
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

September 27, 2016

6:00 pm

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

- Call to Order – Councilman Alexander
- Roll Call: Alexander – Brackenbury – Camp – Vice Mayor Hayes– Mayberry – Overton – Mayor Brown
- Approval of Minutes: August 23, 2016 Council Committee Meeting; September 13, 2016 Council Committee Meeting
- Public Recognition
- Mayor’s Comments

AGENDA

1. Ordinance Appropriating Funds Received from Insurance Claims for Damage to Traffic Signals
(Nick Tuttle, City Engineer)
2. Albert Gallatin/Hatten Track Extension **(Nick Tuttle, City Engineer)**
3. Transfer of Funds from Clearview Park Basketball Renovations to Municipal Park Basketball Renovations **(David Brown, Leisure Services Director)**
4. Voluntary Buyout Program **(Debbie Johnson, Human Resources Director)**
5. Resolution Implementing Job Title, Job Description and Appropriating Pay Grade for Building and Electrical Codes Official and Implementing Job Title and Appropriating Pay Grade for Codes Inspector IV into the Personnel Classification System **(Debbie Johnson, Human Resources Director)**
6. Discussion of Community Enhancement Grants **(Paige Brown, Mayor)**

- Other Business
- Department Head Reports
- Adjourn

**City of Gallatin
Council Committee Meeting**

Tuesday, August 23, 2016
Dr. J. Deotha Malone Council Chambers

PRESENT:

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

ABSENT:

OTHERS PRESENT:

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Zach Wilkinson, Public Works Dir.
David Gregory, Public Utilities Dir.
David Brown, Leisure Services Dir.
News Examiner Reporter
James Fenton, EDA Director
Victor Williams, Fire Chief

Chuck Stuart, Building Official
Rosemary Bates, Special Projects Dir.
Bill McCord, City Planner
Jennifer Morris, City Recorder Office
Gallatin News Reporter
Debbie Johnson, Human Resource Dir.
Lori Smiley, IT Director
Don Bandy, Police Chief

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

Approval of Minutes

Councilman Overton presented the July 26, 2016 Council Committee Meeting minutes for approval. Councilman Camp made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

Council Committee Meeting
August 23, 2016

Councilman Overton presented the August 9, 2016 Council Committee Meeting minutes for approval. Councilman Camp made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

Public Recognition

Councilman Overton opened public recognition.

- Joe Debord of 1007 Hart Street spoke about the following:
 - Requested that the City Hall sign out front of the building be changed in a timely manner.
 - Recommended the City adopt a certification and specialization requirement for all employment positions.

With no one else wishing to speak public recognition was closed.

Mayor's Comments

Mayor Brown advised the Council Brad Simpson will be leaving City employment. The Mayor then recognized and thanked Mr. Simpson for his service.

Agenda

1. Discussion of Request from Sumner County for Additional Funds for Emergency Consolidated Dispatch Center

The Mayor advised a request for the City to contribute an additional \$175,000 (over and above the initial \$50,000) has been requested to cover additional expenses. A Budget Amendment table was distributed. Mayor Brown then introduced Rhonda Lee, Director of Emergency Communications Center.

Councilman Overton asked Mayor Brown and Ms. Lee if these were one-time or reoccurring expenses. Both Mayor Brown and Ms. Lee both responded and advised that the expenses were one-time and are primarily capital expenses.

Councilman Alexander inquired whether or not the additional expenses were all salary expenses to which the Mayor replied they were not.

Councilman Mayberry questioned the terms of the City's obligatory annual 23% contribution. Ms. Lee opined that the terms will be reevaluated every four (4) years.

Council Committee Meeting
August 23, 2016

Councilwoman Brackenbury requested the projected budget. Ms. Lee was unable to provide additional projected budget information.

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

2. Ordinance Adopting Local Government Electrical Exemption, Amending Gallatin Municipal Code Chapter 5 Buildings and Building Regulation, Article V Electrical Standards, and Related Matters

Building Official Chuck Stuart presented the proposed ordinance amending Gallatin Municipal Code Chapter 5, Article V by advising Council he has consulted various departments and contractors and all supported the proposed amendment. Mr. Stuart further explained the projected budget only applied to new construction.

Councilman Overton asked Mr. Stuart if the additional employment salary was included in the amendment which Mr. Stuart confirmed it was.

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

3. Industrial Center Signage - Wing Walls

Economic Development Agency Executive Director James Fenton informed Council that the wing walls of the Industrial Center Corner sign (located on Gateway Drive off of Airport Road) are in extreme disrepair. Mr. Fenton introduced Michael Wertemberger, Treasurer of the Gallatin Industrial Development Board. Mr. Wertemberger presented Council with pictures depicting the specific issues with the wing walls. As a result, the Gallatin Industrial Development Board proposed saving the monument area of the sign and removing the wing walls. Consequently, the Board is requesting assistance from Gallatin Public Works to complete removal of the wing walls.

Councilman Overton asked if the Planning Commission has been consulted to which Mr. Wertemberger and Mr. Fenton both advised the Commission has not been contacted at this point.

Mr. Wertemberger informed Council that this project will occur in several phases. Councilman Overton advised that the project should go through the Planning Commission prior to the wing wall removal phase.

Councilwoman Brackenbury stated she was aware that some of the businesses in the area had concerns as the area is overgrown and trees had not been planted as previously stated.

Mr. Fenton informed the Council that there was not an Ordinance for the project has not been drafted and tonight's presentation was for information purposes only.

Other Business

Councilman Overton called for other business.

- Councilman Alexander stated there was a house on Church Street that has burned down recently and was concerned about the rubble still remaining. There was discussion; no action was taken.
- Mayor Brown presented an application from Craig Hayes, State Farm Insurance requesting the road at Martha's Vineyard and Tulip Popular be closed on September 17, 2016 from 10:00 a.m. until 2:00 p.m. for a special event.

Councilwoman Brackenbury made motion to approve; Councilman Overton seconded. Motion carried with 6 ayes and 0 nays. Councilman Hayes abstained from the vote.

- Mayor Brown presented an application from Living to Go Church requesting that the Square be closed on the 4th Sunday of September from 4:00 p.m. until 9:00 p.m. for a prayer ceremony.

City Attorney Susan High-McAuley expressed concern with closing city streets for a religious event that is affiliated with a specific church.

Scott Chevalier, an event planner with CY2 (a for profit company) approached the podium to address Council. He explained his company, CY2, is assisting Power House Youth Project, (a non-profit organization) in planning and hosting the prayer ceremony event. Power House Youth Project is comprised of numerous churches in the community and that the prayer ceremony is a community event open to all churches and members of the community to attend.

Mayor Brown suggested to Mr. Chevalier that a new application be submitted by Power House Your Project. The new application will then be presented to Council for approval.

- James Fenton distributed a feasibility study for a parking garage. The feasibility study will be discussed at the next Committee Meeting in three weeks.
- Mayor Brown read a statement on behalf of Councilwoman Anne Kemp. Due to health reasons, Councilwoman Kemp resigned her position.

Councilman Overton and Councilman Alexander both addressed Councilwoman Kemp thanking her for her service and stating she will be greatly missed.

Mayor Brown advised the City will host a reception honoring Councilwoman Kemp on September 20, 2016 at 5:00 p.m. Invitations will be forthcoming.

City Attorney Susan High-McAuley informed Council that an appointment will need to be made to fill the vacancy. Mayor Brown stated the vacancy will be addressed during a work session to be scheduled by Ms. High-McAuley.

Department Head Reports

Councilman Overton called for department head reports and there were none.

Adjourn

Councilwoman Kemp made motion to adjourn, Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

Councilman Overton adjourned the meeting at 7:09 P.M.

Mayor Paige Brown

Jennifer Morris, City Recorder Adm.

**City of Gallatin
Council Committee Meeting**

Tuesday, September 13, 2016
Dr. J. Deotha Malone Council Chambers

PRESENT:

ABSENT:

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

OTHERS PRESENT:

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Zach Wilkinson, Public Works Dir.
David Gregory, Public Utilities Dir.
David Brown, Leisure Services Dir.
News Examiner Reporter
James Fenton, EDA Director
Victor Williams, Fire Chief

Chuck Stuart, Building Official
Nick Tuttle, City Engineer
Bill McCord, City Planner
Connie Kittrell, City Recorder
Gallatin News Reporter
Debbie Johnson, Human Resource Dir.
Lori Smiley, IT Director
Don Bandy, Police Chief

Councilman John D. Alexander called the meeting to order at 6:00 P.M.

Approval of Minutes

There were no minutes presented for approval.

Public Recognition

Councilman Alexander opened public recognition.

- Randy Campbell, President and Executive Director of the Sumner County Teen Center presented a request to close Lower Station Camp Creek Road and Station Camp Greenway for a 5K Run Fundraiser on Saturday, November 12, 2016 from 7:00 A.M. until 10:00 A.M.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 6 ayes and 0 nays.

With no one else wishing to speak public recognition was closed.

Mayor's Comments

- Reception honoring Anne Kemp on Tuesday, September 20th at 5:00 PM
- Mayor Brown complimented the Gallatin Fire Department for their 9-11 Ceremony and the 22 Gallatin Fire Fighters that completed the stair climb on Sunday.
- The last Third Thursday is this Thursday evening featuring Bucky Covington.
- GNRC Awards Dinner is Thursday evening in Lebanon
- Sumner County Government Awards Dinner is next Wednesday at the Epic Center
- Gallatin City Picnic is Friday, September 23rd at Triple Creek Park

Agenda

1. Financial Reports

Finance Director Rachel Nichols stated the year end reports are included in the council packets. Ms. Nichols reported on the increase in sales tax revenue.

There was discussion on the surplus items and census money.

2. Ordinance Appropriating Carry-Over Projects from 2016

Finance Director Rachel Nichols stated there are several uncompleted 2015-2016 capital projects to carry-over.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 6 ayes and 0 nays.

3. Resolution #R1608-48 Plan of Services for the Annexation of a Portion of Tax Map 114 and Parcel 47.00

City Planner Bill McCord presented the annexation request, the plan of service and the zoning amendment for Twin Eagles Subdivision.

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

4. Resolution #R1608-46 Plan of Services for the Annexation of a Portion of Tax Map 114 and Parcel 47.00

Vice Mayor Hayes made motion to approve; Councilman Overton seconded. Motion carried with 6 ayes and 0 nays.

5. Ordinance #O1608-46 Amending Zoning on 2.75 (+/-) Acres from Agricultural Residential District to Mixed Use District with an Amended Preliminary Plan for Twin Eagles

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

6. Request to Apply for 2017 Transportation Alternatives Program Grant to Fund Construction of Sidewalks in the City

City Planner Bill McCord gave a history of this grant and presented a list of nine (9) projects, descriptions and an estimated cost.

There was discussion on using Federal Funds for projects that do not require right-of-way acquisitions to save on costs.

7. Update on Work of the EDA

EDA Director James Fenton distributed handouts to Council. Mr. Fenton spoke about the following:

- Moving forward with the proposed downtown parking garage
- Retail Strategies
- Industrial Center wall removed and currently looking at new designs
- Projected Pipeline interest in our community
- The results of the Marketing Survey

8. Ordinance #O1609-50 Long Hollow Pike Gas Line Extensions

Public Utilities Director David Gregory presented this request authorizing funds in the total amount of \$720,000 from Natural Gas Reserves for the gas line extensions on Long Hollow Pike and award the low bidder, Martin Contracting, Inc. in the amount of \$617,771.

Vice Mayor Hayes made motion to approve; Councilman Camp seconded. Motion carried with 6 ayes and 0 nays.

9. Dangerous Building - 438 Church Street - Tax Map 113O/L/15 - James Robb, Owner

Assistant Building Official Donnie Sullivan explained that the structure on this property burned and is neither habitable nor repairable. Mr. Sullivan recommended demolition.

Council discussed options.

Vice Mayor Hayes made motion to approve; Councilman Overton seconded. Motion carried with 6 ayes and 0 nays.

10. Dangerous Building - 440 Church Street - Tax Map 113O/L/14 - James Robb, Owner

Assistant Building Official Donnie Sullivan explained that the structure on this property burned and is neither habitable nor repairable. Mr. Sullivan recommended demolition.

Vice Mayor Hayes made motion to approve; Councilman Overton seconded. Motion carried with 6 ayes and 0 nays.

11. Dangerous Building - 620 Tulip Circle - Tax map 12P/A/26 - Leonard Challenger, Owner

Assistant Building Official Donnie Sullivan stated that this structure is abandoned and unsecured. Mr. Sullivan added that the owner indicated an intent to remodel but no permits were pulled or improvements made to the property.

Mr. Sullivan said the house is not inhabitable and recommended demolition.

Vice Mayor Hayes made motion to approve; Councilman Overton seconded. Motion carried with 6 ayes and 0 nays.

12. First Amendment to PCS Site Agreement with Sprint Spectrum – Cell Tower

City Attorney Susan High-McAuley explained the current Sprint contract will expire in 2022 and they are requesting to extend the contract until 2042. Ms. High-McAuley said the monthly rental rate will increase and she has reviewed and approved the contract.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 6 ayes and 0 nays.

13. Drainage Program

City Engineer Nick Tuttle reported that he had contacted several other cities concerning mosquito maintenance. Mr. Tuttle said no cities he contacted did any type of mosquito maintenance.

Mr. Tuttle gave an update on the drainage issue at Bush/Long. He said the Guild School construction installed a holding pond to help with any run off onto the Bush/Long properties.

Mr. Tuttle said he met with the Mayor and Public Works Director Zach Wilkinson on better ways to handle drainage issues with the citizens.

Mr. Tuttle added that he offered the Stormwater Coordinator position to Jennifer Watson and is hopeful that she may start working for the city next week. Mr. Tuttle said Ms. Watson comes to the city with extensive experience and knowledge.

Councilman Overton requested Mr. Tuttle alert Council Members of complaints.

14. Preservation Plan for the Gallatin City Cemetery

Mayor Brown informed Council of an inquiry about preserving the Gallatin City Cemetery and the historic value of our cemetery. Mayor said there would be no cost to the city.

15. Discussion about Changing City Charter and Moving Toward a City Manager/City Administrator

Councilwoman Brackenbury stated several constituents had requested this charter change to a City Manager and to expand the districts.

Council discussed and determined to research and review previous attempts to amend the charter to a city manager type government.

Other Business

Councilman Alexander called for other business.

- Gallatin Chamber of Commerce Executive Director Kim Baker requested a road closure for the Cemetery Tour on October 1st from 3:00 - 10:00 P.M.

There was discussion of no prior road closure requests for previous Cemetery Tours. Council advised Ms. Baker to gather the required signatures and present the road closure next week.

- Ms. Baker invited everyone to the "Sumner County in 1940" film at the Palace Theater Friday and Saturday evenings. There will be a silent auction at 6:00 P.M. and the movie begins at 7:00 P.M.
- Ms. Baker also said this is "Chamber Week" and there will be an Open House at the Chamber Office on Thursday from 3:00 - 4:30 P.M. and Friday from 10:00 - 11:00 A.M.
- Mayor Brown presented a road closure request of the Downtown Square from Pastor Van A. Banks, United Ministerial Alliance for the "Community Outdoor Revival" on Sunday, October 2, 2016 from 4:30 to 8:00 P.M.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 6 ayes and 0 nays.

- Councilman Mayberry requested an update on Albert Gallatin and Nichols Lane/109 Project from City Engineer Nick Tuttle at the next work session.

Department Head Reports

Councilman Alexander called for department head reports and there were none.

Council Committee Meeting
September 13, 2016

Adjourn

Councilman Overton made motion to adjourn; Councilwoman Brackenbury seconded.
Motion carried with 6 ayes and 0 nays.

Councilman Alexander adjourned the meeting at 6:46 P.M.

Mayor Paige Brown

Connie Kittrell, City Recorder

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 27, 2016

DEPARTMENT: Engineering

AGENDA # 1

SUBJECT:

Ordinance Appropriating Funds Received from Insurance Claims for Damage to Traffic Signals

SUMMARY:

The Engineering Division is requesting to appropriate money that was received last budget year from insurance claims from damage to traffic signals.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO.

ORDINANCE APPROPRIATING FUNDS RECEIVED FROM INSURANCE CLAIMS
FOR DAMAGE TO TRAFFIC SIGNALS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$6,465.08 is hereby appropriated from the unassigned fund balance to account number 11041670-320, Operating Supplies, for damages to traffic signals.

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

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 27, 2016

DEPARTMENT: Engineering

AGENDA #2

SUBJECT:

Albert Gallatin/Hatten Track Extension

SUMMARY:

Update will be provided at the meeting.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

09/27/2016

DEPARTMENT: LSV

AGENDA #3

SUBJECT:

Transfer of funds from Clearview Park basketball Renovations to Municipal Park Basketball Renovations

SUMMARY:

Transfer of \$26, 376.78 from Clearview Basketball renovations to Municipal Park basketball renovations

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING FUNDS FOR THE LEISURE SERVICES DEPARTMENT
FROM CLEARVIEW BASKETBALL COURT REPAIRS FUND
TO MUNICIPAL PARK BASKETBALL COURT REPAIRS FUND

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$26,376.78 is hereby appropriated from the Clearview Basketball Court Repairs Fund, account # 31344410-923-85, to the Municipal Park Basketball Court Repairs Fund, account # 11044720-937-183.

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: _____, 2016

PASSED SECOND READING: _____, 2016

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 27, 2016

DEPARTMENT: Human Resources

AGENDA # 4

SUBJECT:

Voluntary Buyout Program

SUMMARY:

The Council authorized the City of Gallatin to offer a voluntary buyout incentive program (Voluntary Buyout Program (VBP)) to our employees. The VBP presented a unique opportunity for employees who think it is the right time for them to leave employment to pursue other opportunities or continue their education or training. The VBP was designed to provide eligible employees who voluntarily elect to separate employment with severance and severance benefits. Participation in this program was completely voluntary, and employees considered the program carefully before making any decisions to participate.

The deadline for employees to elect to participate in the program is Monday, Sept. 26th. Once the deadline is passed, a funding request amount will be known. There are currently 4 employees who have elected to participate in the program.

RECOMMENDATION:

Approve to appropriate funds for the Voluntary Buyout Program (VBP).

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$_____ FOR THE VOLUNTARY BUY OUT PROGRAM FOR THE CITY OF GALLATIN

WHEREAS, The City of Gallatin City Council authorized the Mayor to offer a voluntary buyout incentive program to help reorganize and streamline operations; and

WHEREAS, the City has an outstanding and dedicated workforce with many tenured employees; and

WHEREAS, the Voluntary Buyout Program (VBP) was designed to provide eligible employees who voluntarily elect to separate employment with severance pay and benefits.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of up to \$_____ is appropriated from the unassigned balance of the general fund for the execution of the Voluntary Buyout Program.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of up to \$_____ is appropriated from the unassigned balance of the water/sewer fund for the execution of the Voluntary Buyout Program.

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

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 27, 2016

DEPARTMENT: **Human Resources**

AGENDA #5

SUBJECT:

Resolution implementing job title, job description and appropriating pay grade for Building and Electrical Codes Official and implementing job title and appropriating pay grade for Codes Inspector IV into the Personnel Classification System

SUMMARY:

Per Ordinance O1608-47, Council approved upgrading the status of the Building Official to include Electrical Code Official. Council also approved adding a full-time electrical inspector (Codes Inspector IV). Dr. McGrath has reviewed and approved the placement of the department head position within our classification system.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1610-52

**RESOLUTION IMPLEMENTING JOB TITLE AND APPROPRIATE PAY GRADE
FOR BUILDING AND ELECTRICAL CODES OFFICIAL AND CODES
INSPECTOR IV INTO THE PERSONNEL CLASSIFICATION SYSTEM**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, the job title and attached job description for Building and Electrical Codes Official, Pay Grade GBB is hereby approved and ordered implemented into the City of Gallatin's Personnel Classification System.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, the job title for Codes Inspector IV, Pay Grade GT is hereby approved and ordered implemented into the City of Gallatin's Personnel Classification System.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, 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

TITLE: Building and Electrical Codes Official
PG: GBB
DEPARTMENT: Codes
REPORTS TO: Mayor and City Council
REVISION DATE: SEPTEMBER 2016

PURPOSE OF POSITION:

The purpose of this position is to perform administration and supervision of the Codes Department. This position oversees the Codes Department and all function within.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs duties as outlined in Duties of Building Official and Electrical Official identified in the City of Gallatin Code of Ordinances.
2. Acts as the intermediate appeal step/intermediate interpreter for building codes, electrical codes, and adopted standards when disagreements, requests for exceptions, or questions of interpretation arise between customers and inspections staff.
3. Supervises and provides direct oversight over the Assistant Building Official, Plans Examiner, Codes Enforcement Inspectors, and Permit Technicians. Performs performance evaluations.
4. Drafts division budget and monitors expenditures and purchases in accordance with city policy.
5. Conducts interviews, makes hiring and firing and other personnel related decisions, advises, makes disciplinary recommendations, drafts performance appraisals, schedules, and motivates subordinate employees.
6. Makes reports to, attends meetings of, and assists in orienting new members of the Construction Board of Adjustment and Appeals.
7. Provides managerial and technical guidance to subordinate staff.
8. Reviews plan and specifications for conformance with code requirements.
9. Provides information and answers questions regarding building and codes requirements.
10. Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for compliance with building, plumbing and mechanical codes on an occasional basis.
11. Receives and resolves complaints in regard to defective construction and handles enforcement issues.
12. Inspects existing buildings for hazardous conditions, structural failures or improper uses.
13. Serves as a resource to City Officials on the safety of city owned buildings.
14. Receives applications, issues and logs construction permits and maintains appropriate records thereof.
15. Interprets various codes and ordinances, recommends changes as appropriate.
16. 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 or approves warnings and stop-work orders as necessary.
17. May testify in court on code violation cases or represent the division at community meetings or city council meetings or budget hearings.
18. Makes reports and keeps records regarding inspections.
19. Works closely with other department heads.
20. Stays abreast of changes in model building codes.
21. Attends staff meetings for professional services.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must possess all qualifications of "Building Official" and "Electrical Official" as outlined in the International Building Code published by the International Code Congress and meet State of Tennessee requirements.

Bachelor's degree. Must have a minimum of ten years of recent work experience as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which shall have been in responsible charge of work.

Certification as a Building Official and Electrical Official through a recognized certification program within eighteen months of appointment to the position.

Must have valid Driver's License. Must hold certification as a Building Inspector, Plumbing Inspector, Mechanical Inspector and as an Electrical Code Official.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of all types of building and electrical construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected.
- Thorough knowledge with 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.
- Firmness and tact in enforcing building and electrical ordinances and codes.
- Ability to explain technical requirements in non-technical terms to persons of varying backgrounds.
- Ability to represent the city in presentations and negotiations
- Ability to facilitate group processes, implement effective problem solving solutions, and build consensus among competing interests.
- Ability to supervise subordinate staff.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position, including evening meetings.

PHYSICAL REQUIREMENTS

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 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.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions. When at a job site, the employee is subject to outside environmental conditions including extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

September 27, 2016

DEPARTMENT: Mayor Paige Brown

AGENDA #6

SUBJECT:

Discussion of Community Enhancement Grants

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: