
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

September 23, 2014

6:00 p.m.

**Dr. J Deotha Malone
Council Chambers**

*This meeting will start immediately following the Director of Information Technology interviews

- Call to Order – Councilman Hayes
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Kemp – Mayberry – Overton – Mayor Graves
- Approval of Minutes: September 9, 2014 Council Committee Meeting
- Public Recognition
- Mayor's Comments

AGENDA

1. Presentation Regarding Downtown (**Councilwoman Brackenbury**)
2. New and Revised Job Descriptions for the Building Codes Department (**Debbie Johnson, Director of HR**)
3. Vehicles (**Chuck Stuart, Building Official**)
4. City Recorder's Request for an Investigation (**Susan High-McAuley, City Attorney**)
5. Peninsula Drive (**Nick Tuttle, City Engineer**)
6. Report on Progress of Marketing and Events Coordinator (**David Brown, Director of Leisure Services**)
7. Crosswalk on Boyers (**Nick Tuttle, City Engineer**)
8. East Park Avenue Roadway Improvements (**Nick Tuttle, City Engineer**)
9. Rosemont (**Councilman Camp**)

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin Council Committee Meeting

Tuesday, September 9, 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
Tommy Dale, Assistant Fire Chief
Gallatin News Reporter
Chuck Stuart, Building Official
Todd Wagoner, Fire Dept.

Bill McCord, City Planner
Zach Wilkinson, Engineer Dept.
Debbie Johnson, Personnel Director
David Gregory, Public Utilities Dir.
Connie Kittrell, City Recorder
News Examiner Reporter
Susan High McAuley, City Attorney
James Fenton, EDA Director

Councilman Hayes called the meeting to order.

Approval of Minutes

Councilman Hayes presented the minutes of the August 26, 2014 Committee Meeting for approval.

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

Public Recognition

Councilman Hayes called for public recognition.

- Joe Debord of 1007 Hart Street spoke about a resolution he would like for the City of Gallatin to adopt. The resolution pertains to re-routing trucks carrying hazardous materials across the railroad tracks at State Route 25 and State Route 174.

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

Mayor's Comments

Mayor Graves had no comments.

Agenda

1. Location of Future Fire Hall #5

Assistant Fire Chief Tommy Dale gave a power point presentation of all the current Fire Halls and the additional proposed locations for the new Fire Halls. Assistant Chief Dale also provided hard copies of comparison information of the proposed properties for future locations and copies of the 2011 MTAS survey on future Fire Halls.

Councilman Overton requested the property at Clear Lake Meadows and Nichols Lane placed on next week's Council meeting agenda for second reading.

There was much discussion on previous negotiations; re-negotiating the price of the two lots at Clear Lake Meadows/Nichols Lane and a contract.

2. Request for Approval to Submit Transportation Projects in the Gallatin Area for Consideration & Inclusion in the Nashville Area MPO 2040 Regional Transportation Plan (RTP) Update

City Planner Bill McCord requested Council approve a list of projects for submittal for inclusion in the Nashville Area MPO 2040 Regional Transportation Plan update. Mr. McCord stated there is no obligation from the city to fund these plans; only for identification purposes.

Mr. McCord gave a detailed summary of the projects with discussion from Council.

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

3. Resolution #R1409-44 Approving the Use of Right-of-Way Located at Chloe Drive Near the Intersection of Noah Lane for the Installation of Community Identification Markers for The Retreat at Fairvue Homeowners Association

City Planner Bill McCord presented Resolution #R1409-44 to allow the installation of identification markers on the right-of-way at Chloe Drive near the intersection of Noah Lane for the Retreat at Fairvue.

Councilman Overton asked if these markers will be in front of anyone's home. Mike Stanton with Goodall Homes stated the marker is behind Cap Star Bank and beside the model building.

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

4. Amended Cafeteria 125 Plan

Human Resource Director Debbie Johnson presented the resolution to amend section 125 Cafeteria Plan.

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

5. Ordinance Appropriating Funds to the State of Tennessee in the Amount of \$83,427.10

City Attorney Susan High-McAuley presented the ordinance appropriating funds to the State of Tennessee in the amount of \$83,427.10 for seat belt fines collected and not reported.

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

6. Sale of Land in Industrial Center, Phase I and II

EDA Director James Fenton requested permission to sell three (3) tracts of land in the industrial center. Mr. Fenton gave a power point presentation displaying all the proposed properties.

Mr. Fenton stated the first property is 8.53 acres in Phase I for Project Bindle at \$9,000 per acre. He gave the demographics and usable land of the property.

Mr. Fenton identified another piece of property requesting 5 to 12 acres at the sale price of \$9,000 per acre.

Mr. Fenton stated he is close to finalizing the deal with Project Buffalo which is 65 acres and they are negotiating at \$20,000 per acre.

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

7. Update on Capital Items in Budget

Mayor Graves presented the comprehensive list of all capital items that were approved in the budget or in the bond.

Councilman Mayberry asked Finance/IT Director Rachel Nichols how much cumulatively has been spent outside the budget. Ms. Nichols stated she did not have that number tonight but would provide that number to Council.

8. Crosswalk on Boyers Street

Zach Wilkinson of the Engineer Division stated he would have a proposal for the pedestrian traffic concerns on Boyers Street between Christian Towers and the Senior Citizen Center in two weeks.

9. Old Health Department Building on South Water

Councilman Overton thanked Police Chief Don Bandy and Lyndon Satterfield for their hard work on the sub-contract list.

Chief Bandy and Mr. Satterfield gave the comparisons between the contractor cost and the sub-contractor costs.

Mayor Graves asked City Attorney Susan High-McAuley if the city can act as its own contractor. Ms. McAuley stated she would research and report back.

Ms. McAuley stated the city would be subbing out all work and no city employees will do any of the work. Mr. Satterfield stated he may use inmate labor for some demolition jobs.

Council continued to discuss.

Mr. Satterfield stated he had checked the water system and it was okay with minor repairs. He also plans to check the electrical system and heating/air units next.

Councilman Overton asked to see that everyone was on board with this project.

Council determined to wait for an answer from City Attorney Susan High-McAuley before moving forward.

Other Business

Councilman Hayes called for other business.

- Special Projects Director Rosemary Bates stated the music video shoot has asked permission to include Sunday night from 9:00 PM to midnight to prepare for the shoot. Ms. Bates stated she had all department head signatures except Public Works Director Ronnie Stiles. She asked for Council to approve again contingent upon all department head signatures and Council agreed.
- Special Projects Director Rosemary Bates provided a map of the Town Creek Greenway, Phase III and highlighted the route.

Councilman Overton asked if this is a final plan. Ms. Bates stated yes, it cannot be changed.

Discussion continued on sidewalks along North Water Street, crosswalks, a retaining wall on Town Creek and all right-of-ways have been purchased.

- Mayor Graves stated she had asked for a contract from Barge Waggoner for the Civic Center expansion. Mayor said their contract will not be complete until the end of 2015. Mayor explained the process of the contract.
- Councilman Overton asked for an update on the IT position. Human Resource Director Debbie Johnson stated she formed a committee and the committee will submit their top five (5) candidates by this Friday.
- Human Resource Director Debbie Johnson also gave an update on the Compensation/Benefit Study. Ms. Johnson stated they will be meeting with the Department Heads this Wednesday and Thursday.
- Councilwoman Brackenbury asked Leisure Services Director David Brown the status of the marketing position. Mr. Brown stated they are currently interviewing the candidates and he hopes to have a decision in a couple of weeks.

Councilwoman Brackenbury asked Mr. Brown for a report on the progress of this position; the website and corporate membership sales.

Department Head Reports

Councilman Hayes called for Department Head Reports and there were none.

Adjourn

With no other business to discuss, Councilman Hayes adjourned the meeting.

Mayor Jo Ann Graves

Connie Kittrell, City Recorder

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: Councilwoman Brackenbury

AGENDA # /

SUBJECT:

Presentation Regarding Downtown

SUMMARY:

Craige Hoover, a representative of the firm Live Work Learn Play will make a presentation to Council. The Mayor's Downtown Committee has asked that Mr. Hoover speak to Council and share with Council what he has shown the Downtown Committee. Councilwoman Brackenbury is on the Downtown Committee.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: **Human Resources**

AGENDA # *2*

SUBJECT:

New and revised job descriptions for the Building Codes department.

SUMMARY:

Building Codes department is restructuring.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1409-50

RESOLUTION APPROVING NEW AND REVISED JOB DESCRIPTIONS AND PAY GRADES

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the new and revised job descriptions attached hereto be approved and ordered implemented into the City of Gallatin Personnel Classification System.

CDS	Assistant Building Official	Pay Grade T
CDS	Codes Inspector I	Pay Grade N
CDS	Executive Assistant to the Building Official	Pay Grade K
CDS	Building Permit Technician	Pay Grade K
CDS	Technical Services Switchboard Operator/Records Clerk	Pay Grade G

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:

SUSAN HIGH-MCAULEY, CITY ATTORNEY

ASSISTANT BUILDING OFFICIAL

REVISED

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and administrative work in the examination of plans and specifications for construction of residential, multi-family, commercial and industrial buildings; performs requisite field inspections; exercises all the powers of the Building Official during his/her absence or disability; does related work as required. Work is performed under the general supervision of the Building Official. Assist Building Official with personnel, department budget, and administrative issues for the building permit and inspection process.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work sometimes requires climbing, balancing, reaching, fingering, grasping, and repetitive motions; vocal communication is required to perceive information at a 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 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.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducts plans and specification reviews; prepares and maintains files and records; conducts building and related inspections.

- Serves as the Building Official in his/her absence.
- Serves as a resource on code requirements for Inspectors and Permit Specialist.
- Provide technical guidance to Department Staff.
- Review plans and specifications for conformance with code requirements.
- Provides information and answers questions regarding building and codes requirements.
- Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for compliance with building, plumbing and mechanical codes.
- Receives and assists in resolving complaints in regard to defective construction and handles enforcement issues.
- Inspects existing buildings for hazardous conditions, structural failures or improper uses.
- Receives applications, issues and logs construction permits and maintains appropriate records thereof.
- Assists Permit Specialist with permit issuance.
- Interprets various codes and ordinances, recommends changes as appropriate to the Building Official.
- Where construction is not in compliance with regulations as to methods and/or materials, works with the builder to bring the construction into compliance, and
- Issues warnings and stop-work orders if necessary.
- May testify in court on code violation cases.
- Assists in assessing technology needs for automated databases, etc.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.
- Attends staff meeting for professional services.
- Stay abreast of changes to model building code services.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all types of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of State and City building and related codes laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of collapse; ability to read and interpret plans and specifications accurately and to compare them with construction in progress; ability to contact building owners, contractors, architects and the public and affect satisfactory working relationships; computer literacy; consistency and tact in enforcing building ordinances and codes.

EDUCATION AND EXPERIENCE:

Five (5) years experience in building department administration and any combination of education and experience equivalent to graduation from a community college with major course work in a variety of inspection specialties.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Certification as a Plans Examiner and Building, Mechanical, Plumbing, ~~Accessibility, Zoning, and Property Maintenance~~ Inspector. (ICC or other approved model code agency is acceptable.)

CODES INSPECTOR I

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work in the inspection of residential and commercial building construction sites; does related work as required. Work is performed under the regular supervision of the Building Official.

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, reaching, standing, walking, fingering, grasping, and feeling; 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 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, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducts building, health code and related inspections.

Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, plumbing and mechanical codes, and other ordinances.

Receives and resolves complaints regarding defective constructive and handles enforcement issues.

Inspects existing building for hazardous conditions, structural failure.

Receives applications, maintains files of various permits and updates records as required.

Assists with plan reviews.

Where construction is determined to be non-compliant with adopted codes as to methods and/or materials, works with the builder to bring the construction into compliance, and issues warnings and stop-work orders if necessary. Reports hazardous or life threatening conditions to the Building Official.

Frequently answers questions from private citizens, contractors and builders, and provides code interpretations as required.

Checks plans to determine code compliance.

Compiles reports, data, and photographic evidence as required for meetings of the Board of Adjustments and Appeals.

Testifies in court on code violation cases.

Files reports, prepares and maintains records regarding inspections.

Serves as Health Officer.

Assists with various other types of inspections where required.

Performs related tasks as required.

(Note: Achieving the same certification level as required by the ~~Chief Inspector position~~ *State of Tennessee to perform building codes inspections* attains Codes Inspector II level eligibility. Duties and performance requirements at the Codes Inspector II level have greater expectations and responsibilities than that of the Codes Inspector I level.)

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge with State and City building and related codes, laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building ordinances and codes.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course study in a variety of inspection specialties and considerable experience in the building construction trade.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Certification by the State of Tennessee as a building inspector pursuant to T.C.A. § 68-120-113 ~~within twelve months after beginning inspections requiring a building inspector certification.~~

EXECUTIVE ASSISTANT TO THE BUILDING OFFICIAL

NEW

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical and intermediate administrative work assisting the Building Official with tasks requiring a qualified word processor; does related work as required. Work is performed under the regular supervision of the Building Official. Limited supervision is exercised over subordinate staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the Building Official with preparation, meeting schedules and correspondence; providing clerical and administrative support; preparing and maintaining detailed records and files;
Receives calls and callers for the Building Official and ascertains nature of business;
Answers questions and responds to inquiries or complaints on departmental operations, policies and procedures,
Assists with meeting preparation, coordinates ordinance and resolutions;
Attends meetings of Council and committees if required;
Prepares minutes of meetings, prepares files and forwards action needs to Building Official and staff;
Assists with budget preparation;
Undertakes special projects as assigned by the Building Official;
Maintains calendar, schedules appointments, responds to invitations and schedules interviews;
Coordinates building maintenance and repair of vehicles;
Coordinates meetings and schedules meeting rooms;
Reviews accounts payable;
Prepares reports as required by the Building Official;
Maintains various files and records; maintain data base;
Transcribes correspondence, composes routine correspondence, types a variety of reports and materials;
Operates standard office, word and data entry equipment,
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in secretarial and office work in the office of an executive.

SPECIAL REQUIREMENTS:

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

BUILDING PERMIT TECHNICIAN

NEW

GENERAL DEFINITION AND CONDITIONS OF WORK:

Assists the public and provides technical office support duties related to the processing and issuance of building permits. Performs related duties as required.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviews plot plans, plats, and permit documents for pertinent information in order to verify accuracy and completeness of information; determines permit, plan, and process requirements for prospective applicants; review building plans and permit applications for completeness and compliance with established codes, ordinances, policies and procedures; processes permit applications and plan intake; determines processing needs for projects;

Assists building inspectors by performing code and records research and compiling data;

Provides information to members of the public/permit applicants regarding building permit requirements, inspection, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws;

Processes and issues building, plumbing, mechanical, and other related permits;

Calculates fees based on established fee schedules and monitors approval of plans by other regulatory agencies;

Maintains computer files and other manual logs on all building permits and related documents;

Interviews and obtains information from customers in order to determine their needs; obtains technical and code information from customers regarding permitting needs; informs customers of special requirements and special problem areas such as flood zones and historic districts in for to expedite the permit process;

Performs records research in order to document project history compliance; coordinates permit processes with outside agencies to ensure that all permit requirements are being met;

Processes appeals and suspension or revocation of approvals, decisions and/or permits.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of internal and external public agency permitting requirements; knowledge of construction plans, construction terminology, construction practices, and basic math; ability to use and manipulate Microsoft Office; ability to review, interpret, and explain written documents; ability to use a computer and related software applications; ability to communicate effectively in both written and oral formats; ability to maintain effective working relations with other employees and the public and to deal with public relation problems courteously and tactfully.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a bachelor's degree and at least 5 years of clerical experience

SPECIAL REQUIREMENTS:

Certification as a Permit Technician through a recognized certification organization;

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

TECHNICAL SERVICES SWITCHBOARD OPERATOR/RECORDS CLERK**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate technical and clerical work in a public contact setting by answering telephone calls from customers and the public, routing calls to the appropriate personnel or department; by greeting and directing customers and the public that visit the Building, Engineering and Planning Departments to the appropriate personnel or department. Assists in the maintenance files and records, and provides assistance to the staff of the Building, Engineering and Planning Departments; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operates a multi-line telephone system to route incoming calls to the appropriate office, department, or employee,
Assists customers and the public by referring them to the appropriate office, department, or employee,
Receives the various files and records (applications, invoices, work orders, etc.) of the Building, Engineering, and Planning Departments and processes these documents for the purpose of electronic scanning and storage,
Prepares and maintains files and records as required,
Receives and processes mail,
Accurately enters data on a personal computer,
Assists with other clerical functions of the department as required,
Performs related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a multi-line telephone; thorough knowledge of standard office methods and procedures, business English, spelling and business mathematics; general knowledge in the use of a personal computer and related equipment; general knowledge in the use of standard office equipment; ability to speak clearly and distinctly; ability to deal with customers and citizens in a courteous and effective manner; ability to understand and follow moderately complex oral and written instructions; ability to keep detail records and files; ability to type accurately.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of high school, and considerable clerical and computer experience in a public contact setting.

SPECIAL REQUIREMENTS:

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

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: **Building Codes**

AGENDA # 3

SUBJECT:
Vehicles

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

9/23/2014

DEPARTMENT: City Attorney

AGENDA # 4

SUBJECT:

City Recorder's request for an investigation

SUMMARY:

Follow up to request by City Recorder for an investigation

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: **Engineering**

AGENDA # 5

SUBJECT:
Peninsula Drive

SUMMARY:

In 2006/2007 the Bel Air Subdivision went through the City of Gallatin's Neighborhood Traffic Calming Program. It was found that the primary issue was "cut-through" traffic. The City Council decided to implement some of the requests of property owners; specifically, all-way stops at three locations (Belvedere & Davis, Peninsula & Harris, and Peninsula & Belvedere) and two speed humps near Nashville Pike.

As has been the City's practice in the past, the speed humps on Peninsula Drive were not reconstructed due to additional costs during the recent resurfacing of the road. Since resurfacing, one resident has contacted the City with a request to have the speed humps reconstructed. Several others were happy that the speed humps would not be reconstructed. The Engineering Division felt it was best to notify the City Council of this.

SR-386 was opened to traffic in 2008 which altered traffic patterns in the City of Gallatin. The Engineering Division views the speed humps as unnecessary based upon the new traffic patterns created by the opening of SR-386 and the success of the all-way stop installations in the subdivision.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: **Leisure Services**

AGENDA # 6

SUBJECT:

Report on progress of Marketing and Events Coordinator.

SUMMARY:

Councilwoman Brackenbury requested a report at the September 9th committee meeting about the progress of the new Leisure Services Marketing and Events Coordinator position.

RECOMMENDATION:

Discussion only.

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

Copy of report to be given to council members and Mayor at meeting.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: Engineering

AGENDA # 7

SUBJECT:

Crosswalk on Boyers

SUMMARY:

Councilwoman Brackenbury asked Engineering to look at putting a crosswalk on Boyers between Christian Towers and the Senior Citizen Center. Attached is a drawing for Council to review.

RECOMMENDATION:

ATTACHMENT:

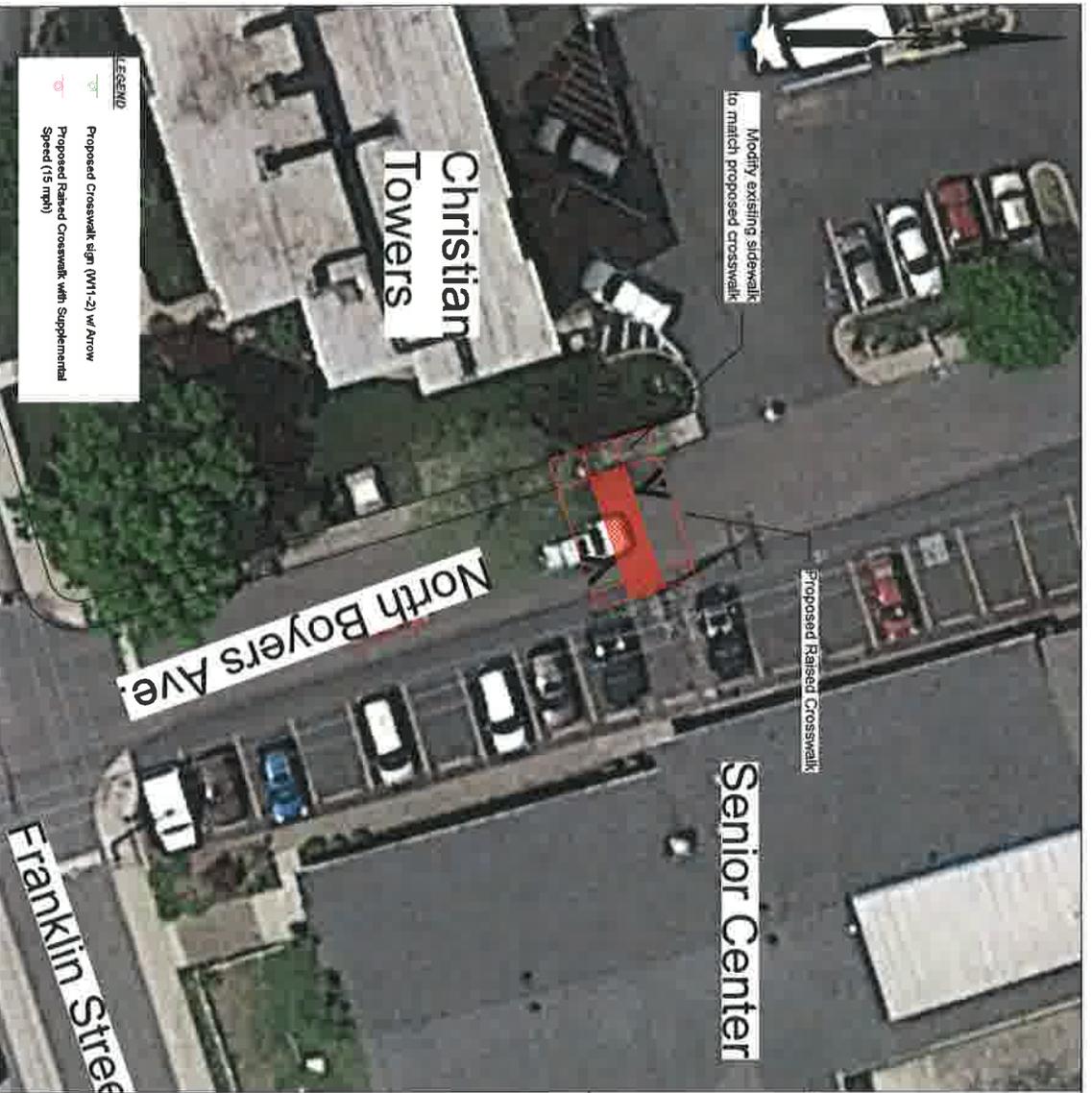
Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:



LEGEND

- Proposed Crosswalk sign (VM1-2) w/ Arrow
- Proposed Raised Crosswalk with Supplemental Speed (15 mph)

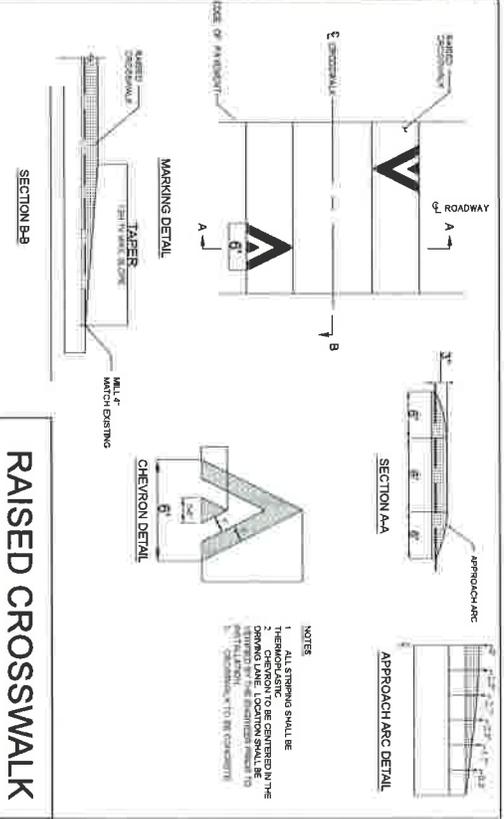


**Boyers Crosswalk
(Christian Towers to Senior Center)**



JOB NAME: Boyers Crosswalk
 LOCATION: _____
 OWNER: City of Galien
 DESCRIPTION: Raised crosswalk with signage and striping between Christian Towers and the Senior Center.

DRAWN BY: AZV CHECKED BY: AZV
 SCALE: 1" = 20'
 DATE OF SURVEY: N/A
 JOB NUMBER: _____ SHEET 1 OF 1



*Install Raised Crosswalk w/ supplemental 15 MPH sign 100' north in advance of crosswalk.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: Engineering

AGENDA # 8

SUBJECT:
East Park Avenue Roadway Improvements

SUMMARY:
Engineering would like this on the agenda for discussion.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 23, 2014

DEPARTMENT: Councilman Camp

AGENDA # 9

SUBJECT:
Rose Mont

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: