Council of the City of Gallatin does hereby approve rezoning a 3.01 (±) acre lot from the (A) Agricultural - Residential District to the R40 – Low Density Residential District as described in Exhibit ‘A’.

Section 2. The City Council of the City of Gallatin does hereby approve, authorize and direct the revision of the City’s Official Zoning Atlas to show the classification for the area as hereby rezoned.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provision or applications of this ordinance which can be given without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

Section 5. This ordinance shall become effective immediately upon adoption, the public welfare requiring such.

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MACAULEY
CITY ATTORNEY

Exhibit ‘A’ – Legal Description of Lot 7, Saint Blaise Estates

EXHIBIT 'A'

R-40 DESCRIPTION

Being a tract of land situated along the southerly and westerly margins of Saint Blaise Road in the 4th Civil District of Sumner County, Tennessee. Said tract of land also being known as Lot 7 on the plan of Saint Blaise Estates which is of record on Plat Book 10, Page 373, R.O.S.C., TN., and more particularly described as follows:

Beginning at an iron pin in the southerly margin of Saint Blaise Rd. Said pin being the northeast corner of Lot 6 and northwest corner of the herein described tract. Thence leaving Lot 6 with the margin of said road S 73°35'42" E a distance of 170.68' to a concrete monument. Thence with a curve to the right having a length of 63.97', a radius of 48.69', a Delta Angle of 75°17'09", a chord bearing of S 35°57'06" E, and a chord distance of 59.47' to a concrete monument. Thence S 01°41'27" W a distance of 517.94' to an iron pin; thence leaving the margin of said road, N 85°31'06" a distance of 266.79' to an iron pin. Thence with the east line of Lot 6 N 02°03'50" E a distance of 227.74' to an iron pin; thence S 87°56'10" E a distance of 61.20' to an iron pin; thence N 02°03'50" E a distance of 368.07' to the point of beginning. Containing 3.01 acres (131,115.6 sq ft) more or less.

Being the same property conveyed to James E. Freeze and wife, Susan G. Freeze by deed of record in R.B. 288, PG. 459, R.O.S.C., TN.



ITEM
STAFF REPORT TO CITY COUNCIL

**Rezoning of Saint Blaise Estates – Lot 7
(3-687-15)**

Located at 275 Saint Blaise Road

Date: June 29, 2015

REQUEST: OWNER AND APPLICANT REQUEST APPROVAL TO REZONE A 3.01 (+/-) ACRE LOT (TAX MAP 136 PARCEL 03.01) FROM (A) AGRICULTURAL RESIDENTIAL DISTRICT TO THE R-40 LOW DENSITY RESIDENTIAL DISTRICT, LOCATED AT 275 SAINT BLAISE ROAD.

OWNER: JODY L. CASE
APPLICANT: JODY L. CASE
STAFF RECOMMENDATION: RECOMMEND APPROVAL OF ORDINANCE No. O15Ø7-44
STAFF CONTACT: KEVIN CHASTINE
PLANNING COMMISSION DATE: JUNE 22, 2015
CITY COUNCIL DATE: JULY 14, 2015 (COUNCIL COMMITTEE)

PROPERTY OVERVIEW: The owner and applicant request approval of Ordinance O15Ø7-44 to rezone a 3.01 (+/-) acre lot (Tax Map 136, Parcel 003.01) from the (A) Agricultural Residential District to the R40 – Low Density Residential District, located at 275 Saint Blaise Road. (Attachment 1)

CASE BACKGROUND:

Previous Approvals

The seven (7) lot Saint Blaise Estates subdivision was approved by the Sumner County Planning Commission in 1982. A Final Plat for Saint Blaise Estates was recorded (Plat Book 10 Page 373) on September 23, 1982 (Attachment 2). Lot 7 was approved in accordance with Chapter 212 of Public Acts of 1979 (91st TN General Assembly).

DISCUSSION:

Proposed Action

The applicant is proposing to rezone Lot 7 of the Saint Blaise Estates Subdivision (a 3.01 (+/-) acre lot Tax Map 136 Parcel 003.01) from the (A) Agricultural Residential District to R-40 Low Density Residential District located at 275 Saint Blaise Road. The subdivision contains seven (7) lots ranging in size from 3.01 (+/-) acres to 3.85 (+/-) acres.

The owner desires to rezone Lot 7 to R-40 so that the lot can be re-subdivided into two (2) lots to gift a lot to a family member. The R40 zoning requires a minimum 40,000 square foot lot, which would permit the re-subdivision of the property and gifting of a one (1) acre lot. The proposed re-subdivision would create a 2.01 (+/-) acre lot and a 1.00 (+/-) acre lot. However, if rezoned, up to three (3) lots could be created by subdividing Lot 7 under the R40 zoning.

Natural Features

The natural topography of the site slopes from a high point of 525' near the northeast corner of the lot to the low point of 510' near the southwest corner of the lot, adjacent to Lot 6 of Saint Blaise Estates Subdivision and Kennesaw Farms Phase 2 (Glengarry Fields). Mature trees extend along the southern and eastern property boundaries of the property and the existing house is located within the northern half of the lot. Based on FEMA FIRM Map 47165C407G the property is not located within any special flood hazard area. A detention pond was approved to be located on the rear portion of Lot 7, but it was never constructed.

Adjacent or Area Uses

The property to the south is zoned R15-PRD and is developed Phase 2 of Kennesaw Farms (P.B. 23 Pg. 66), and contains single family residential homes. The property to the north, across Saint Blaise Road, is vacant farm land that is zoned SP (Specific Plan District). The property to the east is zoned MRO-PRD and is currently vacant. Finally, the property to the west (Lot 6 of the Saint Blaise Estates subdivision) is zoned (A) Agricultural Residential and contains 3.00 (+/-) acres and has one (1) single family house.

Comprehensive Plan Character Area

The *Gallatin On The Move 2020 Plan* designates the property as Emerging Walkable Community Character Area. The properties to the south and west are also designated as the Suburban Neighborhood Emerging Character Area. The properties to the north and east are designated as GreenLea Business Center Character Area. A variety of housing types, including single family residential is considered appropriate in the Emerging Walkable Community Character Area.

Utilities

Lot 7 of Saint Blaise Estates received water services from White House Utility District and utilizes a septic system. The applicant shall work with the Sumner County Environmentalist to determine if a second septic area is available to service the future second lot and home. The applicant shall submit a request for availability form to White House Utility District to ensure availability of services for the second lot and home.

Saint Blaise Right-of-Way

The City may request a dedication of right-of-way for Saint Blaise Road along the eastern property boundary of Lot 7. The need for a right-of-way dedication will be determined when a final plat is submitted for the subdivision of Lot 7.

Engineering Division Comments

The Engineering Division reviewed and commented on the rezoning request. The applicant satisfactorily addressed all Engineering Division comments.

Other Departmental Comments

The Other City Departments reviewed and commented on the rezoning request. The applicant satisfactorily addressed all Other Departmental comments.

Planning Commission Review

On June 22, 2015 the Planning Commission reviewed the request and voted unanimously to recommend approval of the rezoning in GMRPC Resolution No. 2015-86 (Attachment 3).

FINDINGS:

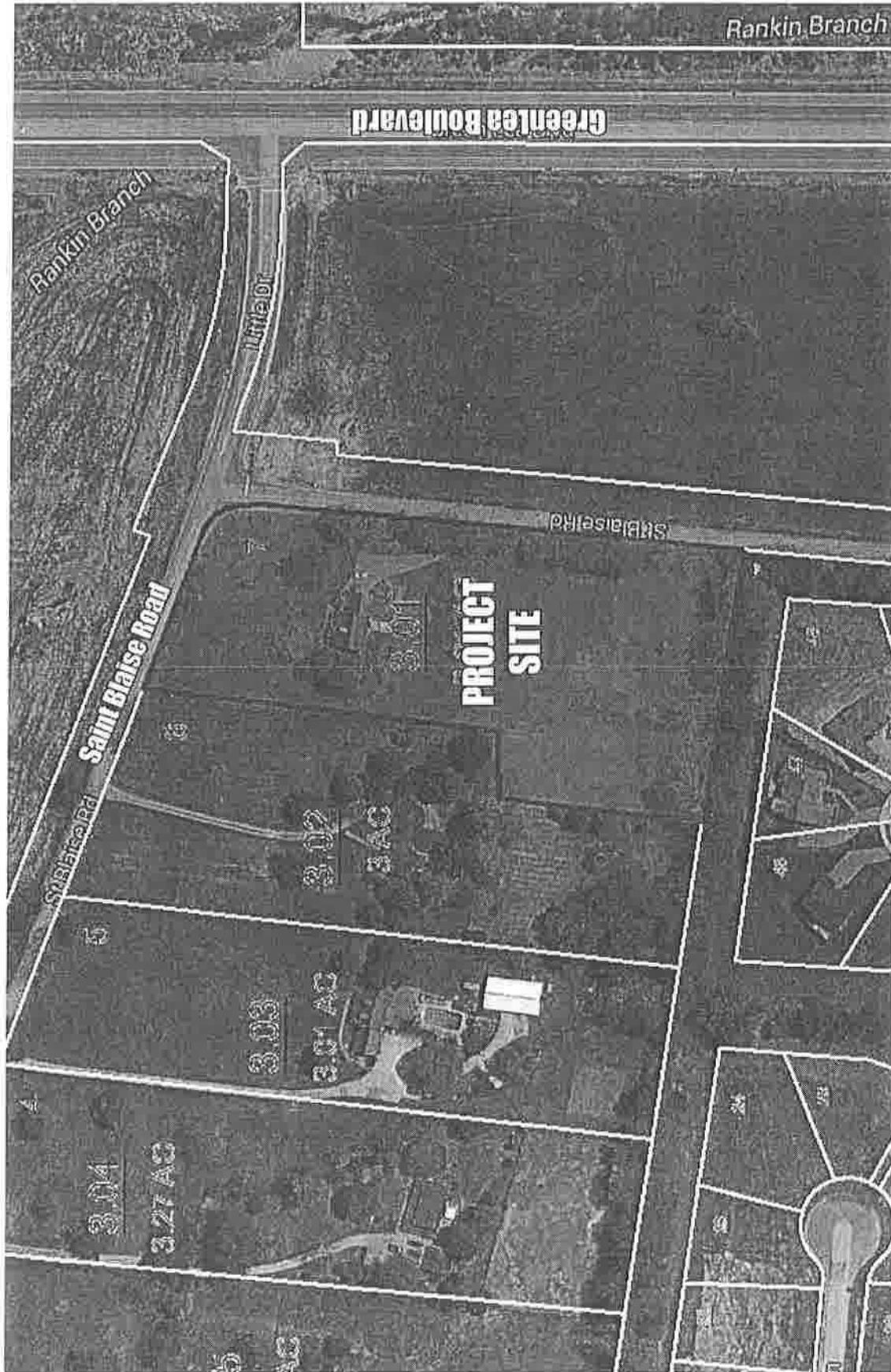
1. The owner/applicant has submitted a completed application with required attachments to the City requesting the zoning change.
2. The proposed zoning amendment conforms to the general plan of the area including the established Emerging Walkable Community Character Area and that the public necessity, convenience, and the general welfare, will be served by approving the proposed amendment.
3. The property proposed for rezoning has adequate public utilities, infrastructure and private or municipal services necessary to serve the existing and proposed development and population permitted by the requested zoning or such necessary services and facilities will be provided upon development of the property.
4. The proposed rezoning will provide opportunities for single-family development on the property consistent with housing on area properties and provide for development that will compliment the scale, setbacks and style of existing adjacent homes and accommodate a greater variety of housing choices within the property designated for Emerging Walkable Community.
5. Due public notice of the proposed zoning change will be provided at least fifteen (15) days but no more than thirty (30) days, prior to the public hearing and public notice signs have been posted on the property consistent with Section 15.07.060 of the Gallatin Zoning Ordinance.
6. The Gallatin Regional-Municipal Planning Commission held a public meeting and reviewed and recommended to the City Council action on the proposed rezoning request.
7. The proposed rezoning will be compatible with the surrounding environment and will protect the public health, safety and welfare and will not be injurious to other property or improvements in the area in which the property is located.

PLANNING DEPARTMENT RECOMMENDATION:

The Planning Commission and the Planning Department recommend approval of Ordinance No. O1507-44.

ATTACHMENTS

- Attachment 1 Location Map of Rezoning Request**
- Attachment 2 Plat of Saint Blaise Estates (P.B. 10, Pg. 373)**
- Attachment 3 GMRPC Resolution No. 2015-86**



Location Map
 Saint Blaise Estates - Lot 7
 Rezoning w/out PMDP
 PC File# 3-687-15

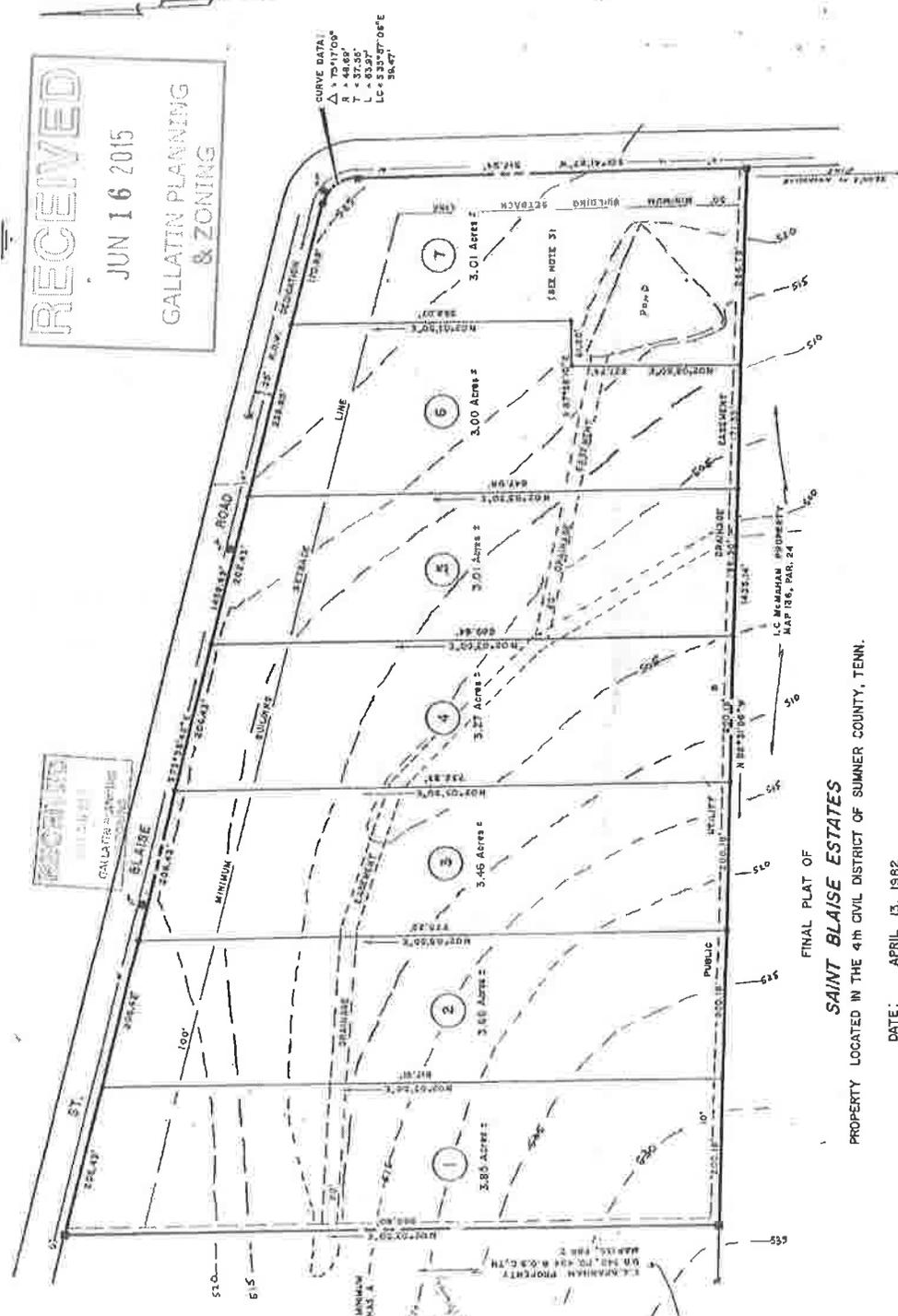
Prepared By: Kevin Chastine, AICP
 Prepared On: June 15, 2015

RESUBMITTAL

PLAT CONTAINS 23.26 ACRES ±

RECEIVED
 JUN 16 2015
 GALLATIN PLANNING & ZONING

RECEIVED
 JUN 16 2015
 GALLATIN PLANNING & ZONING



FINAL PLAT OF
SAINT BLAISE ESTATES
 PROPERTY LOCATED IN THE 4th CIVIL DISTRICT OF SUMNER COUNTY, TENN.

DATE: APRIL 15, 1982
 OWNER: L. A. GREEN JR. & RUTH ANN LITTLE
 NASHVILLE PIKE
 GALLATIN, TENN. 37075

CERTIFICATE OF OWNERSHIP & RECORDATION	CERTIFICATE OF ACCURACY	APPROVAL OF HEALTH DEPARTMENT	APPROVAL BY COUNTY HEALTH DEPARTMENT	APPROVAL OF STREETS	APPROVAL FOR RECORDING	RECORD
<p>I hereby certify that the plat of the subdivision of the property herein shown is correct and true to the original survey and that the same has been approved by the proper authorities and that the same is in accordance with the laws of the State of Tennessee and the laws of the County of Sumner, Tennessee.</p> <p>_____ Surveyor</p>	<p>I hereby certify that the plat of the subdivision of the property herein shown is correct and true to the original survey and that the same has been approved by the proper authorities and that the same is in accordance with the laws of the State of Tennessee and the laws of the County of Sumner, Tennessee.</p> <p>_____ Surveyor</p>	<p>Certification of General Approval for installation of Sanitary Sewage Disposal System with Removable Storage Tanks granted for the proposed subdivision as shown on the attached plat. The plat is in accordance with the health department regulations and the health department has no objection to the proposed subdivision.</p> <p>DATE: 5-1-82 _____ Health Department</p>	<p>I hereby certify that the plat of the subdivision of the property herein shown is correct and true to the original survey and that the same has been approved by the proper authorities and that the same is in accordance with the laws of the State of Tennessee and the laws of the County of Sumner, Tennessee.</p> <p>_____ Surveyor</p>	<p>I hereby certify that the subdivision of the property herein shown is correct and true to the original survey and that the same has been approved by the proper authorities and that the same is in accordance with the laws of the State of Tennessee and the laws of the County of Sumner, Tennessee.</p> <p>_____ Surveyor</p>	<p>I hereby certify that the subdivision of the property herein shown is correct and true to the original survey and that the same has been approved by the proper authorities and that the same is in accordance with the laws of the State of Tennessee and the laws of the County of Sumner, Tennessee.</p> <p>_____ Surveyor</p>	<p>RECORDED PLAT NO. 100-82-012 DATE: 5-1-82</p>

3-689-15

ATTACHMENT 3

GMRPC Resolution No. 2015-86

A RESOLUTION OF THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION RECOMMENDING APPROVAL TO THE GALLATIN CITY COUNCIL TO REZONE A 3.01 (+/-) ACRE LOT, FROM THE AGRICULTURAL RESIDENTIAL DISTRICT (A) RESIDENTIAL DISTRICT - TO THE R40 - LOW DENSITY RESIDENTIAL DISTRICT (R40), LOCATED AT 275 SAINT BLAISE ROAD. (3-687-15)

WHEREAS, The applicant submitted an application for rezoning consistent with Section 15.07.030 of the City of Gallatin Zoning Ordinance, and

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION considered the rezoning request submitted by the applicant, Jody Case, at its regular meeting on June 22, 2015; and

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION reviewed the application materials and supporting documentation submitted by the applicant, the analysis, findings and recommendations presented by City Staff and in the Planning Commission Staff Report and the evidence and testimony presented during the meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION as follows.

Section 1. The Gallatin Municipal-Regional Planning Commission in its deliberations makes the following findings pursuant to TCA § 13-7-202, § 13-7-203, and § 13-7-204 and Article 15, Section 15.07.030 of the City of Gallatin Zoning Ordinance:

1. The owner/applicant has submitted a completed application with required attachments to the City requesting the zoning change.
2. The proposed zoning amendment conforms to the general plan of the area including the established Emerging Walkable Community Character Area and that the public necessity, convenience, and the general welfare, will be served by approving the proposed amendment.
3. The property proposed for rezoning has adequate public utilities, infrastructure and private or municipal services necessary to serve the existing and proposed development and population permitted by the requested zoning or such necessary services and facilities will be provided upon development of the property.
4. The proposed rezoning will provide opportunities for single-family development on the property consistent with housing on area properties and provide for development that will compliment the scale, setbacks and style of existing adjacent homes and accommodate a greater variety of housing choices within the property designated for Emerging Walkable Community.

- 5. Due public notice of the proposed zoning change will be provided at least fifteen (15) days but no more than thirty (30) days, prior to the public hearing and public notice signs have been posted on the property consistent with Section 15.07.060 of the Gallatin Zoning Ordinance.
- 6. The Gallatin Regional-Municipal Planning Commission held a public meeting and reviewed and recommended to the City Council action on the proposed rezoning request.
- 7. The proposed rezoning will be compatible with the surrounding environment and will protect the public health, safety and welfare and will not be injurious to other property or improvements in the area in which the property is located.

Section 2. Action – The Gallatin Municipal-Regional Planning Commission hereby recommends approval of Draft City Council Ordinance O1507-xx to rezone the subject property from (A) Agricultural Residential District to the R40 Low Density Residential District as described in Exhibit ‘A’ with the following conditions of approval:

- 1. Submit 14 corrected and folded copies of the rezoning exhibit, which addresses all conditions of approval, prior to the project being placed on City Council agenda.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE MUNICIPAL-REGIONAL PLANNING COMMISSION that this resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

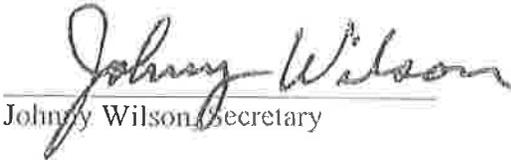
AYE: 6

NAY: 0

DATED: 06/22/2015

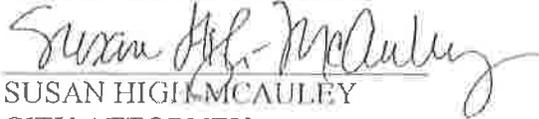


Dick Dempsey, Chairman



Johnny Wilson, Secretary

APPROVED AS TO FORM:



SUSAN HIGH MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

7/14/2015

DEPARTMENT: Finance

AGENDA # 4

SUBJECT:

Ordinance appropriating proceeds from 2015 water/sewer bond

SUMMARY:

Ordinance appropriating proceeds from 2015 water/sewer bond

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**ORDINANCE APPROPRIATING 2015 WATER SEWER REVENUE BOND
IN THE AMOUNT OF \$5,000,000**

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$5,000,000 is hereby appropriated from the 2015 Water Sewer Revenue Bond, account 318-36920, to account 31841920-934, Water and Sewer Utility Lines, for expansion and upgrade of infrastructure; 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 PAIGE BROWN

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

7/14/2015

DEPARTMENT: Finance

AGENDA # 5

SUBJECT:

Ordinance appropriating 2014/2015 carry-over projects

SUMMARY:

Ordinance re-appropriating funds to complete various projects city-wide that were ongoing as of June 30, 2015.

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**ORDINANCE APPROPRIATING FUNDS FOR 2014/2015
CARRY-OVER CAPITAL PROJECTS**

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$563,200 is hereby appropriated from the water and sewer fund reserve for the following projects which were not yet complete at the end of 2015:

Eng. Design Contract 208, 41352211-972, \$88,473
Leak survey (water), 41352114-934-111, \$12,500
Sewer flow monitoring, 41352212-934-123, \$89,595
Ind park water/sewer crossing, 41352114-934-102, \$82,610
Sewer rehabilitation contract 212, 41352212-934-26, \$286,025
Odor Control System, 41352114-934-112, \$3,997;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,068,699 is hereby appropriated from the gas fund reserve for the following projects which were not yet complete at the end of 2015:

Gas line contract "214", 41552414-934-113, \$785,332
Airport Rd/Industrial Park gas lines, 41552414-934-114, \$278,197
Gas Operations & Maintenance Manual update, 41552414-934-144, \$5,170;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$2,420,023 is hereby appropriated from the general fund reserve for the following projects which were not yet complete at the end of 2015:

HR grant, 11041650-320, \$8,098
Records Preservation grant, 11041510-329, \$14,780
Police annex building renovation, 11042110-922, \$43,665
Litter grant salaries, 11041800-111-56, \$26,900

Litter grant FICA, 11041800-141-56, \$2,360
Litter grant supplies, 11041800-720-56, \$19,552
Richland Circle, 11043000-912-21, \$38,209
Service Center, 11043000-922, \$23,052
Liberty Branch drainage, 11043000-912-68, \$13,487
Park Avenue rehabilitation, 11041670-931-4, \$109,665
Greenlea extension, 11041670-931-5, \$1,584,786
US 31E & SR 25 intersection, 11041670-931-6, \$110,562
Driver's Lane relocation, 11041670-931-37, \$188,970
College Street rehabilitation, 11041670-931, \$100,000
SR 109 Corridor Access Management, 11041670-931, \$12,000
Intersection improvements, 11041670-931, \$12,440
Traffic Calming improvements, 11041670-931-107, \$82,900
Engineering Training, 11041670-140, \$1,315
Civic Center Parking Lot, 11044420-939-35, \$27,282

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 PAIGE BROWN

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

7/14/2015

DEPARTMENT: Finance

AGENDA # 4

SUBJECT:

Update on time and attendance software implementation

SUMMARY:

Mr. Overton requested a status report on the time and attendance program.

RECOMMENDATION:

information only

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:



July 9, 2015

Status Report on Implementation of Time and Attendance Program

Andrews Technology (vendor) sent 2 implementers to the city for 3 full days. They were on-site Monday – Wednesday, June 22-24, and went to each location to meet with city supervisory personnel to resolve any lingering issues with the Novatime software (product). They spent approximately 6 hours with the police department broken up in the morning and evening to cover day and night shifts, approximately 4.5 hours at the fire department broken up over 3 days to cover all 3 shifts, and approximately 3 hours each at leisure services, utilities and public works. Additionally they spent several hours at city hall, working mainly with the I.T. department, but also meeting with any city hall department head that needed assistance. During these meetings, supervisors discussed specific issues which were troubling and Andrews Tech made every effort to resolve the issues. Several new policies and rules were created specifically for the departments. Other general changes were made across-the-board to make the product function smoother. Several of these changes have already been implemented and others are still in the process of being updated.

City hall departments have been using the Novatime data since February for payroll processing purposes. The fire department began using Novatime for payroll purposes in May. And for the past 2 payrolls, Novatime data has been used for all departments except police and utilities. Since most of the changes have been implemented as of this date, the hope is to use the Novatime data city-wide for the July 17th payroll.

There are 4 important issues left to be resolved, 2 of which require software development by Munis (payroll software), 1 which requires an update to city personnel rules and 1 which pertains to the phone-in feature.

The 2 items involving Munis have to do with the exchange of data between the 2 systems, employee information and accrual information. Employee information is created in Munis and exported into Novatime. The automation of this step does not work properly and is being corrected. Also, the accrual usage in Novatime is not exporting accurately to Munis. Munis is in the process of developing a fix for both of these issues.

The third pending item relates to employees that are required to work on holidays. The utility department has a policy in place that works fine. The police, fire and leisure services departments need to have a personnel rule change to allow their holiday leave to accrue, much like sick or vacation leave. This change will be included in upcoming personnel rule updates by HR.

The fourth pending item is the phone-in feature of Novatime. Some employees have difficulties on some occasions when using the phone-in system. The challenge

with this issues is that the problem does not occur consistently, it happens sporadically. Both Andrews Tech and our I.T. department are working to identify the problem and correct it. The product appears to function correctly and the issue may be with the telephone being used for the call or the cell phone carrier (since most of the problem calls are being placed on individual's cell phones). Andrews is aware of the importance of this being resolved as soon as possible due to high usage of this feature.

Additionally, there are unresolved issues with a few individual employees. Our I.T. department and Andrews are researching the individual's settings, rules, policies, etc to identify the problem and correct it.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Councilwoman Brackenbury

AGENDA # 7

SUBJECT:
Noise Ordinance

SUMMARY:
Councilwoman Brackenbury requested this item be placed on the agenda. Attached is the most recently approved ordinance relating to this issue.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE TO AMEND THE CITY OF GALLATIN, TENNESSEE MUNICIPAL CODE, CHAPTER 10, ARTICLE IV, RELATIVE TO NOISE

WHEREAS, it has come to the attention of the Mayor and City Council that the City of Gallatin Municipal Code regarding noise violations should be amended; and

WHEREAS, the Mayor and City Council of the City of Gallatin, Tennessee, believe it is in the best interests of the citizens of the City to update the existing noise ordinance to bring it in line with current technology and to make it more enforceable;

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that Article IV of Chapter 10 of the Gallatin Municipal Code is hereby amended by adding the following Section 10-100 as follows:

10-100 Supplemental excessive noise regulations.

- (1) No person or persons owning, employing or having the care, custody or possession of any musical instrument, radio set, television set, phonograph, or other instrument, machine or device for amplifying, producing or reproducing sound, shall operate, use or permit to be operated or used such instrument, machine or device in such a manner as to disturb the peace and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing of the persons who are in the room or chamber in which or who are on the premises from which such instrument, machine or device is operated and who are voluntary listeners thereto.
- (2) No person operating or occupying a motor vehicle on any street, highway, alley, parking lot or driveway, either public or private property, shall operate or permit the operation of any sound amplification system, including, but not limited to, any radio, tape player, compact disc player, loud speaker or any other electrical device used for the amplification of sound from within the motor vehicle so that the sound is plainly audible at a distance of fifty or more feet from the vehicle or, in the case of a motor vehicle on private property, beyond the property line. For the purpose of this subsection, "plainly audible" means any sound which clearly can be heard, by unimpaired auditory senses based on a direct line of sight of fifty or more feet, however, words or phrases need not be discernible and said sound shall include bass reverberation.

Prohibitions contained in this section shall not be applicable to emergency or public safety vehicles, vehicles owned and operated by the City, Sumner County, Tennessee, or any utility company, for sound emitted unavoidably during job-related operation, or any motor vehicle used in an authorized public activity for which a permit has been granted by the appropriate governmental agency.

- (3) No person or persons, group, entity or organization shall operate or permit to be operated any musical instrument or other entertainment device using amplification, within fifty feet of a residence or of a natural conservation area unless such music or other entertainment is provided within a totally enclosed structure, except as set forth herein. In no event may such music or other entertainment be provided outside of a structure except between the hours of 7:00 a.m. and 11:00 p.m.

Unless exempted under provisions of the code as a special event, mass gathering or other permitted activity by the City or its boards or commissions. The provisions of this section shall not apply to outdoor entertainment or activities on property owned by the City or its agencies and parks under the control of the Department of Leisure Services.

- (4) No person or persons owning, operating, or having the care, custody, or control of any business or commercial facility shall be permitted to operate any equipment (musical or otherwise), vehicles, or heavy machinery incident to performing business or commercial functions, or engage in any other business or commercial activity which would emit, cause to be emitted, or permit the emission of any noise in excess of the decibel dB(A) levels set forth in Table A, as measured from a point as close as possible to the outside walls of a residential structure located within a residential zoning district adversely affected by the noise at a height of four feet above the immediate surrounding surface.

Table A Noise Standards

<u>Noise Level</u>	<u>Time Period</u>
75 dB(A)	7:00am – 6:00pm, everyday
65 dB(A)	6:00pm – 9:00pm, Sun. – Thurs.
65 dB(A)	6:00pm – 10:00pm, Fri. – Sat.
55 dB(A)	9:00pm - 7:00am, Sun. night –Thurs. night
55 dB(A)	10:00pm – 7:00am, Fri. night- Sat. night

- (5) The Gallatin Zoning Ordinance shall control noise standards not specifically addressed in this section.

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: June 2, 2015.

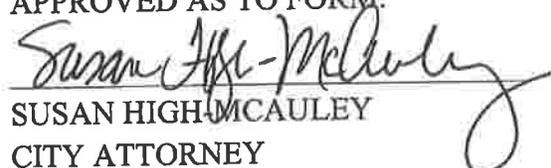
~~PASSED SECOND READING: June 16, 2015.~~

ATTEST:


CONNIE KITTRELL
CITY RECORDER


PAIGE BROWN, MAYOR

APPROVED AS TO FORM:


SUSAN HIGH MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Councilwoman Julie Brackenbury

AGENDA # 8

SUBJECT:

Roadside Produce Vendors

SUMMARY:

Councilwoman Brackenbury requested this item be placed on the agenda. Attached is Article V of the Municipal Code which addresses, in part, this issue. At this time, these vendors appear to fit the definition of "Transient vendor". Planning Director Bill McCord will address those at the meeting if Council desires.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

- **ARTICLE V. - PEDDLERS, SOLICITORS, ITINERANT VENDORS**

- **Sec. 11-134. - Definitions.**

Unless otherwise expressly stated, whenever used in this chapter, the following words shall have the meaning given to them in this section:

(1)

Peddler means any person, firm or corporation, either a resident or a nonresident of the city, who has no permanent regular place of business and who goes from dwelling to dwelling, business to business, place to place, or from street to street, carrying or transporting goods, wares or merchandise and offering or exposing the same for sale.

(2)

Solicitor means any person, firm or corporation who goes from dwelling to dwelling, business to business, place to place, or from street to street, taking or attempting to take orders for any goods, wares or merchandise, or personal property of any nature whatever for future delivery, except that the term shall not include solicitors for subscriptions as those terms are defined below.

(3)

Solicitor for subscriptions means any person who solicits subscriptions from the public, either on the streets of the city, or from door to door, business to business, place to place, or from street to street, and who offers for sale subscriptions to magazines or other materials protected by provisions of the Constitution of the United States.

(4)

Transient vendor ⁽⁴⁾ means any person who brings into **temporary** premises and exhibits stocks of merchandise to the public for the purpose of selling or offering to sell the merchandise to the public. Transient vendor does not include any person selling goods by sample, brochure, or sales catalog for future delivery; or to sales resulting from the prior invitation to the seller by the owner or occupant of a residence. For purposes of this definition, "merchandise" means any consumer item that is or is represented to be new or not previously owned by a consumer, and "**temporary** premises" means any public or quasi-public place including a hotel, rooming house, storeroom, building or part of a building, tent, vacant lot, railroad car, or motor vehicle which is temporarily occupied for the purpose of exhibiting stocks of merchandise to the public. Premises are not **temporary** if the same person has conducted business at those premises for more than six (6) consecutive months or has occupied the premises as his or her permanent residence for more than six (6) consecutive months.

(5)

Street barker means any peddler who does business during recognized festival or parade days in the city and who limits his business to selling or offering to sell novelty items and similar goods in the area of the festival or parade.

(Ord. No. O0708-58, 9-18-07)

- **Sec. 11-135. - Exemptions.**

The terms of this chapter shall neither apply to persons selling at wholesale to dealers, nor to newsboys, nor to bona fide merchants who merely deliver goods in the regular course of business, nor **to persons selling agricultural products, who, in fact, themselves produced the products being sold.**

(Ord. No. O0708-58, 9-18-07)

- **Sec. 11-136. - Permit required.**

No person, firm or corporation shall operate a business as a peddler, transient vendor, solicitor or street barker, and no solicitor for subscriptions shall solicit within the city unless the same has obtained a permit from the city in accordance with the provisions of this chapter.

(Ord. No. O0708-58, 9-18-07)

- **Sec. 11-137. - Permit procedure.**

(a)

Application form. A sworn application containing the following information shall be completed and filed with the city recorder by each applicant for a permit as a peddler, transient vendor, solicitor, or street barker and by each applicant for a permit as a solicitor for subscriptions:

- (1) The complete name, permanent address, phone number and **temporary** address, if any of the business or organization the applicant represents;
- (2) Age, height, weight, color of hair and eyes;
- (3) Name, address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold;
- (4) **Temporary** address and telephone number from which business will be conducted, if any;
- (5) Nature of business to be conducted and a brief description of the goods offered, and any services offered;
- (6) Proposed method of delivery of goods, if applicable;
- (7) The dates for which the applicant intends to do business or make solicitations;
- (8) The names and permanent addresses of each person who will make sales or solicitations within the city;
- (9) The make, model, complete description, and license tag number and state of issue, of each vehicle to be used to make sales or solicitations, whether or not such vehicle is owned individually by the person making sales or solicitations, by the business or organization itself, or rented or borrowed from another business or person;
- (10) The last three previous cities, villages, towns, where applicant conducted similar business;
- (11) Address and phone number where applicant can be contacted for at least seven (7) days after leaving the city;
- (12)

Statement as to whether applicant has been convicted of any crime or ordinance violation related to applicant's transient merchant business within the last five (5) years; the nature of the offense and the place of conviction;

(13)

State sales tax number, if applicable.

(b)

Permit fee. Each applicant for a permit as a peddler, transient vendor, solicitor or street barker shall submit with his application a nonrefundable fee of fifty dollars (\$50.00). There shall be no fee for an application for a permit as a solicitor for subscriptions.

(c)

Permit issued. Upon the completion of the application form and the payment of the permit fee, where required, the recorder shall issue a permit and provide a copy of the same to the applicant.

(d)

Submission of application form to chief of police. Immediately after the applicant obtains a permit from the city recorder, the city recorder shall submit to the chief of police a copy of the application form and the permit.

(Ord. No. O0708-58, 9-18-07)

• **Sec. 11-138. - Restrictions on peddlers, street barkers and solicitors.**

No peddler, street barker, solicitor, or solicitor for subscriptions shall:

(1)

Be permitted to set up and operate a booth or stand on any street or sidewalk, or in any other public area within the city.

(2)

Stand or sit in or near the entrance to any dwelling or place of business, or in any other place which may disrupt or impede pedestrian or vehicular traffic.

(3)

Offer to sell goods or services or solicit in vehicular traffic lanes, or operate a "road block" of any kind.

(4)

Call attention to his business or merchandise or to his solicitation efforts by crying out, by blowing a horn, by ringing a bell, or creating other noise, except that the street barker shall be allowed to cry out to call attention to his business or merchandise during recognized parade or festival days of the city.

(5)

It shall be unlawful for any peddler or solicitor to call at any dwelling or other place between the hours of 7 p.m. and 9 a.m. except by appointment; to call at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; to call at the rear door of any dwelling place; or to remain on any premises after being asked to leave by the owner, occupant or other person having authority over such premises.

(6)

It shall be unlawful for a direct seller to misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his visit, his identity or the identity of the organization he represents.

(7)

It shall be unlawful for any peddler, solicitor or transient vendor to allow rubbish or litter to accumulate in or around the area in which he is conducting business.

(8)

The city council may, by resolution, exempt street barkers from any or all requirements of this article for a festival or parade identified by the city as a community-wide event, open to the public and promoted to focus attention on the city as a whole. In such an instance, the resolution shall identify with specificity the events so exempted and the specific requirements of this article being waived.

(9)

The city recorder shall maintain the do-not-solicit list.

a.

Any property owner or tenant, if the property is leased, may elect to add or remove his or her residence to or from the list, at any time, by:

1.

Calling or visiting the city recorder's offices;

2.

Directing an email request to the city through a link to be maintained on the city's website for that purpose; or

3.

Checking the appropriate box on the residence's Gallatin public utility bill when such option is provided annually.

b.

The do-not-solicit list shall be updated as follows:

1.

Every person who elects to add his or her residence to the do-not-solicit list shall be required to re-register such residence every five (5) years. Any residence that is not re-registered in accordance with this section shall be removed from the do-not-solicit list; and

2.

On a periodic basis, the city recorder shall compare the do-not-solicit list to the utility database to identify which residences on the do-not-solicit list have been transferred or sold since being registered. The City Recorder shall remove any such residence.

c.

The city recorder shall provide a copy of the do-not-solicit list to each person issued a license pursuant to this article V. In addition, any person may obtain a copy of the do-not-solicit list by:

1.

Visiting the city recorder's offices during normal business hours;

2.

Visiting the city's police department any time twenty-four (24) hours per day, seven (7) days per week; or

3.

Accessing a copy from the city's website.

d.

No person shall enter onto the property of any residence listed on the do-not-solicit list maintained in accordance with subsection a. hereof for the purpose of contact canvassing, peddling, vending, soliciting, or requesting contributions.

(Ord. No. O0708-58, 9-18-07; Ord. No. O1104-23, 4-19-11; Ord. No. O1207-49, 8-21-12)

• **Sec. 11-139. - Restrictions on transient vendors.**

A transient vendor shall not advertise, represent, or hold forth a sale of goods, wares or merchandise as an insurance, bankrupt, insolvent, assignee, trustee, estate, executor, administrator, receiver's manufacturer's wholesale, cancelled order, or misfit sale, or closing-out sale, or a sale of any goods damaged by smoke, fire, water or otherwise, unless such advertisement, representation or holding forth is actually of the character it is advertised, represented or held forth.

(Ord. No. O0708-58, 9-18-07)

• **Sec. 11-140. - Display of permit.**

Each peddler, street barker, solicitor, or solicitor for subscriptions is required to have in his possession a valid permit while making sales or solicitations, and shall be required to display the same to any police officer upon demand.

(Ord. No. O0708-58, 9-18-07)

• **Sec. 11-141. - Suspension or revocation of permit.**

(a)

Suspension by the recorder. The permit issued to any person or organization under this chapter may be suspended by the city recorder for any of the following causes:

(1)

Any false statement, material omission, or untrue or misleading information which is contained in or left out of the application; or

(2)

Any violation of this chapter.

(b)

Suspension or revocation by the board of mayor and aldermen. The permit issued to any person or organization under this chapter may be suspended or revoked by the board of mayor and aldermen, after notice and hearing, for the same causes set out in paragraph (a). Notice of the hearing for suspension or revocation of a permit shall be given by the city recorder in writing, setting forth specifically the grounds of complaint and the time and place of the hearing. Such notice shall be mailed to the permit holder at his last known address at least five (5) days prior to the date set for hearing, or it shall be delivered by a police officer in the same manner as a summons at least three (3) days prior to the date set for hearing.

(Ord. No. O0708-58, 9-18-07)

• **Sec. 11-142. - Expiration and renewal of permit.**

The permit of peddlers, solicitors and transient vendors shall expire on the same date that the permit holder's privilege license expires. The registration of any peddler, solicitor, or transient vendor who for any reason is not subject to the privilege tax shall be issued for six (6) months. The permit of street barkers shall be for a period corresponding to the dates of the recognized parade or festival days of the city. The permit of solicitors for subscriptions shall expire on the date provided in the permit, not to exceed thirty (30) days.

(Ord. No. O0708-58, 9-18-07)

• **Sec. 11-143. - Violation and penalty.**

In addition to any other action the city may take against a permit holder in violation of this chapter, such violation shall be punishable under the general penalty provision of this Code. Each day a violation occurs shall constitute a separate offense.

(Ord. No. O0708-58, 9-18-07)

- **Secs. 11-144—11-165. - Reserved.**

Editor's note— Ord. No. O1103-21, adopted June 14, 2011, amended the Code by repealing former § 11-144. Former § 11-144 pertained to temporary use permits, and derived from Ord. No. O0406-034, adopted July 6, 2004; and Ord. No. O0408-043, adopted August 17, 2004.

- **ARTICLE VI. - SALES**
- **DIVISION 1. - GENERALLY**
- **Sec. 11-166. - Garage sales.**

Garage sales shall not exceed three (3) days in duration and are restricted to three (3) times per year.

(Ord. No. O0112-074, 1-22-02)

- **Secs. 11-167—11-180. - Reserved.**

- **DIVISION 2. - FARMERS' MARKET**

- **Sec. 11-181. - Generally.**

(a)

A farmers' market is hereby created and set aside for the use of farmers to sell their produce in the city. Such market shall be located on city-owned property at a location or locations to be designated by the city council. The superintendent of public utilities is hereby authorized to mark off on such locations a sufficient area upon which to operate such farmers' market and this area is hereby reserved for the operation of such market.

(b)

Sales by farmers of produce within the city on public property, shall be made only at the farmers' market created by this section.

(c)

Each farmer using the farmers' market for the sale of his products shall keep the area around his truck, wagon, or other vehicle clean and shall pick up and place all refuse and garbage in garbage cans provided for that purpose.

(Code 1979, § 5-103)

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Mayor Brown

AGENDA # 9

SUBJECT:

Solid Waste, Garbage, or Refuse Services Refund Policy

SUMMARY:

Because of continued citizen complaints about being charged for two trash cans when they only had one, the Mayor would like Council to revisit the City's policy on reimbursement for overpayment. Attached is the recently approved resolution establishing the reimbursement policy.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1506-39

RESOLUTION ESTABLISHING REFUND POLICY FOR INCORRECT PAYMENTS FOR SOLID WASTE, GARBAGE OR REFUSE SERVICES

WHEREAS, the Department of Public Works, Environmental Services Division, has an established policy of refunding no more than the prior month's overpayment or incorrect payment of any refuse collection fee;

WHEREAS, City Council deems it necessary to establish a City policy for refunds of overpayments or incorrect payments of refuse collection fees;

WHEREAS, City Council deems it the responsibility of the customer to ensure that refuse accounts are set up and billed correctly and to examine each month's statement to determine the billing is correct; and

WHEREAS, City Council has determined that the current policy of the Public Works Department, Environmental Services Division, should be adopted as the policy of the City of Gallatin for refunds of overpayment or incorrect payment of refuse collection service fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE that the City of Gallatin adopts the Department of Public Works refuse collection service fee refund policy and declares that the City shall not refund more than the prior month's alleged overpayment or incorrect payment by a customer for refuse collection services.

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

IT IS SO ORDERED.

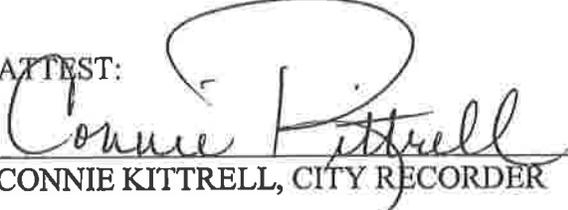
PRESENT AND VOTING

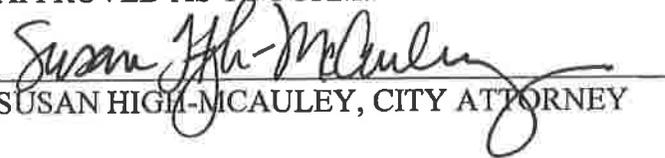
AYE: 7

NAY: 0

DATED: June 16. 2015.


MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY, CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Mayor Paige Brown & EDA

AGENDA # 10

SUBJECT:
Special Census

SUMMARY:

Because of the City's growth since the 2010 U.S. Census, the Mayor and the Economic Development Agency Director investigated the idea of conducting a Special Census to determine if it would benefit the City by receiving additional state-shared taxes based on an estimated population increase. In April, the City applied to the U.S. Census Bureau for an official cost estimate to conduct a population census. The 2010 Census set the population of the city at 30,339. The U.S. Census Bureau's 2013 estimate is 32,307. The City estimates the population by April, 2015 to be 34,764. The City's estimate is based on a combination of increased school enrollment, building permits, utility hookups, and occupancy permits.

The response from the U.S. Census Bureau is attached.

The City receives \$116.65 per person in taxes based on the 2010 U.S. Census count. If a Special Census were to confirm the City's most recent estimate, the City would receive an additional \$516,176.25 beginning in the 2017 fiscal year, and going forward until the next U.S. Census count is provided. The U.S. Census will be conducted in 2020, but the count is usually provided a year or more after the end of the decade.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

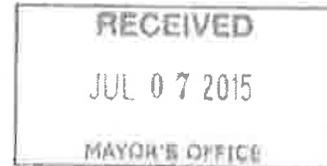
Notes:



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

June 29, 2015

City of Gallatin
Attn: Ms. Rosemary Bates
132 Main Street
Gallatin, TN 37066-3232



Dear Ms. Bates:

This letter acknowledges receipt of your payment in amount of \$200 for a cost estimate for a **Full Special Census of the City of Gallatin, Tennessee.**

The estimated total cost of a **Full Special Census of the City of Gallatin, Tennessee** based on your population estimate of **34,764** persons, is **\$649,465**. Of this amount, **\$254,378** is paid to the U.S. Census Bureau in advance, and **\$395,087** is held by the **City of Gallatin, Tennessee** to pay local persons who work on the Special Census.

We are enclosing two copies of the Memorandum of Agreement (MOA) for the Special Census. Please read the MOA carefully, giving particular attention to the Terms and Conditions section, so you are aware of the responsibilities of all the parties involved.

As indicated in Terms and Conditions b (iii), the Governmental Unit is directly responsible for recruiting and compensating all field personnel determined necessary by the Census Bureau for taking the Special Census. The cost of the Special Census could increase significantly if sufficient applicants are not provided due to the additional costs associated with recruiting additional applicants.

It will be necessary to have an authorized local official sign and complete **both** copies of the **MOA** in the section designated "**FOR THE GOVERNMENTAL UNIT.**" If you would like us to begin working on your Special Census, please mail **both** signed copies of the **MOA** via a **traceable** method to the following address:

U.S. Census Bureau
Mr. Michael A. Hall
Chief, Special Census Branch
Field Division, 5H023
4600 Silver Hill Road
Washington, D.C. 20233

Please forward your **payment** for **\$254,378**, payable to Commerce-Census, to the following address:

U.S. Census Bureau
Finance Division
ATTN: Receipts Team

**CENHQ FIN 2K106D
4600 Silver Hill Road
Washington, DC 20233**

Note: By presenting your check you authorize the conversion of your check into an electronic funds transfer. Your check is voided and destroyed by the Census Bureau and you will not receive the original check back from your financial institution. If the electronic funds transfer cannot be processed for technical reasons, you authorize us to process the copy of your original check. This cost estimate is valid for six (6) months from the date of this letter.

Approximately three weeks after we receive your payment and signed MOA, you will receive a set of census maps for your jurisdiction with specific instructions to provide updates for current corporate boundaries. It is important that you review these maps and delineate the current boundaries of your jurisdiction and return them within one week after receipt.

Ordinances and plats are required for annexations. Information received from you regarding updated corporate limits will be used in the preparation of all maps and geographic products required to conduct your Special Census. Questions regarding corporate limits must be resolved before the Special Census begins.

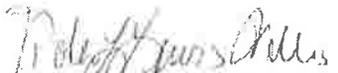
Total time needed to complete your Special Census and provide official census statistics is approximately 9-10 months from the time we receive the MOA and partial payment. Preparatory work takes approximately 3 months, enumeration averages about one month, and data processing takes about 3 months. Providing official data within 9-10 months of receiving a signed MOA assumes that all mapping updates from the governmental unit are returned within the requested time frame.

We cannot guarantee the delivery of the official census statistics on a specific date. However, we will make every effort to deliver the data as soon as possible after enumeration is complete. If you require the official census statistics on or before a specific date, please contact us before signing the MOA so that we can discuss together the feasibility of meeting this deadline. Please note that the Census Bureau will provide the Special Census data to any federal, state, or local governmental office, or other individual upon receipt of a written request.

Enclosed is a Customer Registration Form in which we have filled out most of the information for you other than your Tax Identification Number (TIN). In section D2, Non-Federal Customers, please insert your TIN. After completion, please fax to the Table Maintenance Team (TMT) as instructed on the form.

If you have any questions or require further information, please contact the Special Census Branch, at 301-763-1429 or fax 301-763-4851.

Sincerely,


Viola L. Lewis Willis
Acting Chief, Field Division

Enclosures



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

Memorandum of Agreement
Through Which
The City of Gallatin, Sumner County, Tennessee
Is Purchasing a Special Census
From the U.S. Census Bureau

Agreement No. **23079**

1) Parties and Scope

This document establishes an agreement between the **City of Gallatin, Sumner County, Tennessee** (Governmental Unit) and the Field Division, U.S. Census Bureau (Census), through which the Governmental Unit will pay the Census Bureau to take a special census under the authority of 13 U.S.C. § 196.

2) Authority

The Census Bureau may undertake this work pursuant to 13 U.S.C. § 196, which provides that the “Secretary may conduct special censuses for the government of any State, or of any county, city, or other political subdivision within a State, for the government of the District of Columbia, and for the government of any possession or area (including political subdivisions thereof) referred to in section 191(a) of this title, on subjects covered by the censuses provided for in this title, upon payment to the Secretary of the actual or estimated cost of each such special census. The results of each such special census shall be designated ‘Official Census Statistics’. These statistics may be used in the manner provided by applicable law.”

3) Confidentiality

The data, including individual information collected by the enumerators on the special census questionnaires, collected under this agreement are confidential under 13 U.S.C. § 9, and the questionnaires shall be controlled by and returned directly to the authorized representative of the Census Bureau. All such special census questionnaires and all other papers relating to the special census are the property of the Census Bureau and under the law may only be made available to and examined by sworn Census Bureau officials and employees. Unlawful disclosure subjects employees to a fine of up to \$250,000 or imprisonment of up to 5 years, or both.

Should the Governmental Unit require access to Title 13 data to assist in the planning, data collection, data analysis, or production of final products, those staff members are required to obtain Census Bureau Special Sworn Status pursuant to 13 U.S.C. § 23(c). Such staff members must demonstrate that they have suitable background clearance and they must take Title 13 awareness training. Any

access to Title 13 data at *the Governmental Unit's facility* is subject to prior approval by the Census Bureau's Data Stewardship Executive Policy Committee upon assurance that the facility and information technology security meet Census Bureau requirements.

4) Terms and Conditions

Acknowledging the foregoing, the parties agree as follows:

- a) The Census Bureau will achieve full cost recovery for the goods and services it is providing under this agreement:
 - i) The Census Bureau shall designate one or more experienced employees to direct the taking of the special census.
 - ii) The Census Bureau employee(s) shall oversee all aspects of the enumeration including the hiring, training, and separation of enumerators, crew leaders, and other temporary personnel employed locally to take the special census. The designated Census Bureau employee(s) shall exercise day-to-day technical supervision of these employees. All such temporary personnel shall be Federal Government employees and neither the Governmental Unit nor any representative of the Governmental Unit shall supervise, exercise control over, or in any other way interfere with such employees in the performance of their responsibilities.
 - iii) The Census Bureau shall provide to the Governmental Unit the official population and housing unit count derived from the special census at the earliest practicable date after completion of the enumeration and the processing required to produce the statistical results. This count, which shall be as of the date of the special census, will be provided in writing and signed by an appropriate Census Bureau official.
 - iv) The Census Bureau will not guarantee delivery of the final count by any specified date and shall not be held responsible for any loss or damages suffered by the Governmental Unit due to the data not being available by a specific date.

The Governmental Unit accepts that responses to a special census, unlike a decennial census, are voluntary and some respondents may choose to not answer some questions. When this happens, the Census Bureau will make every effort to collect as much information as possible. If the Census Bureau cannot obtain information directly from respondents, the Census Bureau will follow statistical procedures to assign the missing information based on information provided by people in the housing unit or from people from neighboring housing units.

The Governmental Unit also accepts that, to complete the count of the group quarters population, it may be necessary for the Census Bureau to obtain information for people

residing in certain institutions (such as correctional facilities with security issues) from administrative records rather than from the respondents themselves. The Census Bureau will provide detailed statistical results to the Governmental Unit subject to limitations imposed by Title 13, United States Code, to protect the confidentiality of respondents.

The Census Bureau can only use the special census counts in the intercensal population estimates program if:

- (a) the entire area of a governmental unit is included in the special census,
- (b) the legal boundaries of the governmental unit correspond to those used in the Population Estimates program (boundaries legally in effect on January 1 of the estimates year), and
- (c) the boundaries are reported to the Census Bureau for processing by April 1 of the estimates year, and
- (d) final approved counts from the Special Census enumeration are ready by August 1 of the estimates year.

If a Governmental Unit requests a special census for only a portion of their area, they do so with the understanding that the results of this partial special census will not be included in any subsequent Census Bureau population estimates. The Governmental Unit shall accept as final the official population count and other statistical results when provided by the Census Bureau.

- b) The Governmental Unit is responsible for all costs of taking the special census including, but not limited to, appropriately furnished office quarters, total compensation of all field enumeration and supervisory personnel, compensation of Census Bureau headquarters and regional office personnel for time allocated to the special census, overhead for headquarters and regional offices, processing and tabulation of data, and all other costs attributable to taking the special census:
 - i) The Governmental Unit shall update maps of the proposed census area in accordance with instructions provided by the Census Bureau. The Governmental Unit shall provide any certification of legal boundaries within the proposed census area as required by the Census Bureau. Once the Governmental Unit boundaries have been certified by the Census Bureau, these boundaries will become the official boundaries for the special census. Any annexations after the Governmental Unit has certified its boundaries will not be included in the special census. The special census will not be scheduled until these obligations have been completed to the satisfaction of the Census Bureau.
 - ii) The Governmental Unit shall supply, free of charge, satisfactory office quarters equipped with telephone(s), office furniture, photocopier, fax machine, and other equipment and furnishings as determined necessary and proper by the Census Bureau. These quarters must meet all security and confidentiality requirements as agreed to by the Census Bureau representative.

- iii) In taking the special census, the Governmental Unit is directly responsible for recruiting and compensating all field personnel determined necessary by the Census Bureau for taking the special census. The Governmental Unit shall recruit sufficient qualified applicants for enumerators, crew leaders, and other positions as may be needed to complete the special census. Employees shall be selected for employment and separated under standards established by the Census Bureau, and shall take an oath or affirmation, as required, to protect the confidentiality of the information they collect. The Governmental Unit shall be responsible for all administrative operations relating to the reconciliation and payment of these employees.

- iv) Notwithstanding the Governmental Unit's responsibility for recruitment and compensation, such field personnel shall be and remain employees of the Census Bureau, subject to all applicable federal, state, and local laws, including but not limited to those pertaining to the Equal Employment Opportunity Act and the Fair Labor Standards Act applicable to these employees, and shall complete and file any and all reports required thereunder. The Census Bureau reserves the right to reject any persons recommended by the Governmental Unit if such persons fail to meet the established employment standards.

In the event that sufficient suitable applicants are not furnished by the Governmental Unit for the necessary positions and the Census Bureau must expend funds to obtain applicants to fill the remaining positions, the Governmental Unit agrees to reimburse the Census Bureau for those additional expenses. This will increase the costs estimated in (b)(v) and (b)(vi) below. In addition, if the Governmental Unit fails to provide sufficient suitable applicants, delays in completing the special census may occur.

- v) The Governmental Unit shall pay directly enumerators, crew leaders, and others hired locally to conduct the actual enumeration, at rates of pay fixed by the Census Bureau.
 - (1) The compensation of such enumerators, crew leaders, and others shall be paid to them directly by the Governmental Unit upon approval by the designated Census Bureau employee. The Governmental Unit shall pay or withhold from the compensation paid to the enumerators, crew leaders, and others locally employed all amounts necessary for Social Security, federal, state, and local income tax, continuation of pay, or other sums required to be paid or withheld by federal, state, or local laws. The amount necessary to cover these expenses, not including worker's compensation and continuation of pay, is estimated to be **\$395,087**. The Governmental Unit agrees that these funds will be available for disbursement upon approval of the designated Census Bureau employee.
 - (2) The Government Unit shall reimburse the Census Bureau for all funds expended by the Census Bureau resulting from payments to the Department of Labor under applicable federal workers' compensation and unemployment benefits laws.

- (3) The Governmental Unit shall reimburse the Census Bureau and/or the United States for all funds expended in the processing, investigation and defense of all administrative and/or judicial claims regarding the actions of temporary employees arising from their employment pursuant to this Memorandum of Agreement (MOA). In addition, the Governmental unit agrees to indemnify the Census Bureau and/or the United States for any settlements and/or judgments incurred by the latter as a result of the actions of temporary employees arising from their employment pursuant to this MOA.
- vi) In addition to the salary expenses to be paid directly by the Governmental Unit to all temporary employees hired locally, the Governmental Unit agrees to pay all other expenses related to the taking of the special census, including but not limited to
- (1) administrative and technical work performed by headquarters and regional personnel;
 - (2) printing and preparation of enumeration questionnaires and related materials;
 - (3) map preparation;
 - (4) tabulation expenses;
 - (5) the cost of the designated Census Bureau employee's salary, allowances for subsistence at the standard federal rate per day, traveling expenses, other reasonable and necessary expenses, and overhead and other charges applicable to these costs; and
 - (6) other incidental expenses incurred by the Census Bureau in completing the special census. Based on an estimate of the population of **34,764** the estimated cost for these services is **\$254,378**. A payment of that amount shall be furnished to the Census Bureau before any work on the special census is performed. The advance payment will be adjusted to actual costs and billing or refund made as appropriate. This payment is for Census Bureau costs referenced in this item and excludes those directly payable by the Governmental Unit under item (b)(v) above.
- vii) In accordance with (b)(vi), if actual cost exceeds the advance payment, the additional payment to the Census Bureau is due in full, 30 days from the date of the invoice. A late charge shall be imposed on the overdue amount for each 30-day period or portion thereof during which the remittance is due. The late charge will be based on a percentage rate equal to the current value of funds to U.S. Treasury in accordance with Treasury fiscal requirements.
- c) Notwithstanding the Governmental Unit's direct payment of compensation, all temporary enumerators, crew leaders, and others hired locally to conduct the special census are employees of the Federal Government. Therefore, regarding the negligent or wrongful acts of any temporary employees arising from their employment pursuant to this MOA, any claims and/or litigation arising from said acts will be adjudicated pursuant to the Federal Tort Claims Act, 28 U.S.C.

2671 et seq. (see section (b)(v)(3) herein regarding reimbursement and indemnification requirements).

5) Transfer of Funds

On a periodic basis, the parties will reconcile balances related to revenue and expenses for work performed under the agreement.

6) Contacts

Mr. Michael A. Hall
Chief, Special Census Branch
U.S. Census Bureau
4600 Silver Hill Road
Field Division
Special Census Branch
5H023
Washington, D.C. 20233
301-763-1429
301-763-4851
Michael.a.hall@census.gov

City of Gallatin
Attn: Ms. Rosemary Bates
132 Main Street
Gallatin, TN 37066-3232
615-230-7953
615-451-5934 Fax
rosemary.bates@gallatin-tn.gov

The parties agree that if there is a change regarding the information in this section, the party making the change will notify the other party in writing of such change.

7) Duration of Agreement, Amendments, and Modifications

This agreement will become effective when signed by all parties. The agreement will terminate on **June 29, 2017**, but may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing **30** days written notice to the other party. This agreement is subject to the availability of funds.

8) Resolution of Disagreements

Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

9) Termination Cost

If the City of Gallatin cancels the order, the Census Bureau is authorized to collect costs incurred prior to cancellation of the order plus any termination costs, up to the total payment amount provided for under this agreement.

FOR THE GOVERNMENTAL UNIT

BY:

NAME: DATE:
TITLE:
AGENCY:

FOR THE CENSUS BUREAU

BY:

Viola L. Lewis Willis DATE:
Acting Chief, Field Division
Bureau of the Census

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Vice Mayor Craig Hayes

AGENDA # 11

SUBJECT:

Kitchen/Dining Room Income Compared to Expenses

SUMMARY:

Vice Mayor Hayes requested that this item be placed on the agenda. Attached are spreadsheets showing dates of use from January, 2014 through June, 2015. In addition to the dates shown on the spreadsheets, the Lion's Club uses the dining/room kitchen every Tuesday, with some exceptions for holidays and other events. The Kiwanis Club began using the dining room every Wednesday in mid-February, 2015. The Mayor's Office maintains this information. Building Maintenance Supervisor Lyndon Satterfield provided the information regarding costs.

Records indicate that from January, 2014 through June, 2015, the kitchen/dining room (both at same time) were used 109 different days. Income from those days was \$1,925.00. Expenses for those days was \$13,148.67.

Records indicate the dining room only was used 43 different days. Income from those days was \$3,750.00. Expenses for those days was \$3,995.95.

Total income for both rooms from January, 2014 through June, 2015 was \$5,675.00

Total expenses for both rooms from January, 2014 through June, 2015 was \$17,144.62.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ROOM RENTAL INFORMATION FOR 2014

Date	Dining Room	Cost	Kitchen	Cost	
1/18/2014	X	\$150			
2/22/2014	X	\$150	X	\$50	
3/6/2014	X	\$150	X	\$50	
3/8/2014	X	\$150			
3/14/2014	X	\$150			
4/12/2014	X	\$100	X	\$50	(Non-Profit Organization)
4/30/2014	X	\$150	X	\$50	
5/1/2014	X	\$0			(Fee Waived per Mayor)
5/8/2014	X	\$0	X	\$0	(Fee Waived per Mayor)
5/9/2014	X	\$0			(Fee Waived per Mayor)
5/12/2014	X	\$0			(Fee Waived per Mayor)
5/31/2014	X	\$150			
6/7/2014	X	\$150			
6/27/2014	X	\$150			
7/19/2014	X	\$100	X	\$50	(Non-Profit Organization)
8/2/2014	X	\$150			
8/9/2014	X	\$150			
8/16/2014	X	\$150			
9/27/2014	X	\$150			
10/10/2014	X	\$150			
10/18/2014	X	\$150			
10/25/2014	X	\$150			
11/1/2014	X	\$150			
11/8/2014	X	\$150			
11/10/2014	X	\$0			(Fee Waived per Mayor)
11/22/2014	X	\$150			
11/25/2014	X	\$0			(Fee Waived per Mayor)
12/01 /2014 - 12/03/2014	X	\$450	X	\$150	
12/6/2014	X	\$150			
12/9/2014	X	\$0			(Fee Waived per Mayor)
Total Income Collected	Dining Room	\$3,650	Kitchen	\$400	\$4,050

* Not included are the dates Lions Club used the Kitchen & Dining Room (every Tuesday)

ROOM RENTAL INFORMATION FOR 2015
(as of 07/08/15)

Date	Dining Room	Cost	Kitchen	Cost	
1/7/2015	X	\$0			(Fee Waived per Mayor)
1/24/2015	X	\$150			
2/7/2015	X	\$0	X	\$0	(Fee Waived per Mayor)
2/21/2015	X	\$150			
2/28/2015	X	\$150			
3/14/2015	X	\$150			
3/19/2015	X	\$150	X	\$50	
3/21/2015	X	\$150			
4/18/2015	X	\$100	X	\$50	(Non-profit Organization)
4/23/2015	X	\$0	X	\$0	(Fee Waived per Mayor)
4/25/2015	X	\$150			
5/1/2015	X	\$50	X	\$25	(Non-profit Organization)
5/11/2015	X	\$0			(Fee Waived per Mayor)
5/12/2015	X	\$0	X	\$0	(Fee Waived per Mayor)
5/17/2015	X	\$150			
6/27/2015	X	\$150			
Total Income Collected as of 07/08/15	Dining Room	\$1,500	Kitchen	\$125	\$1,625

* Not included are the dates Lions Club & Kiwanis uses the Kitchen & Dining Room (every Tuesday & Wednesday)

Electricity Cost for Kitchen/Dining Rm @ City Hall Per Event/Day

Entered Values					Calculated Values	
Energy Rate	Appliance Name	Power Rating	Usage Time		Energy Consumption	Energy Cost
cents/kw-hr		watts	hr	min	kw-hr	\$
8	ice/maker	1800	12		21.60000	1.73
	disposal	1200		30	0.60000	0.05
	dish/machine	2000	2		4.00000	0.32
	booster/heater	3100	2		6.20000	0.50
	coffee/maker	1400		15	0.35000	0.03
	food/warmer	3000	2		6.00000	0.48
	2/coolers	1600	24		38.40000	3.07
	2/freezers	1400	24		33.60000	2.69
	convection/oven	11000	3		33.00000	2.64
	stove	21000	3		63.00000	5.04
	deepfryer	6100	2		12.20000	0.98
	vent/fan	2400	5		12.00000	0.96
	lights/kitchen	10944	5		54.72000	4.38
	aircond/dining/rm	13769	8		110.15200	8.81
	2/ceiling/fans	100	5		0.50000	0.04
heating/dining/rm	4500	8		36.00000	2.88	
					Total Energy Consumption	Total Energy Cost
					432.32200	34.59

Cost of cleaning supplies and buffing/cleaning 1 day	\$81.24
Cost of electricity for kitchen and dining rm/1 day	\$34.59
Cost of grease trap treatment for kitchen / 1 day	\$1.95
Cost of water usage for kitchen / 1-day	\$1.60
Cost of gas usage for kitchen water heater / 1 day	\$1.25

Estimated Daily total to use kitchen and dining rm \$120.63

Completed by Lyndon Satterfield

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Vice Mayor Craig Hayes

AGENDA # 12

SUBJECT:

Town Creek Greenway Access at Oaks Drive

SUMMARY:

Vice Mayor Hayes requested that this item be placed on the agenda. Residents from the area have asked that an access be built for them onto the greenway. An access connecting the area to the greenway was designed with the original plans several years ago, but Council voted to remove it. A set of plans will be available at the meeting. Engineering, Public Works and the Mayor's Office will be available to answer questions. Public Works Director Zach Wilkinson has indicated his department can do the work with a materials cost of \$11,500.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 14, 2015

DEPARTMENT: Leisure Services

AGENDA # 13

SUBJECT:

Update on the pool expansion.

SUMMARY:

Update on the outdoor pool expansion at the Civic Center .

RECOMMENDATION:

Discussion only.

ATTACHMENT:

<input type="checkbox"/>
<input type="checkbox"/>

Resolution

Ordinance

<input type="checkbox"/>
<input type="checkbox"/>

Correspondence

Contract

<input type="checkbox"/>
<input type="checkbox"/>

Bid Tabulation

Other

Approved

Rejected

Deferred

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Notes: