CITY OF GALLATIN
COUNCIL COMMITTEE MEETING

July 8, 2014 **6:00 p.m.** **Dr. J Deotha Malone Council Chambers**

- Call to Order – Councilman Camp
- Roll Call: Vice Mayor Alexander – Brackenbury – Kemp – Hayes – Mayberry – Overton – Mayor Graves
- Approval of Minutes: June 24, 2014 Council Committee Meeting
- Public Recognition
- Mayor's Comments

AGENDA

1. Discussion of 170 West Franklin Street Building **(Mayor Graves/ Don Bandy, Police Chief)**
2. HomeSafe Proposal to Lease City Property on South Water **(Mayor Graves)**
3. Discussion of Old Sumner County Health Department Building on South Water **(Mayor Graves)**
4. Paving the Driveway of the Old Sumner County Health Department Building **(Nick Tuttle, City Engineer)**
5. Lower Station Camp Creek Road **(Nick Tuttle, City Engineer)**
6. Report on Internal Revenue Service Audit **(Rachel Nichols, Finance Director)**
7. Discussion of Chapter 5 Buildings and Building Regulation Amendments **(Chuck Stuart, Building Official)**
8. Resolution Establishing Director of Information Technology **(Debbie Johnson, Director of Human Resources)**
9. Resolution to Revise the Employee Pay Plans **(Debbie Johnson, Director of Human Resources)**
10. New and Revised Job Descriptions and Pay Grades **(Debbie Johnson, Director of Human Resources)**

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin
Council Committee Meeting

Tuesday, June 24, 2014
Dr. J. Deotha Malone Council Chambers

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:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance/IT Director
Ronnie Stiles, Public Works Director
Don Bandy, Police Chief
David Brown, Leisure Services Director
Billy Crook, Fire Chief
Gallatin News Reporter
Chuck Stuart, Building Official
Bill McCord, City Planner
Nick Tuttle, City Engineer
Debbie Johnson, Personnel Director
David Gregory, Public Utilities Dir.
Connie Kittrell, City Recorder
News Examiner Reporter
Joe Thompson, City Attorney

Councilwoman Julie Brackenbury called the meeting to order.

Approval of Minutes

Councilwoman Brackenbury presented the minutes of the June 10, 2014 Committee Meeting and June 17, 2014 Special-Called Committee Meeting for approval.

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

Public Recognition

Councilwoman Brackenbury called for public recognition.

- Bruce Rainey, representing the Galvin's/Miracle Ford, stated a representative from Rose Construction will be here to answer any and all questions concerning the building materials. Mr. Rainey added that the building materials are similar to the other buildings in the area.

  Councilman Hayes noted that the Lowes building and Discount Tire building located directly across the street from this proposed building is constructed of mostly brick.

  David Curtze of Rose Construction provided informational booklets to Council. Mr. Curtze explained the information to Council and provided actual building materials for Council to view.

  Council asked the distance from the road to the building. Mr. Rainey stated the building will be approximately 250 to 300 feet off Nashville Pike.

  Council continued to discuss screening, HVAC placement, signage, and two entrances available.

- Joe Debord of 1007 Hart Street spoke about the need for a trash pick-up committee, recycling and the city going green. Mr. Debord stated Gallatin needs to promote and coordinate the fishing opportunities and the Lock 4 outing. Mr. Debord asked about the completion date of the third phase of the Greenway and having that lined up with the Fall Festival.

- Jason Griffin of 1034 Notting Hill Drive spoke in favor of any traffic reduction plan for the Lower Station Camp area. Mr. Griffin stated his neighborhood donated some land as a gift in kind to allow the County to receive some matching federal funds. He added that they were assured access to the Greenway or a partial road closure or slow down around that area; neither of which has happened. Mr. Griffin said that any consideration would be appreciated.

- Clay Harris of 1029 Grider Drive also requested reducing traffic in this area. Mr. Harris referenced the survey he submitted earlier with 75 to 100 signatures from the Stone Creek subdivision residents requesting that something be done about the safety issue.

- Erin Barnett of 1034 Pittman Drive stated the traffic needs to be controlled. Mr. Barnett suggested speed bumps and looking at temporary and long range options.

With no one else wishing to speak, Councilwoman Brackenbury closed public recognition.

Mayor's Comments

- Mayor Graves read a thank you note from Gwen Kelly Smith for flowers for her mother, Alice Kelly.

- Mayor Graves announced that July 4th the City will be closed for the 4th of July celebration at the Civic Center. The event will begin at 6:00 P.M. and fireworks at 9:00 P.M. Mayor added that the Parks Band will be playing and there will be food and beverage booths available.

Agenda

1. **Ordinance #O1406-39 Appropriating $6,218.99 From Sale of Surplus Fire Department Vehicles to Account 110-42220-312**

Fire Chief Billy Crook stated these are the two (2) Life Safety Inspector Jeeps that were sold and we plan to buy lawnmowers.

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

2. **Paving the Driveway of the Old Sumner County Health Department Building**

City Engineer Nick Tuttle stated the old Sumner County Health Department building shares a driveway with Kerry Parker who owns the adjacent building. Mr. Tuttle said that Mr. Parker wants to pave the drive-way and would like to share the cost with the city.

Mr. Tuttle explained that in the past Mr. Parker would obtain a quote for the paving, take it to the county and they would appropriate money to pave their half. Mr. Parker did the same thing this time but he found out the county did not own the building; that's the reason for the attached bid.

Council discussed selling or auctioning the building.

Council requested Mr. Tuttle get a cost from Roger's Group using our current contract and report at the next committee meeting.

Council deferred this item to the next committee work session without objection.

3. TDOT Right-of-Way Deposit for GreenLea Boulevard Extension

City Engineer Nick Tuttle referenced a letter he received from TDOT requesting the right-of-way deposit for the GreenLea Extension. Mr. Tuttle said this project is included in the bond and he asked if council wanted to appropriate the money now or wait on the bond.

Finance/IT Director Rachel Nichols stated that she anticipates selling the bonds on July 23rd and closing the first week of August. Ms. Nichols added that you can go back and reimburse yourself for expenses that are included in the bond funding.

Councilman Overton made motion to appropriate the deposit; Councilman Camp second. Motion carried with 7 ayes and 0 nays.

4. Lower Station Camp Creek Road

City Engineer Nick Tuttle provided information for Council on the options listed and gave a summary of each option.

There was much discussion on all the options.

Police Chief Bandy reported on the traffic survey; average of 570 vehicles on Lower Station Camp every day, the maximum speed was 48 mph and the lower speed was 13 mph and the average speed at 85% was 34 mph. Chief Bandy added that the traffic should be on Big Station Camp and not on Lower Station Camp.

Council discussed.

Mayor Graves said the county has no interest in maintaining this road and there needs to be a solution to push the traffic to Big Station Camp Road to make it safer for all the residents on Lower Station Camp.

Councilman Hayes made motion to approve option "D"; Councilwoman Kemp second. Motion failed with 3 ayes and 4 nays. Councilman Hayes voted aye, Councilman Mayberry voted aye and Councilwoman Kemp voted aye. Councilwoman Brackenbury voted nay, Councilman Overton voted nay, Vice Mayor Alexander voted nay and Councilman Camp voted nay.

Council discussed the effects of closing the roadway on any future developments.

Councilman Overton made motion to approve option "B" with raised crosswalks; Vice Mayor Alexander second.

Discussion continued on how many raised crosswalks and their locations versus speed humps.

City Planner Bill McCord spoke about future development in that area, access to the roadway and the R6 zoning. Mr. McCord stated that building is allowed in the flood plain if you elevate the structure. He stated he would strongly discourage building in that area or any area in a flood way but you cannot deny it.

Councilwoman Brackenbury asked about land locking any property owners in that area. Mr. Tuttle stated that option "E" would be the only option that would land lock the property owners.

Council approved Erin Barnett to speak again without objection.

Erin Barnett stated the property from Pittman to the Greenway belongs to the neighborhood. He also spoke about the flood plain in that area.

Council continued to discuss.

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

5. **Ordinance #O1405-35 Reaffirming the Planned General Commercial (PGC) Zone District on 10.95 (+/-) Acres Parcel and Approving a Preliminary Master Development Plan**

City Planner Bill McCord had technical difficulties so Council moved forward with item #6 and #7.

City Attorney Joe Thompson reminded Council that when a property owner requests rezoning the Council will not vote. This is information only and will appear on the next agenda.

Mr. McCord presented a power point presentation of photographs of the other car dealership located on Nashville Pike; Ron Hibbard Toyota and Newton Nissan. He explained the building materials used in the construction of the other buildings.

Mr. McCord provided Council with a copy of the section of code that deals with the building architecture character and compatibility standards. He highlighted the section that requires the 70% minimum façade in brick or stone and alternative materials. He

added that the buildings have to be compatible and referenced the section on alternative plan approval.

6. **Re-Appointment of Eddie Wyatt to the Municipal Board of Zoning Appeals**

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

7. **Compensation and Benefit Study**

Human Resource Director Debbie Johnson stated the last compensation study was in 2005 and focused on the external market. Ms. Johnson recommended Council consider a new comprehensive study that will include a review of compensation and a review of the benefit program.

Ms. Johnson stated there are 386 employees and 158 position descriptions. Ms. Johnson recommended an outside agency and to include Department Heads in the study. She stated the costs estimate ranges are $22,500 to $45,000.

Council discussed.

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

Back to Item #5.

Other Business

- Councilman Overton spoke about a meeting on the right-of-way problem on the corner of Woods Ferry/Coles Ferry Road. Councilman Overton said that the City Attorney advised there are two (2) options; remove the fence or the City abandons the right-of-way.

  Council discussed the two options.

  City Attorney Joe Thompson spoke about a situation that occurred several years ago. The City abandoned the right-of-way with an agreement that if the City ever needed that property again for expansion then the property owner would agree to donate that property back to the City.

  Council discussed.

Councilwoman Brackenbury made motion to approve abandoning the right-of-way with agreement with property owner to donate; Councilman Overton second. Motion carried with 7 ayes and 0 nays.

- Vice Mayor Alexander asked about the purchase of the property at 170 West Franklin.

  City Attorney Joe Thompson stated they are waiting on the results of the radon test. If everything comes back clean, then it should not be an issue with closing.

- Councilwoman Brackenbury said Realtor Eddie Brown had contacted her to inform the City that the Old VFW Building is for sale and asked if the City had any interest in purchasing this property.

Department Head Reports

There were no Department Head reports.

Adjourn

With no other business to discuss, Councilwoman Brackenbury adjourned the meeting.

Mayor Jo Ann Graves

Connie Kittrell, City Recorder

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 8, 2014

DEPARTMENT: **Mayor/Police Dept.** **AGENDA #** 1

SUBJECT:
Discussion of 170 West Franklin Street Building

SUMMARY:
Attached are the inspection reports on the building.

RECOMMENDATION:

ATTACHMENT:

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

Approved	☐
Rejected	☐
Deferred	☐

Notes:

Definitions

NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection

A	Acceptable	Functional with no obvious signs of defect.
NP	Not Present	Item not present or not found.
NI	Not Inspected	Item was unable to be inspected for safety reasons or due to lack of power, inaccessible, or disconnected at time of inspection.
M	Marginal	Item is not fully functional and requires repair or servicing.
D	Defective	Item needs immediate repair or replacement. It is unable to perform its intended function.

General Information

Property Information

Property Address 170 West Franklin Street

City Gallatin **State** Tennessee **Zip** 37066
Contact Name Joe Thompson
Phone (615)230-0681 **Fax** n/a

Client Information

Client Name City of Gallatin
Client Address 132 West Main Street
City Gallatin **State** Tennessee **Zip** 37066
Phone (615)230-0681 **Fax** n/a
E-Mail joe.thompson@gallatin-tn.gov>

Inspection Company

Inspector Name Brad Yunker

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General Information (Continued)

Company Name Bradley Inspection Services
Company Address 503 Carol Ann Dr.
City Goodlettsville State TN Zip 37072
Phone 615-426-4181 Fax n/a
E-Mail bradley@bradleyinspection.net
File Number B14-0619-1
Amount Received Invoice $970.00

Conditions

Others Present None Property Occupied Occupied
Estimated Age 50yrs old Entrance Faces East
Inspection Date 06/19/2014
Start Time 10am End Time 1pm
Electric On ◉ Yes ○ No ○ Not Applicable
Gas/Oil On ◉ Yes ○ No ○ Not Applicable
Water On ◉ Yes ○ No ○ Not Applicable
Temperature 92degrees
Weather Sunny Soil Conditions Dry
Space Below Grade Basement
Building Type Commercial Property Garage None
Sewage Disposal City How Verified Visual Inspection
Water Source City How Verified Visual Inspection
Additions/Modifications N/A
Permits Obtained N/A How Verified N/A

Lots and Grounds

	A	NP	NI	M	D
1.	☒	☐	☐	☐	☐
2.	☒	☐	☐	☐	☐
3.	☐	☐	☐	☐	☒

1. Walks: Concrete
2. Steps/Stoops: Brick
3. Balcony: Concrete The rear upper entry is showing signs of age and deterioration. The stairs appear to be damage due to the gutter and trees present. The steps are pulling away from the building. Recommend to improve the railing for safety.
A qualified contractor is recommended to evaluate and estimate repairs

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Lots and Grounds (Continued)

4. ☒ ☐ ☐ ☐ ☐ Porch: Concrete
5. ☐ ☐ ☐ ☒ ☐ Vegetation: Shrubs, Trees Tree limbs over hang the roof and should be cut back, Tree planted too near the foundation and roots may cause damage to the foundation

6. ☒ ☐ ☐ ☐ ☐ Retaining Walls: Block Wall shows general signs of age.
7. ☐ ☐ ☐ ☒ ☐ Grading: Minor slope Recommend to improve the grading near the building to slope and drain water away from the building. A qualified contractor is recommended to evaluate and make repairs.

8. ☒ ☐ ☐ ☐ ☐ Swale: Adequate slope and depth for drainage
9. ☒ ☐ ☐ ☐ ☐ Driveway: Asphalt

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Exterior Surface and Components

A NP NI M D
All Exterior Surface
1. ☐ ☐ ☐ ☒ ☐ Type: Brick veneer Recommend to have a mason fill voids to keep out moisture. Recommend after the evaluation.
Noted a few bricks at the rear of the building that are Spalling. Water may be getting behind the wall.
May wish to seal area at the front of the building. A qualified contractor is recommend to evaluate and repair.

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Exterior Surface and Components (Continued)

Type: (continued)

2. ☐☐☐☐☒ Trim: Wood Noted water damage to the wood trim around the building. Some of the wood and aluminum trim will need to be removed in order to make repairs.

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Exterior Surface and Components (Continued)

Trim: (continued)

3. ☒ ☐ ☐ ☐ ☐ Soffits: Vents
4. ☒ ☐ ☐ ☐ ☐ Door Bell: Battery operated
5. ☒ ☐ ☐ ☐ ☐ Entry Doors: Metal Monitor for moisture intrusion.

6. ☒ ☐ ☐ ☐ ☐ Patio Door: Metal entry door

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Exterior Surface and Components (Continued)

7. ☒ ☐ ☐ ☐ ☐ **Windows:** Wood trim Wood trim showing signs of weather.

8. ☒ ☐ ☐ ☐ ☐ **Window Screens:** Vinyl mesh
9. ☒ ☐ ☐ ☐ ☐ **Exterior Lighting:** Surface mounted lamps front and rear Recommend to add lighting at the front of the building.

10. ☒ ☐ ☐ ☐ ☐ **Exterior Electric Outlets:** 110 VAC
11. ☐ ☐ ☐ ☒ ☐ **Hose Bibs:** Gate Handle missing unable to test. A licensed plumber is recommended to evaluate and estimate repairs

12. ☒ ☐ ☐ ☐ ☐ **Gas Meter:** Exterior surface mount at side of home
13. ☒ ☐ ☐ ☐ ☐ **Main Gas Valve:** Located at gas meter

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Outbuilding

A NP NI M D

Rear of the property Outbuilding

1. ☒ ☐ ☐ ☐ ☐ Exterior Surface: Metal
2. ☐ ☐ ☐ ☐ ☒ Roof: Asphalt shingle Roof showing signs of age, A qualified roofing contractor is recommended to evaluate and estimate repairs

3. ☐ ☐ ☐ ☒ ☐ Roof Structure: Rafter Leaking roof, noted damaged to the decking. A roofing contractor is recommend to evaluate and make repairs.

4. ☒ ☐ ☐ ☐ ☐ Ceiling: Exposed framing
5. ☒ ☐ ☐ ☐ ☐ Walls: Metal framing
6. ☒ ☐ ☐ ☐ ☐ Floor: Poured
7. ☒ ☐ ☐ ☐ ☐ Foundation: Poured
8. ☒ ☐ ☐ ☐ ☐ Doors: Metal
9. ☒ ☐ ☐ ☐ ☐ Electrical: 110 VAC
10. ☐ ☒ ☐ ☐ ☐ Gutters: None

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Roof

A NP NI M D

Main Roof Surface

1. Method of Inspection: Ladder at eaves
2. ☐☐☐☐☒ Material: Rolled roof material Roof shows signs of deterioration, Roof existing beyond design life. Recommend to replace. A qualified roofing contractor is recommended to evaluate and estimate repairs

3. Type: Flat
4. Approximate Age: 15-20yrs old
5. ☒☐☐☐☐ Flashing: Aluminum
6. ☒☐☐☐☐ Plumbing Vents: Cast Iron, Galvanized
7. ☒☐☐☐☐ Electrical Mast: Mast with tie back at roof
8. ☒☐☐☐☐ Gutters: Aluminum
9. ☒☐☐☐☐ Downspouts: Aluminum

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Roof (Continued)

10. ☐☐☐☒☐ Leader/Extension: None Extend runoff drains to move water away from foundation, Extend 6-8 feet beyond the foundation perimeter.

Electrical

A NP NI M D

1. Service Size Amps: 100 Volts: 110-240 VAC
2. ☒☐☐☐☐ Service: Copper Noted only a 100amp service for the building, may wish to upgrade based upon use of the building.
3. ☒☐☐☐☐ 120 VAC Branch Circuits: Copper
4. ☒☐☐☐☐ 240 VAC Branch Circuits: Copper and aluminum
5. ☒☐☐☐☐ Aluminum Wiring: Main panel
6. ☒☐☐☐☐ Conductor Type: Non-metallic sheathed cable
7. ☒☐☐☐☐ Ground: Plumbing and rod in ground
8. ☐☒☐☐☐ Smoke Detectors: None Recommend smoke detectors for each level of the building. Recommend to purchase a carbon monoxide detector due to the use of gas appliances.

Basement Electric Panel

9. ☒☐☐☐☐ Manufacturer: Square D

10. Maximum Capacity: 200 Amps
11. ☒☐☐☐☐ Main Breaker Size: 100 Amps
12. ☒☐☐☐☐ Breakers: Copper and Aluminum
13. Is the panel bonded? ◉ Yes ○ No

Basement Electric Panel

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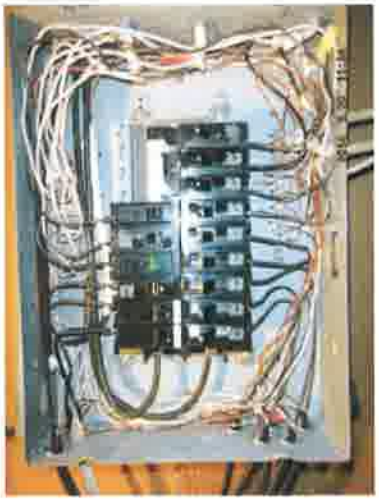
Electrical (Continued)

14. ☒ ☐ ☐ ☐ ☐ Manufacturer: Murray



15. Maximum Capacity: 100 Amps
16. ☒ ☐ ☐ ☐ ☐ Main Breaker Size: No single main breaker exists
17. ☐ ☐ ☐ ☒ ☐ Breakers: Copper Recommend proper labels for all electrical breakers. A licensed electrician is recommend to evaluate and make repairs.

18. ☒ ☐ ☐ ☐ ☐ GFCI: At GFCI receptacles only
19. Is the panel bonded? ◉ Yes ○ No

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Structure

	A	NP	NI	M	D	
1.	☒	☐	☐	☐	☐	Structure Type: Wood frame
2.	☐	☐	☐	☒	☐	Foundation: Block Past repair noted to the brick at the exterior of the building. The gutter is dumping water at the corner and appears to have caused some movement. Recommend to get a second opinion to determine if any structural repairs are necessary. A structural engineer is recommended to evaluate and estimate repairs

3.	☒	☐	☐	☐	☐	Differential Movement: No movement or displacement noted
4.	☒	☐	☐	☐	☐	Beams: Bonded wood
5.	☒	☐	☐	☐	☐	Bearing Walls: Frame
6.	☒	☐	☐	☐	☐	Joists/Trusses: 2x10
7.	☒	☐	☐	☐	☐	Piers/Posts: Block piers and posts
8.	☐	☐	☐	☒	☐	Stairs/Handrails: Wood stairs with wood handrails The steps are not adequately sized and are steep, this can be a trip hazard, recommend additional lighting for the steps. A qualified contractor is recommended to evaluate and estimate repairs

9.	☒	☐	☐	☐	☐	Subfloor: Strand Board

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Attic

A NP NI M D

Main Attic

1. Method of Inspection: From the attic access
2. ☒ ☐ ☐ ☐ ☐ Roof Framing: 2x6 Rafter
3. ☒ ☐ ☐ ☐ ☐ Sheathing: Strand board
4. ☒ ☐ ☐ ☐ ☐ Ventilation: Roof and soffit vents
5. ☒ ☐ ☐ ☐ ☐ Insulation: Blown in
6. ☒ ☐ ☐ ☐ ☐ Insulation Depth: 14"
7. ☒ ☐ ☐ ☐ ☐ Wiring/Lighting: 110 VAC lighting circuit
8. ☒ ☐ ☐ ☐ ☐ Bathroom Fan Venting: Electric fan

Basement

A NP NI M D

Main Basement

1. ☒ ☐ ☐ ☐ ☐ Ceiling: Drywall
2. ☒ ☐ ☐ ☐ ☐ Walls: Drywall, Block General settling noted in block of utility room.

3. ☒ ☐ ☐ ☐ ☐ Floor: Vinyl floor covering
4. ☒ ☐ ☐ ☐ ☐ Doors: Hollow wood
5. ☒ ☐ ☐ ☐ ☐ Windows: Vinyl single hung
6. ☒ ☐ ☐ ☐ ☐ Electrical: 110 VAC outlets and lighting circuits
7. ☒ ☐ ☐ ☐ ☐ Smoke Detector: Hard wired with battery back up
8. ☒ ☐ ☐ ☐ ☐ HVAC Source: Air exchange ventilation
9. ☒ ☐ ☐ ☐ ☐ Sump Pump: Submerged Unknown if the sump pump is functional. At the time the grate is filled with leaves.
Did not see any evidence of water entering the door.

10. ☒ ☐ ☐ ☐ ☐ Moisture Location: None visible

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Air Conditioning

A NP NI M D

Main AC System

1. ☒ ☐ ☐ ☐ ☐ A/C System Operation: Appears serviceable Recommend to keep HVAC system well serviced for best performance.

2. ☐ ☐ ☐ ☒ ☐ Condensate Removal: PVC Noted damaged to the drain line. Recommend to make improvements to drain to the exterior of the building.

3. ☒ ☐ ☐ ☐ ☐ Exterior Unit: Pad mounted
4. Manufacturer: Coleman
5. Area Served: Whole building Approximate Age: 9yrs old
6. Fuel Type: 220-240 VAC Temperature Differential: 18degrees
7. Type: Central A/C Capacity: 5 Ton
8. ☒ ☐ ☐ ☐ ☐ Visible Coil: Aluminum
9. ☐ ☐ ☐ ☒ ☐ Refrigerant Lines: Serviceable condition The freon line is in need of insulation. A qualified HVAC contractor is recommended to evaluate and estimate repairs

10. ☒ ☐ ☐ ☐ ☐ Electrical Disconnect: Breaker disconnect

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Air Conditioning (Continued)

11. ☒ ☐ ☐ ☐ ☐ Exposed Ductwork: Metal ducts with corrugated cold air return Recommend to add insulation to the return. Recommend general duct cleaning.

12. ☒ ☐ ☐ ☐ ☐ Blower Fan/Filters: Direct drive with disposable filter
13. ☒ ☐ ☐ ☐ ☐ Thermostats: Individual

Heating System

A NP NI M D

Attic Heating System

1. ☒ ☐ ☐ ☐ ☐ Heating System Operation: Appears functional

2. Manufacturer: Heil
3. Type: Forced air Capacity: 5 Ton
4. Area Served: Whole building Approximate Age: 25yrs old
5. Fuel Type: Natural gas
6. ☐ ☐ ☐ ☒ ☐ Heat Exchanger: 5 Burner The unit is near the end of its life design. Noted rust building up a the burner and exhaust. Recommend inspection by a qualified heating specialist for a second evaluation by the HVAC contractor, the system did produce heat, the age and rust is a concern.

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Heating System (Continued)

Heat Exchanger: (continued)

7. ☒ ☐ ☐ ☐ ☐ Blower Fan/Filter: Direct drive with disposable filter
8. ☒ ☐ ☐ ☐ ☐ Distribution: Metal duct
9. ☒ ☐ ☐ ☐ ☐ Circulator: Gravity
10. ☒ ☐ ☐ ☐ ☐ Draft Control: Automatic
11. ☒ ☐ ☐ ☐ ☐ Flue Pipe: Double wall
12. ☒ ☐ ☐ ☐ ☐ Thermostats: Individual

Plumbing

A NP NI M D

1. ☐ ☐ ☐ ☒ ☐ Service Line: Galvanized The back flow is leaking at this time. A licensed plumber is recommend to evaluate and make repairs.

2. ☒ ☐ ☐ ☐ ☐ Main Water Shutoff: Front of the building
3. ☒ ☐ ☐ ☐ ☐ Water Lines: Copper
4. ☒ ☐ ☐ ☐ ☐ Drain Pipes: PVC, Cast iron, Galvanized

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Plumbing (Continued)

5. ☒ ☐ ☐ ☐ ☐ Service Caps: Accessible
6. ☒ ☐ ☐ ☐ ☐ Vent Pipes: PVC
7. ☐ ☐ ☐ ☒ ☐ Gas Service Lines: Black Iron Recommend to secure the gas line to the wall. A licensed plumber is recommended to evaluate and estimate repairs

Utility Room Water Heater

8. ☒ ☐ ☐ ☐ ☐ Water Heater Operation: Functional at time of inspection

9. Manufacturer: A.O. Smith
10. Type: Natural gas Capacity: 50 Gal.
11. Approximate Age: 12yrs old Area Served: Whole building
12. ☐ ☐ ☐ ☒ ☐ Flue Pipe: Single wall Improper installation of water heater flue. A licensed plumber is recommend to evaluate an make repairs.

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Plumbing (Continued)

13. ☐☐☐☒☐ TPRV and Drain Tube: Copper Recommend a pan with drain, Drain tube opening is not within six inches of the floor, Leaking TPRV.. A licensed plumber is recommended to evaluate and estimate repairs

Bathroom

A NP NI M D

All Bathroom

1. ☒☐☐☐☐ Closet: Single
2. ☒☐☐☐☐ Ceiling: Drywall Past stain noted from basement bathroom.

3. ☒☐☐☐☐ Walls: Drywall
4. ☒☐☐☐☐ Floor: Vinyl floor covering
5. ☒☐☐☐☐ Doors: Hollow wood
6. ☒☐☐☐☐ Electrical: 110 VAC outlets and lighting circuits Recommend to upgrade outlets near water to GFCI protection.

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Bathroom (Continued)

7. ☒ Counter/Cabinet: Laminate and wood
8. ☒ Sink/Basin: Molded single bowl
9. ☒ Faucets/Traps: PVC
10. ☒ Tub/Surround: Fiberglass tub and fiberglass surround
11. ☒ Toilets: 1 1/2 Gallon Tank The toilet is loose at the floor and may require replacement of the wax seal, A licensed plumber is recommend to evaluate and repair.

12. ☒ HVAC Source: Air exchange ventilation
13. ☒ Ventilation: Electric ventilation fan

Kitchen

A NP NI M D

Main Kitchen

1. Air Gap Present? ◉ Yes ○ No
2. ☒ Refrigerator: General Electric
3. ☒ Microwave: General Electric
4. ☒ Sink: Stainless Steel
5. ☒ Electrical: 110 VAC outlets and lighting circuits Recommend to add GFCI protection for outlet near the kitchen sink.

6. ☒ Plumbing/Fixtures: PVC An "S" trap has been used. S traps should be replaced during any new plumbing work as they are subject to siphoning problems. Replacement is sometimes difficult and thus the S traps are usually tolerated. Care should be taken to keep the trap "primed." Fixtures should be monitored for sewer odor. A licensed plumber is recommend to evaluate and make repairs.

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Kitchen (Continued)

7. ☒ Counter Tops: Laminate and wood
8. ☒ Cabinets: Laminate and wood
9. ☒ Pantry: Single
10. ☒ Ceiling: Drywall
11. ☒ Walls: Drywall
12. ☒ Floor: Vinyl floor covering
13. ☒ Doors: Hollow wood
14. ☒ Windows: Vinyl single hung
15. ☒ HVAC Source: Air exchange ventilation

Interior Rooms

A NP NI M D

All Living Space

1. ☒ Closet: Single
2. ☒ Ceiling: Drywall The penetrations in the first room, no visible leaking.

3. ☐ ☐ ☐ ☒ ☐ Walls: Drywall Noted staining of the wall under the rear main level exit door. A licensed general contractor is recommended to evaluate and estimate repairs

4. ☒ Floor: Carpet
5. ☒ Doors: Hollow wood

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Interior Rooms (Continued)

6. ☐☐☐☒☐ Windows: Fixed windows Noted evidence of leaking around some the windows in the building. Noted at both levels and stains down the walls.
Noted past intrusion at the front window.
Moisture present inside the layers of glass.
Crack in glass at the basement level. A qualified contractor is recommended to evaluate and estimate repairs.

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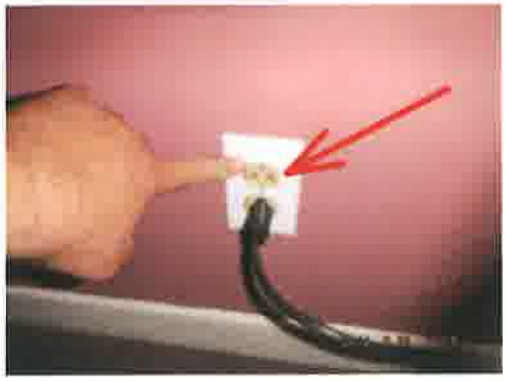
Interior Rooms (Continued)

Windows: (continued)

7. ☐☐☐☒☐ Electrical: 110 VAC outlets and lighting circuits Recommend to protect electrical.
One outlet in the hallway with no power at the top section. A licensed electrician is recommended to evaluate and estimate repairs



8. ☒☐☐☐☐ HVAC Source: Air exchange ventilation

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Marginal Summary

This summary is not the entire report. The complete report may include additional information of concern to the client. It is recommended that the client read the complete report.

Lots and Grounds

1. Vegetation: Shrubs, Trees Tree limbs over hang the roof and should be cut back, Tree planted too near the foundation and roots may cause damage to the foundation

2. Grading: Minor slope Recommend to improve the grading near the building to slope and drain water away from the building. A qualified contractor is recommended to evaluate and make repairs.

Exterior Surface and Components

3. All Exterior Surface Type: Brick veneer Recommend to have a mason fill voids to keep out moisture. Recommend after the evaluation.
Noted a few bricks at the rear of the building that are Spalling. Water may be getting behind the wall.
May wish to seal area at the front of the building. A qualified contractor is recommend to evaluate and repair.

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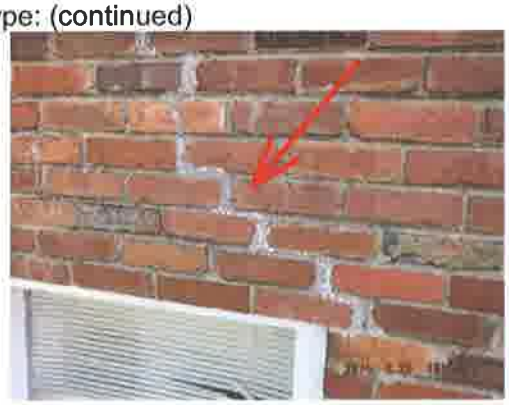
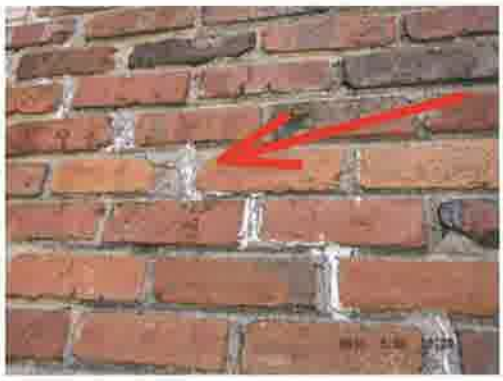
Exterior Surface and Components (Continued)

Type: (continued)

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Marginal Summary (Continued)

4. Hose Bibs: Gate Handle missing unable to test. A licensed plumber is recommended to evaluate and estimate repairs

Outbuilding

5. Rear of the property Outbuilding Roof Structure: Rafter Leaking roof, noted damaged to the decking.
A roofing contractor is recommend to evaluate and make repairs.

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Marginal Summary (Continued)

Roof

6. Leader/Extension: None Extend runoff drains to move water away from foundation, Extend 6-8 feet beyond the foundation perimeter.

Electrical

7. Basement Electric Panel Breakers: Copper Recommend proper labels for all electrical breakers. A licensed electrician is recommend to evaluate and make repairs.

Structure

8. Foundation: Block Past repair noted to the brick at the exterior of the building. The gutter is dumping water at the corner and appears to have caused some movement. Recommend to get a second opinion to determine if any structural repairs are necessary. A structural engineer is recommended to evaluate and estimate repairs

9. Stairs/Handrails: Wood stairs with wood handrails The steps are not adequately sized and are steep, this can be a trip hazard, recommend additional lighting for the steps. A qualified contractor is recommended to evaluate and estimate repairs

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Structure (Continued)

Stairs/Handrails: (continued)

Air Conditioning

10. Main AC System Condensate Removal: PVC Noted damaged to the drain line. Recommend to make improvements to drain to the exterior of the building.

11. Main AC System Refrigerant Lines: Serviceable condition The freon line is in need of insulation. A qualified HVAC contractor is recommended to evaluate and estimate repairs

Heating System

12. Attic Heating System Heat Exchanger: 5 Burner The unit is near the end of its life design. Noted rust building up a the burner and exhaust. Recommend inspection by a qualified heating specialist for a second evaluation by the HVAC contractor, the system did produce heat, the age and rust is a concern.

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Heating System (Continued)

Heat Exchanger: (continued)

Plumbing

13. Service Line: Galvanized The back flow is leaking at this time. A licensed plumber is recommend to evaluate and make repairs.

14. Gas Service Lines: Black Iron Recommend to secure the gas line to the wall. A licensed plumber is recommended to evaluate and estimate repairs

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Marginal Summary (Continued)

15. Utility Room Water Heater Flue Pipe: Single wall Improper installation of water heater flue. A licensed plumber is recommend to evaluate an make repairs.

16. Utility Room Water Heater TPRV and Drain Tube: Copper Recommend a pan with drain, Drain tube opening is not within six inches of the floor, Leaking TPRV.. A licensed plumber is recommended to evaluate and estimate repairs

Bathroom

17. All Bathroom Toilets: 1 1/2 Gallon Tank The toilet is loose at the floor and may require replacement of the wax seal, A licensed plumber is recommend to evaluate and repair.

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Marginal Summary (Continued)

Kitchen

18. Main Kitchen Plumbing/Fixtures: PVC An "S" trap has been used. S traps should be replaced during any new plumbing work as they are subject to siphoning problems. Replacement is sometimes difficult and thus the S traps are usually tolerated. Care should be taken to keep the trap "primed." Fixtures should be monitored for sewer odor. A licensed plumber is recommend to evaluate and make repairs.

Interior Rooms

19. All Living Space Walls: Drywall Noted staining of the wall under the rear main level exit door. A licensed general contractor is recommended to evaluate and estimate repairs

20. All Living Space Windows: Fixed windows Noted evidence of leaking around some the windows in the building. Noted at both levels and stains down the walls.
Noted past intrusion at the front window.
Moisture present inside the layers of glass.
Crack in glass at the basement level. A qualified contractor is recommended to evaluate and estimate repairs,

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Interior Rooms (Continued)

Windows: (continued)

21. All Living Space Electrical: 110 VAC outlets and lighting circuits Recommend to protect electrical.
One outlet in the hallway with no power at the top section. A licensed electrician is recommended to evaluate and estimate repairs

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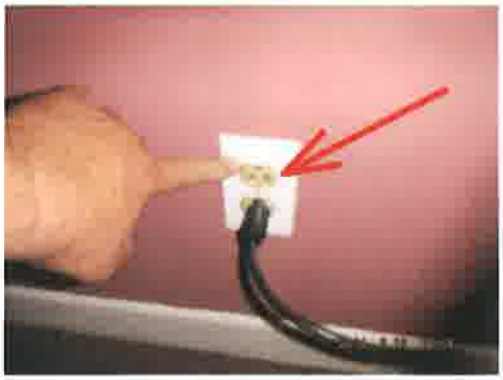
Interior Rooms (Continued)

Electrical: (continued)



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Defective Summary

This summary is not the entire report. The complete report may include additional information of concern to the client. It is recommended that the client read the complete report.

Lots and Grounds

1. Balcony: Concrete The rear upper entry is showing signs of age and deterioration. The stairs appear to be damage due to the gutter and trees present. The steps are pulling away from the building.
Recommend to improve the railing for safety.
A qualified contractor is recommended to evaluate and estimate repairs

Exterior Surface and Components

2. Trim: Wood Noted water damage to the wood trim around the building. Some of the wood and aluminum trim will need to be removed in order to make repairs.

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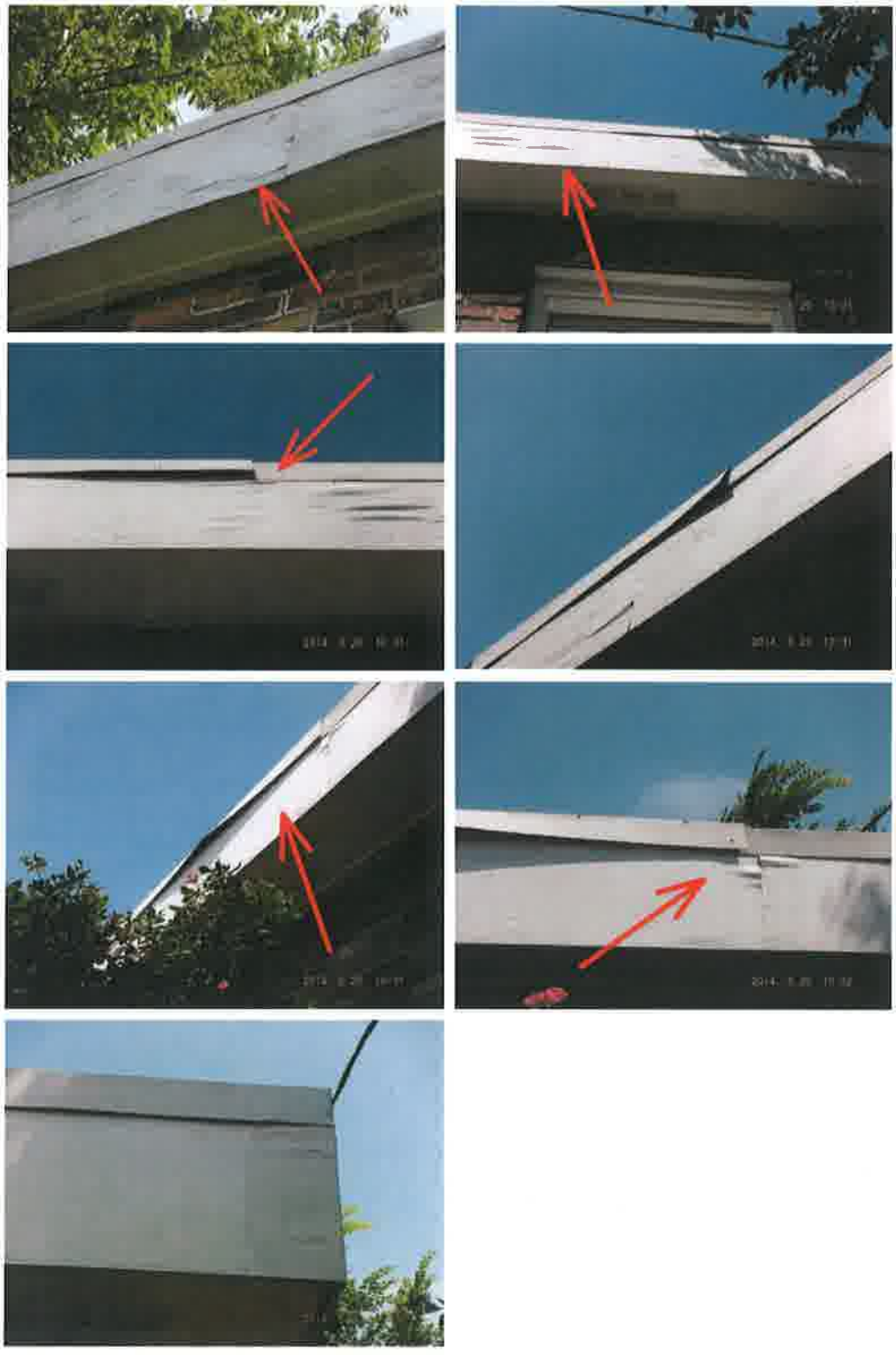
Exterior Surface and Components (Continued)

Trim: (continued)



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Defective Summary (Continued)

Outbuilding

3. Rear of the property Outbuilding Roof: Asphalt shingle Roof showing signs of age, A qualified roofing contractor is recommended to evaluate and estimate repairs

Roof

4. Main Roof Surface Material: Rolled roof material Roof shows signs of deterioration, Roof existing beyond design life. Recommend to replace. A qualified roofing contractor is recommended to evaluate and estimate repairs

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Roof (Continued)

Material: (continued)

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Assured Bio Labs, LLC
Direct Examination Analysis

Inspector:	Brad Yunker	**Date Collected:**	06/19/14
Project:	170 West Franklin	**Date Received:**	06/23/14
Job Number:		**Date Reported:**	06/23/14
Assured Bio Identifier:	BY062314-13	**Analyst:**	K.Lathrop

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Methods of Analysis

Assured Bio Labs, LLC uses the following Standard Operating Procedures for the analysis of samples:

Spore Traps	- Assured Bio Labs, LLC Document Number 105
Swabs	- Assured Bio Labs, LLC Document Number 106
Tape Lifts	- Assured Bio Labs, LLC Document Number 107
Bulk Material	- Assured Bio Labs, LLC Document Number 108

Interpretation of Spore Trap Results

The Interior vs. the Outside Control: There are currently no national guidelines or standards for the acceptable number of mold spores present in indoor air. It has become the industry standard for professionals to do a comparison between samples collected on the interior of a home or building and the outside control. The fungal spores recovered indoors should be similar in type and number to those collected outside. When this occurs the area is considered to be in equilibrium or is seen as a normal indoor environment. It is very common for multiple samples to be collected on the interior. This is done to pinpoint any problem areas where air quality may be abnormal.

Limit of Detection: This number is the lowest number of spores that can be detected based on the volume of the sample collected.

Abbreviations: BDL – Below Detectable Limits
ND -- None Detected

Background Particulate Density: This rating indicates the presence of airborne particulates other than mold (pollen, dander, insects, ect.). As the Background Particulate Density increases, the ability to visually detect smaller mold spores (such as *Penicillium/Aspergillus* or *Acremonium*) decreases. The Level of Debris can be interpreted using the following scale:

Low	- Very little particulate present. Virtually no spores undetectable.
Low-Medium	- Little particulate present. 97% likelihood that all spores have been counted.
Medium	- Moderate level of particulate present. 95% likelihood that all spores have been counted.
Medium-High	- Increased level of particulate present. 75% likelihood that all spores have been counted.
High	- Very heavy particulate. Less than a 75% likelihood that all spores have been counted.

Raw Count: This number is the total number of fungal spores counted under the microscope.

Total Mold Spores: This is an estimate of the fungal spores present per cubic meter of air sampled within that particular sampling location. This number is derived by multiplying the total spores counted on the spore trap by a conversion factor involving the volume of air sampled.

Interpretation of Tape Lift, Swab, or Bulk Material Results

Assured Bio Labs, LLC quantifies the presence of mold spores detected on a tape lift, swab, or bulk sample using the following scale:

Low	- Less than 1/3 of the microscopic field of view is obscured by the identified mold spore.
Moderate	- Between 1/3 and 2/3 of the microscopic field of view is obscured by the identified mold spore.
High	- Over 2/3 of the microscopic field of view is obscured by the identified mold spore.

ABC Identification Number:	BY062314-13-1		BY062314-13-3	
Sample Identification Number	18839630		18839575	
Date Collected:	06/19/14		06/19/14	
Description:	Main Floor		Control/ Outside	
Sample Type:	Spore Trap		Spore Trap	
Sample Condition:	Intact		Intact	
Comments:				
Volume/Area Sampled:	75		75	
Reporting Limit:	13		13	
Spore Identifications	Raw Count	Spores/m3	Raw Count	Spores/m3
Acremonium-like	ND	BDL	ND	BDL
Alternaria	ND	BDL	ND	BDL
Arthrinium	ND	BDL	ND	BDL
Aureobasidium	ND	BDL	ND	BDL
Botrytis	ND	BDL	ND	BDL
Cercospora	ND	BDL	ND	BDL
Chaetomium	ND	BDL	ND	BDL
Cladosporium	4	53	28	373
Coprinus	ND	BDL	ND	BDL
Curvularia	ND	BDL	ND	BDL
Drechslera/Bipolaris	ND	BDL	ND	BDL
Epicoccum	ND	BDL	4	53
Fusarium	ND	BDL	ND	BDL
Ganoderma	ND	BDL	ND	BDL
Memnoniella	ND	BDL	ND	BDL
Nigrospora	ND	BDL	ND	BDL
Penicillium/Aspergillus-like	8	107	20	267
Pithomyces	ND	BDL	4	53
Scopulariopsis	ND	BDL	ND	BDL
Spegazzinia	ND	BDL	ND	BDL
Stachybotrys	ND	BDL	ND	BDL
Tetraploa	ND	BDL	ND	BDL
Torula	ND	BDL	ND	BDL
Trichoderma	ND	BDL	ND	BDL
Ulocladium	ND	BDL	ND	BDL
Wallemia	ND	BDL	ND	BDL
Ascomycetes-unspecified	8	107	108	1,440
Basidiomycetes-unspecified	4	53	12	160
Hyphomycetes-unspecified	ND	BDL	ND	BDL
Rusts/Smuts/Myxomycetes	ND	BDL	ND	BDL
Zygomycetes-unspecified	ND	BDL	ND	BDL
Total Spore Count	24	320	176	2,347
Hyphae	ND	BDL	ND	BDL
Background Particulate Density	Low		Low	

ABC Identification Number:	BY062314-13-2		BY062314-13-3	
Sample Identification Number	18839564		18839575	
Date Collected:	06/19/14		06/19/14	
Description:	Basement		Control/ Outside	
Sample Type:	Spore Trap		Spore Trap	
Sample Condition:	Intact		Intact	
Comments:				
Volume/Area Sampled:	75		75	
Reporting Limit:	13		13	
Spore Identifications	Raw Count	Spores/m3	Raw Count	Spores/m3
Acremonium-like	ND	BDL	ND	BDL
Alternaria	ND	BDL	ND	BDL
Arthrinium	ND	BDL	ND	BDL
Aureobasidium	ND	BDL	ND	BDL
Botrytis	ND	BDL	ND	BDL
Cercospora	ND	BDL	ND	BDL
Chaetomium	ND	BDL	ND	BDL
Cladosporium	4	53	28	373
Coprinus	ND	BDL	ND	BDL
Curvularia	ND	BDL	ND	BDL
Drechslera/Bipolaris	ND	BDL	ND	BDL
Epicoccum	ND	BDL	4	53
Fusarium	ND	BDL	ND	BDL
Ganoderma	ND	BDL	ND	BDL
Memnoniella	ND	BDL	ND	BDL
Nigrospora	ND	BDL	ND	BDL
Penicillium/Aspergillus-like	56	747	20	267
Pithomyces	ND	BDL	4	53
Scopulariopsis	ND	BDL	ND	BDL
Spegazzinia	ND	BDL	ND	BDL
Stachybotrys	ND	BDL	ND	BDL
Tetraploa	ND	BDL	ND	BDL
Torula	4	53	ND	BDL
Trichoderma	ND	BDL	ND	BDL
Ulocladium	ND	BDL	ND	BDL
Wallemia	ND	BDL	ND	BDL
Ascomycetes-unspecified	ND	BDL	108	1,440
Basidiomycetes-unspecified	ND	BDL	12	160
Hyphomycetes-unspecified	ND	BDL	ND	BDL
Rusts/Smuts/Myxomycetes	ND	BDL	ND	BDL
Zygomycetes-unspecified	ND	BDL	ND	BDL
Total Spore Count	64	853	176	2,347
Hyphae	Present		ND	BDL
Background Particulate Density	Low		Low	

Frequently Occurring Fungi

Acremonium

This organism grows on dead plant material and soil. For growth indoors, it requires very wet conditions. The pathology to humans on exposure includes allergies (eg. hay fever, asthma), pneumonia, and subcutaneous infection.

Alternaria

This can be found on dead and dying plant material. It is easily blown by wind and found in house dust, carpets, textiles, and horizontal surfaces indoors. It can be considered a water impact mold. The pathology to humans on exposure includes allergies and asthma. Other diseases linked to *Alternaria* include mycotic keratitis, skin infections, and osteomyelitis.

Ascomycetes

This group includes over 3,000 species of fungi which mature in a sack-like structure. They are found everywhere in nature. This group includes *Chaetomium* and *Ascotricha* which can frequently found growing indoors on damp substrates. The pathology to humans on exposure is mostly allergenic.

Aspergillus

This can be found growing on forage products, grains, nuts, organic debris and water damaged organic building materials. Pathology to humans includes asthma, but it is less allergenic than other molds. Infections from Aspergillus happen mostly to persons with compromised immune systems. Aspergillosis is the second most common fungal infection requiring hospitalization in US.

Aspergillus /Penicillium

This group of fungal spores includes both the *Aspergillus* and *Penicillium* genera. This is because microscopically the two can not be differentiated unless conidiophores (fungal fruiting bodies) are present in the sample. These organisms are very common in the environment; however, an elevated presence can be indicative of a water intrusion event.

Basidiomycetes

This group of fungal spores originates from mushrooms and plant pathogens. They are found in gardens, forests, and woodlands, but basidiomycetes can grow indoors. *Serpula lacrimans* or "dry rot" and other fungi cause white and brown wood rot. They grow and destroy the structural wood of buildings. The pathology to humans on exposure is mostly allergenic (eg. hay fever, asthma).

Chaetomium

This organism grows on substrates containing cellulose, including paper and plant compost. It is found commonly on damp sheetrock paper. Spores are distinctively shaped and resemble a lemon or a football and mature in a sack-like structure called perithecia. The pathology to humans on exposure includes Type I and III allergens and can produce a mycotoxin shown to cause kidney and liver damage in laboratory animals.

Cladosporium

This genus grows on living and dead plant material, soil, paint, and textiles. It can be found growing in dirty refrigerators and on air conditioning vents. It grows especially well in reservoirs where condensation collects. Often it is found on the surface of fiberglass duct liners in the interior of supply ducts. The spores are generally dispersed by the wind. Water conditions of *Cladosporium* include houses in damp areas with poor ventilation. It can also be found living on textiles or paper under humid conditions and on moist window frames. Human exposure is rarely pathogenic, but can cause skin lesions, sinusitis, and pulmonary infections. Airborne spores can be significant allergens.

Curvularia

This grows on plant debris and soil. It is a facultative plant pathogen of tropical or subtropical plants and can grow indoors on a variety of substrates, usually under high humidity. The pathology to humans on exposure includes allergies (eg. hay fever, asthma). It is a relatively common cause of allergic fungal sinusitis.

Frequently Occurring Fungi (cont.)

Hyphal Fragments	This is the growing part of fungi. Hyphal fragments present in air samples can be indicative of actively occurring mold growth within the indoor environment.
Memnoniella	This organism is closely related to *Stachybotrys* and grows on soil, many types of plants, and trees. It is associated often with water intrusion and can grow indoors on many different substrates. It is found frequently in conjunction with *Stachybotrys*.
Myxomycetes/Rusts/Smuts	These types of fungi are typically found outdoor. Rusts and smuts are often considered plant pathogens or parasites, while myxomycetes are slime molds. These spores are difficult to differentiate microscopically and normally are quantified together.
Penicillium	This fungus grows on materials such as soil, food cellulose, paint, grains, and compost piles. Spores are commonly found in carpet, wallpaper, and in interior fiberglass duct insulation. *Penicillium* can grow indoors in water-damaged buildings on wallpaper, wallpaper glue, decaying fabrics, moist chipboards, and behind paint. The pathology to humans includes allergies (eg. hay fever, asthma), moldy wall hypersensitivity, and hypersensitivity pneumonitis.
Stachybotrys	This can be found growing on sheet rock, paper, ceiling tiles, cellulose containing insulation backing, and wallpaper. It is a sooty black fungus occasionally accompanied by a thick mass of white mycelia. Conditions for growth include areas subject to temperature fluctuations that also have a relative humidity above 55%. The pathology to human exposure may include allergies, dermatitis, cough, rhinitis, nose bleeds, cold and flu symptoms, headache, general malaise and fever, and diarrhea. It produces mycotoxins which are extremely potent. Toxins produced by the fungus may suppress the immune system-affecting the lymphoid tissue and the bone marrow. Exposure via inhalation, ingestion, or dermal/skin should be avoided.
Ulocladium	This organism grows on plant materials and soils, rotten woods, paper, textiles, and water-damaged building materials. It can be found in dust and air samples. Growth indoors is widespread. It has a high water requirement. The pathology to humans on exposure includes allergies (eg. hay fever, asthma). When this organism is in the presence of *Alternaria*, symptoms may compound.

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General Chain of Custody

AB Identifier: (for internal use only) BY062314-13

Project Name: 170 West Franklin

Project Number:

Project Date: 6-19-14

	Inside	Outside
%RH	54	50
Temperature	74	92

Inspector: Brad Yunker
Address: 1013 Tpwer Hill Lane
Hendersonville, TN 37075

Phone: 615-426-4181 E-mail: bradleyinspection@gmail.com

Turn Around Time
Direct Exam : 24 hours
ERMI/DNA: 72 hours
Cultures: 7-14 days

Sample Codes (SC)
SP- Spore Trap
SW- Swab
TL- Tape Lift
BL- Bulk
DU- Dust

Outside Conditions (Circle One)
C- Clear
R- Rain
W- Wind
TS- Thunderstorm
S- Snow

Sample ID	Description	SC	Total Volume/Area	Comments
18839630	Main Floor	SP	75L	
18839564	Basement	SP	75L	
18839575	Control / outside	SP	75L	

MoldScan	ViaScan Genus Id Fungi	ViaScan Species Id Fungi	ViaScan Bacterial Colony Count	ViaScan Species Id Bacteria	ERMI	ARMI	Survey of Indoor Molds	Pathogenic Fungus Panel	Aspergillosis Assessment	Coliform Test	MPN	Legionella	Allergen Assay	Other:
☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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Relinquished By: Brad Yunker Date: 6-22-14

Received By: Krystell Vilegas Date: 6/23/14

Continuous Radon Monitor

Model Number: 1028
Calibration Date: 02/27/2014
Monitor Time: 6/25/2014 19:25

Serial Number: 57077043
CF: 2.75

Inspection Company

Brad Yunker
Bradley Inspection Services
1013 Tower Hill Lane
Bradley@bradleyinspection.net
Hendersonville, TN-37075
Phone Number: 615-426-4181
License Number: N/A

Billing Information

City of Gallatin <Joe Thompson>
170 West Franklin Street
joe.thompson@gallatin-tn.gov>
Gallatin, TN-37066
Phone: (615)230-0681

Site Information

City of Gallatin <Joe Thompson>
170 West Franklin Street
joe.thompson@gallatin-tn.gov>
Gallatin, TN-37066
Phone: (615)230-0681

Site & Condition

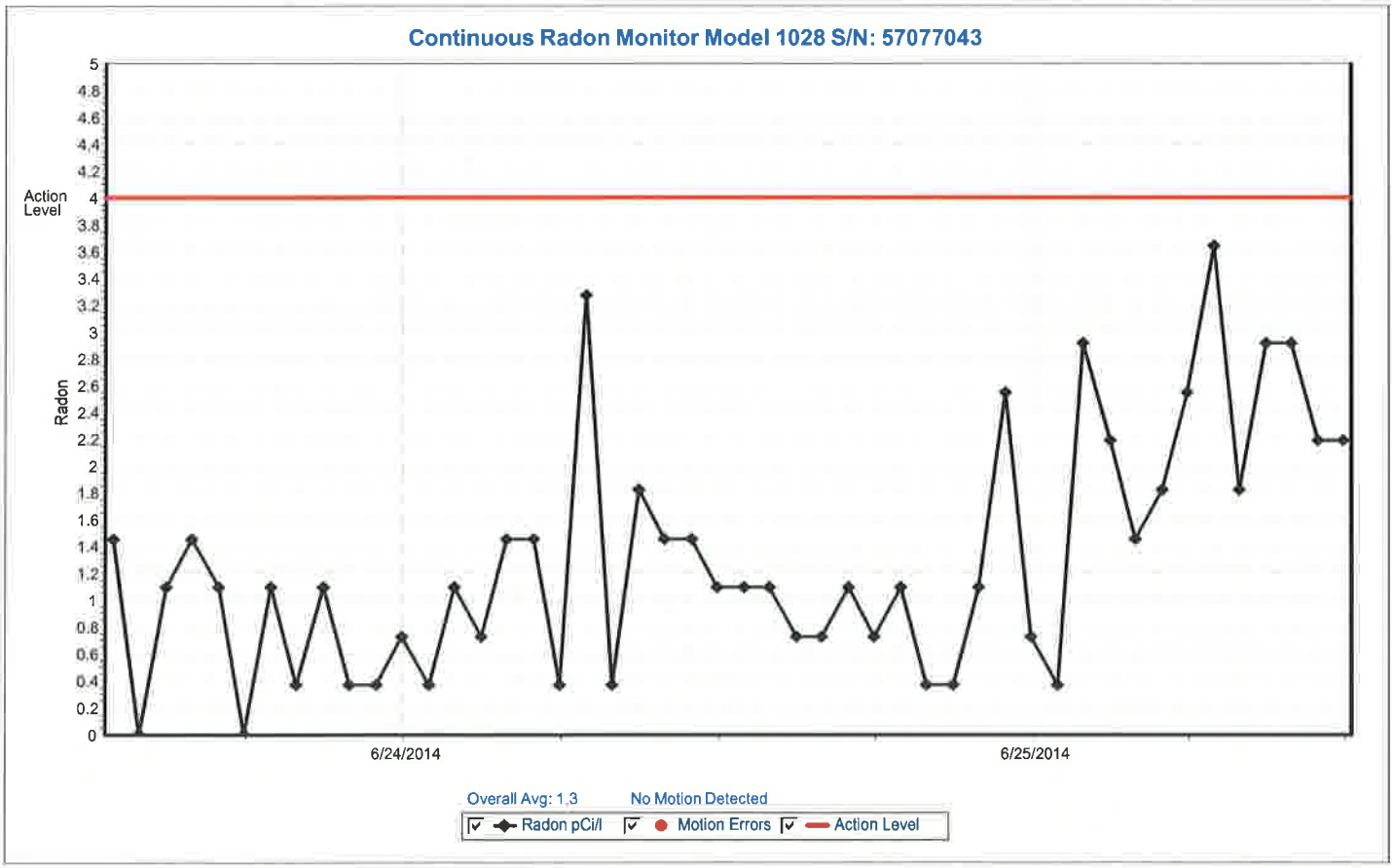
Wind: E 10-15mph
Year Built: 1960's
Mitigation System: Not Installed
SqFt: 2400

Atmospheric Condition: Clear and Dry
Structure Type: Commercial Building
Monitor Location: Basement

Test Summary

Start Time: 06/23/2014 11:56
End Time: 06/25/2014 11:56
Measurement Interval(hr): 1.0
Exposure Time: 2 Days 0 hrs

Overall Avg: 1.3 pCi/l
EPA Avg: 1.3 pCi/l



SUN NUCLEAR corporation

******* 06/23/2014 *******

Time	Counts pCi/l	Flags
12:56	1.5	
13:56	0.0	
14:56	1.1	
15:56	1.5	
16:56	1.1	
17:56	0.0	
18:56	1.1	
19:56	0.4	
20:56	1.1	
21:56	0.4	
22:56	0.4	
23:56	0.7	

******* 06/24/2014 *******

Time	Counts pCi/l	Flags
00:56	0.4	
01:56	1.1	
02:56	0.7	
03:56	1.5	
04:56	1.5	
05:56	0.4	
06:56	3.3	
07:56	0.4	
08:56	1.8	
09:56	1.5	
10:56	1.5	
11:56	1.1	
12:56	1.1	
13:56	1.1	
14:56	0.7	
15:56	0.7	
16:56	1.1	
17:56	0.7	
18:56	1.1	
19:56	0.4	
20:56	0.4	
21:56	1.1	
22:56	2.5	
23:56	0.7	

******* 06/25/2014 *******

Time	Counts pCi/l	Flags
00:56	0.4	
01:56	2.9	

******* 06/25/2014 *******

Time	Counts pCi/l	Flags
02:56	2.2	
03:56	1.5	
04:56	1.8	
05:56	2.5	
06:56	3.6	
07:56	1.8	
08:56	2.9	
09:56	2.9	
10:56	2.2	
11:56	2.2	

Error Flags:
M Motion:

Inspector Signature _____

PC Software Version: 2.2.0
Embedded Software Version: 109

SUN NUCLEAR corporation

Radon Risk Information

Radon is the second leading cause of lung cancer, after smoking. The US EPA and Surgeon General strongly recommend taking further action when a homes radon test results are 4.0 pCi/l or greater. The concentration of radon in the home is measured in picocuries per liter of air (pCi/l). Radon levels less than 4.0 pCi/l still pose some risk and in many cases may be reduced. If the radon level in the home is between 2.0 and 4.0 pCi/l, the EPA still recommends that you consider fixing the home. The average indoor radon level is estimated to be about 1.3 pCi/l; roughly 0.4 pCi/l of radon is normally found in the outside air. The higher the home radon level, the greater the health risk. Even homes with very high radon levels can be reduced to below 4.0 pCi/l and many homes can be reduced to 2.0 pCi/l or less.

Understanding Time-Sensitive Testing Protocols

Continuous Monitor Results:

Single test result average 4.0 pCi/lor more	Fix the home
Single test result average between 2.0 and 4.0 pCi/l	Consider fixing the home

Less than 4.0 pCi/l: confirm the low result by testing again at least every two years and whenever significant changes to the home structure or mechanical systems occur.

Test during different seasons and different weather conditions to reduce your risk of exposure.

AE ROOFING & EXTERIORS LLC
Replacement Specialist

AE Roofing and Exteriors LLC
1195 Louisville Hwy.
Goodlettsville, TN 37072
(615) 431-2283
Fax: (615) 431-2852

License Number 7686
ACCREDITED BUSINESS BBB.

Estimate and Contract

AE Roofing Quote good for _____ days

Estimator David Cannon Phone 615-456-3782

Proposal Submitted to City of Gallatin 170 West Franklin St. Gallatin, TN 37066	Phone Email Material Drop area Job Location	Date 6/25/14
Claim #	Insurance Company	Job Phone

We hereby submit Specifications and Estimates for:

Remove existing material (one layer) Main Building
Install 1/2" Wood Fiber, 60 mil. TPO, TPO coated edge metal
Replace All Flashings & terminations to manufacture specs.

Storage Building -
Remove existing shingles, install new Architectural shingles, underlayment

Special Instructions: Do to current condition of main Building's decking we recommend removing the single layer of existing material to allow for full inspection of current decking

We hereby propose to furnish material & labor - complete in accordance with above specifications for the sum of:

Dollars $9,280.00

Payment due at completion.
All material is guaranteed to be as specified. All work to be completed in a workmanship like manner according to standard construction practices and manufacturers specifications. A one year workmanship warranty on all above listed items. Any excess material is the property of AE Roofing and Exteriors LLC. Contract subject to reasons for delay clause. Acceptance of Proposal - the above prices, specifications, terms and conditions on the back of estimate and contract form are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Purchaser's signature/date _____ Purchaser's signature/date _____

For all insurance related claims, AE Roofing and Exteriors LLC will perform the specified work listed above for the Final RCV (replacement cost value) payment from the insurance company. AE Roofing reserves the right to file and collect any supplemental claims and payment for additional work performed that was omitted on adjuster's estimate. AE Roofing is also entitled to any overhead and profit (O&P) paid by the insurance for contractors.
HOMEOWNER'S ONLY OUT OF POCKET EXPENSE IS THIER DEDUCTIBLE AND ANY UPGRADES THE HOMEOWNER MAY CHOOSE.

Management of AE Roofing and Exteriors LLC and the customer (purchaser), reserves the right to reject this contract within 3 working day's from date of signature.

You may cancel this contract at any time within three (3) business days after you have been notified that your insurance company has, in whole or part, denied your claim to pay for goods or service to be provided under this construction contract.

Rosemary Bates

From: Donald Bandy
Sent: Tuesday, July 01, 2014 1:59 PM
To: Jo Ann Graves
Subject: FW: 170 West Franklin Street

FYI

Donald W. Bandy
Chief of Police
Gallatin Police Department
130 W. Franklin St.
Gallatin, TN. 37066
Office: 615-452-1313 #220
Email: dbandy@gallatinpd.org

From: Chuck Stuart
Sent: Tuesday, July 01, 2014 8:32 AM
To: Donald Bandy
Subject: FW: 170 West Franklin Street

From: Addam McCormick
Sent: Tuesday, July 01, 2014 7:58 AM
To: Chuck Stuart
Cc: Benjamin Harris
Subject: RE: 170 West Franklin Street

Building Inspection Notes:

-Exterior brick to be reworked mortar joints
-Exterior sump pump not operable
-Emergency and exit lights
-Stairs to basement steep and public access and employee access is not recommended due to lower headroom, steep incline, and small tread widths.
-Repair porch and guards and supports to be replaced due to condition-replaced to be code compliant
-Bathroom not ADA accessible
-Building not ADA accessible due to front steps and threshold
-Water heater properly vented, pan, expansion tank, t/P valve, drain system
-Review electric service 100 amp- would this be enough for proposed use.
-Floor loading to be consistent with office use appears to be regular framing.
-Inspection did not include attic or roofs no method to access.

From: Chuck Stuart
Sent: Monday, June 30, 2014 7:58 AM
To: Addam McCormick
Subject: FW: 170 West Franklin Street

From: Donald Bandy
Sent: Thursday, June 26, 2014 4:07 PM
To: Chuck Stuart
Subject: FW: 170 West Franklin Street

Hey Chuck here is the inspection on the office building we may buy for the PD. Could you review it and give me suggestions or your opinion of how much and how bad it is? Thanks, Don

Donald W. Bandy
Chief of Police
Gallatin Police Department
130 W. Franklin St.
Gallatin, TN. 37066
Office: 615-452-1313 #220
Email: dbandy@gallatinpd.org

From: Joe Thompson
Sent: Wednesday, June 25, 2014 9:30 PM
To: Donald Bandy
Subject: Fwd: 170 West Franklin Street

Enjoy.

Joe

Sent from my iPhone

Begin forwarded message:

> **From:** "Bradley Yunker" <bradley@bradleyinspection.net>
> **To:** "Joe Thompson" <joe.thompson@gallatin-tn.gov>
> **Subject: 170 West Franklin Street**
>
> Mr. Joe Thompson
> I will send a standard invoice with all items listed. Please see attached form, and feel out. I will have my correct mailing address for payment on the itemized invoice.

This is your inspection report. Red is for marginal and defective items and blue is for general info and maintenance for the building.
Thank you for allowing me to assist with your inspection process. If you have any questions about the inspection please contact me anytime.

Attached is an inspection agreement. Please print your current info at the top left and enter the property to be inspected at the top right. Please signs and date at the bottom right. Please fill in the additional info at the bottom. Please indicate check mark at bottom of page is you wish me to send a copy of the report to your real estate agent.
**Fee for your inspection is -------$970.00-------.

**Please make check payable to Bradley Inspection Services.

*******If you wish to pay by visa or mastercard please call the number below.

Thank you,
Brad Yunker; Bradley Inspection Services
www.bradleyinspection.net<http://www.bradleyinspection.net/>
Cell# 615-426-4181

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 8, 2014

DEPARTMENT: **Mayor's Office** **AGENDA #** 2

SUBJECT:
HomeSafe Proposal to Lease City Property on South Water

SUMMARY:
HomeSafe has written the City with a proposal to lease the old health department building that the City owns on South Water Avenue. See attached letter. Representatives of HomeSafe plan to attend the Council Committee Meeting to answer questions, discuss their proposal, or consider other options that may possibily be presented by the City Council.

RECOMMENDATION:

ATTACHMENT:

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

- ☐ Approved
- ☐ Rejected
- ☐ Deferred

Notes:

RECEIVED
JUN 2 5 2014
MAYOR'S OFFICE

July 1, 2014

The Honorable Mayor Jo Ann Graves
132 W. Main Street
Gallatin, TN 37066

Good morning Mayor Graves,

I am the Executive Director of HomeSafe, Inc. , and with the full support of our Board of Directors , I am writing to request usage of the vacant City building located at 411 S. Water in Gallatin, Tennessee.

Our central offices are currently located at 331 S. Water and we are in dire need of additional space.
The Mission of HomeSafe is to provide survivors of domestic violence with support services, advocate for non-violent relationships and homes, and develop greater community awareness and involvement to prevent violence in all domestic relationships.

HomeSafe is the only agency in Sumner, Wilson, Trousdale and Robertson Counties providing comprehensive, free, and confidential services for survivors of domestic violence. We are the only non-governmental agency in the county responding 24-hours a day, 365 days a year.

The following components make up the HomeSafe program:

- Four (4) 24-Hour Helplines: The core of our services is the four 24-Hour Helplines. Helplines are answered by staff or trained volunteers and provide survivors with information, referrals, peer counseling, access to shelter, and other HomeSafe services. The Embrace Helpline specifically serves survivors with limited or no English skills.

- Emergency Shelters: Shelter can mean life or death to an individual who is experiencing violence from a family member. There are many women who have no safe place for them or their children to sleep or eat. Shelter stay is short term and is determined by individual needs and resources.

- Counseling: Staff and trained volunteers provide peer and crisis counseling, information on the dynamics of domestic violence, and possible options available to increase safety.

P.O. Box 607
Gallatin, TN 37066-0607
615-452-5439 office
615-451-4453 fax
homesafetn.org

- Crisis Intervention: Staff and volunteers provide intervention after office hours at the point of crisis. They provide emergency counseling, shelter, information, and transportation.

- Support Groups: These groups are a therapeutic way for individuals to work through their situations and find the support they desperately need. Most often it is through the sharing of their own strength, experience, and hope that lives are changed.

- Referrals: Because of the diverse needs of survivors, it is important for staff to know where aid is available, what types of help clients qualify for, and the necessary procedures to access other sources of assistance available within each county.

- Legal Advocacy: Staff can provide court accompaniment, help with paperwork, monitoring of court systems, and aid interaction with the Criminal Justice System. HomeSafe has contributed to significant changes in the Criminal Justice System assisting survivors of domestic violence.

- Community Education & Prevention Programs: Staff and Volunteers provide presentations and trainings to schools, churches, civic, and community groups about the dynamics of domestic violence to help individuals recognize and avoid violent relationships. Information is also given about the HomeSafe program and its financial, in-kind, and volunteer needs.

- Follow-up Services: These services include ongoing personal and telephone contact.

- Children's Program: The needs of children who are residents of the shelters are provided such as counseling, needs assessments, referrals, advocacy, and recreational activities.

- The "Embrace" Program: This program was specifically designed to ensure equal and quality services to all survivors considered underserved. A bi-lingual staff person provides services to Spanish speaking survivors and other languages through contracted translators.

- Basic Human Needs: Due to the economic abuse experienced, the program assists survivors with food, clothing, personal grooming items, and household items as available. Many of these items are provided through in-kind donations.

- YouthSafe: Provides presentations on healthy relationships and teen dating violence in the Middle and High Schools of HomeSafe's service area. This program also provides teacher in-service trainings and support groups for young people who are survivors of domestic violence.

When you look at the many services we offer, know that we are desperate to find more space. The option HomeSafe is proposing will serve the City and our agency.

We are proposing HomeSafe's use of the building at 411 S. Water on a 5 year lease for $1 per year. When the lease expires, we would like the option to purchase it. This initial partnership would support our mission and the vision of your office. Should you have a need for the building at the end of the lease, you can rest assured that we will have taken good care of it.

We would agree to assume all liability. We have toured the building and do not believe the building would demand more than we can currently afford to do in order to move into it. As we know, any un-occupied structure will deteriorate rapidly. We would ask the City of Gallatin to help us initially to open up the building. I am sure that Gallatin residents would support the growth of free services that are available to anyone in need.

I look forward to a discussion with you in hopes that this becomes a reality. I am available to talk any time your schedule permits. Please advise me of a date and time.

Sincerely,

Joyce Acklen

Joyce Acklen
Executive Director
HomeSafe, Inc.
331 S. Water
Gallatin, TN 37066
615-452-5439 office
615-818-6700 mobile

ExecutiveDirector.HomeSafe@gmail.com

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 8, 2014

DEPARTMENT: **Mayor** **AGENDA #** 3

SUBJECT:
Discussion of Old Health Department Bldg on South Water

SUMMARY:
Options on how to proceed with sale of the building will be presented for discussion.

RECOMMENDATION:

ATTACHMENT:

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

Approved ☐
Rejected ☐
Deferred ☐

Notes:

City of Gallatin, Tennessee

REQUEST FOR PROPOSALS

Sealed proposals for **AUCTION SERVICES** for the City of Gallatin, Tennessee will be received by Jo Ann Graves, Mayor for the City of Gallatin, Tennessee, 37066 at 132 West Main Street Room 102 **UNTIL ---------- P.M., ---------- 2014.**
Any questions regarding this Request for Proposal should be directed to ----------, or emailed to: ----------.
All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.
****

City of Gallatin, Tennessee
Submittal Signature for:
AUCTION SERVICES

The individual/firm submitting this proposal is required to submit those items listed in this RFP in full as a part of the proposal package.
Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.
By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the individual/firm indicated below is capable of providing services as described in their response to this RFP.

COMPANY	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE

GENERAL SPECIFICATIONS
FOR
AUCTION SERVICES

The City of Gallatin, Tennessee ("City") is seeking proposals from local individuals/firms to auction real property owned by the City, located at 411 South Water Avenue, Gallatin, TN ("Property"). It is the intent of this RFP to have the successful individual/firm enter into a Professional Services Contract with the City to supply auction services for the property as outlined herein.

A. SCOPE OF SERVICES

The successful individual/firm shall agree to contract with the City to provide the following:

- Establishing the auction date and parameters for the Property in accordance with City needs,
- Developing and implementing strategies for promoting the auction,
- Conducting the auction in accordance with any laws, rules, or regulations established by the City or the State of Tennessee,
- Coordinating all auction-related transactions related to the property, and
- Handling all other customary activities and services associated with auctions.

Services may include consultation with City staff and City Council members relating to the sale of the Property. Presentations at public meetings may be required.

B. QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Tennessee.
- Must have an excellent reputation in the auction community.
- Must be knowledgeable in the auction market and have experience with auctioning similar properties.
- Must be knowledgeable in the use of all auction-related records and technologies.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers' compensation. The successful contractor must provide original certificates prior to commencing services.

D. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the individuals/firms submitting an RFP, or to cancel all or part of this RFP.

E. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

F. **SELECTION CRITERIA**

Selection of an individual/firm will be made based on the following criteria:

1. Ability of individual/firm to meet or exceed the requirements defined in the RFP,

2. Experience, qualifications and references,

3. Knowledge of local auction market,

4. Local reputation, and

5. Completeness of response to RFP as outlined in this solicitation.

G. **RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the individual/firm, if any.

2. Description of your firm including size of firm, location, number and nature of the professional staff; staff experience, including a brief resume for each key person listed.

3. Describe experience (minimum three years previous experience with proven effectiveness) your firm or individual has in the auction business.

4. Experience in assisting similar size entities, including any and all services for government agencies.

5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.

6. Additional services offered through your firm.

7. Listing of current litigation, outstanding judgments and liens.

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 8, 2014

DEPARTMENT: **Engineering** **AGENDA #** 4

SUBJECT:
Paving the driveway of the old Sumner County Health Dept. building

SUMMARY:
This item was discussed at the last Council Committee Meeting. Council requested that Engineering find out if Roger's Group would allow us to pave the driveway under our current Paving Contract and if so to provide Council with an estimated cost. Roger's Group has agreed that we can utilize the contract and the estimated cost for our half of the driveway is $2,500.

RECOMMENDATION:

ATTACHMENT:

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

Approved ☐
Rejected ☐
Deferred ☐

Notes:
Summary from June 24th Council Committee bluesheet:
The old Sumner County Health Department building that the City bought shares a driveway with Kerry Parker's building at 425 South Water Avenue. Mr. Parker came to City Hall with a bid he obtained to pave the driveway. He said in the past Sumner County would split the cost with him to have it repaved.
Attached is the bid he provided ($5,537 for our half). Because of the amount and our rules and regulations, the City would have to obtain 2 more bids. Another option would be to inquire from Roger's Group on if they will pave it using our current contract. Since it is not a city street that are not obligated to use the contract but they may be willing to pave it for us anyways. What direction would Council like to take?

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

July 8, 2014

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

SUBJECT:
Lower Station Camp Creek Road

SUMMARY:
See attached figure for the alternative that Council requested further details on. The construction cost estimate to complete the plan would include approximately $20,000 for traffic calming features and $70,000 for repaving.

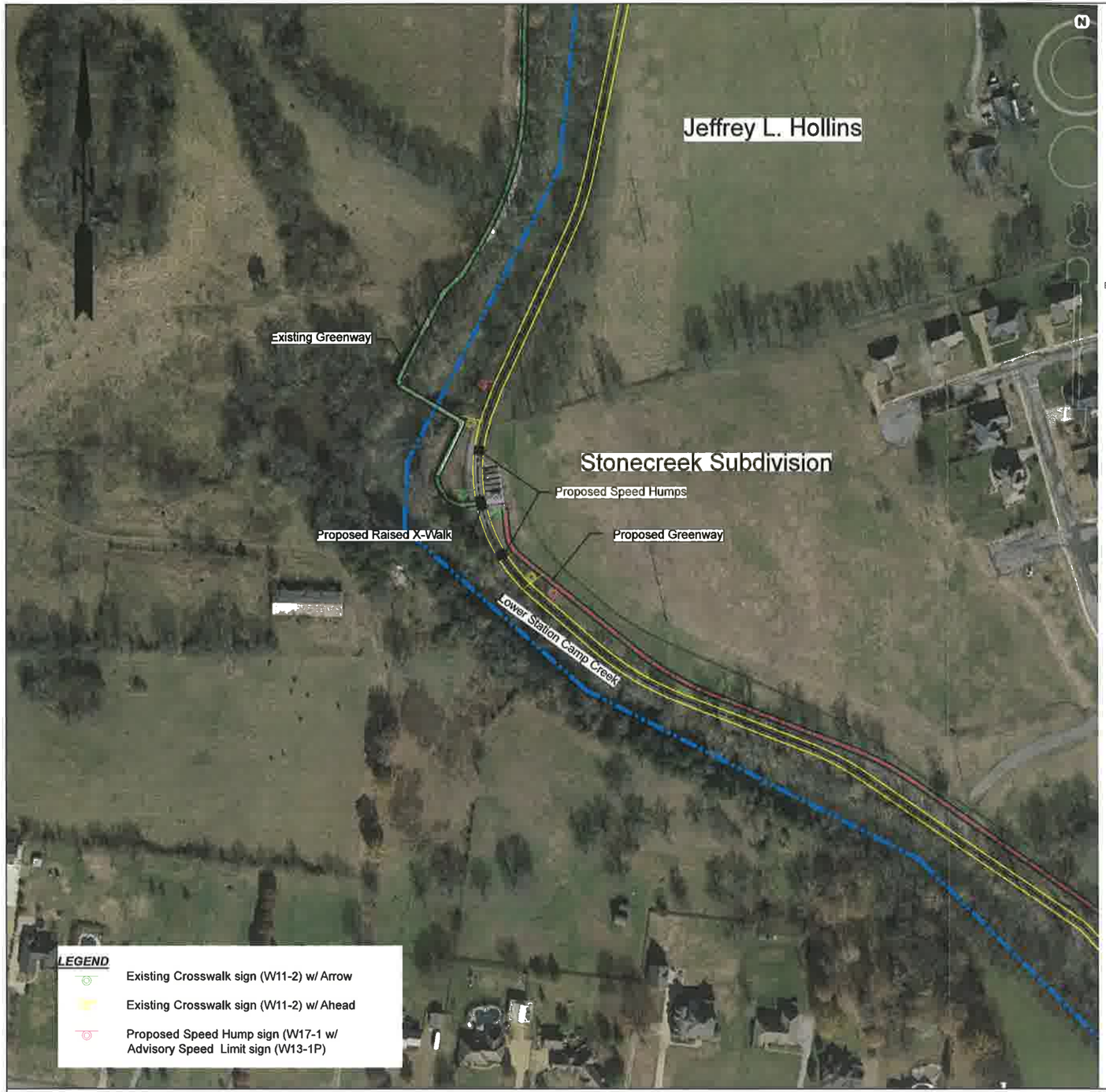
RECOMMENDATION:

ATTACHMENT:

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

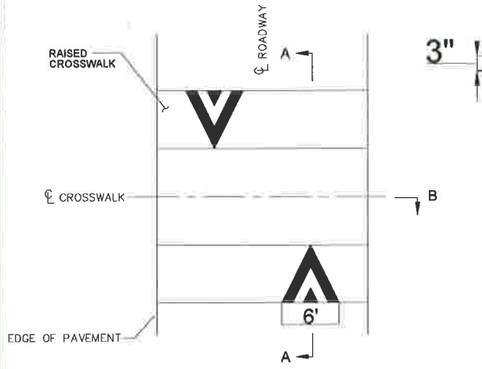
Approved ☐
Rejected ☐
Deferred ☐

Notes:

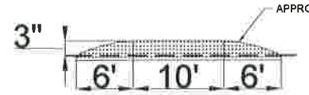


0 100 200 300

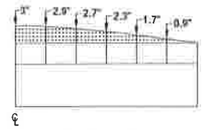
Lower Station Camp X-Walk and Traffic Calming



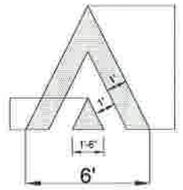
MARKING DETAIL



SECTION A-A



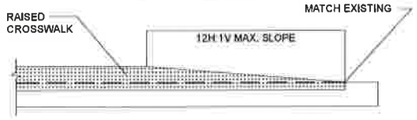
APPROACH ARC DETAIL



CHEVRON DETAIL

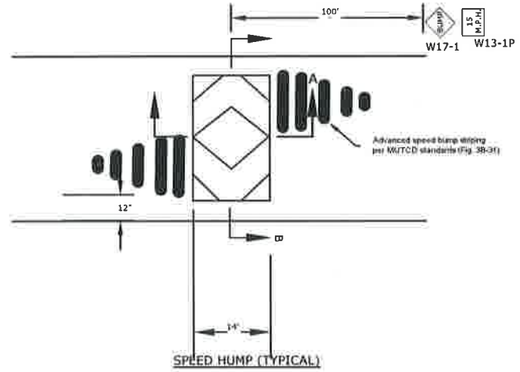
NOTES:

1. ALL STRIPING SHALL BE THERMOPLASTIC.
2. CHEVRON TO BE CENTERED IN THE DRIVING LANE. LOCATION SHALL BE VERIFIED BY THE ENGINEER PRIOR TO INSTALLATION.
3. CROSSWALK TO BE CONCRETE.

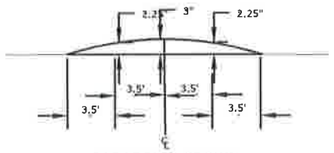


SECTION B-B

RAISED CROSSWALK

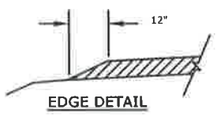


SPEED HUMP (TYPICAL)



PARABOLIC CROWN

SECTION A-A



EDGE DETAIL

SECTION B-B

SPEED HUMP

JOB NAME: Lower Station Camp Greenway Crosswalk	DRAWN BY: JZW	CHECKED BY: JZW
LOCATION:	SCALE: 1" =100 '	
OWNER: City of Gallatin	DATE OF SURVEY: N/A	
DESCRIPTION: Raised crosswalk with advanced speed humps and associated striping and signage.	JOB NUMBER	SHEET 1 of 1

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

7/8/2014

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

SUBJECT:
Report on Internal Revenue Service audit

SUMMARY:
Attached memo summarizes results of Internal Revenue Service audit for calendar years 2012 and 2013

RECOMMENDATION:
for information only

ATTACHMENT:

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

Approved ☐
Rejected ☐
Deferred ☐

Notes:

City of Gallatin

Finance Department

TO: Mayor Graves, Council Members, and Department Heads
FROM: Rachel Nichols, Finance Director R Nichols
DATE: May 21, 2014
RE: Summary Results of 2014 IRS Audit

As noted on the attached chronology, I was contacted on January 22, 2014 by the Nashville office of the Internal Revenue Service and notified that the City had been flagged for an IRS audit. For 2012 there were twelve individuals that received W-2 and 1099 forms from the City. While occasionally correct, this is considered unusual from the IRS prospective and, therefore, triggered the audit.

As with most audits, all activity under the purview of the agency was reviewed, not just the triggering event. The review included calendar years 2012 and 2013.

The results of the audit are:

1. The triggering event was reported properly based on the circumstances surrounding the individuals involved
2. The City failed to report:
   a. Fringe benefits related to certain take-home vehicles
   b. Fringe benefits related to plain-clothes uniform allowances or reimbursements
   c. Gift cards for Service Awards and Christmas luncheon door prizes
   d. Fringe benefits related to the 50% discount off Civic Center memberships
   e. Certain moving expense reimbursements
3. The City owed a total of $27,340.24 in federal income taxes, Social Security taxes, and Medicare taxes for the items noted above for calendar years 2012 and 2013. Payment was made on May 6, 2014.
4. Going forward, all items listed in 2. will be included on individuals' pay checks as taxable fringe benefits. Additionally:
   Some vehicles in 2.a. are no longer driven home (department head's decision).
   Some vehicles in 2.a. have been replaced with tax-exempt vehicles.
   Remaining vehicles in 2.a. will be taxed for commute beginning 1/1/2014.
   2.b. is currently being reported correctly.
   2.c. gifts will be purchased in lieu of gift cards.
   2.d. tax will apply to the 50% discount beginning 1/1/2014.
   2.e. has been corrected for activity through 12/31/2013.

Department heads were given an opportunity to meet with the IRS representative on May 5, 2014 and discuss particulars for their respective departments. The Director of Public Works was the only department head that met with the representative.

Please feel free to contact me with any questions or concerns about the audit.

CHRONOLOGY OF IRS COMMUNICATIONS

3/19/2013 received email regarding IRS phone forum.

3/27/2013 participated in morning IRS phone forum. Sent email to all department heads encouraging them to participate in afternoon forum.

5/7/2013 discussed IRS take home vehicle rules at department head meeting.

discussed taxable fringe benefits at Council meeting.

5/8/2013 – 6/10/2013 sent and received email correspondences to IRS rep and various departments clarifying specific circumstances.

6/4/2013 discussed again at department head meeting.

No further activity in 2013

1/22/2014 received phone call from IRS rep regarding being flagged for IRS audit.

received fax from IRS regarding items to be examined.

1/22/2014 – 2/5/2014 prepared for audit.

2/6/2014 – 2/7/2014 IRS rep on site to examine files, documents, rules, policies, etc…

2/7/2014 received listing from IRS of additional items to be examined.

3/3/2014 IRS rep on site for continued review

4/3/2014 received draft report

4/23/2014 received final report

5/5/2014 IRS rep on site for meeting with department heads

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

JULY 8, 2014

DEPARTMENT: **Codes** **AGENDA #** 7

SUBJECT:

Discussion of Chapter 5 Buildings and Building Regulation Amendments

SUMMARY:
Discussion of Chapter 5 amendments and fee schedule

RECOMMENDATION:

ATTACHMENT:

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

Approved ☐
Rejected ☐
Deferred ☐

Notes:

DRAFT FORM

ORDINANCE NO.

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:

(1) **Sec. 5-56. Code adopted**, is amended by replace the words "2006 edition" wherever they appear with the words "2009 edition".

(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 101.4.1 Electrical* is amended by deleting the acronym "ICC" and replacing it with the words "2008 National".
(2) *Section 105.2 Work exempt from permit* is amended by replacing the words "120 square feet" with "100 square feet."
(3) *Section 108.2 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 1st 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 1st 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 1st 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 0.0125%.
**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.
Valuation based on contract price.

(4) *Section 108.4 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."

(5) *Section H109.1 height restrictions i*s amended to read as follows: "The structural frame of ground signs shall not be erected to a height of more than 35 feet (10668 mm) above the ground. Greater heights are permitted where approved by the Planning Commission and located so as not to create a hazard or danger to the public."

(3) **Sec. 5-59 Amendments to International Residential Code** is amended by replacing subsection (1) which shall read as follows:

(a) 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."

(4) **Sec. 5-86. Plumbing code adopted,** is amended by replacing the words "2006 edition" with the words "2009 edition".

(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. 5-116. Code adopted**, is amended by replacing the words "2006 edition" with the words "2009 edition".

(7) **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".

(8) **Sec. 5-156. Violations and penalties**, is amended by deleting the first sentence of said section, and replacing it with "Section 108 of the Fuel Gas Code is hereby deleted."

(9) **Sec. 5-181. Property maintenance adopted**, is amended by replacing the words "2003 edition" with the words "2009 edition".

(10) **Sec. 5-216. Fee for permit**, is amended by replacing the words "two hundred dollars ($200.00)" with the words "fifty dollars ($50.00)".

(11) **Sec. 5-258. Mechanical code adopted**, is amended by replacing the words "2006 edition" with the words "2009 edition".

(12) **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.

(13) **Sec. 5-270. Model energy code adopted**, is amended by replacing the words "2006 edition" with the words "2009 edition".

(14) **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 upon 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: **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	☐ Correspondence	☐ Bid Tabulation
☐ Ordinance	☐ Contract	☒ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

RESOLUTION NO. R14Ø6-31

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.

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

Approved ☐
Rejected ☐
Deferred ☐

Notes:

RESOLUTION NO. R14Ø6-30

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 **July 1, 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
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**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

DRAFT:
Revisions are reflected by being lined through and new wording is in italics.

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;
~~Supplies and maintains vending machines;~~
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.