
**CITY OF GALLATIN
COUNCIL MEETING**

November 17, 2015

6:00 pm

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

- Call to Order – Mayor Brown
- Invocation
- Pledge of Allegiance – Vice Mayor Hayes
- Roll Call: Alexander – Brackenbury – Camp – Vice Mayor Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: None Provided
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

AGENDA

1. **Second Reading Ordinance No. O1511-59** An ordinance of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens, authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. **(Councilman Camp)**
2. **Second Reading Ordinance No. O1511-64** Ordinance appropriating \$5,889 for Payment Card Industry (PCI) Gap Analysis and Annual Cost for Quarterly Scans **(Councilman Overton)**
3. **First Reading Ordinance No. O1511-63** Ordinance of the City of Gallatin, Tennessee vacating an approximate 5000 foot long segment of Airport Road right-of-way located east of Steam Plant Road and south of Cairo Road and vacating and approximate 1000 foot long segment of Cairo Road right-of-way from the Airport Road/Cairo Road intersection to southeast of Airport Road and accepting right-of-way in fee simple for the newly relocated roadway. **(Councilman Camp)**
4. **First Reading Ordinance No. O1511-65** An ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning two lots and two parcels, comprising approximately .98 acres, from CS- Commercial Services District to the CC- Core Commercial District, located east of South Water Avenue, west of Woods Ferry Road and north of Coles Ferry Road; authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing from severability, and providing for an effective date. **(Councilman Camp)**
5. **First Reading Ordinance No. O1511-66** Ordinance appropriating funds for 2016 Water/Sewer Capital Projects and correcting original 2016 Budget **(Councilman Mayberry)**
6. **First Reading Ordinance No. O1511-67** Ordinance amending Article III, Section 1 of the City of Gallatin, Tennessee Charter as established in Chapter 67 of the Private Acts of 1953 and as amended thereafter regarding eligibility of office and holding other public office **(Councilman Overton)**

7. **First Reading Ordinance No. O1511-68** Ordinance amending Article III, Section 1 of the City of Gallatin, Tennessee Charter as established in Chapter 67 of the Private Acts of 1953 and as amended thereafter to establish term limits for the offices of the Mayor, District Alderman, and Alderman-at-Large **(Councilman Alexander)**
8. **Resolution No. R1510-55** Resolution amending Gallatin Personnel Rules and Regulations relating to workplace violence **(Councilwoman Brackenbury)**
9. **Resolution No. R1511-59** Resolution revising the adopted Utility Easement Acquisition Procedure **(Vice Mayor Hayes)**
10. **Resolution No. R1511-61** Resolution amending Gallatin Personnel Rules and Regulations relating to emergency conditions **(Vice Mayor Hayes)**
11. **Resolution No. R1511-65** Resolution approving the Fire Chief interview pool recommended by the established panel of experts in adherence with the City of Gallatin Personnel Rules **(Vice Mayor Hayes)**

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

ORDINANCE NO. 01510-59

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR SUMNER GARDENS, AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property has submitted a complete application for the Sumner Gardens Preliminary Master Development Plan on one (1) parcel totaling 12.32 (+/-) acres located in the City of Gallatin, Tennessee; and

WHEREAS, the property is located at 146 Coles Ferry Road, north of Coles Ferry Road and east of South Westland Avenue and is zoned Residential-6 High Density Residential; and

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the Sumner Gardens Preliminary Master Development Plan in GMRPC Resolution No. 2015-119; and

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

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

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

Section 1. The City Council of the City of Gallatin does hereby approve the Preliminary Master Development Plan as described in Exhibit 'A'.

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

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

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

Section 5. This ordinance shall become effective immediately upon adoption.

PASSED FIRST READING: October 20, 2015.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

EXHIBIT 'A'

The Preliminary Master Development Plan for Sumner Gardens, consists of a two (2) sheet plan prepared by Rogers Engineering Group of Gallatin, TN with Project Number 15-034, dated August 26, 2015 with a final revision date of September 17, 2015, and Architectural Elevations, consisting of two (2) sheets, prepared by Matchett and Associates Architects of Gallatin, TN with Project Number 1524 dated August 16, 2015, with the following conditions:

1. Planning Commission consider the amendment to the Preliminary Master Development Plan as a minor amendment.
2. Planning Commission approve the proposed architectural elevations.
3. Planning Commission approve the proposed bufferyards and landscaping plan as submitted with the understanding the final landscaping plan will be submitted with the Final Master Development Plan.
4. Provide Plat Book and Page number for each surrounding property that has been platted.
5. Submit a tree survey with the Final Master Development Plan to document the existing trees that will be retained for the bufferyards.
6. Change acreage to 12.32 under Project Description and Site Data Table to match the legal description.
7. Correct eastern yard line to 10 foot side yard, the western yard line to a 20 foot double side yard, and the southern property boundary to a 25 foot rear yard.
8. Provide rood heights for amenity buildings.
9. Provide building material percentages for the amenity buildings.
10. Verify legal description calls for boundary adjacent to Tax Map 126L/C/026.00 and 126M/A/008.00.
11. Show landscaping screening for the HVAC on the Final Master Development Plan.
12. Submit three (3) corrected folded copies of the Amended Preliminary Master Development Plan, including one (1) full size and two (2) half size copies, to the Planning Department.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

OCTOBER 13, 2015

DEPARTMENT: PLANNING Department

AGENDA # 6

SUBJECT:

Ordinance #O1510-59 of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens and authorizing the revision to be indicated on the official zoning atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date., (S.B.E. Tax Map #126L Group C Parcel 025.00).
(PC File #3-1067-15)

SUMMARY:

The owner and applicant is requesting approval of the Sumner Gardens Preliminary Master Development Plan, consisting of 148 multi-family dwelling units, in two (2) phases, on a 12.32 (+/-) acre parcel. The parcel is zoned R6 High Density Residential and is located north of Coles Ferry Road and east of South Westland Avenue (146 Coles Ferry Road). The Dwelling Multi-Family use is a permitted use within the R6 High Density Residential zone district.

On September 28,2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-119, recommending approval of Ordinance #O1510-59. (PC File# 3-1067-15)

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

NOVEMBER 10, 2015

DEPARTMENT: PLANNING Department

AGENDA # 4

SUBJECT:

Ordinance #O1510-59 of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens and authorizing the revision to be indicated on the official zoning atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date., (S.B.E. Tax Map #126L Group C Parcel 025.00).
(PC File #3-1067-15)

SUMMARY:

The owner and applicant is requesting approval of the Sumner Gardens Preliminary Master Development Plan, consisting of 148 multi-family dwelling units, in two (2) phases, on a 12.32 (+/-) acre parcel. The parcel is zoned R6 High Density Residential and is located north of Coles Ferry Road and east of South Westland Avenue (146 Coles Ferry Road). The Dwelling Multi-Family use is a permitted use within the R6 High Density Residential zone district.

On September 28, 2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-119, recommending approval of Ordinance #O1510-59. (PC File# 3-1067-15) Following the Public Hearing on November 3, 2015, the City Council requested that this item be scheduled for the November 10, 2015 Council Committee meeting for discussion. Attached is the Preliminary Master Development Plan recommended by the Planning Commission and the previously approved, but expired plan for Albion Downs Condominiums (PC File# 3-14-06/8-41-06 on the site.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

ORDINANCE NO. 01511-64

ORDINANCE APPROPRIATING \$5,889 FOR PAYMENT CARD INDUSTRY (PCI) GAP ANALYSIS AND ANNUAL COST FOR QUARTERLY SCANS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$5,889 is hereby appropriated from the undesignated balance of the General Fund to purchase Payment Card Industry Gap Analysis and Annual Cost for Quarterly PCI Scans to assess the needs of the City in meeting PCI compliance.

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

PASSED FIRST READING: November 3, 2015.

PASSED SECOND READING: _____.

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

ORDINANCE NO. 01511-63

ORDINANCE OF THE CITY OF GALLATIN, TENNESSEE, VACATING AN APPROXIMATE 5000 FOOT LONG SEGMENT OF AIRPORT ROAD RIGHT-OF-WAY LOCATED EAST OF STEAM PLANT ROAD AND SOUTH OF CAIRO ROAD AND VACATING AN APPROXIMATE 1000 FOOT LONG SEGMENT OF CAIRO ROAD RIGHT-OF-WAY FROM THE AIRPORT ROAD/CAIRO ROAD INTERSECTION TO SOUTHEAST OF AIRPORT ROAD AND ACCEPTING RIGHT OF WAY IN FEE SIMPLE FOR THE NEWLY RELOCATED ROADWAY.

WHEREAS, The City of Gallatin is a party to the State of Tennessee Department of Transportation Local Agency Project Agreement, PIN number 112818.00, with the following project description: State Industrial Access Road serving Sumner County Regional Airport in Gallatin, Tennessee and with construction plans PIN number 112818.00 from Station 104+32.78 to Station 177+81.31. As a part of this project, the state industrial access road servicing the Sumner County Regional Airport must be realigned and relocated; and

WHEREAS, the City of Gallatin proposes to relocate a segment of Airport Road located south of Gregory Drive to east of Steam Plant Road and a segment of Cairo Road located southeast of the intersection with Airport Road in the vicinity of the Sumner County Regional Airport; and

WHEREAS, Tennessee Code Annotated Section 54-18-204, authorizes the Planning Commission to make recommendations to the City Council on the vacation of rights-of-way, and pursuant to Chapter 3, Section 3-105 *et seq.* of the Subdivision Regulations of Gallatin, Tennessee, allows acceptance of rights-of-way; and

WHEREAS, Sumner County Airport Authority has secured sufficient right-of-way for the construction of an alternative alignment to serve public transportation needs by platting new right-of-way to replace the subject vacated portions and upon completion of improvements of the new alignment no longer has a public need for the existing roadway; and

WHEREAS, Sumner County Airport Authority will convey in fee simple to the City of Gallatin, Tennessee the proposed right-of-way for the newly relocated sections of Cairo Road, Airport Road and Industrial Boulevard, described herein as **Exhibit A**, such that City of Gallatin can release the Tennessee Department of Transportation to build said infrastructure with State Industrial Access Grant funds. Upon substantial completion of the realignment of Cairo Road, Airport Road and Industrial Boulevard, City of Gallatin shall convey in fee simple all abandoned right-of-way portions to the Sumner County Airport Authority for the portions of Cairo Road and Airport Road that have been relocated; and

WHEREAS, Sumner County, Tennessee will convey in fee simple to the City of Gallatin, Tennessee the proposed right-of-way for the newly relocated portion of Industrial Boulevard, described herein as **Exhibit B**, such that City of Gallatin can release the Tennessee Department of Transportation to build said infrastructure with State Industrial Access Grant funds. Upon substantial completion of the realignment of Industrial Boulevard, City of Gallatin shall convey in fee simple all abandoned right-of-way portions due to relocation of roadway to Sumner County, Tennessee; and

WHEREAS, upon vacating the roadway the Sumner County Regional Airport will be able to expand to better serve the community and reduce potential conflict with surface vehicles and airport operations;

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

Section 1. The City of Gallatin will accept the deeded property from the Sumner County Airport Authority in fee simple described as the realigned segment of Airport Road and Cairo Road, approximately 850 feet east of Steam Plant Road to the south of Gregory Drive, as described in Exhibit A, and the City of Gallatin will accept the deeded property from Sumner County, Tennessee in fee simple the realigned segment of Industrial Boulevard as described in Exhibit B.

Section 2. That, upon completion of the relocated roadways by the Tennessee Department of Transportation, the City of Gallatin shall accept said relocated roadways, including all water, gravity sanitary sewer, sewer force main, natural gas, and overhead or underground electrical line relocations, and that portion of the right-of-way as described on the Plat for Airport Road, Cairo Road and Industrial Boulevard Relocation/Dedication/Vacation identified to be vacated, shall be wholly vacated and shall no longer be a part of the street and alley systems of the City of Gallatin and shall be transferred to the adjacent property owners (Sumner County Regional Airport Authority and Sumner County, Tennessee, respectively) and their successors or assigns.

Section 3. That any portion of right-of-way which forms the boundary of two adjacent parcels shall be approved to convey equally to the centerline of such right-of-way.

Section 4. The City shall retain a public utility easement over any existing right-of-way to be vacated in areas where utility lines are located. Such easement width shall comply with the needs as described in the subdivision regulations and/or as required by Gallatin Public Utilities and Gallatin Department of Electricity. Upon relocation of these utilities within a right-of-way or alternative easement, the public utility easement shall be considered abandoned and vacated.

Section 5. That the Mayor is authorized to execute any and all documents necessary to effectuate the terms of this Ordinance.

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

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: Engineering

AGENDA # 2

SUBJECT:

Ordinance to Vacate and Accept ROW on Airport Road and Cairo RD

SUMMARY:

Attached is the ordinance vacating and accepting right-of-way for the Airport Road SIA Project, PIN # 119592.00.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1511-65

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REZONING TWO LOTS AND TWO PARCELS, COMPRISING APPROXIMATELY .98 ACRES, FROM CS- COMMERCIAL SERVICES DISTRICT TO THE CC – CORE COMMERCIAL DISTRICT, LOCATED EAST OF SOUTH WATER AVENUE, WEST OF WOODS FERRY ROAD AND NORTH OF COLES FERRY ROAD; AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Gallatin Municipal-Regional Planning Commission requested to rezone two lots and two parcels, consisting of .98 (+/-) acres, located in the City of Gallatin, Tennessee; and

WHEREAS, the proposed zoning amendment conforms to the *Gallatin on the Move 2020* Plan general plan of the area including the established Commercial Corridor Revitalization Character Area and that the public necessity, convenience, and the general welfare, will be served by approving the proposed amendment; and

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

WHEREAS, the proposed rezoning will provide opportunities for redevelopment of the properties, reduce existing non-conforming conditions on the properties and provide for in-fill development that will compliment the scale, setbacks and style of existing adjacent structures, and

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

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the proposed rezoning in GMRPC Resolution 2015-122; and

WHEREAS, a public hearing was held following public notice as prescribed by the Gallatin Zoning Ordinance and Tenn. Code Ann. §13-7-203; and

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

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

Section 1. The City Council of the City of Gallatin does hereby approve rezoning two lots and two parcels, comprising .98(±) acres, from the CS – Commercial Services District to the CC – Core Commercial District as described in Exhibit ‘A’.

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

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

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

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

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MACAULEY
CITY ATTORNEY

Exhibit ‘A’ – Legal Description of the property

EXHIBIT 'A'

Legal Description for South Water Avenue-Woods Ferry Pike Rezoning (Planning File No. 3-1088-15)

Land lying and being situated in the Third Civil District of Sumner County, Tennessee, and described as follows:

Beginning at the point of intersection of the west edge of the old pike (known as Woods Ferry Pike) with the east right-of-way line of the new highway (Highway 109, also known as South Water Avenue), said point being 20 feet from the center line of the old pike; thence with the west right-of-way line of the old pike, South 21 degrees East, 180 feet to a stake 20 feet from the center of said old pike; thence continue along the west right-of-way line of the old pike, South 22 degrees, 46 minutes, 16 seconds East a distance of 169.87 feet to a iron rod; thence continue along the west right-of-way line of the old pike, South 22 degrees, 46 minutes, 16 seconds East a distance of 105 feet to a iron pin; thence South 77 degrees, 15 minutes West to an iron pin located on the east right-of-way line of Highway 109 (also known as South Water Avenue); thence north 11 degrees West, a distance of 454.74 feet to the point of beginning, containing approximately .98 acres located east of South Water Avenue and West of Woods Ferry Pike.

The property includes all of tax parcels:

126N G 001.00 000

126N G 002.00 000

126N G 003.00 000

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

NOVEMBER 10, 2015

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 3

SUBJECT:

Ordinance No. O1511-65. An Ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning two lots and two parcels, comprising .98 (+/-) acres from the CS - Commercial Services to CC - Core Commercial District. (File #3-1088-15)

SUMMARY:

An Ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning two lots and two parcels, comprising .98 (+/-) acres, located east of South Water Avenue, west of Woods Ferry Road and north of Coles Ferry Road, from the Commercial Services (CS) Zoning District to the Commercial Core (CC) Zoning District; authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances, providing for severability, and providing for an effective date.

The City Planning Department recommends rezoning the properties to encourage redevelopment and to eliminate a number of non-conformities. The Gallatin Municipal-Regional Planning Commission reviewed the request at the October 26, 2015 meeting and voted unanimously to approve GMRPC Resolution No. 2015-122.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING FUNDS FOR 2016
WATER/SEWER CAPITAL PROJECTS AND CORRECTING ORIGINAL 2016 BUDGET

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,330,000 is hereby appropriated from the water and sewer fund reserve for the following capital projects:

Water/sewer line improvements, 41352114-934, \$1,000,000

Vehicle replacements, 41352114-941, \$90,000

New and miscellaneous equipment replacement, 41352114-942, \$50,000

Dump truck replacement, 41352113-942, \$95,000

WWTP Replacement UV bulbs, 41352213-942, \$30,000

Trailer mounted sewer jetter, 41352211-942, \$65,000;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$91,807 is hereby appropriated from the water and sewer fund reserve to multiple accounts as approved in the original budget document;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$272,280 is unappropriated from account 41341100-939 and returned to the water and sewer fund reserve; and,

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

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

Approved Amended Ordinance # 01505-32

Drug Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 141,089	\$ 227,323	\$ 190,000
Fund Balance	\$ 73,397	\$ 153,238	\$ 193,238
Total Available Funds	\$ 214,486	\$ 380,561	\$ 383,238

Water/Sewer Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 14,961,945	\$ 13,700,750	\$ 14,375,750
Fund Balance	\$ 8,704,346	\$ 7,999,599	\$ 7,324,599
Total Available Funds	\$ 23,666,291	\$ 21,700,349	\$ 21,700,349

Gas Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 20,924,512	\$ 19,276,000	\$ 17,608,000
Fund Balance	\$ 10,426,802	\$ 12,168,568	\$ 9,792,958
Total Available Funds	\$ 31,351,314	\$ 31,444,568	\$ 27,400,958

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

General Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Government Administration	\$ 6,771,017	\$ 10,068,121	\$ 7,530,754
Public Safety	\$ 11,616,081	\$ 12,523,919	\$ 12,380,911
Public Works	\$ 2,065,029	\$ 2,438,302	\$ 2,119,008
Parks and Recreation	\$ 4,067,413	\$ 4,650,713	\$ 4,357,558
Economic Development	\$ 339,736	\$ 272,536	\$ 350,117
Debt Service	\$ 1,263,564	\$ 1,981,000	\$ 1,777,006
Operating Transfers	\$ 2,183,420	\$ 10,000	\$ 304,431
Total Appropriations	\$ 28,306,258	\$ 31,944,590	\$ 28,819,785

Special Revenue Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Public Safety	\$ 21,919	\$ 22,000	\$ 22,000
Total Appropriations	\$ 21,919	\$ 22,000	\$ 22,000

Environmental Serv Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Environmental Services	\$ 1,781,595	\$ 1,842,824	\$ 2,169,413
Total Appropriations	\$ 1,781,595	\$ 1,842,824	\$ 2,169,413

Drug Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Police	\$ 91,602	\$ 187,323	\$ 190,000
Total Appropriations	\$ 91,602	\$ 187,323	\$ 190,000

Approved Amended Ordinance # 01505-32

Water/Sewer Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Utilities	\$ 14,317,295	\$ 16,920,039	\$ 14,375,750 *
Total Appropriations	\$ 14,317,295	\$ 16,920,039	\$ 14,375,750

Gas Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Utilities	\$ 18,042,128	\$ 21,651,610	\$ 17,608,000 *
Total Appropriations	\$ 18,042,128	\$ 21,651,610	\$ 17,608,000

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

General Fund	\$ 8,052,461
Special Revenue Fund	\$ 15,794
Environmental Serv Fund	\$ 79,593
Drug Fund	\$ 193,238
Water/Sewer Fund	\$ 7,324,599
Gas Fund	\$ 9,792,958

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

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds - General fund	\$ 805,000	\$ 497,100	\$ -	within
Notes - General fund	\$ 400,000	\$ 73,906	\$ -	General fund
Bonds - Water/Sewer fund	\$ 1,630,000	\$ 1,531,248	\$ -	

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

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Water/Sewer lines	\$ 1,000,000.00	
Gas lines	\$ 1,000,000.00	
Sidewalk grant	\$ 560,000.00	
Hattentrack/Albert Gallatin extention		\$ 6,000,000.00
S Water Ave rehabilitation, Smith - Maple		\$ 1,500,000.00
Anthony St drainage		\$ 500,000.00
Sidewalk grant match		\$ 140,000.00
Golf clubhouse		\$ 40,000.00
Fire Hall #5		\$ 2,000,000.00
Capps Gap post-closure costs		\$ 750,000.00
Airport Rd/Coles Ferry		\$ 500,000.00
Belvedere Dr @ Long Hollow		\$ 150,000.00

Should have been #01505-32

pg 2

Drug Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 141,089	\$ 227,323	\$ 190,000
Fund Balance	\$ 73,397	\$ 153,238	\$ 193,238
Total Available Funds	\$ 214,486	\$ 380,561	\$ 383,238

Water/Sewer Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 14,961,945	\$ 13,700,750	\$ 14,375,750
Fund Balance	\$ 8,704,346	\$ 7,999,599	\$ 5,630,513
Total Available Funds	\$ 23,666,291	\$ 21,700,349	\$ 20,006,263

Gas Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Total Revenue	\$ 20,924,512	\$ 19,276,000	\$ 17,608,000
Fund Balance	\$ 10,426,802	\$ 12,168,568	\$ 9,792,958
Total Available Funds	\$ 31,351,314	\$ 31,444,568	\$ 27,400,958

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

General Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Government Administration	\$ 6,771,017	\$ 10,068,121	\$ 7,530,754
Public Safety	\$ 11,616,081	\$ 12,523,919	\$ 12,380,911
Public Works	\$ 2,065,029	\$ 2,438,302	\$ 2,119,008
Parks and Recreation	\$ 4,067,413	\$ 4,650,713	\$ 4,357,558
Economic Development	\$ 339,736	\$ 272,536	\$ 350,117
Debt Service	\$ 1,263,564	\$ 1,981,000	\$ 1,777,006
Operating Transfers	\$ 2,183,420	\$ 10,000	\$ 304,431
Total Appropriations	\$ 28,306,258	\$ 31,944,590	\$ 28,819,785

Special Revenue Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Public Safety	\$ 21,919	\$ 22,000	\$ 22,000
Total Appropriations	\$ 21,919	\$ 22,000	\$ 22,000

Environmental Serv Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Environmental Services	\$ 1,781,595	\$ 1,842,824	\$ 2,169,413
Total Appropriations	\$ 1,781,595	\$ 1,842,824	\$ 2,169,413

Drug Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Police	\$ 91,602	\$ 187,323	\$ 190,000
Total Appropriations	\$ 91,602	\$ 187,323	\$ 190,000

Should have been #01505-32

pg 3

Water/Sewer Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Utilities	\$ 14,317,295	\$ 16,920,039	\$ 16,069,836
Total Appropriations	\$ 14,317,295	\$ 16,920,039	\$ 16,069,836

Gas Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
Utilities	\$ 18,042,128	\$ 21,651,610	\$ 17,594,147
Total Appropriations	\$ 18,042,128	\$ 21,651,610	\$ 17,594,147

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

General Fund	\$ 8,052,461
Special Revenue Fund	\$ 15,794
Environmental Serv Fund	\$ 79,593
Drug Fund	\$ 193,238
Water/Sewer Fund	\$ 3,936,427
Gas Fund	\$ 9,806,811

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

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds - General fund	\$ 805,000	\$ 497,100	\$ -	within
Notes - General fund	\$ 400,000	\$ 73,906	\$ -	General fund
Bonds - Water/Sewer fund	\$ 1,630,000	\$ 1,531,248	\$ -	

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

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Water/Sewer lines	\$ 1,000,000.00	
Gas lines	\$ 1,000,000.00	
Sidewalk grant	\$ 560,000.00	
Hattentrack/Albert Gallatin extention		\$ 6,000,000.00
S Water Ave rehabilitation, Smith - Maple		\$ 1,500,000.00
Anthony St drainage		\$ 500,000.00
Sidewalk grant match		\$ 140,000.00
Golf clubhouse		\$ 40,000.00
Fire Hall #5		\$ 2,000,000.00
Capps Gap post-closure costs		\$ 750,000.00
Airport Rd/Coles Ferry		\$ 500,000.00
Belvedere Dr @ Long Hollow		\$ 150,000.00

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

11/10/2015

DEPARTMENT: **Finance**

AGENDA #

SUBJECT:

Ordinance to correct Water Sewer 2016 Budget

SUMMARY:

There was a typographical error on the approved Amended Ordinance #O1505-32, appropriating the 2016 budget. The attached ordinance will correct the typographical error.

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE AMENDING ARTICLE III, SECTION 1 OF THE CITY OF GALLATIN, TENNESSEE CHARTER AS ESTABLISHED IN CHAPTER 67 OF THE PRIVATE ACTS OF 1953 AND AS AMENDED THEREAFTER REGARDING ELIGIBILITY OF OFFICE AND HOLDING OTHER PUBLIC OFFICE

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

1. Chapter 67 of the Private Acts of 1953, as subsequently amended, **Article III, Section 1** is amended as follows:
 - a. The sixth sentence in the first paragraph of Section 1 which reads: “No person shall be eligible to the office of the Mayor and Alderman who is employed by the City of Gallatin, or who holds any other public office, except that of Notary Public, and should the Mayor or any Alderman accept employment with the City of Gallatin or accept any other public office, his or her seat on the City Council shall thereafter become vacant” shall be deleted in its entirety.
 - b. The sixth sentence in the first paragraph of Section 1 shall be replaced with the following language: “Neither the Mayor nor members of the City Council shall hold any other elective or appointed public office, except that of Notary Public, or be otherwise employed by the City of Gallatin. If the Mayor or any member of the City Council shall accept employment with the City of Gallatin or any other elective or appointed public office, his or her seat on the City Council shall become vacant and must be filled as set forth in this Charter.”
2. This Ordinance shall have no effect unless it shall receive final approval within the time required by law by a two-thirds (2/3) vote of the Gallatin City Council after passage by the Tennessee General Assembly.

3. This Ordinance shall become effective after final passage thereof, the public welfare requiring such.

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: City Attorney

AGENDA #

SUBJECT:

Charter Amendment - eligibility of office and holding other public office

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE AMENDING ARTICLE III, SECTION 1 OF THE CITY OF GALLATIN, TENNESSEE CHARTER AS ESTABLISHED IN CHAPTER 67 OF THE PRIVATE ACTS OF 1953 AND AS AMENDED THEREAFTER TO ESTABLISH TERM LIMITS FOR THE OFFICES OF MAYOR, DISTRICT ALDERMAN, AND ALDERMAN-AT-LARGE

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

1. Chapter 67 of the Private Acts of 1953, as subsequently amended, **Article III, Section 1** is amended by adding the following language following the sentence “When two (2) or more persons shall have an equal number of votes for any elective office, the election shall be determined by a majority of the votes of the Council-elect:”

“No person elected and qualified to the office of Mayor, District Alderman, or Alderman-at-Large shall be eligible for the succeeding term in the same office if such person has served more than one-half of a four (4) year term and a consecutive complete four (4) year term in that particular office. For purposes of this section, the office of District Alderman and Alderman-at-Large shall be considered separate elected offices.”
2. This Ordinance shall have no effect unless it shall receive final approval within the time required by law by a majority vote in a referendum held for the purpose of approval of this Ordinance. The approval or nonapproval of this Ordinance by referendum shall be certified by the Mayor of the City of Gallatin to the Tennessee Secretary of State after passage by the Tennessee General Assembly.

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: City Attorney

AGENDA #

SUBJECT:

Charter Amendment - term limits

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1510-55

RESOLUTION AMENDING GALLATIN PERSONNEL RULES AND REGULATIONS RELATING TO WORKPLACE VIOLENCE

WHEREAS, Section 13-104 of the Gallatin Municipal Code provides for amendment of the Personnel Rules;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Personnel Rules and Regulations, **Rule 17, General Policies and Procedures** is hereby amended with the following addition:

Section 17-26. Workplace Violence

The City is committed to preventing workplace violence and to maintaining a safe work environment. It is the policy of the City of Gallatin to promote a productive, safe and healthy work environment for all employees, customers, vendors, contractors and members of the general public and to provide for the efficient and effective operation of the local government's activities. Employees and customers are to be treated with courtesy and respect at all times.

Employees are expected to maintain a productive work environment free from harassing or disruptive activity including threats of physical violence. As set forth in these Personnel Rules on the section dealing with harassment, no form of harassment will be tolerated, including sexual harassment and harassment based on race, national origin, religion, disability, pregnancy, age, military status, sex or other protected category, as provided by law. This policy applies to all City employees, elected officials, appointed officials, part-time/temporary employees, and contractors.

The City of Gallatin will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

- (a) No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:
 - (1) Verbal harassment – Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
 - (2) Physical Harassment – Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
 - (3) Visual Harassment – Displaying derogatory or offensive posters, cartoons, publications or drawings.
- (b) All employees, except those authorized to carry weapons for official job related purposes, are prohibited from carrying weapons while performing work for the

municipality and at meetings conducted by or on property owned, operated and managed by the municipality. Employees who are legal handgun carry permit holders are allowed to possess or carry a handgun in public parks and other similar public areas owned or operated by the municipality, except when in the immediate vicinity of a school related-activity on an athletic field.

Handgun carry permit holders are allowed to transport and store firearms and firearms ammunition in their vehicles pursuant to the parameters in Tenn. Code Ann. Section 39-17-1313(a), as long as the firearm(s) or ammunition is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to such motor vehicle if the permit holder is not in the motor vehicle.

Under no circumstances are the following items permitted on local government property, including local government-owned parking areas, except when issued or sanctioned by the local government for use in the performance of the employee's job:

- (1) dangerous chemicals;
- (2) explosives or blasting caps;
- (3) chains; or
- (4) other objects carried for the purposes of injury or intimidation.

- (c) Charges of workplace violence and harassment are to be reported to the employee's supervisor, and such supervisor must immediately report the alleged violence or harassment to the Director of Human Resources. If the supervisor is involved in the violent or harassing behavior, the employee shall then report the charge of workplace violence or harassment to the Department Head, Director of Human Resources, City Attorney, or the Mayor. The City will promptly investigate reports of workplace violence including suspicious individuals or activities. The Director of Human Resources is charged with investigating all cases of workplace violence and harassment. Depending on the severity of the charges or whether a crime is committed, the City Attorney may request that the Police Chief provide assistance to the Human Resources Director or assume responsibility for the investigation. All employees are required to assist in the course of the investigation by providing testimony, statements and evidence, as required. Failure to cooperate may result in disciplinary action.
- (d) Copies of the investigative report with recommendations for appropriate action will be turned over to the Mayor as appropriate for further action.
- (e) Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination.
- (f) Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department

before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. Employees have the right to file a police report at their own discretion.

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

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: **Human Resources & City Attorney**

AGENDA #12

SUBJECT:

Workplace Violence Policy (continued discussion)

SUMMARY:

Due to recent events in our country, we need to incorporate a formal workplace violence policy for the increased safety of our employees. MTAS' model policy language has been used as an example to develop this policy for the City of Gallatin.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**RESOLUTION REVISING THE ADOPTED UTILITY EASEMENT
ACQUISITION PROCEDURE**

WHEREAS, it has become increasingly difficult to obtain water, sanitary sewer, and natural gas utility easements; and

WHEREAS, a consistent procedure need to be established to direct the Department of Public Utilities in obtaining new easements for projects;

WHEREAS, a Utility Easement Acquisition procedure was established through Resolution #R9912-032;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, to adopt the following Utility Easement Acquisition Procedure:

1. Engineer prepares sketch and legal description using standard City easement form.
2. Give to City Attorney to verify property ownership.
3. Contact property owners and provide easement form, sketch, and cover letter.
4. Pre-condemnation evaluation to consider possible alternatives:
 - (a) Abandon the project if easements cannot be obtained.
 - (b) Offer set amount for easement - \$5.00 per linear foot.
 - (c) Consider alternate route for utility line.
 - (d) Obtain appraisals and condemn.
5. Proceed with condemnation with City Attorney.

BE IT FURTHER RESOLVED that any easement fees be paid from water/sewer/natural gas improvement funds.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE: _____

NAY: _____

DATED: _____

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

RESOLUTION ADOPTING A WATER AND SEWER UTILITY EASEMENT
ACQUISITION PROCEDURE

WHEREAS, it has become increasingly difficult to obtain water and sewer utility easements; and

WHEREAS, a consistent procedure needs to be established to direct the Public Utilities Department in obtaining new easements for future projects;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, to adopt the following Utility Easement Acquisition Procedure:

1. Engineer prepares sketch and description using standard City easement form.
2. Give to City Attorney to verify property ownership; mail easement form and sketch with cover letter from City to property owners.
3. After 10 days have elapsed, follow up on those easements that have not been received.
4. Pre-condemnation evaluation to consider possible alternatives:

(a) Drop project if easements are not obtained.

(b) Offer set amount for easement.

Water Line Easement - \$415.00 plus \$2.00 per linear foot.

Sewer Line Easement - \$300.00 plus \$3.00 per linear foot.

(c) Consider alternative route with utility line.

(d) Obtain appraisals and condemn.

5. Proceed with condemnation with City Attorney.

BE IT FURTHER RESOLVED, that any easement fees be paid from future water/sewer improvement funds.

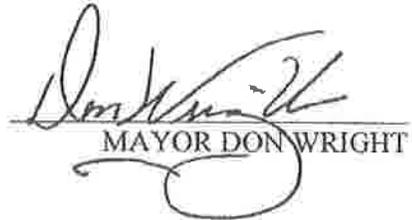
IT IS SO ORDERED.

PRESENT AND VOTING:

AYE: 6

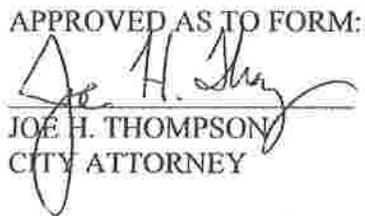
NAY: 0

DATED: Dec 21, 1999


MAYOR DON WRIGHT

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

[November 10, 2015]

DEPARTMENT: Utilities

AGENDA # 9

SUBJECT:

Proposed Resolution R1511-89 revising the adopted utility easement acquisition procedure.

SUMMARY:

Adding natural gas and changing set amount offer for easements from existing amounts to set new amount at \$5.00 per linear foot.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

Attached existing Resolution.

RESOLUTION NO. R1511-61

RESOLUTION AMENDING GALLATIN PERSONNEL RULES AND REGULATIONS RELATING TO EMERGENCY CONDITIONS

WHEREAS, Section 13-104 of the Gallatin Municipal Code provides for amendment of the Personnel Rules;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Personnel Rules and Regulations, **Rule 17-24, Emergency Conditions** is hereby replaced in its entirety with the following:

Section 17-24. Emergency Conditions

General Provisions and Procedures:

This section outlines the provisions and procedures to be followed in the event of emergency situations, which may be defined as, but not limited to, such events as: inclement weather, civil disturbances, power outages, or any other emergency condition as determined by the Mayor. The decision to close facilities due to emergency conditions shall only be made by the Mayor. Notice will be timely given to the local media and to the general public, forwarded to all authorities, and communicated by other electronic media as appropriate. Should the emergency condition be of a long-term nature (such as severe damage to a City facility), or if the circumstances dictate varying from the above guidelines, the Mayor shall present recommendations to City Council for their approval.

Occasionally, emergency conditions caused by extreme weather may warrant the closing of the City facilities. When such conditions are thought to exist, the Mayor may seek input from designated officials in the departments of emergency management, the Department of Public Works, the Department of Public Utilities, the Department of Human Resources, and the Department of Leisure Services, and any other department which may have necessary information, to determine if facilities should be closed. Decisions regarding declaring single office locations as uninhabitable buildings will be made by the Mayor in consultation with appropriate department heads.

However, it shall be the policy of the City to make every effort to maintain normal working hours during these periods in order to continue to provide necessary services to the citizens of the City. Partial or full-day closings of City owned or leased buildings may be authorized. Prior to making any decision to close offices and release employees, careful consideration is always given in balancing the health, safety and welfare of our employees with the need to continue essential services and operations based on all available information at the time of the incident.

During Periods Where the Decision is to Remain Open:

Emergency conditions require each employee to make a personal decision regarding safety in traveling to and from the workplace. As with any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using approved methods. Employees who do not report to work during periods of emergency conditions where the Mayor has chosen to remain open and not declare a closing may use accumulated annual

or compensatory time for their absences. If the employee has no annual or compensatory time, then the time absent is charged as leave without pay. Employees who make the effort and report to work within a reasonable period should not be required to use leave for that absence. To be eligible, the employee must leave for work at his normal departure time in anticipation of regular arrival time. Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled for work for the portion of time that was approved as leave.

During Periods Where the Decision is to Close:

There are two types of employee designations addressed below: Essential / Emergency Employees and Employees not designated as Essential / Emergency Employees:

The directive defines essential/emergency employees as: Employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services around the clock. The designation of essential can depend upon the employees' duties, as well as the circumstances for the closing. Essential/Emergency full-time employees who are required to work when their offices have been otherwise closed shall be granted one additional day of personal leave per calendar year. Employees required to work from home, such as IT staff, when office closing is authorized will be granted leave.

The directive defines non-essential/non-emergency employees as: Employees who are not required to work when an office closing is authorized. Occasionally, non-essential employees may be required to work if skeleton crews must be maintained or if specific work must be performed to meet deadlines.

Notification of Essential/Emergency Employees:

Department heads must decide which of their essential/emergency functions must continue and which employees must remain at work, even when closings are announced.

Annual notifications of essential/emergency designations will be provided in writing to those employees who can reasonably be expected to be designated as essential at some point during the year (see attached). Department heads should also remind employees who are designated as "non-essential/emergency" that their status may temporarily change depending on the timing, nature and scope of the disruption.

It is important to point out that the definitions include the words "usually" and "occasionally" (emphasis added in the previous paragraphs). Since every disruption is unique, managers should expect to evaluate each situation as it arises and determine which employees may be essential, given the circumstances. Employees may be deemed essential for a specific event. Managers should be trained and prepared to quickly communicate with the Human Resources Department and their employees in disruptive circumstances.

Examples of Essential/Emergency Employees:

The designation of essential/emergency depends on an employee's duties as well as the circumstances for the closing. It is important that effective communications occur between supervisors and employees in circumstances where an employee may not always be deemed an essential/emergency employee.

Example 1: A custodial worker assigned to City Hall building.

This employee may be essential to clear snow from sidewalks and steps around City hall buildings. The employee may be required to report on time and may be designated as essential for delayed openings. However, the employee may not be essential if the Mayor declares a state of emergency and offices are closed.

Example 2: A clerical employee with a deadline responsibility

This employee may have the responsibility to perform a certain task on a certain day. On the day this task must be performed, the employee may be essential. However, on any other day, the employee may not be essential.

Example 3: Employee responsible for payroll administration. This employee may be essential in all cases to ensure payroll is processed.

Example 4: Public Safety Positions and Public Works

These employees most likely have job responsibilities to be performed during periods of inclement weather or closure. These positions are typically referred to as emergency types or essential types of positions for the City.

Example 5: Department Heads

These employees are required to be at work during inclement weather or emergency situations. If that is not possible, they must be able to communicate with all employees within their departments to provide updates.

Example 6: Employee responsible for a specific event. In the case of an event where departments must utilize employees and designate essential/emergency for the event.

IT Badges for Essential/Emergency Employees:

As a reminder, employees who are expected to be designated as “essential/emergency” at some point during the year must be provided with special access to the buildings if the offices are closed. In the case of City Hall, the Chief Information Officer must be made aware of the employee’s need to access the building, if not designated usually as an essential / emergency employee.

All Other Employees not designated as Essential/Emergency Employees:

When the Mayor has decided to declare an emergency closing, employees other than those who work as essential/emergency employees (see below) and are on the active payroll shall be excused from work and granted time off from work with pay for any scheduled work hours.

Employees on previously approved leave during the affected period must continue to charge the appropriate leave and will not be eligible for discretionary leave for this time. Temporary/seasonal part-time employees are paid for hours worked and are not eligible for time off from work with pay.

Regular part time employees will be affected on a pro rata basis in each of the provisions above.

Attachment:

Sample Written Notification for Essential Employees

To: (Employee Name)

From: (Employee Supervisor)

Subject: Essential Function Notification

The City may have to suspend operations due to events like severe weather, natural disaster, fire, or related hazard. When the City suspends operations only employees in positions that have been designated as performing an essential service report to and/or continue working. All other staff stays at or returns home until the operational suspension is lifted.

The position you hold as a (job title) is considered essential (choose one: under all circumstances/under certain conditions) and you are expected to continue to work (choose one: at any time the City suspends operations or under the following circumstances: [explain]). The essential business you perform is (essential service)

(Adding specific information about what the employee should do if there is unusual difficulty getting to work or if the employee's ability to work is affected by emergency childcare responsibilities or ill or injured family members).

Please let me know if you have questions about your responsibilities during suspended operations.

I have reviewed the notification with the employee, explained that their position is considered essential and procedures to follow during an operational suspension.

Supervisor signature: _____ Date: _____

I understand that my position is designated as essential (and under what conditions), and that I am to continue working during operational suspensions.

Employee Signature: _____ Date: _____

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

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: Human Resources

AGENDA #10

SUBJECT:

Emergency Conditions Policy

SUMMARY:

This revised policy outlines the provisions and procedures to be followed in the event of emergency situations, which may be defined as, but not limited to, such events as: inclement weather, civil disturbances, power outages, or any other emergency condition as determined by the Mayor.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION APPROVING THE FIRE CHIEF INTERVIEW POOL RECOMMENDED BY THE ESTABLISHED PANEL OF EXPERTS IN ADHERENCE WITH THE CITY OF GALLATIN PERSONNEL RULES

WHEREAS, the Gallatin City Council adopted Personnel Rule 5.6, Department Head Recruitment Procedures; and

WHEREAS, the rule establishes that a panel of experts will review and recommend for interviews a slate of applicants to the City Council; and

WHEREAS, the panel of experts who reviewed all applications for the position of Fire Chief has recommended a list of seven applicants for interviews, those applicants being: Kevin Baylor, Henry DeGroot, David Harrington, Gregory Miller, Ted Padgett, Ken Reeves, and Victor Williams;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE that the Gallatin City Council accepts for interview purposes the list of applicants recommended by the panel of experts pursuant to Personnel Rule 5.6, Department Head Recruitment Procedures.

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

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATED:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 10, 2015

DEPARTMENT: **Human Resources**

AGENDA # 11

SUBJECT:

Update on the Fire Chief Search - Feedback from Expert Panel

SUMMARY:

The recommendations from the Expert Panel for the Fire Chief interview pool will be presented.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: