
**CITY OF GALLATIN
COUNCIL MEETING**

July 15, 2014

6:00 pm

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

- Call to Order – Mayor Jo Ann Graves
- Invocation
- Pledge of Allegiance – Councilman Camp
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: Council Meeting June 17, 2014; Special-Called Council Meeting June 19, 2014; and Special-Called Council Meeting June 24, 2014
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

AGENDA

1. **Public Hearing Ordinance No. O1405-35** An Ordinance of the City of Gallatin, Sumner County, Tennessee reaffirming the Planned General Commercial (PGC) District zoning on 10.95 (+/-) acres (S.B.E. Tax Map #136//Parcels 007.01 and 008.01), located at 1394 Nashville Pike and approving a Preliminary Master Development Plan for the Miracle Ford Dealership authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. **(Councilman Hayes)**
2. **Third Reading Ordinance No. O1405-25** Ordinance to provide revenue for the City of Gallatin Tennessee for municipal purposes for the 2014 tax year and 2015 fiscal year **(Councilman Mayberry)**
3. **Second Reading Ordinance NO. O1406-38** Ordinance appropriating \$293,826.50 for the Right-of-Way deposit to TDOT for the GreenLea Blvd Extension **(Councilman Hayes)**
4. **First Reading Ordinance No. O1406-39** Ordinance appropriating \$6,218.99 from sale of surplus Fire Department vehicles to account 110-42220-312 **(Councilman Overton)**
5. **First Reading Ordinance No. O1407-41** An ordinance amending Gallatin Municipal Code, Chapter 5, Buildings and Building Regulation by adopting amendments to previously adopted model codes promulgated by the International Code Council and other related matters **(Councilman Alexander)**
6. **Resolution No. R1406-30** Resolution to revise the Employee Pay Plans **(Councilwoman Kemp)**
7. **Resolution No. R1406-31** Resolution establishing Director of Information Technology **(Councilwoman Brackenbury)**
8. **Resolution No. R1406-34** Resolution approving new and revised job descriptions and pay grades **(Councilman Camp)**

- Other Business
- Public Recognition on Non-Agenda-Related Items
- Adjourn

City of Gallatin City Council Meeting

June 17, 2014

The Gallatin City Council met in regular session on Tuesday, June 17, 2014 in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order at 6:00 P.M. Vice Mayor John D. Alexander led the opening prayer and Councilwoman Julie Brackenbury led the Pledge of Allegiance.

City Recorder Connie Kittrell called the roll and the following were present:

Present:

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

Absent:

Others Present

Ronnie Stiles, Public Works Director
David Kellogg, Public Utilities Dept.
Debbie Johnson, Human Resource Director
Bill McCord, City Planner
News Examiner, Reporter
Rosemary Bates, Special Projects Director
Chuck Stuart, Building Official
James Fenton, EDA Director

David Brown, Leisure Services Dir.
Rachel Nichols, Finance/IT Director
Don Bandy, Police Chief
Connie Kittrell, City Recorder
Nick Tuttle, City Engineer
Gallatin Newspaper, Reporter
Billy Crook, Fire Chief
Joe Thompson, City Attorney

Approval of Minutes

Mayor Graves presented the minutes of the June 3, 2014 City Council Meeting for approval. Councilman Overton made motion to approve; Councilwoman Brackenbury second. Motion carried with 7 ayes and 0 nays.

Public Recognition on Agenda Related Items

Mayor Graves opened public recognition on agenda related items.

- Joe Debord, 1007 Hart Street, spoke in support of the budget as it stands and the bond issue. Mr. Debord added that the issues concerning Pardue Street and Green Acres be addressed.
- Mayor Graves stated she had a request to close a road for a video shoot. There was no objection from Council.

Scott Godsey stated he was producing a music video for the Christain artist Brian Free and Assurance. Mr. Godsey requested permission to close West Franklin/North Water Avenue on Monday, June 23rd from 6:00 P.M. until 11:00 P.M. for the video shoot.

Mr. Godsey stated he had signatures of all surrounding businesses giving their support and he had talked with the police department to ask for their assistance.

Police Chief Don Bandy stated he met with Mr. Godsey last week and he's in agreement with the road closure.

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

With no one else wishing to speak, Mayor Graves closed public recognition.

Mayor's Comments

Mayor announced the following:

- Third Thursday on Main Concert is this Thursday, June 19th with the Parks playing from 6:30 P.M. to 9:00 P.M.
- Gallatin's 4th of July Celebration will be at the Civic Center (weather permitting) and the Parks will also be playing this event. The Gallatin Fire Department will do the Tower of Foam at 4:30 P.M., opening ceremonies begin at 6:00 P.M. and the fireworks begin at dark.
- Music at the Market was last Thursday night and was a great success. The next event will be July 10th with Mike Scott presenting Banjo and Bluegrass music and Civil War renditions. These events are from 6:30 P.M. to 8:00 P.M. at the Farmers Market.

Agenda

1. Selection of City Attorney

Council discussed their options.

City Attorney Joe Thompson stated that all votes must be in public and that includes narrowing the field.

Mayor Graves explained that if Council wishes to defer voting tonight, a special called meeting will be called after next Tuesday nights Committee meeting for the purpose of voting on the City Attorney.

Vice Mayor Alexander made motion to list top four (4) candidates in ranking order and bring them back next week for more discussion; Councilman Camp second.

Mr. Thompson suggested not ranking the top four candidates. Council continued to discuss.

Vice Mayor Alexander withdrew his motion; Councilman Camp withdrew his second.

Vice Mayor Alexander made motion to list four candidates; Councilman Camp second.

Mr. Thompson explained that the ballots will be turned in to Judge Kittrell. Judge Kittrell will then read the ballots of each council member to determine the top four candidates.

Mayor called for the vote. Motion failed with 3 ayes and 4 nays. Vice Mayor Alexander, Councilman Camp and Councilman Overton voted aye. Councilwoman Brackenbury, Councilwoman Kemp, Councilman Hayes and Councilman Mayberry voted nay.

Council continued to discuss.

Councilwoman Kemp made motion to vote tonight; Councilwoman Brackenbury second.

Discussion continued.

Councilman Hayes made motion to amend to vote next Tuesday night; Councilman Camp second. Motion carried with 6 ayes and Councilwoman Kemp voting nay.

Mayor Graves called for the vote on Councilwoman Brackenbury's motion as amended. Motion carried with 7 ayes and 0 nays.

2. Ordinance #O1405-34 - Second Reading

Mayor Graves presented the ordinance of the City of Gallatin, Tennessee, adopting the annual budget for the fiscal year beginning July 1, 2014 through June 30, 2015.

Councilman Mayberry made motion to approve; Councilman Camp second.

Vice Mayor Alexander made motion to amend the budget to add the four (4) reclassification requests from Public Works; Councilman Camp second.

Human Resource Director Debbie Johnson explained she received a different list from Mr. Stiles so there are two sets of information.

Mayor stated the different set of numbers from Mr. Stiles was not given to Rachel, Debbie or Mayor Graves until Friday.

Council discussed the 11 reclassification requests.

Councilman Mayberry made motion to amend to add the 11 requested reclassifications; Councilman Overton second.

Councilman Mayberry stated Public Utilities Director David Gregory is not here tonight and he can come next week for us to consider his reclassification requests.

Ms. Johnson explained that the majority of the reclassifications are simply pay raises and there are no justifications for these requests.

Council discussed the confusion of the reclassifications and pay raises.

Councilwoman Brackenbury spoke about the reclassification process, the promotion process and designing a better system for the evaluations.

Council continued to discuss.

Mayor Graves suggested passing the budget tonight and bring all of these reclassifications back in July for consideration.

Councilman Mayberry rescinded his motion to add the 11 reclassifications; Councilman Overton rescinded his second.

Vice Mayor Alexander rescinded his motion; Councilman Camp rescinded his second.

Mayor Graves listed the amendments to the budget:

- Two (2) vehicles for Public Works Department
- Two (2) vehicles for the Parks Department
- Trash Truck for Ronnie Stiles Department
- Street sweeper removed
- Amended Anthony Street to do Blakemore Street
- Remove the \$465,000 city systems (internet, phone system and GIS to pay cash)
- \$625,000 from the street sweeper and the City systems to go toward new Fire Hall on South side of town
- Driver's Lane remains at \$900,000
- IT Director

Councilman Overton made motion to amend; Councilman Hayes second. Motion carried with 7 ayes and 0 nays.

Mayor Graves called for the vote on the ordinance as amended. Motion carried with 7 ayes and 0 nays.

3. Ordinance #O1405-29 - Second Reading

Councilwoman Brackenbury presented this ordinance appropriating \$73,800 received from the State of Tennessee for training supplements.

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

4. Ordinance #O1405-30 - Second Reading

Vice Mayor Alexander presented this ordinance appropriating \$38,000 for completion of Downtown Streetscape Phase 3.

Councilman Mayberry made motion to approve; Councilwoman Kemp second. Motion carried with 6 ayes and 1 nay. Vice Mayor Alexander voted nay.

5. Ordinance #O1405-37 - Second Reading

Councilman Mayberry presented this ordinance awarding bid and authorizing funds in the total amount of \$4,650,000.00 from Water/Sewer Reserves for water treatment plant improvements contract "114," 2014.

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

6. Ordinance #O1405-35 - First Reading

Councilman Hayes presented this ordinance of the City of Gallatin, Sumner County, Tennessee reaffirming the Planned General Commercial (PGC) District zoning on 10.95 (+/-) acres (S.B.E. Tax Map #136//Parcels 007.01 and 008.01), located at 1394 Nashville Pike and approving a Preliminary Master Development Plan for the Miracle Ford Dealership authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date.

Councilman Hayes made motion to approve; Councilwoman Kemp second.

Council had questions on the outside material for the building.

City Planner Bill McCord informed Council on the alternative building materials approved by the Planning Commission for the new Miracle Ford Dealership building.

Council discussed the 70% masonry requirement; the building material used on the other dealerships and they requested more discussion at next week's committee meeting.

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

Councilman Hayes left the meeting at this time.

7. Resolution #R1404-16

Councilman Mayberry presented this resolution authorization to round property tax and interest.

Councilman Mayberry made motion to approve; Councilman Camp second. Motion carried with 6 ayes and 0 nays.

8. Resolution #R1406-27

Councilman Mayberry presented this resolution authorizing the issuance of not to exceed \$9,000,000.00 of general obligation bonds of the City of Gallatin, Tennessee.

Councilman Mayberry made motion to approve; Vice Mayor Alexander second. Motion carried with 6 ayes and 0 nays.

9. Resolution #R1406-28

Councilwoman Brackenbury presented this resolution amending Social Media Policy, Sections 2.4, 2.7 and 2.10.

Councilwoman Brackenbury made motion to approve; Vice Mayor Alexander second. Motion carried with 6 ayes and 0 nays.

10. Resolution #R1406-29

Councilwoman Kemp presented this resolution to enter a contract with the Tennessee Department of Economic and Community Development for assistance in construction and completion of infrastructure for Beretta USA site.

Councilwoman Kemp made motion to approve; Councilman Mayberry second. Motion carried with 6 ayes and 0 nays.

Other Business

Mayor Graves called for other business.

- EDA Director James Fenton invited Council to the groundbreaking ceremony for the Operation Buckeye Project on July 2nd. Mr. Fenton thanked all the city departments for their hard work and involvement in making Gallatin the great city that it is. He gave numbers on the new businesses and job creations in Gallatin. Mr. Fenton also congratulated Council on their vision, guidance and investments.
- City Attorney Joe Thompson stated Finance/IT Director Rachel Nichols requests Council reconsider the budget due to double items being inadvertently approved earlier.

Councilwoman Brackenbury made motion to reconsider the budget; Councilman Camp second. Motion carried with 6 ayes and 0 nays.

Councilman Mayberry made motion to substitute the amended ordinance #O1405-34; Vice Mayor Alexander second. Motion carried with 6 ayes and 0 nays.

- City Attorney Joe Thompson stated the closing on the West Franklin property is scheduled for this Friday but the results of the building inspection specific to

mold will not be available until next Monday. Mr. Thompson asked Council if they want to close this Friday.

Council discussed and determined to wait on the results of the building inspection before closing.

- Councilman Overton asked about booths at the 4th of July Celebration. Special Projects Director Rosemary Bates stated she has six (6) food booths at this time.
- Mayor Graves stated at her last Mayor's Night Out at Mable's Restaurant there was a large table of gentlemen that are here working at the TVA Plant.

With no one else wishing to speak, Mayor Graves closed other business.

Public Recognition on Non-Agenda Related Items

Mayor Graves called for public recognition on non-agenda related items.

- Joe Debord, 1007 Hart Street, spoke about the speed bumps in Triple Creek Park being a problem to someone with a bad back. Mr. Debord suggested installing speed cameras and remove the bumps.
- Bob Thomas, 166 Grandview Circle, thanked Councilman Mayberry for riding through his neighborhood to see the closeness of the pavilion to the houses in Grandview. Mr. Thomas asked who to call when he has a complaint.
- Ron Morrow, 105 Beth Court, asked if Council is making adjustments to not allow amplified music at the pavilion. Mr. Morrow also asked about residency requirements to rent the pavilion.

Mayor Graves stated Mr. Thompson and Mr. Brown are in the process of reviewing the application/ permit at this time.

- Sheila Middleton, 344 Paradise, spoke about the unequal employment at the City of Gallatin. Ms. Middleton gave statistics on the breakdown of white employees versus minority employees in the City of Gallatin. She asked for acknowledgment of applications, stating she was qualified, an education and is trustworthy.

With no one wishing to speak Mayor Graves closed public recognition on non-agenda related items.

City Council Minutes
June 17, 2014

Adjourn

With no other business to discuss Mayor Graves adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

**Gallatin
City Council
Special-Called Meeting**

June 19, 2014

The Gallatin City Council met in special-called session on Thursday, June 19, 2014, in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order at 8:00 A.M.

Mayor Graves stated all Council members were present.

Others Present

Connie Kittrell, City Recorder
Joe Thompson, City Attorney
Rachel Nichols, Finance/IT Director
Rosemary Bates, Special Projects
Don Bandy, Police Chief
News Examiner, Reporter

Agenda

1. Resolution #R1406-33

Mayor Graves presented the resolution directing City Recorder to cooperate fully with the audit firm of Jobe, Hastings & Associates and establishing procedures in the event of non-compliance.

Councilman Mayberry made motion to approve; Councilwoman Kemp second. Motion carried with 6 ayes and Vice Mayor Alexander voting nay.

Adjourn

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

Mayor Jo Ann Graves

City Recorder Connie Kittrell

**Gallatin
City Council
Special-Called Meeting**

June 24, 2014

The Gallatin City Council met in special-called session on Tuesday, June 24, 2014, in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order. The meeting convened upon conclusion of the regular scheduled Council Committee Meeting which began at 6:00 P.M.

PRESENT:

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

ABSENT:

OTHERS PRESENT:

Connie Kittrell, City Recorder
Nick Tuttle, City Engineer
Debbie Johnson, H.R. Director
Don Bandy, Police Chief
News Examiner, Reporter
Billy Crook, Fire Chief
Gallatin News, Reporter

Joe Thompson, City Attorney
Rachel Nichols, Finance/IT
Rosemary Bates, Special Projects
David Gregory, Public Utilities
David Brown, Leisure Services
Chuck Stuart, Building Official

Mayor Graves stated this meeting has been called for the expressed purpose of selecting a City Attorney.

Public Recognition

Mayor Graves called for public recognition.

El Shon Richmond expressed his desire and interest to be considered for the City Attorney position. He spoke about his qualities for the City Attorney position, his work

Special Called Council Minutes
June 24, 2014

experience and entering the process at this time. Mr. Richmond thanked Council for their time and asked for their consideration.

Agenda

1. City Attorney Selection

Vice Mayor Alexander nominated Susan High McAuley.

Mayor Graves called for any other nominations and there were none. Mayor closed nominations.

City Recorder Connie Kittrell called the roll call vote and it was as follows:

Vice Mayor Alexander	Yes
Councilwoman Brackenbury	Yes
Councilman Camp	Yes
Councilman Hayes	Yes
Councilwoman Kemp	Yes
Councilman Mayberry	Yes
Councilman Overton	Yes
Mayor Graves	Yes

The vote was 8 ayes and 0 nays.

City Attorney Joe Thompson stated he prepared a resolution with blanks of the name and the salary. Mr. Thompson said Council needed to think about the initial starting salary tonight.

Mayor asked for a recommendation on a starting salary.

Vice Mayor Alexander asked Human Resource Director Debbie Johnson the salary range she had provided earlier. Ms. Johnson stated the salary range is \$110,000 to \$130,000.

Council continued to discuss.

Councilman Mayberry made motion to set salary \$120,000; Councilwoman Kemp second.

Vice Mayor Alexander asked the salary of the top Department Head. Human Resource Director Debbie Johnson stated \$110,000.

Special Called Council Minutes
June 24, 2014

Mayor Graves called for the vote on the salary. Motion carried with 7 ayes and 0 nays.

Vice Mayor Alexander made motion to approve Resolution #R1406-36; Councilwoman Brackenbury second.

Councilman Camp made motion to amend to make the position temporary for 6 months; Councilman Overton second.

Council discussed.

Mayor Graves called for the vote on the amendment. Motion failed with 2 ayes and 5 nays. Councilman Camp voted aye and Councilman Overton voted aye. Vice Mayor Alexander voted nay, Councilman Mayberry voted nay, Councilman Hayes voted nay, Councilwoman Brackenbury voted nay and Councilwoman Kemp voted nay.

Mayor called for the vote on Resolution #R1406-36. Motion carried with 7 ayes and 0 nays.

Mayor Graves asked Ms. McAuley to come forward and asked if the resolution was satisfactory. Ms. McAuley stated it is satisfactory with her.

Councilman Mayberry asked Ms. McAuley about a starting date. Ms. McAuley explained pending obligations and prior commitments but she plans to start work on Monday, June 30th on a full time basis.

Mayor Graves welcomed Ms. McAuley.

City Attorney Joe Thompson thanked Council, their predecessors, others and office staff for the great years he's had here at the City.

Mayor Graves thanked Mr. Thompson and wished him well.

Adjourn

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

Mayor Jo Ann Graves

City Recorder Connie Kittrell

Special Called Council Minutes

June 24, 2014

PUBLIC HEARING : JULY 15, 2014

2ND READING: AUGUST 5, 2014

ORDINANCE NO. 01405-35

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REAFFIRMING THE PLANNED GENERAL COMMERCIAL (PGC) DISTRICT ZONING ON 10.95 (+/-) ACRES (S.B.E. TAX MAP #136//PARCELS 007.01 AND 008.01), LOCATED AT 1394 NASHVILLE PIKE AND APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR THE MIRACLE FORD DEALERSHIP; 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 Gallatin Municipal-Regional Planning Commission, pursuant to Section 15.07.040 of the Gallatin Zoning Ordinance has reviewed and recommended approval in GMRPC Resolution No. 2014-48; and

WHEREAS, notice and public hearing before the Gallatin City Council has or will occur before final passage pursuant to Section 15.07.060 of the Gallatin Zoning Ordinance.

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

1. The Gallatin City Council hereby concurs with the recommendations of the Gallatin Municipal-Regional Planning Commission and hereby reaffirms the Planned Commercial General (PGC) District Zoning on the property described in Exhibit A and adopts the Preliminary Master Development Plan as described in Exhibit B; and
2. Based upon the recommendation of approval by the Gallatin Municipal-Regional Planning Commission and after public notice and public hearing in compliance with Section 15.07.060 of the Gallatin Zoning Ordinance, the Planned Commercial General (PGC) zoning of the property is reaffirmed and the Preliminary Master Development Plan is approved with the conditions as described in Exhibit B; and
3. The Gallatin City Council does hereby approve, authorize and direct the revision of the City's Official Zoning Atlas in accordance with Section 15.07.080 of the Gallatin Zoning Ordinance, the official zoning map of the City of Gallatin, Tennessee, shall, upon the effective date of this ordinance, be amended to reflect the reaffirmed zoning and approved Preliminary Master Development Plan herein made; and
4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict; and
5. 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.

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

PASSED FIRST READING: June 17, 2014.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

Map 136, Parcels 7.01 & 8.01

EXHIBIT A

**Legal Description
For
Jim Galvin**

Property located in the 4th Civil District of Sumner County, Tennessee and being described according to a survey made by Bruce Rainey And Associates:

Beginning at a point in the northerly margin of Highway 31-E at the Southeast corner of the State of Tennessee property of record in Record Book 1061, Page 339, R.O.S.C., TN.; thence leaving Highway 31-E, N 35 degrees 18' 03" W – 460.00' to a point; thence N 35 degrees 10' 44" W – 501.39' to a point being the western corner of said property; thence, N 10 degrees 28' 45" E – 472.79' along the property line of The GAP, Inc. property to a point; thence S 42 degrees 33' 24" E – 1,255.70' to a point in the northerly margin of Highway 31-E; thence with said margin S 49 degrees 29' 12" W – 500.57" to the point of beginning, containing 10.95 acres, more or less.

R E C E I V E D
MAY 30 2014

GALLATIN PLANNING
& ZONING

PC0785-14

EXHIBIT 'B'

The Preliminary Master Development Plan (PMDP) for the Miracle Ford Dealership, consists of a five (5) sheet plan, prepared by Bruce Rainey & Associates of Hendersonville TN, with project no. 980216-T and dated March 28, 2000, with a final revision date of May 28, 2014, and including Architectural Elevations for Miracle Ford, consisting of a one (1) sheet plan, prepared by A.E.I. of Cookeville TN, file no. 984-A4.1dwg., sheet number A4.1 and dated October 10, 2013, with the following conditions:

1. Planning Commission determined that the proposed alternative architectural elevations meet the requirements in Section 13.08.010.D of the Gallatin Zoning Ordinance.
2. Planning Commission determined that the proposed alternative bufferyard plan meets the requirements in Section 13.04.100.C of the Gallatin Zoning Ordinance.
3. Extend joint access road to northern property line. The City of Gallatin does not anticipate a connection installed from adjoining property.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JUNE 10, 2014

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 4

SUBJECT:

Ordinance No. O1405-35 an ordinance of the City of Gallatin, Sumner County, Tennessee, reaffirming the Planned General Commercial (PGC) zone district on 10.95 (+/-) acre parcel and approving a Preliminary Master Development Plan.

SUMMARY:

Applicant requests approval to reaffirm the Planned General Commercial (PGC) district zoning on a 10.95 (+/-) acre parcel (S.B.E. Tax Map 136//Parcels 007.01 and 008.01), and approving a Preliminary Master Development Plan for the Miracle Ford Dealership located at 1394 Nashville Pike. The Gallatin Municipal-Regional Planning Commission recommended approval at the May 19, 2014 Planning Commission Meeting. (PC0185-14)

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JUNE 24, 2014

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 5

SUBJECT:

Ordinance No. O1405-35 an ordinance of the City of Gallatin, Sumner County, Tennessee, reaffirming the Planned General Commercial (PGC) zone district on 10.95 (+/-) acre parcel and approving a Preliminary Master Development Plan.

SUMMARY:

Applicant requests approval to reaffirm the Planned General Commercial (PGC) district zoning on a 10.95 (+/-) acre parcel (S.B.E. Tax Map 136//Parcels 007.01 and 008.01), and approving a Preliminary Master Development Plan for the Miracle Ford Dealership located at 1394 Nashville Pike. The Gallatin Municipal-Regional Planning Commission recommended approval at the May 19, 2014 Planning Commission Meeting. (PC0185-14)

On June 17, 2014 City Council approved this Preliminary Master Development Plan, but requested to review the architectural plans concerning code requirement that a building be constructed of 70% brick/masonry materials at the June 24, 2014 Council Work Session.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**ORDINANCE TO PROVIDE REVENUE FOR THE CITY OF GALLATIN
TENNESSEE FOR MUNICIPAL PURPOSES FOR THE 2014 TAX YEAR AND THE
2015 FISCAL YEAR**

BE IT ORDAINED by the City of Gallatin, Tennessee, that:

SECTION I. PROPERTY TAX:

A. All property, real, personal or mixed within the corporate limits of said City shall be and is hereby assessed for taxation for municipal purposes for the tax year 2014, except as is exempt from taxation by the Constitution and the laws of the State of Tennessee.

B. The levy be and is hereby made:

(1) to contribute to the general current expenses of said municipality that are paid from the General Fund; and

(2) to provide an amount, totaling \$1,981,000, to contribute to the retiring of the current year's principal and interest obligations;

a tax of ninety-nine cents (\$0.99) per every one hundred dollars (\$100.00) of taxable property.

C. All collections of property taxes from levies of past years be collected entirely in, and become revenue of the General Fund and that any expenses incurred in collecting such delinquent taxes be entirely expenses of the General Fund.

D. The Tax Assessor for Sumner County, Tennessee, is hereby authorized to assess all the property lying within the Corporate Limits of the City of Gallatin, Tennessee, and the assessment is hereby adopted as the assessed or taxable value of said property for municipal purposes for the City of Gallatin, Tennessee, upon which shall be levied the tax rate as provided in this ordinance.

SECTION II. BUSINESS TAX: The privilege tax levied by the General Assembly of the State of Tennessee known as the "Business Tax Act" and as amended, be and the same is hereby levied for municipal purposes for the City of Gallatin, Tennessee, for the year 2014 and all arts, trades, callings, or occupations created and declared to be a privilege within the City of Gallatin, and for their exercises within the City of Gallatin, the same taxes are hereby levied and shall be collected for the municipal purposes as are now levied and collected for State purposes under and by virtue of said Act of the General Assembly of the State of Tennessee, as amended.

SECTION III. IN-LIEU TAX: Pursuant to, T.C.A. § 7-34-115, payments in lieu of *ad valorem* taxes shall be paid by municipal utility systems to the municipality in an amount not to exceed the amount of taxes payable on privately owned property of similar nature.

SECTION IV. EFFECTIVE DATE: All laws and ordinances in conflict with this ordinance, be and the same are repealed, and this ordinance shall be effective from and after its passage, the public welfare requiring it.

Passed first reading: May 20, 2014

Passed second reading: June 3, 2014

Passed third reading:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON, CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

5/13/2014

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:

tax rate ordinance for fiscal year 2015 and tax year 2014

SUMMARY:

Revenue and tax rate ordinance for fiscal year 2015 and tax year 2014

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1406-38

ORDINANCE APPROPRIATING \$293,826.50 FOR THE RIGHT-OF-WAY DEPOSIT
TO TDOT FOR THE GREENLEA BLVD EXTENSION

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$293,826.50 is hereby appropriated from the Undesignated Fund Balance of the General Fund for the right-of-way deposit made payable to TDOT on the Greenlea Blvd Extension from SR-386 to SR-174.

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

PASSED FIRST READING: July 8, 2014.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
PROGRAM DEVELOPMENT & ADMINISTRATION DIVISION
Local Programs Development Office
SUITE 600, JAMES K. POLK BUILDING
NASHVILLE, TENNESSEE 37243-0341
Voice: 615-741-5314

JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

May 15, 2014

The Honorable Jo Ann Graves
Mayor, City of Gallatin
132 W. Main St.
Gallatin, TN 37066

Re: Right-of-Way deposit on Greenlea Blvd Extension from SR-386(Vietnam Veterans Blvd) to SR-174(Long Hollow Pike)
Gallatin, Sumner County
PIN: 112515.00
Federal Project Number: N/A
State Project Number: 83950-3561-04
Contract Number: 100230

Dear Mayor Graves:

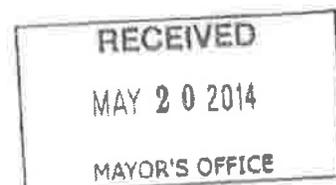
I am pleased to inform you that the Department is now in position to advance with the right-of-way phase of the referenced project. The current estimate for your agency's share of the cost is \$307,326.50 of which you have already provided \$13,500.00, leaving a balance due of **\$293,826.50**.

Since your agency made the preliminary engineering deposit for this project in the form of a check, you may also use this method for your right-of-way deposit. If you would like to use another form for deposit, I have provided you with the (LGIP) Local Government Investment Pool agreement to be filled out according to the instructions attached. If you have any questions, please feel free to contact me.

When we receive your deposit, we will be in a position to proceed with the right-of-way phase in a timely manner. Should you have any questions concerning this request, please call me.

Sincerely,

Whitney Sullivan
Transportation Manager
whitney.sullivan@tn.gov



INFORMATION RE: DEPOSITS BY AGENCIES

Deposits required from Agencies may be provided by one of the following methods:

1. A check made payable to The Tennessee Department of Transportation.
2. Documentation of a deposit in the Local Government Investment Pool administered by the State Treasurer made only by wire or immediate credit transfer. (instruction sheet, and Treasury contract follows)

If you choose method (1) please return the check to the person requesting the payment at the address below:

Office of Local Program Development
Tennessee Department of Transportation
505 Deaderick Street
Suite 600, James K. Polk Building
Nashville, Tennessee 37243-0341

If you choose method (2), return the necessary documents to the persons indicated on the instruction sheet for depositing funds in the Local Government Investment Pool.

CONTRACT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between **THE TREASURY DEPARTMENT OF THE STATE OF TENNESSEE**, hereinafter referred to as the "Treasury", and the City of Gallatin, Tennessee, hereinafter referred to as the "Local Agency".

WITNESSETH:

WHEREAS, the State of Tennessee, acting through the Department of Transportation, entered into a contract with the City of Gallatin, herein after called "Local Agency", on the _____ day of _____, 20____ relative to providing for implementation of Greenlea Blvd Extension from SR-386(Vietnam Veterans Blvd) to SR-174(Long Hollow Pike).

WHEREAS, said agreement provides that the Local Agency may deposit its pro rata share of the estimated cost of the project with the Treasury for temporary investment as an alternative to furnishing the Department with said share, and the Local Agency has elected to use said alternate; and

WHEREAS, the Local Agency has made application to participate in the Local Government Investment Pool which has been accepted by the Treasury and has deposited its pro rata share of the estimated cost of the project by immediate credit transfer and advised the Treasury thereof and identified the account to which said deposit should be credited.

NOW THEREFORE, in consideration of the premises, the Treasury and the Local Agency agree as follows:

The Local Agency hereby authorizes Treasury to transfer from its Local Government Investment Pool Account (LGIP Account) relative to the above- identified project, to the account of the Department of Transportation, such amounts as said Department may request from time to time by written instructions from its Finance Director, without liability.

The Local Agency understands that no funds in its LGIP account shall be subject to withdrawal until the project is completed and the actual pro rata share of cost is determined. On completion, any surplus will be returned to the Local Agency pursuant to written instructions of said Department with an accounting of transfers made.

The Treasury will credit interest to the account which will be added to the principal and will become part of the surplus, if any, for disposition by said Department at the completion of the project. LGIP account statements will be sent to the Local Agency and said Department monthly. There will be an administrative fee charged to the Local Agency for the LGIP account at the same rate as other LGIP accounts are charged.

It is understood by the parties that the Treasury shall be responsible for the investment of aforesaid sum in accordance with the terms and conditions of the administration of the pool.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized officials as of the date above written.

**STATE OF TENNESSEE
TREASURY DEPARTMENT**

By: _____

NAME OF OFFICIAL WHOSE
SIGNATURE APPEARS BELOW

City of Gallatin
(Type or Print)

TITLE: _____

ADDRESS: _____

TELEPHONE NO: _____

COUNTY OF: _____

SIGNATURE
OF OFFICIAL: _____

INSTRUCTIONS FOR DEPOSITING FUNDS

FOR INVESTMENT IN LOCAL GOVERNMENT INVESTMENT POOL

Enclosed herewith you will find one (1) copy of a contract relative to investing in the Local Government Investment Pool (LGIP) administered by the State Treasury Department. These are for your use in providing evidence that the Local Agency's pro-rata share of funds for the amount set forth in the project agreement relative to the project identified in the contract have been deposited for the use of the Department of Transportation. After completing the information necessary in the body of the contract you will need to have a total of four (4) original copies signed by an authorized official. Due to the sophistication of today's copiers, signatures in ink of a color other than black will clearly mark them as original signatures and prevent possible delays. Mail two (2) copies to, Assistant Director of Investment Department, P. O. Box 198785, Nashville, TN., 37219-8785, and one (1) copy to Jennifer Herstek, Finance Administrator, Tennessee Department of Transportation, 800 James K. Polk Building, Nashville, TN 37243-0329. The remaining copy is to be retained for your file until a fully executed copy is returned by the Treasury Department. Any questions you have should be directed to **Assistant Director of Investment Department at (615) 253-1536.**

Please note that due to the volume of deposits, the Treasury Department will not confirm to TDOT that your deposit has been made more than once a month. To prevent delays in project development, once you have made the deposit, call the person who signed the letter transmitting this document. Give that person the account number to which you have made your deposit, the amount of your deposit and the date on which you submitted it.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 24, 2014

DEPARTMENT: Engineering

AGENDA # 3

SUBJECT:

TDOT Right-Of-Way Deposit for Greenlea Blvd Extension

SUMMARY:

The City received the attached letter asking for our share of the cost of right-of-way for the Greenlea Blvd Extension project. Attached is the ordinance to appropriate the requested money.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$6,218.99 FROM SALE OF SURPLUS FIRE
DEPARTMENT VEHICLES TO ACCOUNT 110-42220-312

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of
\$6,218.99 is hereby appropriated from General Fund account 110-36330 to account 110-42220-
312 for the purchase of three (3) lawn mowers;

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

PASSED FIRST READING: _____

PASSED SECOND READING: _____

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 24, 2014

DEPARTMENT: Fire Department

AGENDA # 1

SUBJECT:

Ordinance Appropriating \$6,218.99 From Sale of Surplus Fire Department Vehicles to Account 110-42220-312

SUMMARY:

The Fire Department is requesting City Council to approve the transfer of \$6,218.99 from General Fund account 110-36330 to 110-42220-312 (Small Equipment) for the purchase of three (3) lawn mowers for the Fire Department.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

Passed 7 to 0

AN ORDINANCE AMENDING GALLATIN MUNICIPAL CODE, CHAPTER 5, BUILDINGS AND BUILDING REGULATION BY ADOPTING AMENDMENTS TO PREVIOUSLY ADOPTED MODEL CODES PROMULGATED BY THE INTERNATIONAL CODE COUNCIL AND OTHER RELATED MATTERS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that, pursuant to T.C.A. § 6-54-501 the following sections of Gallatin Municipal Code, Chapter 5, Buildings and Building Regulations are hereby amended as follows:41700

(1) **Sec. 5-56. Code adopted**, is amended by replace the words “2006 edition” wherever they appear with the words “2009 edition” and all appendixes adopted with the existing ordinance shall be deleted with the exception of Appendix G Swimming Pools, Spas, and Hot Tubs in the International Residential Code.

(2) **Sec. 5-58. Amendments to International Building Code**, is amended by deleting subsection (a) in its entirety and replacing it with the following:

(a) The following amendments to the International Building Code are hereby adopted:

- (1) *Section 101.4. Referenced Codes* is amended by deleting the acronym “ICC” and replacing it with the words “2008 National”.
- (2) *Section 109.2 Schedule of permit fees*, is amended by deleting the words “the applicable governing authority” and replacing it with the following:

Building Permit Fee Schedule

Building Permits

One- & Two-Family Dwellings*

Up to 3,000 sq ft	\$0.27 per sq ft heated
3,001 to 5,000 sq ft	\$0.32 per sq ft heated
5,001+ sq ft	\$0.35 per sq ft heated
Manufactured Home	\$100.00
Addition	\$0.15 per sq ft
Re-inspection Fee	\$30.00 per occurrence after the 1 st one

*Permits will incur a \$0.03 per sq ft fee for Plan Review.

Other

Remodel	Valuation x 1%
Detached Non-Living	\$0.10 per sq ft
Deck	\$50.00
Pool-Above Ground	\$25.00
Pool-In Ground	\$25.00 + (Valuation x 1.0%)
Demolition	\$100.00
Moving	\$100.00
Re-inspection Fee	\$30.00 per occurrence after the 1 st one

Commercial

Up to \$500,000	Valuation x 1.0%
\$500,001 to \$750,000	Valuation x 0.80%
\$750,001 to \$1,000,000	Valuation x 0.75%
\$1,000,001 to \$3,000,000	Valuation x 0.50%
\$3,000,001 to \$7,500,000	Valuation x 0.33%
\$7,500,001+	Valuation x 0.25%
Re-inspection Fee	\$50.00 per occurrence after the 1 st one

Commercial building permits will incur a structural Plan Review fee of 50% of the permit.

Industrial

\$50 per estimated number of inspections needed to complete the project.

Industrial building permits will incur a structural Plan Review fee of valuation x 0.125%.

**All permits, including re-inspections, will incur a \$10 administrative fee.

All permit fees include initial inspection and one (1) re-inspection at no additional charge.

Minimum permit fee will be \$50.00, except on pool permits.⁴¹

Valuation based on contract price.

(3) *Section 109.4 Work commencing before permit issuance*, is amended by deleting the paragraph in its entirety and replacing it with the following:
 “Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to a penalty of up to 100% of the usual permit fee in addition to the required permit fees.”

(4) *Chapter 11 Accessibility* is deleted.

(3) Sec. 5-59 Amendments to International Residential Code is amended by:

(1) Section R101.2 Scope. Addition of provision to delete Chapters 12-43.

Plumbing installations and administration shall comply with the

International Plumbing Code 2009 Edition, Mechanical installations and

administration shall comply with the International Mechanical Code 2009 Edition, Fuel Gas installations and administration shall comply with the International Fuel Gas Code 2009 Edition, and all Electrical installations and administration shall comply with the NEC Electric Code 2008 Edition

(2) Section R108.2 Schedule of permit fees is amended by deleting the “.” At the end of said section and replacing it with the words “in Sec. 5-58(a)(3) of the Gallatin Municipal Code.”

(3) Section R313.2 One- and two-family dwellings automatic fire systems
Deleted without replacement per TENNESSEE CODE ANNOTATED 68-120-101 Section (8) (A)

(4) Section R313.1 Townhouse automatic fire sprinkler systems is amended per State of Tennessee Chapter 0780-02-23 to state an automatic sprinkler system shall not be required in a three (3) unit townhouse with less than five thousand (5,000) gross square feet and three (3) or fewer stories if each unit is separated by a two (2) hour fire wall.

(5) Section 302.2 Townhouses is amended to include an additional fire rating requirement for sprinkled and non-sprinkled townhomes for the common wall exception.

Exception: A common 1-hour fire resistance rated wall for *fire sprinkled townhomes* and *common 2-hour fire resistance-rated for non-fire sprinkled townhomes*

(6) Section N1103.2.2 Sealing. Amendment to state

Sealing. Ducts, air handlers, filter boxes, and building cavities used as ducts shall be sealed. Joints and seams shall comply with the International Mechanical Code.

Amendment deletes the requirement for duct tightness to be verified by methods 1 or 2.

(4) **Sec. 5-86. Plumbing code adopted**, is amended by replacing the words “2006 edition” with the words “2009 edition”. All modifications per Sec. 5-87 Modifications shall remain.

(5) **Sec. 5-91. Schedule of permit fees**, is amended by deleting the entire section after “follows:” and replacing it with:

Plumbing Permit Fee Schedule

Plumbing Permits

Base Fee

Residential

\$30.00

Re-inspection fee \$30.00

Commercial

\$50.00

Re-inspection fee \$50.00

The first \$1,000 of contract price is included in the base fee. Add \$5.00 per \$1,000, rounded to the nearest thousand.

Additional cost per fixture.

Residential

Water Closet	\$5.00
Lavatory	\$5.00
Sink (including Laundry)	\$5.00
Garbage Disposal	\$5.00
Ice Maker	\$5.00
Shower	\$5.00
Tub	\$5.00
Tub Shower	\$5.00
Hose Bib	\$5.00
Washer	\$5.00
Water Heater	\$5.00
Irrigation	\$5.00
Sewer Connection (at Building)	\$5.00
Water Connection (at Building)	\$5.00

Ejector Pump	\$5.00
Sump Pump	\$5.00
Pool	\$5.00
Recirculation Pump	\$5.00
Tempering Valve	\$5.00
Other	\$5.00

Commercial

Water Closet	\$15.00
Lavatory	\$15.00
Sink (including Laundry)	\$15.00
Garbage Disposal	\$15.00
Ice Maker	\$15.00
Shower	\$15.00
Hose Bib	\$15.00
Water Heater	\$15.00
Fountain	\$15.00
Irrigation	\$15.00
Sewer Connection (at Building)	\$15.00
Water Connection (at Building)	\$15.00
Ejector Pump	\$15.00
Sump Pump	\$15.00
Pool	\$15.00
Grease Trap	\$15.00
Back Flow Preventer	\$15.00
Recirculation Pump	\$15.00
Tempering Valve	\$15.00
Other	\$15.00

*Minimum permit fee is \$50.00.

All permits, including re-inspections, will incur a \$10 administrative fee.

All permit fees include the initial inspection and one (1) re-inspection at no additional charge.

- (6) **Sec. 5-147. Purpose and scope**, is amended by deleting the word “2006” and inserting the words “2009 edition” after the words “International Fuel Gas Code”.
- (7) **Sec. 5-181. Property maintenance adopted**, is amended by replacing the words “2006 edition” with the words “2009 edition”.
- (8) **Sec. 5-216. Fee for permit**, is amended by replacing the words “fifty dollars (\$50.00)” with the words “one hundred dollars (\$100.00)”.
- (9) **Sec 5-253 ICC A117.1** amendment to be **Sec 5-253 Accessibility** and replace “2003 edition of the ICC A117.1 Standard with 2010 Edition of the Americans with Disabilities Act for Accessibility Code.
- (10) **Section 5-255** Amendments shall be deleted without replacement

- (11) **Sec. 5-258. Mechanical code adopted**, is amended by replacing the words “2006 edition” with the words “2009 edition”
- (12) **Section 5-260** Amendments shall be deleted without replacement.
- (13) **Sec. 5-263. Fees**, is amended by deleting the entire section after “follows:” and replacing it with:

Mechanical Permit Fee Schedule

Mechanical/Gas Permits

Base Fee

Residential	\$30.00	Re-inspection fee \$30.00
Commercial	\$50.00	Re-inspection fee \$50.00

The first \$1,000 of contract price is included in the base fee. Add \$5.00 per \$1,000, rounded to the nearest thousand.

Additional cost per appliance

Residential

Air Handler or Furnace	\$5.00
Dryer	\$5.00
Gas Dryer	\$5.00
Gas Fireplace	\$5.00
Gas Cooking	\$5.00
Outdoor Gas Appliance	\$5.00
Water Heater	\$5.00
A/C Unit	\$5.00
Vent (including Bath Vents/Exhaust)	\$5.00
Kitchen Exhaust	\$5.00
Other	\$5.00

Commercial

Air Handler or Furnace	\$15.00
Gas Fireplace	\$15.00
Gas Dryer	\$15.00
Gas Cooking	\$15.00
Outdoor Gas Appliance	\$15.00
Water Heater	\$15.00
A/C Unit	\$15.00
Vent (including Bath Vents/Exhaust)	\$15.00
Kitchen Exhaust Hood/Grease Duct	\$15.00
Kitchen Fresh Air Supply	\$15.00
Other	\$15.00

*Minimum permit fee is \$50.00

All permits, including re-inspections, will incur a \$10 administrative fee.

All permit fees include the initial inspection and one (1) re-inspection at no additional charge.

- (14) **Sec. 5-270. Model energy code adopted**, is amended by replacing the words “2006 edition” with the words “2009 edition”.
- (15) **Sec 5-272 Amendments** – Section deleted without replacement
- (16) **Sec. 5-280. Existing building code adopted**, is amended by inserting the words “2009 edition” after the words “International Existing Building Code”.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect thirty (30) days after passage, the public welfare requiring such.

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAM MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JULY 8, 2014

DEPARTMENT: Codes

AGENDA #

SUBJECT:

Discussion of Chapter 5 Buildings and Building Regulation Amendments

SUMMARY:

Discussion of Chapter 5 amendments and fee schedule

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1406-30

RESOLUTION TO REVISE THE EMPLOYEE PAY PLANS

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, to grant a general wage increase to all full-time and permanent part-time employees, excluding Elected Officials, equal to seven hundred thirty-six dollars (\$736), effective **June 29, 2014**; and to implement the attached pay plan schedules which reflect the changes described herein.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

CITY OF GALLATIN
CLASSIFIED EMPLOYEES PAY PLAN
JULY 2014

Grade ↓ (Old)	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
A	Hourly	9.80	10.04	10.28	10.53	10.77	11.04	11.31	11.58	11.85	12.14	12.44	12.74	13.05	13.37	13.69	14.02	14.37
	Weekly	392.00	401.60	411.20	421.20	430.80	441.60	452.40	463.20	474.08	485.60	497.60	509.60	522.00	534.80	547.60	560.80	574.80
	Bi-Wkly	784.00	803.20	822.40	842.40	861.60	883.20	904.80	926.40	948.16	971.20	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60
	Annual	20,384.00	20,883.20	21,382.40	21,902.40	22,401.60	22,963.20	23,524.80	24,086.40	24,652.16	25,251.20	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60
B	Hourly	10.28	10.53	10.77	11.04	11.31	11.58	11.85	12.14	12.44	12.74	13.05	13.37	13.69	14.02	14.37	14.72	15.08
	Weekly	411.20	421.20	430.80	441.60	452.40	463.20	474.08	485.60	497.60	509.60	522.00	534.80	547.60	560.80	574.80	588.80	603.20
	Bi-Wkly	822.40	842.40	861.60	883.20	904.80	926.40	948.16	971.20	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60	1,177.60	1,206.40
	Annual	21,382.40	21,902.40	22,401.60	22,963.20	23,524.80	24,086.40	24,652.16	25,251.20	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60	30,617.60	31,366.40
C	Hourly	10.77	11.04	11.31	11.58	11.85	12.14	12.44	12.74	13.05	13.37	13.69	14.02	14.37	14.72	15.08	15.45	15.83
	Weekly	430.80	441.60	452.40	463.20	474.08	485.60	497.60	509.60	522.00	534.80	547.60	560.80	574.80	588.80	603.20	618.00	633.20
	Bi-Wkly	861.60	883.20	904.80	926.40	948.16	971.20	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60	1,177.60	1,206.40	1,236.00	1,266.40
	Annual	22,401.60	22,963.20	23,524.80	24,086.40	24,652.16	25,251.20	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60	30,617.60	31,366.40	32,136.00	32,926.40
D	Hourly	11.31	11.58	11.85	12.14	12.44	12.74	13.05	13.37	13.69	14.02	14.37	14.72	15.08	15.45	15.83	16.22	16.61
	Weekly	452.40	463.20	474.08	485.60	497.60	509.60	522.00	534.80	547.60	560.80	574.80	588.80	603.20	618.00	633.20	648.80	664.40
	Bi-Wkly	904.80	926.40	948.16	971.20	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60	1,177.60	1,206.40	1,236.00	1,266.40	1,297.60	1,328.80
	Annual	23,524.80	24,086.40	24,652.16	25,251.20	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60	30,617.60	31,366.40	32,136.00	32,926.40	33,737.60	34,548.80
E	Hourly	11.85	12.14	12.44	12.74	13.05	13.37	13.69	14.02	14.37	14.72	15.08	15.45	15.83	16.22	16.61	17.02	17.43
	Weekly	474.08	485.60	497.60	509.60	522.00	534.80	547.60	560.80	574.80	588.80	603.20	618.00	633.20	648.80	664.40	680.80	697.20
	Bi-Wkly	948.16	971.20	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60	1,177.60	1,206.40	1,236.00	1,266.40	1,297.60	1,328.80	1,361.60	1,394.40
	Annual	24,652.16	25,251.20	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60	30,617.60	31,366.40	32,136.00	32,926.40	33,737.60	34,548.80	35,401.60	36,254.40
F	Hourly	12.44	12.74	13.05	13.37	13.69	14.02	14.37	14.72	15.08	15.45	15.83	16.22	16.61	17.02	17.43	17.86	18.30
	Weekly	497.60	509.60	522.00	534.80	547.60	560.80	574.80	588.80	603.20	618.00	633.20	648.80	664.40	680.80	697.20	714.40	732.00
	Bi-Wkly	995.20	1,019.20	1,044.00	1,069.60	1,095.20	1,121.60	1,149.60	1,177.60	1,206.40	1,236.00	1,266.40	1,297.60	1,328.80	1,361.60	1,394.40	1,428.80	1,464.00
	Annual	25,875.20	26,499.20	27,144.00	27,809.60	28,475.20	29,161.60	29,889.60	30,617.60	31,366.40	32,136.00	32,926.40	33,737.60	34,548.80	35,401.60	36,254.40	37,148.80	38,064.00

CITY OF GALLATIN
CLASSIFIED EMPLOYEES PAY PLAN
JULY 2014

Grade ↓	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(Old)		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
G (11)	Hourly	13.05	13.37	13.69	14.02	14.37	14.72	15.08	15.45	15.83	16.22	16.61	17.02	17.43	17.86	18.30	18.75	19.20
	Weekly	522.00	534.80	547.60	560.80	574.80	588.80	603.20	618.00	633.20	648.80	664.40	680.80	697.20	714.40	732.00	750.00	768.80
	Bi-Wkly Annual	1,044.00 27,144.00	1,069.60 27,809.60	1,095.20 28,475.20	1,121.60 29,161.60	1,149.60 29,889.60	1,177.60 30,617.60	1,206.40 31,366.40	1,236.00 32,136.00	1,266.40 33,026.40	1,297.60 33,737.60	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00
H (12)	Hourly	13.69	14.02	14.37	14.72	15.08	15.45	15.83	16.22	16.61	17.02	17.43	17.86	18.30	18.75	19.20	19.67	20.15
	Weekly	547.60	560.80	574.80	588.80	603.20	618.00	633.20	648.80	664.40	680.80	697.20	714.40	732.00	750.00	768.00	786.80	806.00
	Bi-Wkly Annual	1,095.20 28,475.20	1,121.60 29,161.60	1,149.60 29,889.60	1,177.60 30,617.60	1,206.40 31,366.40	1,236.00 32,136.00	1,266.40 32,926.40	1,297.60 33,737.60	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00	1,573.60 40,913.60	1,612.00 41,912.00
I (13)	Hourly	14.37	14.72	15.08	15.45	15.83	16.22	16.61	17.02	17.43	17.86	18.30	18.75	19.20	19.67	20.15	20.65	21.16
	Weekly	574.80	588.80	603.20	618.00	633.20	648.80	664.40	680.80	697.20	714.40	732.00	750.00	768.00	786.80	806.00	826.00	846.40
	Bi-Wkly Annual	1,149.60 29,889.60	1,177.60 30,617.60	1,206.40 31,366.40	1,236.00 32,136.00	1,266.40 32,926.40	1,297.60 33,737.60	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00	1,573.60 40,913.60	1,612.00 41,912.00	1,652.00 42,952.00	1,692.80 44,012.80
J (14)	Hourly	15.08	15.45	15.83	16.22	16.61	17.02	17.43	17.86	18.30	18.75	19.20	19.67	20.15	20.65	21.16	21.68	22.21
	Weekly	603.20	618.00	633.20	648.80	664.40	680.80	697.20	714.40	732.00	750.00	768.80	786.80	806.00	826.00	846.40	867.20	888.40
	Bi-Wkly Annual	1,206.40 31,366.40	1,236.00 32,136.00	1,266.40 32,926.40	1,297.60 33,737.60	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00	1,573.60 40,913.60	1,612.00 41,912.00	1,652.00 42,952.00	1,692.80 44,012.80	1,734.40 45,094.40	1,776.80 46,196.80
K (15)	Hourly	15.83	16.22	16.61	17.02	17.43	17.86	18.30	18.75	19.20	19.67	20.15	20.65	21.16	21.68	22.21	22.77	23.32
	Weekly	633.20	648.80	664.40	680.80	697.20	714.40	732.00	750.00	768.80	786.80	806.00	826.00	846.40	867.20	888.40	910.80	932.80
	Bi-Wkly Annual	1,266.40 32,926.40	1,297.60 33,737.60	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00	1,573.60 40,913.60	1,612.00 41,912.00	1,652.00 42,952.00	1,692.80 44,012.80	1,734.40 45,094.40	1,776.80 46,196.80	1,821.60 47,361.60	1,865.60 48,505.60
L (16)	Hourly	16.61	17.02	17.43	17.86	18.30	18.75	19.20	19.67	20.15	20.65	21.16	21.68	22.21	22.77	23.32	23.90	24.49
	Weekly	664.40	680.80	697.20	714.40	732.00	750.00	768.00	786.80	806.00	826.00	846.40	867.20	888.40	910.80	932.80	956.00	979.60
	Bi-Wkly Annual	1,328.80 34,548.80	1,361.60 35,401.60	1,394.40 36,254.40	1,428.80 37,148.80	1,464.00 38,064.00	1,500.00 39,000.00	1,536.00 39,936.00	1,573.60 40,913.60	1,612.00 41,912.00	1,652.00 42,952.00	1,692.80 44,012.80	1,734.40 45,094.40	1,776.80 46,196.80	1,821.60 47,361.60	1,865.60 48,505.60	1,912.00 49,712.00	1,959.20 50,939.20

CITY OF GALLATIN
CLASSIFIED EMPLOYEES PAY PLAN
JULY 2014

Grade ↓ (Old)	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
M	Hourly	17.43	17.86	18.30	18.75	19.20	19.67	20.15	20.65	21.16	21.68	22.21	22.77	23.32	23.90	24.49	25.10	25.71
(17)	Weekly	697.20	714.40	732.00	750.00	768.00	786.80	806.00	826.00	846.40	867.20	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40
	Bi-Wkly	1,394.40	1,428.80	1,464.00	1,500.00	1,536.00	1,573.60	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80
	Annual	36,254.40	37,148.80	38,064.00	39,000.00	39,936.00	40,913.60	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80
N	Hourly	18.30	18.75	19.20	19.67	20.15	20.65	21.16	21.68	22.21	22.77	23.32	23.90	24.49	25.10	25.71	26.34	26.99
(18)	Weekly	732.00	750.00	768.00	786.80	806.00	826.00	846.40	867.20	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60
	Bi-Wkly	1,464.00	1,500.00	1,536.00	1,573.60	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20
	Annual	38,064.00	39,000.00	39,936.00	40,913.60	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20
O	Hourly	19.20	19.67	20.15	20.65	21.16	21.68	22.21	22.77	23.32	23.90	24.49	25.10	25.71	26.34	26.99	27.66	28.34
(19)	Weekly	768.00	786.80	806.00	826.00	846.40	867.20	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60
	Bi-Wkly	1,536.00	1,573.60	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20
	Annual	39,936.00	40,913.60	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20
P	Hourly	20.15	20.65	21.16	21.68	22.21	22.77	23.32	23.90	24.49	25.10	25.71	26.34	26.99	27.66	28.34	29.04	29.75
(20)	Weekly	806.00	826.00	846.40	867.20	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00
	Bi-Wkly	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00
	Annual	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00
Q	Hourly	21.16	21.68	22.21	22.77	23.32	23.90	24.49	25.10	25.71	26.34	26.99	27.66	28.34	29.04	29.75	30.49	31.25
(21)	Weekly	846.40	867.20	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00
	Bi-Wkly	1,692.80	1,734.40	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00
	Annual	44,012.80	45,094.40	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00
R	Hourly	22.21	22.77	23.32	23.90	24.49	25.10	25.71	26.34	26.99	27.66	28.34	29.04	29.75	30.49	31.25	32.02	32.80
(22)	Weekly	888.40	910.80	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00
	Bi-Wkly	1,776.80	1,821.60	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00
	Annual	46,196.80	47,361.60	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00

CITY OF GALLATIN
CLASSIFIED EMPLOYEES PAY PLAN
JULY 2014

Grade ↓	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
(Old)		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)		
S (23)	Hourly	23.32	23.90	24.49	25.10	25.71	26.34	26.99	27.66	28.34	29.04	29.75	30.49	31.25	32.02	32.80	33.61	34.44		
	Weekly	932.80	956.00	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	
	Bi-Wkly	1,865.60	1,912.00	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80
	Annual	48,505.60	49,712.00	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80
T (24)	Hourly	24.49	25.10	25.71	26.34	26.99	27.66	28.34	29.04	29.75	30.49	31.25	32.02	32.80	33.61	34.44	35.29	36.16		
	Weekly	979.60	1,004.00	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	1,446.40		
	Bi-Wkly	1,959.20	2,008.00	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80		
	Annual	50,939.20	52,208.00	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80		
U (25)	Hourly	25.71	26.34	26.99	27.66	28.34	29.04	29.75	30.49	31.25	32.02	32.80	33.61	34.44	35.29	36.16	37.06	37.98		
	Weekly	1,028.40	1,053.60	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	1,446.40	1,482.40	1,519.20		
	Bi-Wkly	2,056.80	2,107.20	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80	2,964.80	3,038.40		
	Annual	53,476.80	54,787.20	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80	77,084.80	78,998.40		
V (26)	Hourly	26.99	27.66	28.34	29.04	29.75	30.49	31.25	32.02	32.80	33.61	34.44	35.29	36.16	37.06	37.98	38.91	39.87		
	Weekly	1,079.60	1,106.40	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	1,446.40	1,482.40	1,519.20	1,556.40	1,594.80		
	Bi-Wkly	2,159.20	2,212.80	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80	2,964.80	3,038.40	3,112.80	3,189.60		
	Annual	56,139.20	57,532.80	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80	77,084.80	78,998.40	80,932.80	82,929.60		
W (27)	Hourly	28.34	29.04	29.75	30.49	31.25	32.02	32.80	33.61	34.44	35.29	36.16	37.06	37.98	38.91	39.87	40.86	41.87		
	Weekly	1,133.60	1,161.60	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	1,446.40	1,482.40	1,519.20	1,556.40	1,594.80	1,634.40	1,674.80		
	Bi-Wkly	2,267.20	2,323.20	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80	2,964.80	3,038.40	3,112.80	3,189.60	3,268.80	3,349.60		
	Annual	58,947.20	60,403.20	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80	77,084.80	78,998.40	80,932.80	82,929.60	84,988.80	87,089.60		
X (28)	Hourly	29.75	30.49	31.25	32.02	32.80	33.61	34.44	35.29	36.16	37.06	37.98	38.91	39.87	40.86	41.87	42.91	43.97		
	Weekly	1,190.00	1,219.60	1,250.00	1,280.80	1,312.00	1,344.40	1,377.60	1,411.60	1,446.40	1,482.40	1,519.20	1,556.40	1,594.80	1,634.40	1,674.80	1,716.40	1,758.80		
	Bi-Wkly	2,380.00	2,439.20	2,500.00	2,561.60	2,624.00	2,688.80	2,755.20	2,823.20	2,892.80	2,964.80	3,038.40	3,112.80	3,189.60	3,268.80	3,349.60	3,432.80	3,517.60		
	Annual	61,880.00	63,419.20	65,000.00	66,601.60	68,224.00	69,908.80	71,635.20	73,403.20	75,212.80	77,084.80	78,998.40	80,932.80	82,929.60	84,988.80	87,089.60	89,252.80	91,457.60		

CITY OF GALLATIN
 CLASSIFIED EMPLOYEES PAY PLAN SCHEDULE - FIRE DEPT (56 hrs average employees)
 JULY 2014

Grade ↓ (Old)	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
FJ	Hourly	10.77	11.04	11.31	11.59	11.87	12.16	12.45	12.76	13.07	13.40	13.72	14.05	14.40	14.75	15.12	15.49	15.87
(14)	Weekly	603.12	618.24	633.36	649.04	664.72	680.96	697.20	714.56	731.92	750.40	768.32	786.80	806.40	826.00	846.72	867.44	888.72
	Bi-Wkly	1,206.24	1,236.48	1,266.72	1,298.08	1,329.44	1,361.92	1,394.40	1,429.12	1,463.84	1,500.80	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44
	Annual	31,362.24	32,148.48	32,934.72	33,750.08	34,565.44	35,409.92	36,254.40	37,157.12	38,059.84	39,020.80	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44
FK	Hourly	11.31	11.59	11.87	12.16	12.45	12.76	13.07	13.40	13.72	14.05	14.40	14.75	15.12	15.49	15.87	16.26	16.66
(15)	Weekly	633.36	649.04	664.72	680.96	697.20	714.56	731.92	750.40	768.32	786.80	806.40	826.00	846.72	867.44	888.72	910.56	932.96
	Bi-Wkly	1,266.72	1,298.08	1,329.44	1,361.92	1,394.40	1,429.12	1,463.84	1,500.80	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92
	Annual	32,934.72	33,750.08	34,565.44	35,409.92	36,254.40	37,157.12	38,059.84	39,020.80	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92
FL	Hourly	11.87	12.16	12.45	12.76	13.07	13.40	13.72	14.05	14.40	14.75	15.12	15.49	15.87	16.26	16.66	17.07	17.50
(16)	Weekly	664.72	680.96	697.20	714.56	731.92	750.40	768.32	786.80	806.40	826.00	846.72	867.44	888.72	910.56	932.96	955.92	980.00
	Bi-Wkly	1,329.44	1,361.92	1,394.40	1,429.12	1,463.84	1,500.80	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00
	Annual	34,565.44	35,409.92	36,254.40	37,157.12	38,059.84	39,020.80	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00
FM	Hourly	12.45	12.76	13.07	13.40	13.72	14.05	14.40	14.75	15.12	15.49	15.87	16.26	16.66	17.07	17.50	17.93	18.37
(17)	Weekly	697.20	714.56	731.92	750.40	768.32	786.80	806.40	826.00	846.72	867.44	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72
	Bi-Wkly	1,394.40	1,429.12	1,463.84	1,500.80	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44
	Annual	36,254.40	37,157.12	38,059.84	39,020.80	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44
FN	Hourly	13.07	13.40	13.72	14.05	14.40	14.75	15.12	15.49	15.87	16.26	16.66	17.07	17.50	17.93	18.37	18.82	19.28
(18)	Weekly	731.92	750.40	768.32	786.80	806.40	826.00	846.72	867.44	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68
	Bi-Wkly	1,463.84	1,500.80	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36
	Annual	38,059.84	39,020.80	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36
FO	Hourly	13.72	14.05	14.40	14.75	15.12	15.49	15.87	16.26	16.66	17.07	17.50	17.93	18.37	18.82	19.28	19.76	20.25
(19)	Weekly	768.32	786.80	806.40	826.00	846.72	867.44	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00
	Bi-Wkly	1,536.64	1,573.60	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00
	Annual	39,952.64	40,913.60	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00

CITY OF GALLATIN
 CLASSIFIED EMPLOYEES PAY PLAN SCHEDULE - FIRE DEPT (56 hrs average employees)
 JULY 2014

Grade ↓	Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(Old)	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	
FP	Hourly	14.40	14.75	15.12	15.49	15.87	16.26	16.66	17.07	17.50	17.93	18.37	18.82	19.28	19.76	20.25	20.75	21.25
(20)	Weekly	806.40	826.00	846.72	867.44	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00	1,162.00	1,190.00
	Bi-Wkly	1,612.80	1,652.00	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00	2,324.00	2,380.00
	Annual	41,932.80	42,952.00	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00	60,424.00	61,880.00
FQ	Hourly	15.12	15.49	15.87	16.26	16.66	17.07	17.50	17.93	18.37	18.82	19.28	19.76	20.25	20.75	21.25	21.78	22.32
(21)	Weekly	846.72	867.44	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00	1,162.00	1,190.00	1,219.68	1,249.92
	Bi-Wkly	1,693.44	1,734.88	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00	2,324.00	2,380.00	2,439.36	2,499.84
	Annual	44,029.44	45,106.88	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00	60,424.00	61,880.00	63,423.36	64,995.84
FR	Hourly	15.87	16.26	16.66	17.07	17.50	17.93	18.37	18.82	19.28	19.76	20.25	20.75	21.25	21.78	22.32	22.88	23.45
(22)	Weekly	888.72	910.56	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00	1,162.00	1,190.00	1,219.68	1,249.92	1,281.28	1,313.20
	Bi-Wkly	1,777.44	1,821.12	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00	2,324.00	2,380.00	2,439.36	2,499.84	2,562.56	2,626.40
	Annual	46,213.44	47,349.12	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00	60,424.00	61,880.00	63,423.36	64,995.84	66,626.56	68,286.40
FS	Hourly	16.66	17.07	17.50	17.93	18.37	18.82	19.28	19.76	20.25	20.75	21.25	21.78	22.32	22.88	23.45	24.03	24.62
(23)	Weekly	932.96	955.92	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00	1,162.00	1,190.00	1,219.68	1,249.92	1,281.28	1,313.20	1,345.68	1,378.72
	Bi-Wkly	1,865.92	1,911.84	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00	2,324.00	2,380.00	2,439.36	2,499.84	2,562.56	2,626.40	2,691.36	2,757.44
	Annual	48,513.92	49,707.84	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00	60,424.00	61,880.00	63,423.36	64,995.84	66,626.56	68,286.40	69,975.36	71,693.44
FT	Hourly	17.50	17.93	18.37	18.82	19.28	19.76	20.25	20.75	21.25	21.78	22.32	22.88	23.45	24.03	24.62	25.23	25.85
(24)	Weekly	980.00	1,004.08	1,028.72	1,053.92	1,079.68	1,106.56	1,134.00	1,162.00	1,190.00	1,219.68	1,249.92	1,281.28	1,313.20	1,345.68	1,378.72	1,412.88	1,447.60
	Bi-Wkly	1,960.00	2,008.16	2,057.44	2,107.84	2,159.36	2,213.12	2,268.00	2,324.00	2,380.00	2,439.36	2,499.84	2,562.56	2,626.40	2,691.36	2,757.44	2,825.76	2,895.20
	Annual	50,960.00	52,212.16	53,493.44	54,803.84	56,143.36	57,541.12	58,968.00	60,424.00	61,880.00	63,423.36	64,995.84	66,626.56	68,286.40	69,975.36	71,693.44	73,469.76	75,275.20

CITY OF GALLATIN
FUTURE NON-CLASSIFIED EMPLOYEES PAY PLAN
JULY 2014

Mgmt Grade ↓ Step →	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
MA (A1)	49,531.52	50,752.83	52,007.84	53,284.51	54,598.23	55,944.78	57,325.00	58,739.72	60,189.82	61,676.17	63,199.67	64,761.26	66,361.89	68,002.54	69,684.20	71,407.90	73,174.69	74,985.67	76,841.90	78,744.55
Annual																				
Bi-Wkly	1,905.10	1,952.02	2,000.11	2,049.40	2,099.93	2,151.72	2,204.81	2,259.22	2,314.99	2,372.16	2,430.76	2,490.82	2,552.38	2,615.48	2,680.16	2,746.46	2,814.41	2,884.06	2,955.46	3,028.64
Weekly	952.55	976.01	1,000.05	1,024.70	1,049.97	1,075.86	1,102.40	1,129.61	1,157.50	1,186.08	1,215.38	1,245.41	1,276.19	1,307.74	1,340.08	1,373.23	1,407.21	1,442.03	1,477.73	1,514.32
Hourly	23.81	24.40	25.00	25.62	26.25	26.90	27.56	28.24	28.94	29.65	30.38	31.14	31.90	32.69	33.50	34.33	35.18	36.05	36.94	37.86
MB (B2)	54,412.17	55,754.07	57,129.52	58,539.36	59,984.45	61,465.66	62,983.91	64,540.10	66,135.21	67,770.18	69,446.04	71,163.78	72,924.48	74,729.19	76,579.01	78,475.08	80,418.56	82,410.62	84,452.49	86,545.40
Annual																				
Bi-Wkly	2,092.78	2,144.39	2,197.29	2,251.51	2,307.09	2,364.06	2,422.46	2,482.31	2,543.66	2,606.55	2,671.00	2,737.07	2,804.79	2,874.20	2,945.35	3,018.27	3,093.02	3,169.64	3,248.17	3,328.67
Weekly	1,046.39	1,072.19	1,098.64	1,125.76	1,153.55	1,182.03	1,211.23	1,241.16	1,271.83	1,303.27	1,335.50	1,368.53	1,402.39	1,437.10	1,472.67	1,509.14	1,546.51	1,584.82	1,624.09	1,664.33
Hourly	26.16	26.80	27.47	28.14	28.84	29.55	30.28	31.03	31.80	32.58	33.39	34.21	35.06	35.93	36.82	37.73	38.66	39.62	40.60	41.61
MC (B3)	59,779.79	61,255.89	62,768.89	64,319.71	65,909.30	67,538.63	69,208.70	70,920.52	72,675.13	74,473.61	76,317.05	78,206.58	80,143.34	82,128.53	84,163.34	86,249.02	88,386.85	90,578.13	92,824.18	95,126.39
Annual																				
Bi-Wkly	2,299.22	2,356.00	2,414.19	2,473.84	2,534.97	2,597.64	2,661.87	2,727.71	2,795.20	2,864.37	2,935.27	3,007.95	3,082.44	3,158.79	3,237.05	3,317.27	3,399.49	3,483.77	3,570.16	3,658.71
Weekly	1,149.61	1,178.00	1,207.09	1,236.92	1,266.49	1,296.82	1,327.94	1,359.86	1,392.60	1,426.18	1,460.64	1,503.97	1,541.22	1,579.39	1,618.53	1,658.64	1,699.75	1,741.89	1,785.08	1,829.35
Hourly	28.74	29.45	30.18	30.92	31.69	32.47	33.27	34.10	34.94	35.80	36.69	37.60	38.53	39.48	40.46	41.47	42.49	43.55	44.63	45.73
ME (B4)	64,684.16	67,207.87	69,772.17	70,678.07	72,224.52	73,818.88	75,455.95	77,138.96	78,869.03	81,647.35	83,475.14	85,353.62	87,284.06	89,267.76	92,306.05	94,400.31	97,151.91	99,562.31	102,032.97	104,565.29
Annual																				
Bi-Wkly	2,526.31	2,588.76	2,652.78	2,718.39	2,785.64	2,854.57	2,925.23	2,997.65	3,071.89	3,147.98	3,225.97	3,305.91	3,387.85	3,471.84	3,557.93	3,646.17	3,736.61	3,829.32	3,924.35	4,021.75
Weekly	1,263.16	1,294.38	1,326.39	1,359.19	1,392.82	1,427.29	1,462.61	1,498.83	1,535.94	1,573.99	1,612.98	1,652.95	1,693.92	1,735.92	1,778.96	1,823.08	1,868.31	1,914.66	1,962.17	2,010.87
Hourly	31.58	32.36	33.16	33.98	34.82	35.68	36.57	37.47	38.40	39.35	40.32	41.32	42.35	43.40	44.47	45.58	46.71	47.87	49.05	50.27
ME (B5)	72,178.54	73,964.61	75,785.32	77,671.80	79,659.19	81,666.67	83,697.44	85,758.49	87,851.80	89,977.95	92,138.49	94,474.81	96,888.28	99,270.33	101,682.44	104,206.10	106,792.85	109,444.27	112,161.98	114,947.63
Annual																				
Bi-Wkly	2,776.10	2,844.79	2,915.20	2,987.38	3,061.35	3,137.18	3,214.90	3,294.57	3,376.22	3,459.92	3,545.71	3,633.65	3,723.78	3,816.17	3,910.86	4,007.93	4,107.42	4,209.40	4,313.92	4,421.06
Weekly	1,388.05	1,422.40	1,457.60	1,493.69	1,530.68	1,568.59	1,607.45	1,647.28	1,688.11	1,729.96	1,772.86	1,816.82	1,861.89	1,908.08	1,955.43	2,003.96	2,053.71	2,104.70	2,156.96	2,210.53
Hourly	34.70	35.56	36.44	37.34	38.27	39.21	40.19	41.18	42.20	43.25	44.32	45.42	46.55	47.70	48.89	50.10	51.34	52.62	53.92	55.26

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 8, 2014

DEPARTMENT: **Human Resources**

AGENDA # 9

SUBJECT:

Resolution to revise the employee pay plans

SUMMARY:

Revise the employee pay plans to reflect a flat general wage increase (cost-of-living) of \$736 per grade/step.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1406-31

RESOLUTION ESTABLISHING DIRECTOR OF INFORMATION TECHNOLOGY

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the attached job description for Director of Information Technology (Non-Classified Pay Plan MC, Current Pay Range \$59,043.79 - \$94,390.39) is hereby approved and ordered implemented into the Personnel Classification System for the City of Gallatin, Tennessee.

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

IT IS SO ORDERED.

PRESENT AND VOTING

AYE: _____

NAY: _____

DATED: _____

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON, CITY ATTORNEY

City of Gallatin

Job Description

Job Title: Director of Information Technology

Reports To: Mayor and City Council

Supervises: I.T. Supervisor, Tech II, Tech I, Support Specialist, Network Administrator, and other related positions as department grows

FLSA Status: Exempt

Approved Date:

I. Purpose of Job

Coordinates and oversees all activities of IT department, including systems analysis, applications support, network administration, telecommunications, and user support. Directs city-wide information technology planning. Provides technological support and recommendations to other city departments for effective and efficient operations.

II. Essential Job Duties

A. Supervises Staff

- Supervises, directs, and evaluates employees, handling employee concerns and problems, directing work, counseling, and completing employee performance evaluations.
- Makes decisions regarding personnel actions such as hiring, promotions, discipline, and termination.
- Manages in accordance with City of Gallatin policies, federal, state and local laws and regulations.

B. Monitors/Reviews IT Operations Activity

- Keeps City Management informed of major developments and department matters.
- Develops and revises policies, procedures, manuals, and work methods to achieve city objectives
- Ensures that procedures and industry standards are maintained within the department.
- Monitors the performance of vendors, contractors, and consultants.
- Reviews daily systems reports.
- Ensures all system data and drive back-up operations are performed.
- Analyzes system response time.
- Reviews user usage.
- Reviews internet response time.
- Directs and assists troubleshooting of problems identified.

C. Oversees IT Operations

- Oversees network administration, including network design, development, installation, maintenance, security, and optimization.
- Oversees telecommunications systems implementation and maintenance, including telephone, Wi-Fi, and VOIP.
- Oversees database and systems administration, including system maintenance, user support, and systems training.
- Oversees web site management and administration.

- Oversees selection and implementation of systems upgrades.
- Assists Utility Operations Support Coordinator with development and maintenance of GIS systems and related databases, GIS reporting, and GIS mapping as needed.

D. Monitors Systems Security

- Reviews data related to potential virus, malware, and cyber-attacks on systems.
- Reviews security alerts from security organizations.
- Monitors groups of users or individual user attempts to circumvent the system.
- Prepares reports related to misuse attempts; reviews events with department heads.

E. Leads Long Range City IT Systems Planning

- Fields requests for system upgrades from other city departments.
- Solicits input from other departments concerning IT systems and support needs.
- Delegates and/or participates in work process improvement initiatives.
- Facilitates meetings to identify and prioritize future IT system needs.

F. Directs/Conducts Research and Planning

- Reviews information from professional journals, user groups, and other sources related to IT related trends and new IT solutions.
- Participates in user group focus groups.
- Reviews business journals.
- Recommends possible IT solutions to City Management

III. Other Job Duties

Performs other job duties as assigned.

IV. Primary Job Challenges

Primary challenges of this position include: growing a newly created stand-alone department, developing long term systems planning in the face of fast changing technology, and coordinating numerous unique city-wide department needs at multiple locations.

V. Equipment Operated

Computer, telephone, cell phone, printers, scanners and other modern technology.

VI. Key Competencies Required

- Must have broad technical knowledge and familiarity with VMwares, other virtual environments, SQL server, switches, routers, and firewalls, VOIP phone systems, Microsoft products, database mapping, and web based languages.
- Proven experience in Technical Management, Technical Understanding, Data Center Management, Budget Development, and Strategic Planning
- Knowledge of common municipal government systems applications is required.
- Must have strong reasoning abilities, have strong analytical skills, be a critical thinker and have problem-solving abilities.
- Must have strong communication/language skills and team building skills.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the employee to:

- Occasionally stand and walk.
- Frequently sit.
- Regularly use hands to finger, handle, or feel.
- Frequently reach with hands and arms.
- Regularly talk or hear.
- Occasionally lift up to 60 pounds.
- Occasionally climb ladders

Work Environment: The work environment is moderately noisy (examples: business office with computers and printers, light traffic) with occasional exposure to risk of electrical shock and vibration.

VIII. Qualifications

Education and Experience: A four year degree from an accredited college or university in information systems or related field, Minimum of eight years broad IT experience, including supervisory/management experience. Government or municipality experience a plus.

Other: Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances. CJIS Certification will be required. Possession of an appropriate driver's license valid in the State of Tennessee.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 8, 2014

DEPARTMENT: Human Resources

AGENDA # 8

SUBJECT:

Resolution establishing Director of Information Technology

SUMMARY:

The Director of IT will coordinate and oversee all activities of the IT department, including systems analysis, applications support, network administration, telecommunications, and user support. The Director will also direct city-wide information technology planning and provide technological support and recommendations to other city departments for effective and efficient operations.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1406-34

RESOLUTION APPROVING NEW AND REVISED JOB DESCRIPTIONS AND PAY GRADES

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, as follows:

1. That the following pay grade change be approved and implemented into the City of Gallatin Personnel Classification System:

POL	Police Captain	Pay Grade V
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2. That the new and revised job descriptions attached hereto be approved and ordered implemented into the City of Gallatin Personnel Classification System.

POL	Police General Worker/Custodian	Pay Grade G
POL	Police IT Technician I	Pay Grade I
UTL	Crew Supervisor – Natural Gas	Pay Grade N
UTL	Utility Inspector	Pay Grade N

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect July 1, 2014, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

POLICE GENERAL WORKER/CUSTODIAN

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible semiskilled custodial, automotive and building maintenance work in the Police Department; does related work as required. Work is performed under general supervision. Supervision is exercised over custodial, seasonal, and other workers.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires reaching, climbing, stooping, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions; extreme heat and extreme cold.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning and maintaining police vehicles, buildings and grounds; delivering and picking up police vehicles; running errands.
Cleans, washes and services patrol cars;
Transports vehicles to the service center, radio shop or private garage for service and repair;
Dusts and/or polishes chairs, tables, shelves and other furniture or equipment;
Washes windows, walls, woodwork and Venetian blinds;
Vacuums, sweeps, damp and dust mops floors;
Waxes and uses buffers on floors;
Gathers and disposes of refuse;
Picks up paper and trash from grounds;
Cleans and supplies restrooms daily;
Delivers and picks up mail, messages and supplies;
Maintains grounds, cuts grass, rakes leaves, trims bushes and shovels snow;
Moves furniture, office equipment and boxes;
Inventories and orders cleaning equipment and supplies;
Monitors activities of all outside trades (outside contractors) that come to the police department for various reasons;
Assists Facilities Maintenance person with electrical, plumbing and cabling repairs and installs;
Assists with impound lot vehicle activity, releases and seizures;
Maintains recycling areas at all police locations;
Assists with budget requests from supervisor;
Some knowledge of blood borne pathogen regulations
Assist ERT and other specialty teams with set up and tear down of training/emergency equipment/vehicles
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of automotive cleaning and servicing methods and techniques; general knowledge of cleaning methods, materials and equipment; ability to understand and follow detailed oral and written directions; ability to get along well with others; ability to read.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the eighth grade and some experience in custodial and automotive maintenance work.
Ability to obtain Jail Training mandated by State of Tennessee

SPECIAL REQUIREMENTS:

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

POLICE IT TECHNICIAN I

GENERAL DEFINITION AND CONDITIONS OF WORK:

This position is responsible for assisting in the efficient and orderly functioning of the information systems of the City of Gallatin Police Department. The duties will include: installation and maintenance of PC-based network computer systems, mobile systems, troubleshooting and upgrading computer hardware, software, personal computer networks, peripheral equipment and electronic mail systems; making recommendations regarding hardware and software acquisitions; preparing documentation and providing user assistance to city staff; and performing related work as required. Division supervision by Chief of Police.

This is medium work requiring the exertion of up to 60 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, feeling, and repetitive motions; the ability to sit for extended periods of time at a work station or desk; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Installs, configures, and upgrades operating systems and software, using standard business and administrative packages.

Installs, assembles, and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware; installs cables and rewires or directs the rewiring of cables, as required, for new installations and office reconfiguration.

Troubleshoots end user problems with computer systems, including hardware and software, e-mail, network and peripheral equipment problems; makes repairs and corrections where required. Assists in instructing staff in the use of standard business and administrative software, including word processing, spreadsheets, and database management; provides instruction or written documentation where required.

Acquire a working knowledge of the operation of the existing proprietary software used by the city.

Maintains security and confidentiality of all sensitive information encountered.

Performs other duties and special projects, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of Microsoft Windows operating systems and Microsoft Office Professional software; working knowledge of personal computers and all common peripherals, including monitors, printers, modems, scanners, and all other connection, communication and storage devices; ability to perform diagnostic maintenance and support operations for all existing computer equipment; ability to organize own work, set priorities and meet critical time deadlines; ability to follow written and oral directions; ability to establish and maintain effective working relationships with associates; ability to communicate effectively with end users. Knowledge of VOIP a plus.

EDUCATION AND EXPERIENCE:

High school diploma/GED required. Some college or technical school preferred. Minimum of one year of on-the-job experience in computer information systems and support preferred.

SPECIAL REQUIREMENTS:

Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances. CJIS Certification will be required. Possession of an appropriate driver's license valid in the State of Tennessee. Availability to work beyond scheduled hours and respond to afterhours calls on critical processes.

CREW SUPERVISOR NATURAL GAS

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled work in the installation, construction, repair and maintenance of natural gas lines and appurtenances; does related work as required. Work is performed under regular supervision. Supervision will be exercised over subordinate gas system personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the coordination, oversight, and supervision of the work performed by utility crews involved in the installation, maintenance, or repair of natural gas facilities; ensuring the best use of manpower, supplies and equipment as directed

Assists with the scheduling and oversight of utility crew work projects and assigns men and equipment

Responds to and investigates gas leaks

Locates and repairs gas leaks

Locates and inspects underground utilities for construction and/or repair

Assists gas service technicians and field personnel on difficult jobs

Assists with the coordination of outside contractors

Meets with customers and contractors concerning natural gas installation

Maintains records and detailed reports

Runs errands, picks up supplies and materials

May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.

Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of natural gas lines and related appurtenances; thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of natural gas lines and appurtenances; thorough knowledge of the hazards and safety precautions used when working with gas lines and related appurtenances; ability to prepare detailed plans and reports; ability to perform manual and skilled labor for extended periods, often under unfavorable weather conditions.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of high school and considerable experience in the maintenance, repair and/or construction of natural gas distribution systems

SPECIAL REQUIREMENTS:

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

Must qualify within the approved Gallatin Natural Gas System's Operator Qualification Program, subject to the current requirements of said program

UTILITY INSPECTOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical and responsible administrative work in the inspection, installation, construction, repair, and maintenance of water and sewer lines and appurtenances; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate employees.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Track progress of construction plans and projects through city and state approval processes.

Perform inspections on new water and sewer mains and services as they are being installed.

Ensure compliance with adopted water and sewer regulations of the city, as well as the approved construction plans.

Complete "As-Built" drawings and other related records in a timely manner for all projects inspected, and coordinate "As-Built" drawing and field mapping with GIS staff.

Provide weekly inspection reports and other related forms using Microsoft Office software.

Attend preconstruction meetings with builders/developers prior to the commencement of new construction. Insure all documentation is properly filed.

Perform final inspections prior to acceptance by the city, verify completion of outstanding items, and follow through to completion.

Answer questions in office and field regarding the appropriate water and sewer regulations to ensure compliance.

Assists with locating utilities for construction and/or repair;

Runs errands, picks up supplies and materials;

May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the tools, materials and equipment used in the inspection, installation, replacement, maintenance and repair of utility lines; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances; general knowledge in the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to operate back-hoe and other medium construction equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of high school and considerable experience in the maintenance, repair, and/or construction of water and sewer lines.

SPECIAL REQUIREMENTS:

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

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 8, 2014

DEPARTMENT: **Human Resources**

AGENDA # 10

SUBJECT:

New and revised job descriptions and pay grades

SUMMARY:

Attached are new and revised job descriptions and pay grades that were approved during the budget process.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: