



City of Clarksville Gas & Water Committee

October 20, 2025 at 4:30 PM
City Hall
One Public Square, 4th Floor Conference Room

Please silence all cell phones.

AGENDA

1. **Call to Order**
2. **Announce Members in Attendance (verify quorum)**
3. **Approval of Minutes - September 18, 2025**
4. **Department Reports**
 - A. Bid Summary — Camille Thomas (attached)
Professional Services — Camille Thomas (attached)
Sale of Surplus Property on [GovDeals.com](https://govdeals.com) for September 2025 — \$7,726
Bad Debt — Dawn Thomack
Financials — Dawn Thomack
Department Reports — Mark Riggins
Monthly Committee Report — Mark Riggins
5. **City Council Action Required**
 - A. **ORDINANCE 25-2025-25 (FIRST READING)** [An Ordinance amending Part II \(Code of Ordinances\), Title 13 \(Utilities and Service\), Chapter 3 \(Gas, Water and Sewer Service\) and Chapter 4 \(Water and/or Sewer Service to Particular Areas or Subdivisions\) the City of Clarksville for the purpose of establishing the Clarksville Gas and Water Board.](#)
6. **Adjournment**
7. **Public Comment**
(allows 3 persons; 5 minutes each)



Committee Minutes

September 18, 2025

CALL TO ORDER

Councilperson Deanna McLaughlin called a meeting of the City of Clarksville Gas & Water Committee to order, on Thursday September 18, 2025 at 4:30 p.m. A quorum was present.

ATTENDANCE

The following were in attendance:

Councilperson Deanna McLaughlin, Councilperson Carlos Peters, Councilperson Travis Holleman, Councilperson Stacey Streetman, Mark Riggins, Patrick Chesney, Camille Thomas, Dawn Thomack, and Brandy Slaughter

ADOPTION OF MINUTES

Councilperson Stacey Streetman made a motion to approve the minutes from August 21, 2025. Councilperson Travis Holleman seconded that motion. No one opposed. The minutes passed.

DEPARTMENT REPORTS

Camille Thomas presented the bid summary and professional services. There were no questions. The sale of surplus property on GovDeals.com for the month of August 2025 was \$28.00

Dawn Thomack went over the bad debt report. In the month of August 122 accounts were turned over to collections, which totaled \$18,650. In August the number of accounts written off was 109 which totaled \$16,713. In August \$3,500.25 was collected.

Next, Dawn went over the financials for the Water division. Revenue for the month of August was just over \$4.4 million. Year-to-date was just over \$8.7 million. Operating expenses

for August were just over \$2.9 million. Year-to date was \$5.9 million. The income for operations from August was \$1.4 million. Year-to-date was just over \$2.8 million. The Interest borrowing activities for August was an expense of \$449,000. Year-to-date was \$771,000. The total income in Water for the month of August was just over \$1 million. Year-to-date is \$2,031,437. Capital spending was \$3.8 million in August. Year-to- date is \$8 million.

The Wastewater Department was next. The August revenue in the Wastewater department was just over \$4.8 million. Year-to-date was \$9.6 million. Operating expenses was just over \$3 million. Year-to-date is \$6.2 million. Income from operations for August was \$1.7 million. Year-to-date was \$3.4 million. The interest and borrowing activities was an expense of just under \$400,000 for the month of August. Year-to-date is \$744,000. The income for the month of August was \$1.3 million. Year-to-date is \$2.6 million. Capital spending in August was \$2.1 million. Year-to-date is just under \$4 million.

The Gas Departments financials were next. Revenue for the month of August was just over \$2 million. Year-to-date was just under \$4.5 million. Operating expenses for August was just under \$2.5 million. Year-to-date was \$4.7 million. Gas is showing an operating loss in August of \$382,000. Year-to-date is \$260,000. Interest activities for August show an income of \$29,000. Year-to date is \$71,000. Overall, there was a loss for August in the amount of almost \$354,000. Year-to-date is just under \$189,000. There is little capital spending in the Gas Department currently. In the month of August it was \$229,000. Year-to-date was \$336,000.

Debt coverage was next. In the month of August the debt coverage ratio was 2.39. This is well above the goal of 1.7. The debt to operating revenue ratio was 2.3 and is expected to improve as debt is paid down. Current cash levels were approximately \$24.3 million for water, \$18.5 million for wastewater, and \$27.7 million for gas.

Department reports were next. Mark Riggins gave this report to the committee. The Committee members went over the reports and had no questions. Mark also went over the Monthly Committee Report. There were no questions.

There was a discussion to reschedule the October 23, 2025 Gas & Water Committee meeting. The purpose of moving the October meeting is to ensure that all members are able to attend. Mark discussed he wanted to bring forth information to the Gas & Water Committee about Clarksville Gas & Water transitioning to a board structure. The members in attendance decided to move the meeting to October 20, 2025.

COMMITTEE ACTION REQUIRED

None

CITY COUNCIL ACTION REQUIRED

None

PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned at 5:14pm.

**GAS & WATER COMMITTEE
BID SUMMARY
OCTOBER 20, 2025**

The following bids/proposals have been solicited, opened and have been approved by the Purchasing Director. All are low bid/proposal except where noted.

<u>BID #</u>	<u>DESCRIPTION</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>
4807	Stainless Steel Skid Mounted Transport Tank	Superior Steel Products	\$28,295.00
4808	23% Liquid Hydrofluosilicic Acid	Southeastern Tank	\$3.7812/gallon

SOLE SOURCE PURCHASES:

1. Future purchases of Honeywell Mercury instrument corrects and repair parts from Ed Young Sales.
2. Future purchases of Caterpillar parts and service from Thompson Machinery.
3. Future purchases of actuator parts for the Turblex aeration blowers from FRAMO Morat, Inc.
4. Future purchases of Case equipment parts and service from Diamond Equipment.
5. Future purchases of Vermeer equipment parts and service from Vermeer Heartland.

EMERGENCY PURCHASE:

1. Repairs to the crane in the dewatering building from Tri-State Equipment in the amount of \$5,500.00.

PURCHASES FROM THE OMNIA PARTNERS COOPERATIVE CONTRACT:

1. Flooring and adhesive from Tarkett in the amount of \$18,025.47.

PURCHASE FROM THE SOURCEWELL COOPERATIVE CONTRACT:

1. Rental of a Skid Steer from United Rentals in the amount of \$3,667.73.

Bid #4807 - Stainless Steel Skid Mounted Transport Tank

Superior Steel Products	\$28,295.00*
Thunder Creek Equipment	No Response
Southern Tank & Manufacturing	No Response
Tank Depot	No Response
Triarc Tank	No Response

Bid #4808 - 23% Liquid Hydrofluosilicic Acid

Southeastern Tank	\$3.7812/gallon*
Hawkins	\$3.91/gallon
Brenntag Mid-South	\$4.1168/gallon
Citco Water	\$4.30/gallon
Univar	No Bid
Industrial Chemical	No Response
Vertex Chemical	No Response
USALCO	No Response
Shannon Chemical	No Response
PVS Minibulk	No Response
Aquatic Control TN	No Response
Harcros Chemical	No Response
Source Technologies	No Response
Kemira Water Solutions	No Response
Donau Carbon Corporation	No Response
USP Technologies	No Response
Siemens Industry	No Response
Chem Trade	No Response
Allied Universal Corporation	No Response
Olin	No Response
Chemco Industries	No Response
Gulbrandsen Technologies	No Response
Core Chem	No Response
Premier Magnesia	No Response
Solenis	No Response
Carus Chemical	No Response
Chemrite	No Response
Specialty Chemical	No Response
G20 Technologies	No Response

*Department Recommendation

REQUEST FOR PROFESSIONAL SERVICE

1. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	TDOT SR-48 / Trenton Road Utility Relocation from near SR-374 to near I-24 -- The project comprises engineering design as well as construction phase services associated with the relocation of utilities associated with the Tennessee Department of Transportation State Route 48 (Trenton Road) widening from near State Route 374 to near I-24. Contract Term: Design as well as construction phase services are contingent on and must meet TDOT schedule.
NAME OF FIRM:	HMB Professional Engineers, LLC (HMB)
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	HMB is a multi-disciplinary civil engineering firm experienced in planning, design, construction and maintenance of various public infrastructure project. HMB brings diverse in-house expertise to each project. Its professional staff specializes not only in transportation design and planning, but also public utilities, water resources, environmental services, right-of-way acquisition, surveying, stream restoration and other related services. HMB is experience with complex projects based on increasingly stringent standards and expectations. Its professionals are fully engaged in the design process and are provided the tools and resources to ensure successful project outcome.
YEARS OF EXPERIENCE:	46 Years (Since 1979)
SIMILAR PROJECTS PERFORMED FOR THE CITY:	HMB has not performed any projects for the City of Clarksville in the past.
SIMILAR PROJECTS PERFORMED ELSEWHERE:	• Beckwith Road Widening Utility Relocation - Mt. Juliet, TN • Beckwith Road Quickstart Intersection Improvement - Mt. Juliet, TN • Cherry Lane Phase III Utility Relocation - Murfreesboro, TN • SR-6 from Walton Lane to Wiley Street - Davidson County, TN • Almadale Road Widening Utility Relocation - Smyrna, TN • SR-6 from North of Liberty Lane to North of Northside Drive -- Davidson County, TN • New Circle Road Water Line Relocation - Lexington, KY • Bloomfield Bridge Utilities Relocation - Bloomfield, IN • Sewer Replacement Projects #1 & #3 - Murray, KY • US 27 Water Line Relocation - Pendleton County, KY • KY 25 Utility Relocation - Madison County, KY • Crooksville Water Line Relocation - Madison County, KY • Blackroad Water Line Replacement - Madison County, KY • Boone National Guard Sewer Replacement - Frankfort, KY • KY 52 Water Line Relocation Project - Kirksville, KY • US 460 Utility Relocation Project - Paris, KY • East Nicholasville Bypass Relocation Project - Jessamine County, KY • Parksville WD Water System Improvements Project - Boyle County, KY • Western Lewis-Rectorville Water and Gas District: Phase V System Improvements Project - Mason and Lewis Counties, KY
OTHER QUALIFICATIONS:	HMB has over 300 combined years of experience on all types of utility projects, and its professional team is familiar with the growing complexities and increasingly stringent environmental standards.

REQUEST FOR PROFESSIONAL SERVICE

TDOT SR-48 / Trenton Road Utility Relocation from near SR-374 to near I-24

HMB Professional Engineers, LLC

Page 2

NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST AS PER PURCHASING POLICY):	Garth Branch, PE Tom Heath, PE
DEPARTMENT WHERE FUNDS ARE BUDGETED:	Clarksville Gas & Water Department

SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY
DEPT. OR HIS/HER DESIGNEE

07/10/2025
DATE

SIGNATURES OF OTHERS INVOLVED IN SELECTION

7/10/2025
DATE

SIGNATURE OF PURCHASING DIRECTOR

9-11-25
DATE

2. **COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING DIRECTOR ONCE OBTAINED.**

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$ 1,674,150.41
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Acknowledgement of cost estimate received:

SIGNATURE OF DEPARTMENT HEAD/DESIGNEE

09/11/2025
DATE

SIGNATURE OF PURCHASING DIRECTOR

9-15-25
DATE

SIGNATURE OF CHIEF FINANCIAL OFFICER

9/11/25
DATE

Sold Asset Report

Clarksville Gas and Water Department, TN
Date range: 01 Sep 2025 - 30 Sep 2025

ID	Description	VIN/Serial	Buyer	Sold Amount	Auction End Date	Auction End Time
474	USED COUNTERTOP WITH SINK, STAND & MISC PLUMBING		Brian Stephens	\$22.00	14-Sep-2025	8:00 PM CT
475	MISC LAND SURVEY EQUIPMENT		Ashraf Meshreki	\$303.00	02-Sep-2025	8:15 PM CT
477	MISC USED COMPUTER SUPPLIES		David Leavitt	\$1,001.00	30-Sep-2025	8:09 PM CT
478	MISC USED IPADS & CELL PHONES		Hassan Sudfer	\$6,400.00	30-Sep-2025	8:00 PM CT
				\$7,726.00		

Clarksville Gas & Water Department
12 Month Rolling Collections/Write-offs

Date	Total Turned Over	# of Accounts	Avg Acct Turned Over	Total Collected	Total Write-offs	# of Write-Offs	Avg Acct Write-off
Oct-24	\$ 15,479.51	119	\$ 130.08	\$ 3,574.95	\$ 22,418.66	94	\$ 238.50
Nov-24	\$ 18,533.75	131	\$ 141.48	\$ 2,539.87	\$ 12,608.40	75	\$ 168.11
Dec-24	\$ 21,749.47	130	\$ 167.30	\$ 5,233.87	\$ 8,467.97	73	\$ 116.00
Jan-25	\$ 27,414.62	156	\$ 175.73	\$ 3,121.27	\$ 14,515.37	96	\$ 151.20
Feb-25	\$ 22,613.86	87	\$ 259.93	\$ 9,328.34	\$ 14,365.74	108	\$ 133.02
Mar-25	\$ 16,364.99	99	\$ 165.30	\$ 6,430.38	\$ 11,002.04	86	\$ 127.93
Apr-25	\$ 34,120.55	108	\$ 315.93	\$ 3,619.93	\$ 10,188.44	88	\$ 115.78
May-25	\$ 21,569.14	103	\$ 209.41	\$ 4,789.22	\$ 9,347.60	81	\$ 115.40
Jun-25	\$ 24,329.34	131	\$ 185.72	\$ 3,195.18	\$ 15,484.71	101	\$ 153.31
Jul-25	\$ 17,869.88	121	\$ 147.68	\$ 8,392.36	\$ 14,218.93	110	\$ 129.26
Aug-25	\$ 18,650.01	122	\$ 152.87	\$ 3,500.25	\$ 16,712.93	109	\$ 153.33
Sep-25	\$ 20,320.07	134	\$ 151.64	\$ 3,654.34	\$ 17,700.52	105	\$ 168.58
	\$ 259,015.19	1441	\$ 179.75	\$ 57,379.96	\$ 167,031.31	1126	\$ 148.34
				22.15%			

CGW Water Department
September, 2025

	Month			Year to Date		
	<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unfav)</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unfav)</u>
Sales to Customers	3,958,171	3,574,771	383,400	11,583,788	10,724,313	859,476
Penalties	57,756	54,167	3,590	164,255	162,500	1,755
Other Income	530,063	446,417	83,646	1,513,702	1,339,250	174,452
Gross Revenue	4,545,990	4,075,354	470,635	13,261,746	12,226,063	1,035,683
Water Plant 1	534,557	518,116	(16,442)	1,440,437	1,554,347	113,910
Water Plant 2	113,244	232,409	119,165	361,300	697,227	335,927
Water Transmission	945,880	865,787	(80,093)	2,663,708	2,597,361	(66,348)
Water Administration	61,158	59,904	(1,253)	166,145	179,713	13,569
Customer Service	413,543	512,756	99,213	1,227,006	1,538,268	311,261
Accounting	74,047	89,978	15,931	233,098	269,934	36,836
Engineering	160,880	154,427	(6,453)	447,704	463,281	15,577
Admin & General	107,048	245,485	138,437	339,448	736,456	397,008
Other Expenses	14,549	27,625	13,076	53,065	82,875	29,810
Depreciation	702,515	716,667	14,152	2,108,580	2,150,000	41,420
Total Operating Expenses	3,127,420	3,423,153	295,734	9,040,491	10,269,460	1,228,969
Income from Operations	1,418,570	652,201	766,369	4,221,254	1,956,602	2,264,652
Interest Income	246,009	279,167	(33,157)	860,285	837,500	22,785
Other Income (Expense)	141	1,250	(1,109)	150	3,750	(3,600)
Interest Expense	(751,112)	(749,087)	(2,025)	(2,251,984)	(2,247,261)	(4,723)
Debt Amortization Income	243,277	243,277	(0)	729,830	729,831	(0)
PILOT	(185,649)	(185,649)	-	(556,946)	(556,946)	-
Total Other Income (Expense)	(447,334)	(411,042)	(36,291)	(1,218,665)	(1,233,127)	14,462
Total Income / (Loss)	971,236	241,159	730,078	3,002,589	723,476	2,279,114
Capital Spend	4,484,354	5,250,000	765,646	12,503,189	15,750,000	3,246,811
Contributed Capital - Cash	-	-	-	-	-	-
Contributed Capital - Non-Cash	-	1,000,000	(1,000,000)	-	3,000,000	(3,000,000)

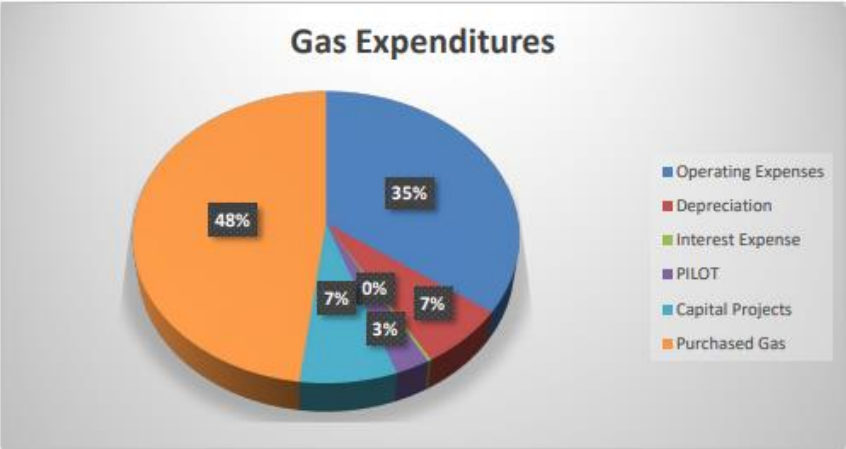
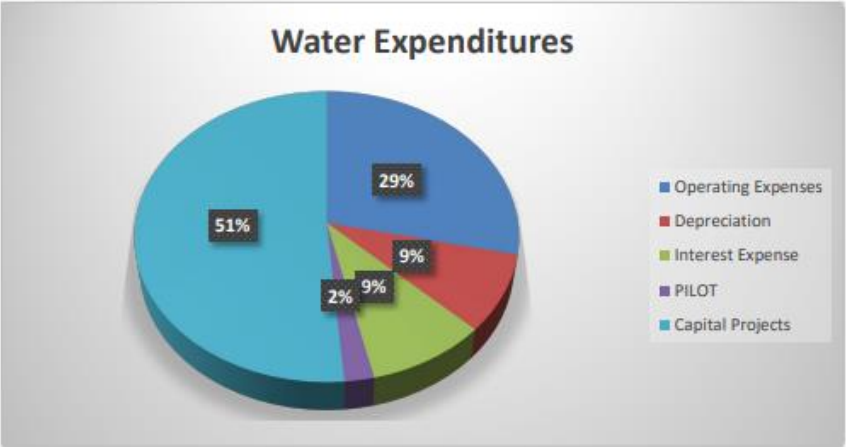
**CGW Wastewater Department
September, 2025**

	Month			Year to Date		
	<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unfav)</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unfav)</u>
Sales to Customers	4,446,691	4,280,000	166,691	13,268,567	12,840,000	428,567
Penalties	68,887	66,667	2,221	193,555	200,000	(6,445)
Other Income	298,202	290,000	8,202	1,020,196	870,000	150,196
Gross Revenue	4,813,780	4,636,667	177,113	14,482,318	13,910,000	572,318
Wastewater Plant	443,366	616,677	173,311	1,487,460	1,850,032	362,572
Wastewater Collection	800,546	835,454	34,908	2,484,512	2,506,362	21,850
Wastewater Administration	75,852	106,160	30,308	228,252	318,479	90,227
Customer Service	229,041	245,359	16,318	691,470	736,078	44,608
Accounting	84,248	89,490	5,243	257,255	268,471	11,215
Engineering	166,174	191,024	24,851	478,427	573,073	94,646
Admin & General	102,312	153,502	51,189	318,700	460,506	141,805
Other Expenses	13,941	26,875	12,934	50,981	80,625	29,644
Depreciation	1,096,864	1,304,167	207,303	3,289,470	3,912,500	623,030
Total Operating Expenses	3,012,344	3,568,708	556,364	9,286,528	10,706,125	1,419,597
Income from Operations	1,801,436	1,067,959	733,478	5,195,791	3,203,876	1,991,915
Interest Income	353,282	200,000	153,282	606,614	600,000	6,614
Other Income (Expense)	8,397	129,117	(120,719)	27,838	387,350	(359,512)
Interest Expense	(423,389)	(419,877)	(3,512)	(1,248,969)	(1,259,631)	10,663
Debt Amortization Income	112,984	112,984	0	338,952	338,952	0
PILOT	(208,752)	(208,752)	-	(626,255)	(626,255)	-
Total Other Income (Expense)	(157,478)	(186,528)	29,050	(901,820)	(559,584)	(342,236)
Total Income / (Loss)	1,643,958	881,431	762,528	4,293,971	2,644,292	1,649,679
Capital Spend	975,223	3,832,000	2,856,777	4,961,791	11,496,000	6,534,209
Contributed Capital - Cash	-	-	-	-	-	-
Contributed Capital - Non-Cash	-	1,000,000	(1,000,000)	-	3,000,000	(3,000,000)

**CGW Gas Department
September, 2025**

	<u>Actual</u>	<u>Month Budget</u>	<u>Fav/(Unfav)</u>	<u>Actual</u>	<u>Year to Date Budget</u>	<u>Fav/(Unfav)</u>
Sales to Customers	2,064,805	1,665,450	399,355	6,065,558	4,996,350	1,069,208
Penalties	11,375	19,375	(8,000)	29,695	58,125	(28,430)
Other Income	151,836	157,146	(5,310)	642,441	471,438	171,003
Gross Revenue	2,228,016	1,841,971	386,046	6,737,694	5,525,913	1,211,782
Cost of Gas	1,222,343	1,102,500	(119,843)	3,697,619	3,307,500	(390,119)
Gas Distribution	260,657	303,344	42,687	845,856	910,032	64,176
Gas Administration	126,537	163,434	36,897	437,021	490,302	53,281
Ft. Campbell Operations	45,217	65,429	20,211	155,493	196,286	40,794
Customer Service	118,650	151,594	32,944	468,539	454,783	(13,756)
Accounting	78,868	79,914	1,046	224,811	239,742	14,930
Engineering	64,640	69,073	4,433	200,554	207,220	6,666
Admin & General	102,006	151,960	49,954	318,154	455,879	137,724
Other Expenses	10,371	19,600	9,229	38,737	58,800	20,064
Depreciation	173,378	173,750	372	520,134	521,250	1,116
Total Operating Expenses	2,202,668	2,280,598	77,930	6,906,918	6,841,794	(65,124)
Income(Loss) from Operations	25,348	(438,627)	463,975	(169,224)	(1,315,881)	1,146,657
Interest Income	112,098	63,342	48,756	325,393	190,025	135,368
Other Income (Expense)	34	500	(466)	177	1,500	(1,323)
Interest Expense	(6,758)	(6,388)	(370)	(20,273)	(19,165)	(1,109)
Debt Amortization Income	3,704	3,705	-	11,113	11,114	(0)
PILOT	(67,926)	(67,926)	-	(203,778)	(203,778)	-
Total Other Income (Expense)	41,153	(6,768)	47,921	112,633	(20,304)	132,937
Total Income / (Loss)	66,501	(445,395)	511,896	(56,591)	(1,336,185)	1,279,594
Capital Spend	236,813	1,216,000	979,187	573,112	3,648,000	3,074,888
Contributed Capital - Cash	-	20,833	(20,833)	20,270	62,500	(42,230)
Contributed Capital - Non-Cash	-	2,500	(2,500)	-	7,500	(7,500)

Clarksville Gas & Water FY2026



FY 2026 Debt Coverage

September, 2025

Fiscal Period	3
	<u>Actual</u>
System Gross Revenue	\$ 34,481,758
System Operating Expenses	25,233,937
	9,247,821
Add: Depreciation Expense	5,918,184
Other Revenue (Expense)	1,820,457
Net Revenues	\$ 16,986,462

Debt Coverage Ratio	2.46
Debt Coverage Ratio Goal	1.70
<i>FY 2025 Coverage Ratio</i>	2.44
<i>FY 2024 Coverage Ratio</i>	3.45

>2.00 = Aaa rating

1.70-2.00 = Aa rating

Debt to Operating Revenue Ratio

September, 2025

FY 2026 Budget

<i>Total Debt</i>	\$ 336,096,153
<i>Operating Revenue</i>	\$ 143,980,000
Debt/Operating Revenue	2.33

FY 2025 Actual

<i>Total Debt</i>	\$ 352,050,804
<i>Operating Revenue</i>	\$ 135,062,708
Debt/Operating Revenue	2.61

FY 2024 Actual

<i>Total Debt</i>	\$ 367,367,377
<i>Operating Revenue</i>	\$ 119,833,038
Debt/Operating Revenue	3.07

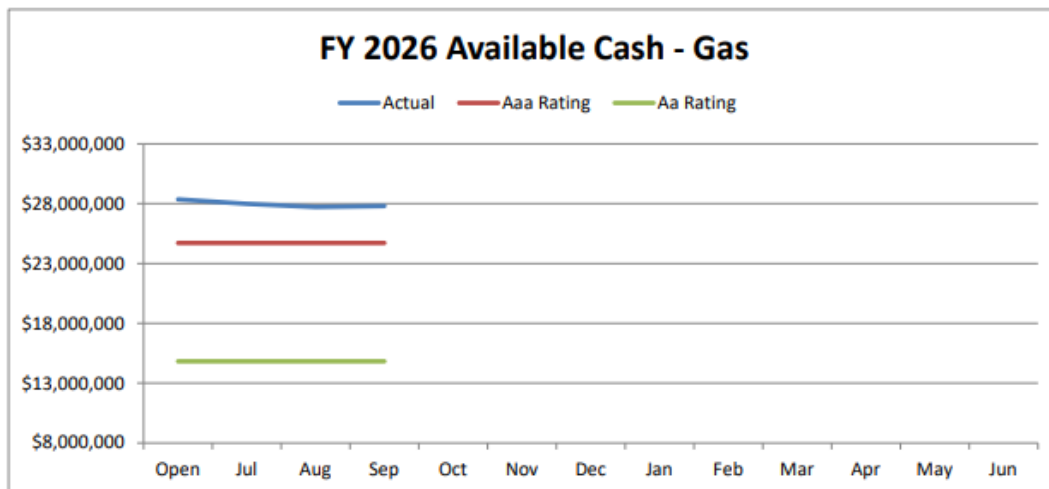
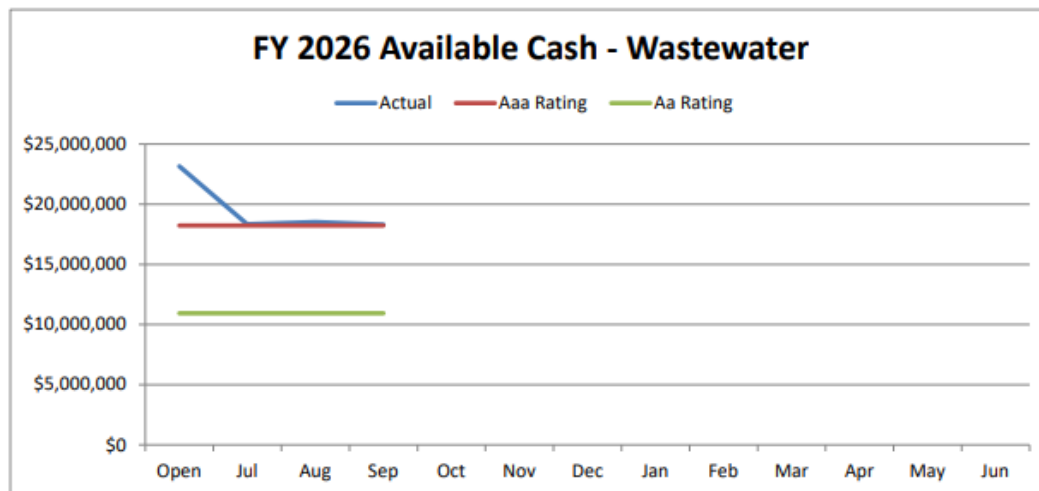
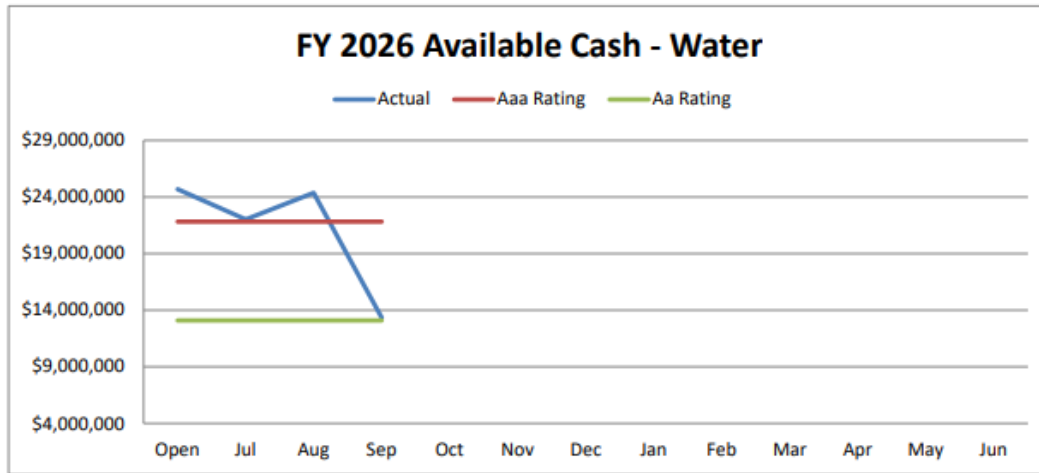
FY 2023 Actual

<i>Total Debt</i>	\$ 348,379,888
<i>Operating Revenue</i>	\$ 125,440,558
Debt/Operating Revenue	2.78

<2.00 = Aaa

2.00 - 4.00 = Aa

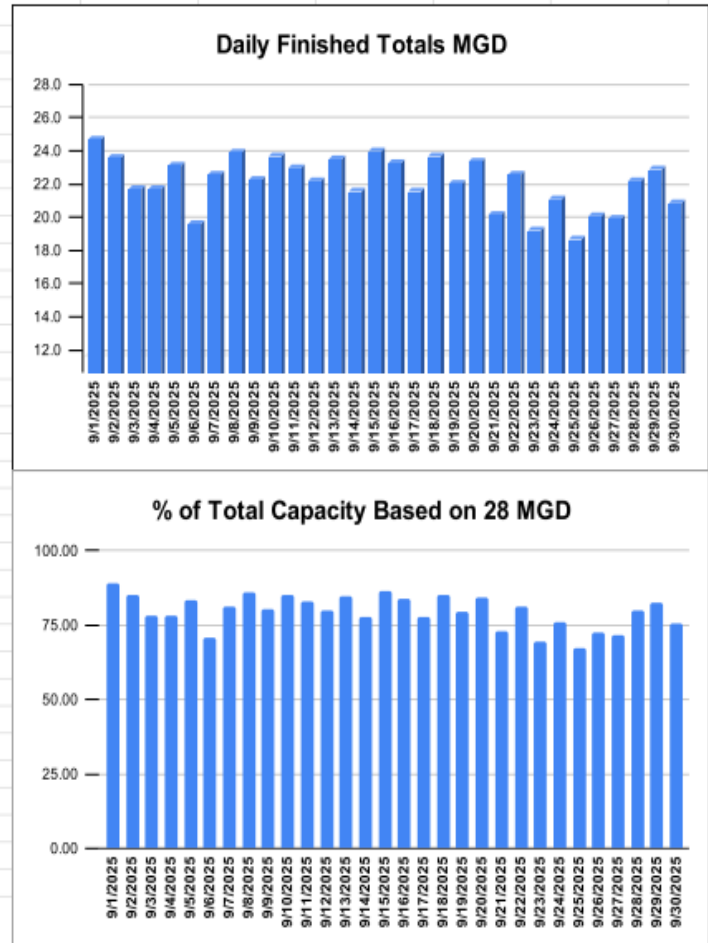
Clarksville Gas & Water FY 2026



Clarksville Water Treatment Plant Finished Water Totals

September 2025

DATE	TOTALS IN MGD	DATE	% of Total Capacity Based on 28 MGD
9/1/2025	24.9	9/1/2025	88.93
9/2/2025	23.8	9/2/2025	85.00
9/3/2025	21.9	9/3/2025	78.21
9/4/2025	21.9	9/4/2025	78.21
9/5/2025	23.3	9/5/2025	83.21
9/6/2025	19.8	9/6/2025	70.71
9/7/2025	22.8	9/7/2025	81.43
9/8/2025	24.1	9/8/2025	86.07
9/9/2025	22.5	9/9/2025	80.36
9/10/2025	23.9	9/10/2025	85.36
9/11/2025	23.2	9/11/2025	82.86
9/12/2025	22.4	9/12/2025	80.00
9/13/2025	23.7	9/13/2025	84.64
9/14/2025	21.8	9/14/2025	77.86
9/15/2025	24.2	9/15/2025	86.43
9/16/2025	23.5	9/16/2025	83.93
9/17/2025	21.8	9/17/2025	77.86
9/18/2025	23.9	9/18/2025	85.36
9/19/2025	22.2	9/19/2025	79.29
9/20/2025	23.6	9/20/2025	84.29
9/21/2025	20.4	9/21/2025	72.86
9/22/2025	22.8	9/22/2025	81.43
9/23/2025	19.4	9/23/2025	69.29
9/24/2025	21.3	9/24/2025	76.07
9/25/2025	18.9	9/25/2025	67.50
9/26/2025	20.3	9/26/2025	72.50
9/27/2025	20.1	9/27/2025	71.79
9/28/2025	22.4	9/28/2025	80.00
9/29/2025	23.1	9/29/2025	82.50
9/30/2025	21.1	9/30/2025	75.36
Monthly total	669.0	Monthly average	79.64



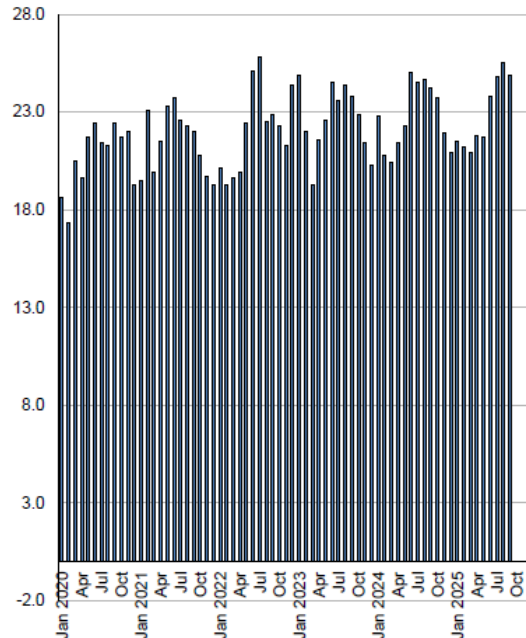
Clarksville Water Treatment Plant

Maximum Daily Pumpage

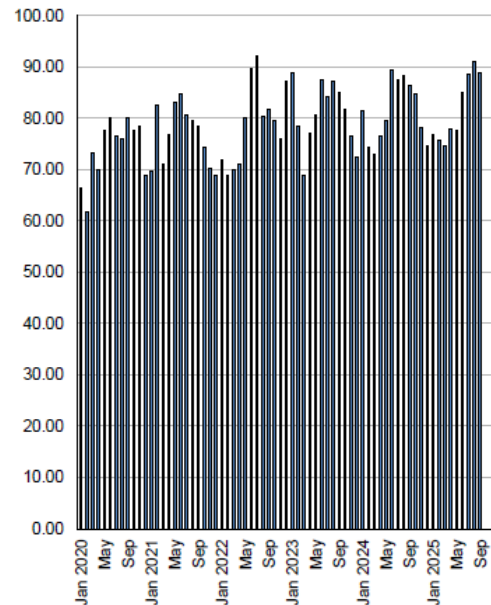
2020-2025

Date	Amt	Date	% of Capacity
Jan 2020	18.6	Jan 2020	66.43
Feb	17.3	Feb	61.79
Mar	20.5	Mar	73.21
Apr	19.6	Apr	70.00
May	21.7	May	77.50
Jun	22.4	Jun	80.00
Jul	21.4	Jul	76.43
Aug	21.3	Aug	76.07
Sep	22.4	Sep	80.00
Oct	21.7	Oct	77.50
Nov	22.0	Nov	78.57
Dec	19.3	Dec	68.93
Jan 2021	19.5	Jan 2021	69.64
Feb	23.1	Feb	82.50
Mar	19.9	Mar	71.07
Apr	21.5	Apr	76.79
May	23.3	May	83.21
Jun	23.7	Jun	84.64
Jul	22.6	Jul	80.71
Aug	22.3	Aug	79.64
Sep	22.0	Sep	78.57
Oct	20.8	Oct	74.29
Nov	19.7	Nov	70.36
Dec	19.3	Dec	68.93
Jan 2022	20.1	Jan 2022	71.79
Feb	19.3	Feb	68.93
Mar	19.6	Mar	70.00
Apr	19.9	Apr	71.07
May	22.4	May	80.00
Jun	25.1	Jun	89.64
Jul	25.8	Jul	92.14
Aug	22.5	Aug	80.36
Sep	22.9	Sep	81.79
Oct	22.3	Oct	79.64
Nov	21.3	Nov	76.07
Dec	24.4	Dec	87.14
Jan 2023	24.9	Jan 2023	88.93
Feb	22.0	Feb	78.57
Mar	19.3	Mar	68.93
Apr	21.6	Apr	77.14
May	22.6	May	80.71
Jun	24.5	Jun	87.50
Jul	23.6	Jul	84.29
Aug	24.4	Aug	87.14
Sep	23.8	Sep	85.00
Oct	22.9	Oct	81.79
Nov	21.4	Nov	76.43
Dec	20.3	Dec	72.50
Jan 2024	22.8	Jan 2024	81.43
Feb	20.8	Feb	74.29
Mar	20.4	Mar	72.86
Apr	21.4	Apr	76.43
May	22.3	May	79.64
Jun	25.0	Jun	89.29
Jul	24.5	Jul	87.50
Aug	24.7	Aug	88.21
Sep	24.2	Sep	86.43
Oct	23.7	Oct	84.64
Nov	21.9	Nov	78.21
Dec	20.9	Dec	74.64
Jan 2025	21.5	Jan 2025	76.79
Feb	21.2	Feb	75.71
Mar	20.9	Mar	74.64
Apr	21.8	Apr	77.86
May	21.7	May	77.50
Jun	23.8	Jun	85.00
Jul	24.8	Jul	88.57
Aug	25.5	Aug	91.07
Sep	24.9	Sep	88.93
Oct		Oct	0.00
Nov		Nov	0.00
Dec		Dec	0.00

Clarksville Maximum Daily Pumpage



% of Capacity Based on 28 MGD



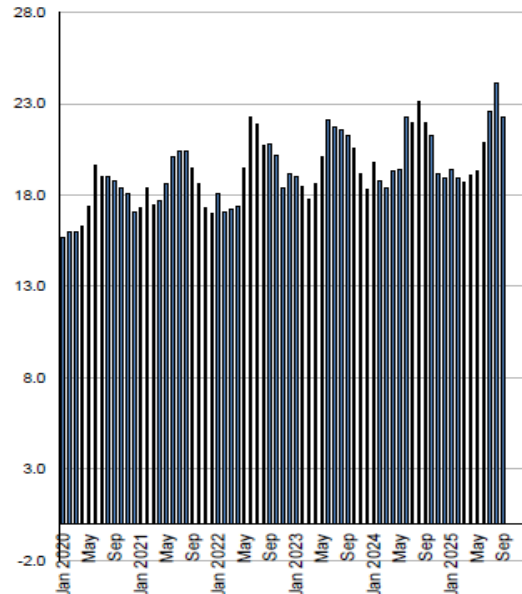
Clarksville Water Treatment Plant

Average Monthly Pumpage

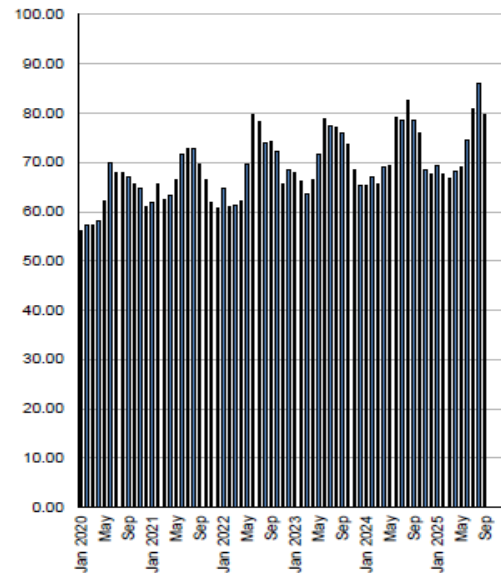
2020-2025

Date	Amt	Date	% of Capacity
Jan 2020	15.7	Jan 2020	56.07
Feb	16.0	Feb	57.14
Mar	16.0	Mar	57.14
Apr	16.3	Apr	58.21
May	17.4	May	62.14
Jun	19.6	Jun	70.00
Jul	19.0	Jul	67.86
Aug	19.0	Aug	67.86
Sep	18.8	Sep	67.14
Oct	18.4	Oct	65.71
Nov	18.1	Nov	64.64
Dec	17.1	Dec	61.07
Jan 2021	17.3	Jan 2021	61.79
Feb	18.4	Feb	65.71
Mar	17.5	Mar	62.50
Apr	17.7	Apr	63.21
May	18.6	May	66.43
Jun	20.1	Jun	71.79
Jul	20.4	Jul	72.86
Aug	20.4	Aug	72.86
Sep	19.5	Sep	69.64
Oct	18.6	Oct	66.43
Nov	17.3	Nov	61.79
Dec	17.0	Dec	60.71
Jan 2022	18.1	Jan 2022	64.64
Feb	17.1	Feb	61.07
Mar	17.2	Mar	61.43
Apr	17.4	Apr	62.14
May	19.5	May	69.64
Jun	22.3	Jun	79.64
Jul	21.9	Jul	78.21
Aug	20.7	Aug	73.93
Sep	20.8	Sep	74.29
Oct	20.2	Oct	72.14
Nov	18.4	Nov	65.71
Dec	19.2	Dec	68.57
Jan 2023	19.0	Jan 2023	67.86
Feb	18.5	Feb	66.07
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Jun	22.1	Jun	78.93
Jul	21.7	Jul	77.50
Aug	21.6	Aug	77.14
Sep	21.3	Sep	76.07
Oct	20.6	Oct	73.57
Nov	19.2	Nov	68.57
Dec	18.3	Dec	65.36
Jan 2024	19.8	Jan 2024	65.36
Feb	18.8	Feb	67.14
Mar	18.4	Mar	65.71
Apr	19.3	Apr	68.93
May	19.4	May	69.29
Jun	22.3	Jun	79.21
Jul	22.0	Jul	78.57
Aug	23.1	Aug	82.50
Sep	22.0	Sep	78.57
Oct	21.3	Oct	76.07
Nov	19.2	Nov	68.57
Dec	18.9	Dec	67.50
Jan 2025	19.4	Jan 2025	69.29
Feb	18.9	Feb	67.50
Mar	18.7	Mar	66.79
Apr	19.1	Apr	68.21
May	19.3	May	68.93
Jun	20.9	Jun	74.64
Jul	22.6	Jul	80.71
Aug	24.1	Aug	86.07
Sep	22.3	Sep	79.64
Oct		Oct	0.00
Nov		Nov	0.00
Dec		Dec	0.00

Clarksville Average Monthly Pumpage



% of Capacity Based on 28 MGD



FINISHED WATER PUMPAGE TOTALS											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Jan.Total	472836	460298	471709	542638	506802	487760	537922	561582	588988	614148	602029
Aver.	15253	14848	15216	17504	16348	15734	17352	18116	19000	19811	19420
Max	18841	17349	19091	19678	19667	18650	19509	20157	24984	22815	21526
Min	13616	12928	14348	14683	13896	12889	15070	14954	14070	17039	17622
Feb.Total	431331	420563	418523	450030	467133	464620	517207	481539	519855	545336	529948
Aver.	15405	14502	14947	16073	16683	16021	18472	17198	18566	18805	18927
Max	17659	15791	16453	19679	19919	17301	23147	19398	22013	20844	21239
Min	13342	13145	13507	14057	13710	14832	14933	14669	16895	17457	16668
Mar.Total	459349	442712	462775	488427	499251	498790	543470	535053	552771	571551	580233
Aver.	14818	14281	14928	15756	16105	16090	17531	17260	17831	18437	18717
Max	16565	15992	17089	17592	17367	20582	19958	19689	19301	20435	20995
Min	13381	12822	13894	14516	14929	13982	15338	15188	15734	16761	168858
Apr. Total	433816	447902	479548	471571	495905	491542	531895	523710	560385	580245	575404
Aver.	14461	14930	15985	15719	16530	16385	17730	17457	18680	19342	19180
Max	15936	16785	19424	17634	19477	19679	21550	19947	21698	21495	21885
Min	12702	12521	14464	13683	14140	13942	14991	14376	16053	16739	17360
May Total	502787	484014	508673	535251	550304	541075	577661	605393	624584	602152	601290
Aver.	16219	15613	16409	17266	17752	17454	18634	19529	20148	19424	19396
Max	18671	19413	19500	20201	21385	21754	23319	22441	22609	22384	21720
Min	14687	13917	13724	14348	14204	15033	15661	15713	16790	16821	17308
Jun. Total	505360	536245	525289	554301	539759	588876	604053	671751	665823	667906	627144
Aver.	16846	17875	17510	18477	17992	19629	20135	22392	22194	22264	20905
Max	19306	20660	24870	21444	21454	22442	23784	25153	24539	25031	23834
Min	14050	15630	14988	15308	14700	16334	16624	17251	19825	18908	18638
Jul. Total	544235	519632	571991	583935	569783	590407	633850	680281	674368	616561	701580
Aver.	17556	16762	19451	18837	18380	19045	20447	21945	21754	22041	22632
Max	21555	19407	21680	22472	21198	21487	22672	25815	23675	24598	24878
Min	14673	14985	15287	13853	16212	15643	17478	18869	19075	20104	20754
Aug.Total	547126	529644	566204	595380	584399	589997	633761	644441	671339	716219	749703
Aver.	17649	17085	18265	19206	18852	19032	20444	20788	21656	23104	24184
Max	20033	19451	22100	22024	21852	21359	22323	22500	24464	24721	25501
Min	14503	14785	15658	15318	15235	16443	16939	18605	19438	21167	22003
Sep.Total	508650	532147	530559	569190	605709	565475	585256.4	626269	641308	661043	670520
Aver.	16955	17738	17685	18973	20190	18849	19508	20876	21377	22034	22351
Max	19573	21501	19637	22112	23540	22452	22039	22947	23827	24270	24923
Min	14245	16104	15576	16342	17485	16121	17898	18422	19712	19016	18995
Oct. Total	471463	547410	533123	561681	560395	573348	576635	626847	640980	661290	
Aver.	15208	17658	17198	18119	18077	18495	18601	20221	20677	21332	
Max	16803	20503	19507	20803	21149	21771	20894	22362	22940	23721	
Min	13337	15408	14485	15333	14001	16235	16225	17745	17850	19359	
Nov.Total	427852	501075	490630	496859	506448	544277	520726	552482	578579	578293	
Aver.	14262	16703	16354	16562	16882	18143	17358	18416	19286	19276	
Max	15879	19499	18381	19630	19775	22005	19727	21370	21464	21916	
Min	12336	13700	13825	14615	14275	16175	14142	16778	17001	17408	
Dec.Total	442384	475697	497194	504637	492948	533119	527675	595462	570186	588550	
Aver.	14270	15345	16039	16279	15902	17197	17022	19208	18393	18985	
Max	16082	17226	17728	19829	17795	19317	19357	24423	20346	20912	
Min	12787	13516	13355	13897	13962	15018	15196	15868	16419	17139	
Yr. Total	5747189	5897339	6056218	6353900	6378836	6469286	6790111	7104810	7289166	8139209	
Yr. Aver.	15746	16113	16592	17408	17476	17724	18603	19465	19970	20404	
Peak Day	21555	21501	24870	22472	23540	22452	23784	25815	24984	25031	



Monthly Activity Summary

September 2025

- Gas System distributed 358,449,000 cubic feet and averaged 11,948,300 cubic feet per day. That represents approximately 18.1 percent of the system's capacity
- Water plant pumped 670.5 million gallons of treated water into the system and averaged 22.4 million gallons per day. This represents approximately 80 percent of the plant's capacity.
- Wastewater Plant treated 378.6 million gallons of sewage and averaged 12.6 million gallons per day. That represents approximately 50.4 percent of the plant's capacity.
- The call center handled 9,447 calls and averaged 450 calls per day. Each call lasted an average of 5 minutes and 19 seconds.
- The service department completed 5,039 work orders and responded to 300 after hour calls.
- In the month of September, 791 accounts were flagged for high usage by the meter readers.
- Gas division installed 39 new services, and totaled 2,353 feet of pipe, 1 mains totaling 2,934 feet of pipe, and responded to 42 odor complaints.
- Water division repaired 74 water leaks, totaling 2,040 feet of pipe, flushed 631 hydrants, and tested 792 backflow devices.
- Sewer division made 30 point repairs totaling 710 feet of pipe, cleaned 41,813 feet of pipe.
- Engineering approved 7 utility plans this month and currently had 39 ongoing projects.
- Billing Department read 115,540 meters with an accuracy rate of 99.90 percent and sent a total of 96,932 bills and 13,828 notices

Meter Reading & Service Department
Monthly/Yearly Report September 2025
Meter Reading

Meters Read

Month	Year	Gas	Water	Total	Accuracy Rate
September	2025	30,631	84,909	115,540	99.88%
August	2025	30,606	84,735	115,341	99.91%
July	2025	30,587	84,561	115,148	99.92%
June	2025	30,518	84,407	114,928	99.94%
May	2025	30,535	84,293	114,828	99.91%
April	2025	30,520	84,114	114,634	99.92%
March	2025	30,501	83,972	114,473	99.92%
February	2025	30,493	83,871	114,364	99.89%
January	2025	30,470	83,797	114,267	99.88%
December	2024	30,433	83,663	114,096	99.93%
November	2024	30,401	83,612	114,013	99.89%
October	2024	30,365	83,511	113,876	99.91%
12 Month Total		366,060	1,009,445	1,375,505	99.90%

Month	Year	Service Orders	After Hours Calls
September	2025	5,039	300
August	2025	5,617	323
July	2025	5,913	323
June	2025	5,347	283
May	2025	5,090	260
April	2025	5,340	279
March	2025	5,115	243
February	2025	5,083	320
January	2025	5,135	328
December	2024	5,235	259
November	2024	5,140	278
October	2024	6,495	366
12 Month Total		64,549	3,562



Monthly Committee Report

October 2025

- We congratulate several employees on earning state certifications during the Fall 2025 testing session, upon passing a rigorous exam involving scenario, informational, and math equation questions concerning all areas of our water distribution or wastewater collections systems or treatment plants.

Those earning their Tennessee Grade 2 Water Distribution Certification are as follows:

- Phillip Whittinghill III
 - Alonso Jacobo-Rodriguez
 - Dylan Williams
 - Ryan Brisson
 - Bryce Field
 - Thomas Hamilton
 - Josiah Wright
-
- Tennessee Gas Association Leadership Forum 2025, Murfreesboro, TN
 - Tyler Hayes, Gas Division Assistant Manager acting as Chair of the Tennessee Gas Association's Education Steering Committee, led the committee in the development and implementation of the first ever Tennessee Gas Association Leadership Forum. This forum focused on the development of leadership skills and was participated in by over 120 Tennessee Gas Association Members.

ORDINANCE 25-2025-26

AN ORDINANCE AMENDING PART II (CODE OF ORDINANCES), TITLE 13 (UTILITIES AND SERVICE), CHAPTER 3 (GAS, WATER, AND SEWER SERVICE), CHAPTER 4 (WATER AND/OR SEWER SERVICE TO PARTICULAR AREAS OR SUBDIVISIONS) AND CHAPTER 5 (SEWERS AND SEWAGE DISPOSAL) AND CREATING A NEW CHAPTER 2 FOR THE PURPOSE OF ESTABLISHING THE CLARKSVILLE GAS AND WATER BOARD.

WHEREAS, the City of Clarksville, through its Department of Gas and Water (CGW), owns gas, water and sewer infrastructure within and without the corporate limits of the city, said infrastructure being operated and maintained by dedicated professional staff; and

WHEREAS, the City Council of the City of Clarksville is the governing body that oversees the operations of CGW; and

WHEREAS, the City of Clarksville is committed to providing quality utility services at a fair value, and to serving its ratepayers with the highest level of transparency and accountability; and

WHEREAS, CGW is funded by ratepayer monies ensuring the systems are self-supporting, rather than by taxes into the general fund as with other city services and departments. The CGWs long-term master planning, multi-year capital improvement planning, annual budgets, rate-setting process and debt financing require an engaged and well-informed oversight body; and

WHEREAS, the City Council recognizes that CGWs rates are influenced by multiple factors, including maintaining and operating aging systems, complying with local, state and federal mandates, and expanding the systems to accommodate future growth; and

WHEREAS, pursuant to TCA §§ 7-35-406 and Part I (Charter and related laws), Article VIII (Miscellaneous), Section 1 (Supervisory boards) of the Charter of the City of Clarksville, Tennessee, the City Council has the authority to create a supervisory board to govern the general supervision and management control of CGW; and

WHEREAS, the City Council finds that the interests of the City, its residents, and the CGW rate payers would best be served through establishing the Clarksville Gas and Water Board as a new, dedicated oversight body charged with governing the operations of CGW pertaining to rate setting, capital improvements, administration, operations, annual budgeting and debt financing decisions.

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

Effective January 1, 2026, Title 3 (Utilities and Service), Chapter 3 (Gas, Water, and Sewer Service), Chapter 4 (Water and/or Sewer Service to Particular Areas or Subdivisions) and Chapter 5 (Sewers and Sewage Disposal) is hereby deleted from the City of Clarksville Code of Ordinances in its entirety and shall become policy of the department of gas and water, as may be revised by the Clarksville Gas and Water Board.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

City Code Title 13 (Utilities and Service), is hereby amended to create a new Chapter 2, Department of Gas and Water; Clarksville Gas and Water Board; General Manager, to include Sections 13-201, 13-202, 13-203, 13-204, 13-205, 13-206, 13-207, 13-208, 13-209, 13-210, 13-211, 13-212, 13-213, 13-214, 13-215, 13-216, and 13-217, and the following language effective January 1, 2026, is added herein as follows:

Chapter 2 - DEPARTMENT OF GAS AND WATER; CLARKSVILLE GAS AND WATER BOARD; GENERAL MANAGER

Sec. 13-201. - Department of gas and water.

There shall be a department of gas and water as a department of the city. The department of gas and water shall operate and maintain natural gas, water, and sewer systems for the purpose of furnishing natural gas, water and sewer to customers and sewer to and from customers, and such other systems for the purpose of furnishing other services or commodities as permitted by law.

Sec. 13-202. - Clarksville gas and water board; creation; general supervision and control.

A supervisory board, to be designated the "Clarksville Gas and Water Board," is hereby created, which shall have general supervision and control of the acquisition, improvement, operation and maintenance of the Clarksville natural gas, water, and sewer systems, and such other systems as permitted by law, and over the Clarksville department of gas and water, subject to the authority of, and to ordinances duly approved by the city council.

Sec. 13-203. - Clarksville gas and water board; composition; eligibility; appointment; term; vacancy during unexpired term.

- a. *Composition.* The Clarksville gas and water board shall be composed of five (5) members. One (1) member of the Clarksville gas and water board shall be a current member of the city council. No more than one (1) member of the Clarksville gas and water board may be a current member of the city council. In addition, the mayor shall be a non-voting ex-officio member of the board.

- b. *Eligibility for appointment.* No one shall be eligible for appointment to the Clarksville gas and water board unless he/she has been both a customer of the Clarksville department of gas and water, and a resident of Montgomery County, Tennessee, for at least one (1) year preceding the date of his/her appointment. No former elected mayor or city council member of the city, or current regularly compensated officer or employee of the city, shall be eligible for appointment to the board until at least one (1) year after the expiration of the term of such person's public office or employment with the city, except as otherwise provided herein above.
- c. *Appointment of board members.* The mayor, subject to the approval of the city council, shall appoint the members of the Clarksville gas and water board.
- d. *Term.* Members of the board shall serve a term of five (5) years, except that members of the first board appointed after December 31, 2025, shall be appointed in such manner as to permit staggered terms so that the terms of office of board members shall not all expire the same year.
- e. *Vacancy before expiration of term.* If any member of the Clarksville gas and water board resigns from, is removed from, or ceases to be a member of the board before the expiration of his or her term, the mayor, subject to the approval of the city council, shall appoint a new member to the board to serve the remainder of the unexpired term.

Sec. 13-204. - Clarksville gas and water board organization; meetings; procedure; compensation.

- a. *Quorum.* A majority of the Clarksville gas and water board shall constitute a quorum and the board shall act by vote of a majority present at any meeting attended by a quorum, and vacancies in the board shall not affect its power and authority so long as a quorum remains.
- b. *Election of chair, vice chair, secretary and treasurer; compensation and surety bonds for same.* The Clarksville gas and water board shall hold a meeting to elect a chair and a vice-chair on an annual basis. At the same time, the board members shall elect a secretary and a treasurer, or may elect one (1) combined secretary-treasurer, who need not be a member or members of the board, and shall fix the amount of any surety bond that shall be required of the secretary or treasurer, or secretary-treasurer, if any.
- c. *Public meetings.* The Clarksville gas and water board shall hold public meetings at least once per month, at such regular time and place as the board may determine. Changes in such time and place of meeting shall be made known to the public as required by law.
- d. *Rules of procedure.* The meetings of the Clarksville gas and water board shall be conducted in accordance with the most current edition of Robert's Rules of Order, except as otherwise may be determined by the board.
- e. *Compensation, expense allowance.* All members of the Clarksville gas and water board, except for the member of the city council appointed to the board who shall serve as a member of the board without compensation, shall be compensated at a rate of One hundred twenty five dollars and zero cents (\$125.00) per month, and in addition thereto they shall be

allowed necessary travel and other expenses while engaged in the business of the board, in accordance with the city travel policy or regulations. Such expenses shall constitute a cost of operation and maintenance of the department of gas and water.

Sec. 13-205. - Clarksville gas and water board; removal of members.

- a. *Grounds.* Any member of the Clarksville gas and water board may be removed from office for cause, to include, but not limited to: permanent disability, knowing or willful misconduct in office, knowing or willful failure to perform any duty required by law, lack of board-related training and/or meeting attendance, or the committing of any act constituting a violation of any penal statute involving moral turpitude, or for malfeasance, misfeasance, or nonfeasance as a board member, upon a vote of three-fourths ($\frac{3}{4}$) of the city council, but only after preferment of formal charges by resolution of the city council at a public hearing.
- b. *Charges, investigation, notice.* All charges shall be in writing and the city council shall make or direct such investigation in relation to the matter as it may consider necessary. Prior to any hearing, a copy of the charges to be considered at the hearing shall be delivered to or mailed to the board member against whom they have been filed, together with notice of the time and place for the hearing, which shall be not less than five (5) days from the delivery or mailing of the charges to the accused member.
- c. *Hearing, right to counsel and process, vote by roll call.* The hearing shall be public. The accused shall have the right to appear and defend in person or by counsel, and shall have process of the city council to compel the attendance of witnesses in his or her behalf. Vote of the city council on the issue of removal shall be by roll call.
- d. *Expiration of term upon removal.* Immediately upon a vote for removal, the term of the accused shall expire, and his or her official status, power, and authority shall cease without further action.

Sec. 13-206. - Records and reports of Clarksville gas and water board.

- a. *Minutes, records and reports.* The Clarksville gas and water board shall keep a complete and accurate record of all meetings and actions taken, and of all receipts and disbursements, and shall make written reports of the same to the city council as directed, but in any event, not to exceed one-year intervals, and a copy of same shall be filed with the city clerk.
- b. *Schedule of rates, rules and regulations.* The Clarksville gas and water board shall cause a copy of the schedule of the current rates and charges in effect from time to time, and a copy of all rules and regulations adopted by the board relating to natural gas, water and sewer, or other service, to be kept on public file at the main offices of the department of gas and water, and shall file a copy of same with the city clerk.

Sec. 13-207. - Clarksville gas and water board; subject to city contracts, appointment of general manager; general powers of board and general manager; enumerated powers of board.

- a. *Subject to contracts of city.* The natural gas, water and sewer systems shall be operated for the benefit of the city subject to any applicable bonds or contracts heretofore or hereafter made by the city with other parties, or their successors in interest.
- b. *Appointment of general manager.* The gas and water board shall make a recommendation to the mayor regarding the hiring or appointment of a general manager, who shall serve as the department head of Clarksville gas and water, and who shall be qualified by education, training and experience for the general management of the department. The mayor, subject to the approval of the city council, shall appoint the general manager. The general manager need not be a resident of the state at the time of appointment. The general manager's salary shall be fixed by the board. The general manager shall be subject to discipline by the board, to include discharge, and shall have the right to appeal same in the manner provided for in Section 1.5-1001 (f) (2) (c) of the City Code.
- c. *General powers of board.* Within the limits of the funds available therefor, all powers necessary or convenient to acquire, improve, operate, maintain, and to furnish natural gas, water and sewer services, or other services as permitted by law, shall be exercised on behalf of the municipality by the Clarksville gas and water board.
- d. *Enumerated powers of board.* The Clarksville gas and water board shall have the power to:
 - (1) Determine programs and make all plans for the acquisition or improvement of the natural gas, water, and sewer systems or other systems as permitted by law;
 - (2) Make all determinations as to rates for services, fees, penalties, etc. as deemed necessary;
 - (3) Establish such rules and regulations as it may deem necessary or appropriate to govern the furnishing of natural gas, water, and sewer services or other services as permitted by law;
 - (4) Disburse all moneys available in the natural gas, water, and sewer systems funds or other funds established for the acquisition, improvement, operation and maintenance of the natural gas, water, and sewer systems and the furnishing of natural gas, water, and sewer services, or other services as permitted by law.

Sec. 13-208. – General manager; enumerated powers.

- a. *General manager as department head.* The general manager shall have charge of all actual construction, and the immediate management and daily operation and maintenance of the natural gas, water and sewer systems, and other systems, and the furnishing of natural gas, water and sewer services and other services as permitted by law, and the enforcement and

execution of all rules, regulations, programs, plans, and decisions made or adopted by the Clarksville gas and water board.

- b. *Appointment and compensation of employees and experts.* Subject to the provisions of general law and the City Charter, as from time to time amended, and to any rules and regulations adopted by the Clarksville gas and water board, to include any pay scales, salary ranges or other provisions governing employee classification and compensation, the general manager shall appoint all employees and fix their duties and compensation, excepting that the appointment of all technical consultants and advisers, accountants and attorneys, shall be subject to the approval of the board. The number of employee or officer positions within the department of gas and water shall not be increased without prior approval of the board. The payment of bonuses shall only be granted through means authorized by the mayor and Clarksville gas and water board.
- c. *Acquisition and disposal of property.* Subject to the provisions of general law, the City Charter, and ordinances of the city, as from time to time amended, the general manager, with the approval of the Clarksville gas and water board, and the city council, or the finance and administration committee, or the city purchasing agent/officer, as applicable, may acquire and dispose of all property, real and personal, necessary to effectuate the purpose of this chapter. The title of any such property acquired shall be taken in the name of the city.
- d. *Contracts.* All contracts pertaining to the department of gas and water shall be in the name of the city, must be approved by the Clarksville gas and water board, and shall be executed by the mayor in the manner required by the City Charter. Purchasing shall be conducted as required by general law, the City Charter, and ordinances of the city, but in all cases, the board shall have power to reject any and all bids.
- e. *General manager to keep accurate records.* The general manager shall make and keep full and proper books and records, subject to the supervision and direction of the Clarksville gas and water board.

Sec. 13-209. - Employee benefits; agreement with the department of human resources department

- a. *Employee benefits.* All employees of the department of gas and water and any division thereof shall remain under the purview of the City of Clarksville department of human resources for the provision of all rights and benefits as provided in Title 1.5 Human Resources.
- b. *Written agreement with the department of human resources.* In preparation for the budget process of each upcoming fiscal year, the general manager of the department of gas and water and the director of the department of human resources shall enter into a written budgetary agreement, which shall specify:
 - (1) A determination as to the number of human resources employees who shall be assigned to the department of gas and water as deemed necessary, as further provided for through the approved respective budgets for each department. The

department of gas and water shall reimburse the department of human resources all costs associated with the employee(s) assigned to this position, including but not limited to compensation, benefits, etc. Said human resources employees assigned to the department of gas and water written agreement shall remain under the management, direction, and supervision of the director of the department of human resources.

- (2) A percentage of the remaining department of human resources budget, minus the compensation, benefits, etc. of the above-mentioned employee(s), to be paid by the department of gas and water for the utilization of other shared employee(s), software, etc. Said percentage shall be determined through the consideration of data representative of the financial impact of the department of gas and water on the department of human resources.

Sec. 13-210. - Charges to the city.

The Clarksville gas and water board shall charge the municipality and all departments and works thereof for any natural gas, water, sewer and/or other services established as authorized by law furnished to them at the rates applicable to other customers taking services under similar conditions. Revenues derived from such services shall be treated as all other revenues.

Sec. 13-211. - Duties of city attorney, employment and compensation of private counsel.

The city attorney, or his or her designee, which may include private counsel, shall represent the department of gas and water and the Clarksville gas and water board in all legal matters and provide legal advice to same. Expenses for any retained private counsel shall be paid out of department of gas and water funds. In preparation for the budget process of each upcoming fiscal year, the general manager of the department of gas and water and the city attorney shall enter into a written budgetary agreement, which shall specify a percentage of the legal department budget, to be paid by the department of gas and water for the utilization of employee(s), software, etc. Said percentage shall be determined through the consideration of data representative of the financial impact of the department of gas and water on the legal department.

Sec. 13-212. - Rates for natural gas service.

On sales of natural gas, the Clarksville gas and water board shall charge for the commodity based on the actual cost as set forth in the contract between the city and the natural gas supplier(s), and shall add other fixed and/or variable charges on all accounts, as determined by the board, subject to general law. Rates for the furnishing of other services shall be as determined by the board, subject to general law.

Sec. 13-213. - Financial affairs.

a. *Budget, reporting, debt.*

- (1) The general manager shall prepare an annual budget as directed by the Clarksville gas and water board, shall provide a copy of same to the mayor, the other members of the city council, and to the director of the city's department of finance and shall implement the budget as approved by the board and the city council. The total appropriation approved by the board and the city council shall not be exceeded without prior approval of the board and the city council.
- (2) In the implementation of the budget, the department of gas and water shall generally follow the line item estimates of expenditures submitted as part of the budget document. No line item transfer of funds to or from employee salaries or benefits, or for capital projects, shall occur without prior approval of the Clarksville gas and water board.
- (3) Subject to any contracts or bonds for indebtedness heretofore incurred, the department of gas and water shall not incur any debt, issue any bonds, or secure any loan without prior approval of the Clarksville gas and water board and the city council.

- b. *Monthly reports to the director of finance.* Each month, the superintendent shall file with the director of finance a copy of the department of gas and water's latest balance, and a summary of the financial operations of the department, and such other reports as may be directed by the mayor, city council, or director of finance. The city director of the department of finance shall at all times have access to all financial records of the department of gas and water, and to any divisions thereof, to include, but not limited to, all financial or accounting computer systems or electronically stored information.
- c. *Annual report to the city council and director of finance.* At least once each year the city audit committee shall cause a certified public accountant to make a thorough audit of the financial affairs and records of the department of gas and water. When this authorized audit has been completed, the audit committee shall furnish a copy of same to the Clarksville gas and water board, and to the city director of finance, who shall report same to the city council. The cost of the annual financial audit shall constitute a cost of the department of gas and water and any respective division thereof.
- d. *Internal audit authority.* The city department of internal audit shall have the authority to audit the department of gas and water and any division thereof in the same manner and to the same extent as for other city departments. The allocated cost of any audits done at the department of gas and water or any of its divisions under the oversight of the city department of internal audit shall constitute a cost of the department of gas and water and any respective division thereof.
- e. *Surety bonds.* For the faithful performance of their duties and to protect and indemnify the city against loss occasioned by any wrongful act on their part, each member of the board shall furnish surety bonds to the city in form and with a corporate surety acceptable to it. The premiums for these bonds shall be paid by the department of gas and water.

- f. *Insurance.* The risk manager of the City of Clarksville, subject to approval of the Clarksville gas and water board, is authorized and directed to procure such insurance coverage as is deemed necessary or advisable to provide adequate protection and indemnification to the City against any and all loss, damage, liability, or expense arising out of or in connection with the ownership, operation, or maintenance of the properties, assets, and functions of all department of gas and water systems. The Clarksville gas and water board shall cooperate with the risk manager in the procurement of said insurance to ensure that such coverage is obtained in an economical and fiscally responsible manner, and shall confer with the risk manager concerning the placement of insurance in order to promote consistency with any comprehensive insurance program or policies established or adopted by the City Council for the benefit of the City and its departments, agencies, and instrumentalities.
- g. *Contracted indebtedness.* No employee of the department of gas and water and no one engaged by the Clarksville gas and water board shall have authority to purchase supplies for the department or to contract indebtedness therefor unless specifically authorized so to do by the board, except as permitted by general law and provided for herein. All such contracts or obligations shall be in writing.
- h. *Petty cash fund.* No member of the Clarksville gas and water board nor any department of gas and water employee shall disburse cash on behalf of the department or of the city except from a petty cash fund to be maintained by the board. Receipts shall be required for all expenditures from the fund showing the purposes of such expenditures. The fund shall be further regulated as the board may determine.
- i. *Depositing collections.* All collections made by the department of gas and water shall be deposited each day in a bank designated by the department, to the credit of the department in a special account to be designated as follows: "City of Clarksville, Department of Gas and Water."
- j. *Purchasing and procurement.* The department of gas and water shall comply with the provisions of general law, the City Charter, and ordinances of the city, with regard to purchasing and procurement, and reporting requirements regarding same.
- k. *Payments in lieu of taxes.* The department of gas and water shall comply with general law regarding payments in lieu of taxes on property and operations, to include the provisions of T.C.A. §§ 7-34-115 and 7-39-401 et seq., as amended.

Sec. 13-214. - Disbursements.

The Clarksville gas and water board shall disburse all receipts as provided by general law, the City Charter, and ordinances of and/or contracts with the city.

Sec. 13-215. - Code of ethics; conflicts of interest.

The Clarksville gas and water board, the general manager and all employees of the department of gas and water shall be subject to the provisions of the city code of ethics (City Code Title 1, Chapter

6 of the Code), and to any applicable conflict of interest laws, to include City Code Title I, Chapter 2, §§ 1-208 and Title 1.5, Chapter 15, Section 1.5-1509, and 1.5-1510.

Sec. 13-216. - Storm water, sewer reuse, bio solids, and related services.

Subject to the provisions of general law, and the City Charter and ordinances of the city, the department of gas and water may provide additional services to include storm water, sewer reuse, bio solids and related services as authorized by law, but in such event, the department shall establish a separate division to deliver such services, and the separate division shall maintain a separate accounting and record-keeping system from the natural gas, water and sewer divisions, and the department may not subsidize the operation of the separate division(s) with revenues from its natural gas, water and sewer operations, but may lend funds of the natural gas, water and sewer divisions to the separate division(s) as provided by law, and shall fully allocate any costs associated with the separate services provided to the rates for those services, and shall establish and charge rates that cover all costs related to the provision of such separate services.

Sec. 13-217. - City reserves right of eminent domain.

The city reserves all of its rights of eminent domain and condemnation.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

Title 1.5 (Human Resources), Chapter 1 (General), Section 1.5-102 is hereby amended by deleting the language in its entirety, and substituting the following language:

Sec. 1.5-102. - Applicability of chapter provisions.

This chapter shall apply to all city employees, except for those provisions pertaining to employment categories, classification, compensation, leave, insurance, benefits, breaks in service, worker's compensation or any on the job injury program, and retirement, which shall not apply to those employees employed by the department of electricity which operates under the jurisdiction of the Clarksville power board, as established by ordinance pursuant to the City Charter.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That Title 1.5 (Human Resources), Chapter 3 (Classification) be amended to add new beginning verbiage and sections, “Sec. 1.5-305 – Gas and water employee position classification plan”, “Section 1.5-306. – Administration of gas and water employee position classification plan”, “Section 1.5-307. – Creating a new gas and water position classification”, “Section 1.5-308 - Reclassification of an existing gas and water job position,” by adding the corresponding language herein as follows:

Chapter 3 – CLASSIFICATION

Sections 1.5-301-304 shall apply to all city employees, as set forth in Section 1.5-102, except for those employed by the department of gas and water, which operates under the jurisdiction of the Clarksville gas and water board, as established by ordinance pursuant to the City Charter. Sections 1.5-305-308 of this chapter shall apply to all city employees employed by the department of gas and water.

Section 1.5-305. – Gas and water employee position classification plan.

The department of human resources shall establish, implement and maintain an employee position classification plan for the department of gas and water. The employee position classification plan shall include a classification structure chart or table listing each job position, the minimum required qualifications and a rating for pay purposes for each job position. The department of human resources shall also develop and maintain job descriptions, in consultation with the general manager, for all existing job positions and any future new job positions as may be required.

Section 1.5-306. – Administration of gas and water employee position classification plan.

The director of the human resources department shall be responsible for the overall administration, implementation, and maintenance of the employee position classification plan to ensure it accurately reflects the duties and required qualifications of employee job positions. The general manager shall be responsible for bringing to the attention of the director of human resources: (1) the need for new positions; and (2) material changes in the nature of the duties, responsibilities, working conditions, or other appropriate factors affecting the classification of any existing job position.

Section 1.5-307. – Creating a new gas and water position classification.

- a. When creating a new job position within the department, the general manager will submit a new position request form developed by the department of human resources containing a complete proposed job description and minimum qualifications for the proposed new job position.
- b. Upon receipt of the new position request form, the department of human resources shall evaluate the proposed job description and minimum qualifications in consultation with the general manager, allocate the new position to an appropriate class within the existing employee position classification plan, or recommend an amendment to the employee position classification plan to establish a new class to which the newly created position may be allocated, and assign a pay grade to the new position, and make a recommendation for approval or disapproval of the proposed new job position to the Clarksville gas and water board. No newly created job position may be filled without prior classification and pay grade assignment by the department of human resources, and approval of same by the Clarksville gas and water board, and by the city council if new funding for the newly created position is required, as is provided by section 6-510 of this Code.
- c. When a new position is established or a vacant position is filled, the general manager will consider whether the position can be filled with a temporary or part-time employee.

Section 1.5-308 - Reclassification of an existing gas and water job position.

- a. When in the judgment of the division manager a substantial change has occurred in the nature or level of duties or responsibilities of an existing job position, which may justify the reclassification of that position, or that a position in the department is not properly classified, the division manager may submit a position reclassification form to the department of human resources containing a short summary of the reason(s) for the proposed reclassification of the subject job position, along with any proposed changes in job description and/or minimum qualifications for the proposed reclassified job position. The request shall indicate the specific changes, either the addition of or the deletion of specific duties and responsibilities or other specific changes, or, in the case of an improperly classified job, the supporting documentation for the request and the specific reason for the proposed reclassification. In cases where duties or responsibilities are shifted from one position to another, the alteration of both positions must be noted.
- b. Upon receipt of the position reclassification request form, the department of human resources shall evaluate the proposed job position reclassification, to include the job description and minimum qualifications of the proposed reclassified job position, in consultation with the division manager, allocate the new position to an appropriate class within the existing employee position classification plan, and assign a pay grade to the reclassified position, and make a recommendation for approval or disapproval of the proposed reclassified position to the general manager, who upon consultation with the director of human resources shall have final approval authority on all position reclassification requests.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That Title 1.5 (Human Resources), Chapter 4 (Compensation) be amended to add new beginning verbiage and sections, “Sec. 1.5-408 – Gas and water employee compensation plan,” “Section 1.5-409. – gas and water special duty pay”, “Section 1.5-410. – Adjustment of gas and water employee compensation plan”, “Section 1.5-411. – Gas and water rates of pay”, “Section 1.5-412. – Gas and water pay adjustments”, “Section 1.5-413. – Gas and water longevity pay” and “Section 1.5-415. – Gas and water overtime pay” by adding the corresponding language herein as follows:

Chapter 4 – COMPENSATION

Sections 1.5-401-407 shall apply to all city employees, as set forth in Section 1.5-102, except for those employed by the department of gas and water, which operates under the jurisdiction of the Clarksville gas and water board, as established by ordinance pursuant to the City Charter. Sections 1.5-408-414 of this chapter shall apply to all city employees employed by the department of gas and water.

Section 1.5-408. – Gas and water employee compensation plan.

The department of human resources shall establish, implement and maintain an employee compensation plan for the gas and water department. The employee compensation plan shall include a salary structure chart or table listing each job position, and a salary range for each job position based on each position's classification rating. The employee compensation plan shall contain a minimum, a midpoint, and a maximum amount of base pay for each job position classification rating. The employee compensation plan salary structure shall be as set forth **in the salary structure chart or table listing each job position** and may be adjusted and amended from time to time as required, by vote of the Clarksville gas and water board.

Section 1.5-409. – Gas and water special duty pay.

As part of the employee compensation plan, the department of human resources may also develop, implement and maintain, in consultation with the general manager, special duty pay to be paid to employees who are assigned to special duty assignments beyond the normal requirements of their job position. Such special duty assignments shall be limited to duties involving increased danger than that associated with the employee's normal job position requirements, or to duties involving critical expertise or skills beyond that associated with the normal job position requirements, or which involve a substantial time or training commitment beyond normal duty hours or training requirements associated with the job position occupied by the employee. Said special duty pay plan, or any amendments thereto, shall be approved by the Clarksville gas and water board prior to implementation.

Section 1.5-410. – Adjustment of gas and water employee compensation plan.

The employee compensation plan is subject to review on an annual basis and will be adjusted when necessary to ensure that the department's pay practices remain competitive with changes in labor market conditions. The market review will be conducted by the department of human resources and the findings and recommendations will be provided to the general manager for consideration and approval. Upon approval of the general manager, the recommended adjustments will be provided to the Clarksville gas and water board for further consideration and approval, except that the Clarksville gas and water board may approve changes to the salary structure table referenced in section 1.5-401. As appropriate, this review will consist of:

- a. Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers;
- b. Comparing market salary data obtained for each benchmark job with the ~~corresponding~~ department pay ranges for each job position pay grade rating; and
- c. If necessary, adjusting the department pay ranges so that the midpoint will approximate the market value for jobs in each job position pay grade rating.

Section 1.5-411. – Gas and water rates of pay.

- a. *Starting rates.* New hires possessing the minimum level of skills, knowledge, and abilities required by a job are normally hired at the pay range minimum for the job position classification rating. Candidates with more relevant experience, more education, or higher skill level than normally required or available may be hired up to, and including, the midpoint of the pay range for the job position classification rating, with the approval of the general manager. In rare occasions it may be necessary to exceed the range midpoint to be able to employ individuals in jobs requiring specialized or critical skills or expertise, especially those that are highly specialized or require high levels of technical expertise or advanced degrees, education and/or experience, or for which there is a high market demand and low supply. In such cases a new employee may be hired at a pay rate above the mid-point of the pay range for the position rating, but only upon the recommendation of approval by the division manager and approval by the general manager upon consultation with the director of human resources. In no cases may a new employee be paid above the range maximum for the job position classification rating for the job position the employee is hired. The current pay rates, qualifications, and skill

levels of existing job incumbents must be carefully considered before a new employee is hired above the range minimum.

- b. *Starting rates above pay range.* The range maximum of each pay range for each job position classification rating is intended to serve as a guideline for management for the highest pay rate the department will normally pay an employee for a particular job. Employees will not be eligible for base pay increases beyond the range maximum for their job position classification rating, without an amendment to the employee compensation plan approved by the Clarksville gas and water board. Employees paid at the range maximum for their job position classification rating are eligible only for lump sum longevity payments as provided by section 1.5-405.
- c. *Rates below minimum.* Employees' pay rates, especially recent hires, may occasionally fall below the pay range minimum as a result of a market adjustment of the salary structure table as provided above. Normally, the pay rate of such employees will be immediately adjusted to the new range minimum at the time the new salary structure table becomes effective.

Section 1.5-412. – Gas and water pay adjustments.

- a. *General adjustments.* The Clarksville gas and water board, from time to time, may provide for a pay increase or decrease across the work force, or for only a part of the work force, as the Clarksville gas and water board may prescribe, subject to the following conditions:
 - (1) *Eligibility of regular full-time and part-time employees.* All regular full-time and part-time employees who received a satisfactory (meets or exceeds expectations) performance evaluation shall be eligible for any general increase. Employees who have been subject to a disciplinary action during the performance review period will not be eligible to receive a salary increase until the disciplinary filing period has expired, or the general manager, upon consultation with the director of human resources, determines that the disciplinary action should not affect such pay increase. Disciplinary action involving a demotion will affect pay and is addressed further below under demotions and reassignments.
 - (2) *Eligibility of probationary employees.* Probationary employees are not eligible for any increase until the end of their probationary period, normally twelve (12) months after the date of employment or regular assignment to the position. Employees who receive a satisfactory performance evaluation at the end of their probationary period would be eligible for any general increase as may be provided by the Clarksville gas and water board.
- b. *Annual increases.* Prior to the start of each fiscal year, during the budget formulation process, the director of the department of human resources shall prepare and present to the general manager a recommendation regarding the advisability of a general pay increase for department employees. Said recommendation shall be based on the use of external market data and funding availability as recommended by the director. Upon approval of the general manager, the recommendation will be provided to the Clarksville gas and water board for further consideration and approval. The Clarksville gas and water board shall consider and may approve or disapprove any general pay increase on an annual basis.

- c. *Individual equity adjustments.* Adjustments to individual employee's pay to correct inconsistencies or inequitable situations, or to reward exceptional performance, may occasionally be necessary or warranted. In such cases, the division manager may seek an adjustment to an individual employee's pay by submitting a request containing the reasons for the proposed adjustment to the department of human resources, who shall consider the same and make a recommendation for approval or disapproval to the general manager. The general manager, upon consultation with the director of human resources, shall have authority to approve or disapprove any such individual equity adjustment. Any such equity adjustment shall not exceed the maximum of the range for the job position classification of the employee.
- d. *Pay increases for employees on leave of absence.* Pay increases will be postponed for employees on approved unpaid leave of absence until they return to work. Pay increases will not be postponed for employees on approved paid leave of absence.
- e. *Promotional increases.*
 - (1) *Definition.* Placement of an individual in a job position which is in a job position classification rating that is higher than the individual's current job position classification rating will be considered a promotion.
 - (2) *Promotion pay increase.* At the time of promotion, an individual employee's salary shall be adjusted to reflect the increased demands and responsibility of the new job position. Normally, the employee's job position classification rating upon promotion will be a higher rating resulting in increased pay to the employee, but in those situations where promotion to a job position classification with a higher rating may otherwise result in a decrease in pay, the promoted employee's pay shall be increased above the minimum in the range of the job position classification rating for the job promotion position, in an amount to be determined by the general manager, in consultation with the department of human resources, using the then current classification and compensation plans. In making the determination of an appropriate pay increase amount, the affected division manager and the department of human resources shall take into consideration the employee's qualifications, and the skills and pay of other incumbents. A letter of full justification for any increase above the median of the salary range for the promotion job position must be submitted by the affected division manager, in consultation with the department finance division manager and through the director of human resources, to the general manager for review and final approval/disapproval. The justification letter must indicate a complete justification as to why this increase is being requested, and contain full documentation that the salary increase has been reviewed from the department budgetary perspective, and can be supported by current budgeted funding, and, if necessary, where the additional funding for the salary increase will come from.
- f. *Temporary job position reassignment.* Adjustments to pay rates of employees assigned temporarily (for less than six (6) months) to perform work in a job position with a higher job position classification rating will be made at the discretion of the general manager in consultation with the director of human resources.
- g. *Lateral job position reassignments.* Reassignment from one job position to another job position with the same job position classification rating shall be considered and treated as a lateral move. No immediate adjustment to pay will be made.

- h. *Demotions or reassignment to a lower job position classification.* A demotion occurs when an employee is returned or transferred to a job position with a lower job position classification rating. A demotion can occur either as a result of the employee discipline process or as a voluntary demotion.
- (1) *Demotion as a result of the employee discipline process.* An employee who has been demoted from a job position pursuant to the employee discipline process or for other just cause to a job position with a lower job position classification rating shall have his pay reduced to a level between the minimum and the midpoint of the salary range for the lower level job position as determined by the general manager in consultation with the director of human resources.
 - (2) *Voluntary demotion.* When, upon general manager approval, an employee chooses a voluntary demotion from a job position with a higher classification rating to another job position with a lower classification rating, and the demotion does not result from any employee discipline process or just cause, the rate of pay for the employee shall be reduced to a rate within the range for the lower job position classification, as determined by the general manager in consultation with the director of the department of human resources, but said rate of pay shall not be lower than the rate of pay of the employee on the calendar day immediately prior to the effective date of the employee's former promotion to a job position with a higher job position classification rating.
- i. *Light-duty job position assignments.* An employee assigned to a light-duty position as part of a rehabilitation program for non-work-related injuries may have their pay reduced if the light-duty job position has a lower job position classification rating than their regular job. The amount of the reduction shall be determined as provided in subsection g. above.

Section 1.5-413. – Gas and water longevity pay.

- (a) *Applicability.* The provisions of this section shall apply to all full-time employees of the department.
- (b) *Eligibility.* After six (6) years of continuous employment with the city for employees hired on or before the effective date of this ordinance, and after five (5) years of continuous employment with the city for employees hired after February 6, 2011, all full-time employees shall be eligible to receive longevity pay. To be eligible to receive longevity pay, employees must be on the active payroll of the city as of November 30 and work a full-time schedule of forty (40) hours per week or any other full-time schedule determined by the department. Specific conditions and limitations on granting longevity pay include:
- (1) An employee must be continuously employed as a full-time employee without any interruption in service. Continuous service is defined as the employment time accumulated by the employee without any break in service, except as otherwise provided by section 1.5-707, but an employee with a break in service shall not qualify under subsection 1.5-405d. herein. A leave of absence without pay shall not be considered a break in service, but rather the length of the leave of absence without pay shall be deducted from the employee's total length of service. Suspensions for disciplinary reasons which exceed a pay period shall also be deducted from the employee's total length of service. Eligible employees must have a current performance evaluation on file with an overall satisfactory rating to receive a longevity payment. Any deviation regarding the requirement of a current satisfactory

performance evaluation must be approved by the general manager in consultation with the director of human resources.

- (2) Any action which results in the removal of an employee's name from the payroll will constitute a break in service resulting in total loss of any accumulated time, except as otherwise provided by section 1.5-707 herein.
 - (3) Employment with the city is defined as full-time employment within a department for which the individual receives compensation which is paid in accordance with the pay plan of the city.
 - (4) In the event of retirement or death prior to November 30, the employee or his/her benefactor shall receive a prorated portion of the longevity pay calculated, including the full month in which the employee retired or died.
 - (5) There will be no pro rata payment for longevity for individuals who resigned or were terminated from employment with the city for any reason.
 - (6) The period of computation of length of service shall be December 1 through November 30, inclusive.
 - (7) An employee changing from a job eligible for longevity pay to a job ineligible for longevity pay will receive a longevity payment at the normal time prorated for the portion of the year ending November 30 that the employee was in the longevity eligible job.
- (c) *Timing and amount of payment.* Longevity pay will be made in a single payment each year, payable on the fifth working day in December. The amount of longevity payment each year for each employee shall be fifty dollars and zero cents (\$50.00) for each year of service an employee has worked with the city. Although paid annually, longevity pay shall be subject to deductions for social security and federal income tax withholding.
- (d) Notwithstanding anything to the contrary in subsection 1.5-405c. above, longevity pay for employees hired on or before February 6, 2011, shall be calculated as follows:
- (1) In 2011, employees who were eligible to receive longevity pay in 2010 shall receive an increase in base salary in an amount equal to the longevity payment they received in 2010 minus fifty dollars (\$50.00) times the number of years of service. In addition, said employees shall receive longevity payments as determined in accordance with subsection 1.5-405c. In all years subsequent, employees shall be paid in accordance with section 1.5-405.
 - (2) Employees who do not qualify under subsection (a) above shall receive their first longevity payment after their sixth year of service with the city in accordance with section 1.5-405. In addition, in that year said employees shall also receive an increase in base salary in an amount equal to four (4) percent of base salary minus three hundred dollars (\$300.00). In all years subsequent, employees shall be paid in accordance with section 1.5-405.

Section 1.5-414. – Gas and water overtime pay.

Overtime pay shall be paid to employees as required by the federal Fair Labor Standards Act, 29 United States Code Section 201 et seq., or other general law. The general manager shall monitor

the use of overtime by their employees, and shall endeavor to limit the use of overtime to unusual, exceptional or emergency situations. With the exception of emergencies involving public safety or welfare, the use of overtime shall be approved in advance by department division managers. Department division managers shall report the use of overtime by employees within their respective division to the general manager.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That Title 1.5 (Human Resources), Chapter 6 (Leave), Section 1.5-601 is hereby amended by deleting the language contained in sub-paragraph d. in its entirety, and substituting the following language:

Sec. 1.5-601. – Annual leave.

- a. ...
- b. ...
- c. ...
- d. *Utilization of accrued annual leave.* An employee may request to use annual leave at any time after he or she completes the first six (6) months of employment. A request for annual leave shall be made to the appropriate department head for approval in advance and all annual leave shall be at the convenience of the department. An employee shall relinquish one (1) hour of annual leave for each hour that employee is absent from duty on authorized annual leave, regardless of the employee's work schedule. Annual leave shall only be charged for those hours the employee was otherwise scheduled to work, excluding overtime. The general manager of the department of gas and water shall submit requests for annual leave to the chairman of the Clarksville gas and water board for approval.
- e. ...
- f. ...

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, Tennessee:

That Title 1.5 (Human Resources), Chapter 6 (Leave), Section 1.5-607 is hereby amended by adding a new sub-paragraph, d., and the corresponding as herein follows:

Sec. 1.5-607. – Leave of absence.

- a. ...
- b. ...
- c. ...
- d. For employees of the department of gas and water, leave of absence, administrative leave with pay, and/or administrative leave without pay may be granted by the general manager in consultation with the director of human resources.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, Tennessee:

That Title 1.5 (Human Resources), Chapter 8 (Performance Evaluation), Section 1.5-802 is hereby amended by deleting the language in its entirety, and substituting the following language:

Sec. 1.5-802. – Performance Counseling.

The department of human resources shall develop, implement and maintain a performance counseling system containing procedures and forms to be used by department heads, managers and all supervisors to counsel employees regarding their performance, both negative and positive. All employees shall be given a performance review counseling/evaluation by a supervisor or manager or department head in writing as specified in section 1.5-801 above. Department heads shall receive a performance review counseling by the mayor at least once per year. The general manager of the department of gas and water shall receive a performance review counseling by the chairman of the Clarksville gas and water board at least once per year.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, Tennessee:

That Title 1.5 (Human Resources), Chapter 10 (Disciplinary Action), Section 1.5-1001 is hereby amended by deleting the language contained in sub-paragraph f. (2) in its entirety, and substituting the following language:

Sec. 1.5-1001. - Disciplinary action.

- a. ...
- b. ...
- c. ...
- d. ...
- e. ...
- f. *Disciplinary process.*
 - (1) ...
 - (2) *Department heads and city officials.*
 - (a) Except for the general manager of the department of gas and water as which is provided for in subsection f.(2)(c), this section applies to heads of major departments and these city officials: city attorney, city clerk, city engineer, and commissioner of finance and revenue.
 - (b) The mayor will present the charges and provide due process, and department heads and city officials will be afforded the same process as other employees, except that they may appeal to the city council instead of the mayor. The final decision as to reduction in pay, suspension without pay, demotion, or termination will be upon a majority vote of the city council. The city council may sustain the action of the mayor or may reinstate the department head or city official without loss of compensation, or upon such other terms and conditions as the city council may prescribe. If the reduced, suspended, demoted, or terminated department head or city official is unwilling to abide by the decision of the city council, he or she will stand discharged as of that date. Department heads and city officials may appeal through the courts as provided by law, under the same terms and conditions as other employees.
 - (c) The Clarksville gas and water board will present the charges and provide due process, and the general manager will be afforded the same process as other employees, including appeal to the mayor. The final decision as to reduction in pay, suspension without pay, demotion, or termination will be upon the mayor. The mayor

may sustain the action of the Clarksville gas and water board or may reinstate the general manager without loss of compensation, or upon such other terms and conditions as the mayor may prescribe. If the reduced, suspended, demoted, or terminated general manager is unwilling to abide by the decision of the mayor, he or she will stand discharged as of that date. The general manager may appeal through the courts as provided by law, under the same terms and conditions as other employees.

FIRST READING:

SECOND READING:

EFFECTIVE DATE: