

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

October 11, 2012

WORKSHOP

6:15

Review of Personnel Policies & Procedure Manual

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. September 27, 2012
- VI. Ordinances**
 - A. First Reading
 1. **Ordinance 12-15**, ordinance to rezone 11482 Parkside Drive, a portion of Parcel 191.06, Tax Map 130, located on the south side of Parkside Drive between JC Penney and Tennessee State Bank, approximately 3.68 Acres, from O-1-3 Office District, Three Stories to C-1 General Commercial District (Michael Brady, Inc., Applicant)
 2. **Ordinance 12-16**, ordinance to rezone Summit View Nursing Home, 12823 Kingston Pike and a residence at 112 N. Hobbs Road, Parcels 45, 45.01 & 45.02, Tax Map 151, located on the corner of Kingston Pike/N. Hobbs Road/Union Road, 7.954 Acres, from C-1-3 General Commercial District, Three Stories to R-1 Rural Single-Family Residential District and to C-1 General Commercial District (Farragut Health Care Center, LP, Applicant)
- VII. Business Items**
 - A. Consider approval of request for access to Allen Kirby Road, Classified as a Major Collector, to Parcel 3, Tax Map 162, Zoned Agriculture, per the Farragut Municipal Code, Title 16, Chapter 4, Driveways and Other Accessways, Section 16- 405. Permit approval (1) (Alley Auction, Inc., Applicant)
 - B. Consider Approval to Elect Voting Delegate (1) and Alternate Voting Delegates (2) to the National League of Cities Conference
- VIII. Town Administrator's Report**
- IX. Attorney's Report**

REPORT TO THE Board of Mayor and Aldermen

PREPARED BY: Janet Curry, Human Resources Manager

Subject: Town of Farragut Policies and Procedures

INTRODUCTION: The current *Town of Farragut Personnel Policy Manual* was last updated in August 2008. Changes in federal law and court rulings necessitate updating the manual.

BACKGROUND: Since 1980, the Town has evolved from an organization with a couple of employees into a larger and more complex organization. In addition to changes in federal law and court rulings, the number of employees, the expansion of disciplines, and the complexity of the organization necessitates an updated version of the original Town of Farragut Personnel Policy Manual to meet both the employee and the organizational needs.

In preparation for writing and updating the *Town of Farragut Personnel Policy Manual*, I reviewed the Town of Franklin, the cities of Brentwood, Collierville, Murfreesboro, Athens and Maryville human resources policy and procedures manuals as well as the Municipal Technical Advisory Service (MTAS) and International Personnel Management Association (IPMA) best practices. Following completion of the draft *Policy and Procedures*, Town Department Heads, Tom Hale and his partner Betsy Beck of Kramer Rayson, and the Personnel Committee reviewed the draft document. Their appropriate feedback was incorporated in the document.

DISCUSSION: The 2008 *Personnel Policy Manual* contained civil service language within it. The Town of Farragut is not a civil service organization. Therefore, this type of language was removed.

The following thirteen (13) sections are new: Welcome, Classification Plan, Service Recognition, Promotions, Employee Development and Training, Safety Education and Training, Disciplinary Guidelines, Complaint & Disciplinary Appeal, Workplace Violence, Family Medical Leave, Employee Cell Phone Policy, Personal Appearance and Dress, and Social Media. Several of the new policies were written to document current practices. Also, there was no intention to decrease employee's current benefits, leave accrual, or fringe benefits or to lessen the current practices. Some new policies were written as a response to best practices in municipal government and/or federal law and court rulings.

The Social Security and Retirement sections were revised to reflect the Board's recent changes in these areas. The Travel policy was revised earlier and approved by the Board of Mayor and Aldermen. It is added as an appendix. Much of the remaining sections were expanded to reflect current practices or for clarity and consistency among the Town departments. Additional appendices were added both for clarity and convenience of employees.

Throughout the document, new Articles/policies are marked *NEW*. Also, references to the current 2008 Town Personnel Policy Manual are noted where appropriate. This notation includes the Article number and section for easier reference.

MINUTES

FARRAGUT BOARD OF MAYOR AND ALDERMEN

September 27, 2012

BMA MEETING

7:00 PM

- I. **Silent Prayer, Pledge of Allegiance, Roll Call**
- II. **Approval of Agenda**
- III. **Mayor's Report**
- IV. **Citizens Forum**
- V. **Approval of Minutes**
 - A. September 11, 2012
- VI. **Ordinances**
 - A. Public Hearing and Second Reading
 1. **Ordinance 12-13**, an ordinance to amend the text of the Zoning Ordinance of the town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 3., Section xii. General Commercial District (c-1), b., to permit rental car businesses as an allowed use, as authorized pursuant to section 13-4-201, Tennessee Code Annotated.
 2. **Ordinance 12-14**, an ordinance to amend the text of the Zoning Ordinance of the Town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 4., Section xxiii. Site plan regulations, to require finalized, stamped approved site plans and all associated revisions to be submitted as a pdf and to require approved as-builts to be submitted as a pdf prior to the issuance of any certificate of occupancy, and to clarify pre-submittal meetings requirement, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.
- VII. **Business Items**
 - A. Approval of Dream Connection 5K Run/Walk and 1-Mile Fun Run
 - B. Approval of Certificate of Compliance for off-premise liquor store permit for Knoxville Wine & Spirits
 - C. Approval of Radio Communication contract
 - D. Approval of Contract amendment with Freeman Webb
 - E. Approval of Dates for the November and December BMA meetings
- VIII. **Town Administrator's Report**
- IX. **Attorney's Report**

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday September 27, 2012 at 7:00 p.m.

Members present were Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli.

Approval of Agenda

Motion was made to approve the agenda with the removal of item VII, D. Moved by Alderman Elliott, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Mayor's Report

Mayor McGill presented the Knox County Fall Fire Prevention Festival with a donation of \$700 from the Town of Farragut.

Approval of Minutes

Motion was made to approve the minutes of September 11, 2012 as presented. Moved by Alderman LaMarche, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen LaMarche and Markli; no nays; Aldermen Elliott and Honken abstained; motion passed.

Ordinances

Public Hearing and Second Reading

Ordinance 12-13, an ordinance to amend the text of the Zoning Ordinance of the town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 3., Section xii. General Commercial District (c-1), b., to permit rental car businesses as an allowed use, as authorized pursuant to section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 12-13 on second and final reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Ordinance 12-14, an ordinance to amend the text of the Zoning Ordinance of the Town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 4., Section xxiii. Site plan regulations, to require finalized, stamped approved site plans and all associated revisions to be submitted as a pdf and to require approved as-builts to be submitted as a pdf prior to the issuance of any certificate of occupancy, and to clarify pre-submittal meetings requirement, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 12-14 on second and final reading. Moved by Alderman LaMarche, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Business Items

Approval of Dream Connection 5K Run/Walk and 1-Mile Fun Run

Motion was made to approve the Dream Connection 5K Run/Walk and 1-Mile Fun Run. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Approval of Certificate of Compliance for off-premise liquor store permit for Knoxville Wine & Spirits

Motion was made to approve Certificate of Compliance for off-premise liquor store permit for Knoxville Wine & Spirits. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Approval of Radio Communication contract

Motion was made to approve the purchase of seven interoperable radios as proposed in the statewide contract and approve the FY2013 payment of the annual intergovernmental user fee as proposed; combined amount not to exceed \$30,000. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Approval of Dates for the November and December BMA meetings

Motion was made to cancel the meeting of November 22 and December 20 and to hold the meeting for November on Thursday November 8 and the meeting for December on Thursday December 13, 2012. Moved by Alderman Elliott, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, reported the following events:

- Staff picnic Friday 11:30-2:30
- Picnic on the Pike, Sunday September 30 from 1-5 PM
- Fire Prevention Fall Festival, October 6, 9-3 PM

Meeting adjourned at 7:40 PM.

Ralph McGill, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Ruth Viergutz Hawk, Community Development Director

SUBJECT: Ordinance 12-15, ordinance on 1st reading to rezone 11482 Parkside Drive, a portion of Parcel 191.06, Tax Map 130, located on the south side of Parkside Drive between JC Penney and Tennessee State Bank, approximately 3.68 Acres, from O-1-3 Office District, Three Stories to C-1 General Commercial District (Michael Brady, Inc., Applicant)

INTRODUCTION: When Parkside Drive was initially constructed, the developer prepared a zoning plan for the entire area. As part of the developer's zoning plan, this property was zoned Office. The town ultimately adopted the proposed zoning plan and zoned this property Office.

DISCUSSION: Parcel 191.06 is located on the south side of Parkside Drive and backs up to the Sweet Briar subdivision. JC Penney lies to the west and the Tennessee State Bank lies to the east. The property is currently vacant, but it does have a regional detention basin in the southern middle portion of the property.

Parcel 191.06 is 4.58 acres. The property is approximately 440 feet deep. The front 340 feet of the property is zoned O-1-3 and the rear one hundred feet (100') of the property is zoned B-1 Buffer Zone. The request before you is to rezone the portion of the parcel zoned O-1-3 to C-1 and to leave the B-1 Buffer Zone as is.

Access to the property is via a shared access easement with Tennessee State Bank, which is signaled, and a shared access easement with JC Penney. A walking trail connects Herron Road to Parkside Drive on the west side of this property.

The majority of Parkside Drive is zoned commercial and the request before you is compatible with the overall development of the Parkside Drive area. In addition, the request is compatible with Goal 2 and associated objectives of the *Strategic Plan 2012*:

Goal 2: Strengthen The Local Economy

- Objectives:
3. Increase number of retail businesses in Farragut
 4. Expand number of successful small businesses
 6. Increase the sales tax base and revenues to the Town Government

Attached please find an aerial photo of the general area. The heavily treed area on the parcel is the one hundred foot (100') Buffer Zone that will not be changed as part of this request.

PROFESSIONAL RECOMMENDATION: Community Development Director, Ruth Hawk, recommends approval of Ordinance 12-15 because the request is compatible with the overall development of the Parkside Drive area.

PLANNING COMMISSION RECOMMENDATION: On September 20, 2012, in a unanimous vote, the Farragut Municipal Planning Commission recommended approval of Ordinance 12-15.

PROPOSED MOTION: To approve Ordinance 12-15 as attached.

BOARD ACTION:

MOTION BY: _____ **SECONDED**

BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>WILLIAMS</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	12-15
PREPARED BY:	Hawk
REQUESTED BY:	Michael Brady, Inc., Applicant
CERTIFIED BY FMPC:	September 20, 2012
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning 11482 Parkside Drive, a portion of Parcel 191.06, Tax Map 130, located on the south side of Parkside Drive between JC Penney and Tennessee State Bank, approximately 3.68 Acres, from O-1-3 Office District, Three Stories to C-1 General Commercial District (Exhibits A & B)

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Dr. Ralph McGill, Mayor

ORDINANCE 12-15

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Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of
_____, 2012, with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

AGENDA NUMBER V1.A.2.

MEETING DATE October 11, 2012

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Ruth Viergutz Hawk, Community Development Director

SUBJECT: Ordinance 12-16, ordinance on 1st reading to rezone Summit View Nursing Home, 12823 Kingston Pike and a residence at 112 N. Hobbs Road, Parcels 45, 45.01 & 45.02, Tax Map 151, located on the corner of Kingston Pike/N. Hobbs Road/Union Road, 7.954 Acres, from C-1-3 General Commercial District, Three Stories to R-1 Rural Single-Family Residential District and to C-1 General Commercial District (Farragut Health Care Center, LP, Applicant)

INTRODUCTION: The property is owned by the heirs of HC and Owa Mae Lawrence. In 2008 the heirs requested the Town rezone these parcels from C-1 and R-2 to C-1-3. At that time they were planning to construct an assisted living building on the northern portion of the property. As part of the rezoning approval all interior property lines were dissolved to create one large single tract.

DISCUSSION: The property currently has the Summit View Nursing Home located on the southern portion of the property. The northern most 100 – 150 feet of the property which fronts on Union Road is heavily treed. A single-family residence is located immediately to the south of the treed area. Summit View Nursing Home has driveways to Kingston Pike and to N. Hobbs Road and the single-family residence has a driveway to N. Hobbs Road directly across from the driveway which serves Christ Covenant Presbyterian Church.

The property owners have changed their plans and now wish to down zone the property and resubdivide the land in order to split the land between the two heirs. One of the heirs lives in the existing single-family residence. The applicant is requesting to rezone the property to the existing land uses.

Since the property is being rezoned to two different zoning districts, staff recommended that the property be subdivided so that each zoning district is located on a freestanding parcel. The subdivision plat will be recorded after the rezoning has been completed. The plat has already been prepared and approved by the Farragut Municipal Planning Commission. Recording the plat after the rezoning is finalized ensures that a substandard sized parcel is not zoned C-1-3.

Attached please find an aerial photo of the general area.

PROFESSIONAL RECOMMENDATION: Community Development Director, Ruth Hawk, recommends approval of Ordinance 12-16 because the request is compatible with the existing land use.

PLANNING COMMISSION RECOMMENDATION: On September 20, 2012, in a unanimous vote, the Farragut Municipal Planning Commission recommended approval of Ordinance 12-16.

PROPOSED MOTION: To approve Ordinance 12-16 as attached.

BOARD ACTION:

MOTION BY: _____ **SECONDED**

BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>WILLIAMS</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	12-16
PREPARED BY:	Hawk
REQUESTED BY:	Farragut Health Care Center, LP, Applicant
CERTIFIED BY FMPC:	September 20, 2012
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

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SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning 12823 Kingston Pike and 112 N. Hobbs Road, Parcels 45, 45.01 & 45.02, Tax Map 151, located on the corner of Kingston Pike/N. Hobbs Road/Union Road, 7.954 Acres, from C-1-3 General Commercial District, Three Stories to C-1 General Commercial District and R-1 Rural Single-Family Residential District (Exhibits A & B).

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Dr. Ralph McGill, Mayor

ORDINANCE 12-16

Page 2

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of
_____, 2012, with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

AGENDA NUMBER

VII. A.

MEETING DATE October 11, 2012

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Ruth Viergutz Hawk, Community Development Director

SUBJECT: Public hearing on a request for access to Allen Kirby Road, Classified as a Major Collector, to Parcel 3, Tax Map 162, Zoned Agriculture, per the Farragut Municipal Code, Title 16, Chapter 4, Driveways and Other Accessways, Section 16- 405. Permit approval (1) (Alley Auction, Inc., Applicant)

INTRODUCTION: Parcel 3, Tax Map 162, is located on the south side of Allen Kirby Road immediately to the west of McFee Manor subdivision and the McFee Park. The Parcel is 38.1 acres. Allen Auction, Inc. recently purchased the property and they are subdividing it into estate lots. Because they are building no roads, installing no new utilities (except service lines), and each lot is greater than 5 acres, the plat does not go before the planning commission. Access to one of the newly created properties, however, must first be reviewed and approved by the planning commission and the Board of Mayor and Aldermen.

DISCUSSION: Per the Farragut Major Road Plan, Allen Kirby Road is classified as a Major Collector. Please remember that the Major Road Plan is a plan and that roads are classified per their future use, not necessarily their current use. As most of you are aware, Allen Kirby Road is currently quite narrow and rural in character. However, in the future subsequent phases of Bridgemore subdivision and much of the B. Ray Thompson farm will access Allen Kirby Road. When the currently vacant land is built out, Allen Kirby Road will be a very busy collector road.

Per Section 16-405 of Title 16, Chapter 4. Driveways and Other Access Ways, of the Farragut Municipal Code, the planning commission and board of mayor and aldermen shall review applications for access for all drives onto non-local streets. Per Section 16-406. (1) Distance requirements. (b) Distance between driveways., driveways are to be a minimum of 200 feet apart on all Collector Streets. As stated previously, Allen Kirby Road is classified as a Major Collector.

The request before you is to eliminate the current most westerly existing driveway to Parcel 3 and to add a new driveway approximately 75 feet to the east, which is being designated as a shared access easement. The existing house where the existing driveway is being removed will connect to the shared access easement.

Attached please find a copy of the site plan showing the proposed access point. Also, attached please find a GIS map showing the general area. As you can see from this GIS map, much of the area abutting Allen Kirby Road is undeveloped.

RECOMMENDATION BY: Community Development Director, Ruth Hawk, recommends approval of the access as proposed on the attached site plan because it meets/exceeds the minimum requirements of the ordinance.

PLANNING COMMISSION RECOMMENDATION: On September 20, 2012, in a unanimous vote, the Farragut Municipal Planning Commission recommended approval of the proposed driveway access provided the existing driveway located 75' west of the proposed new driveway access is removed.

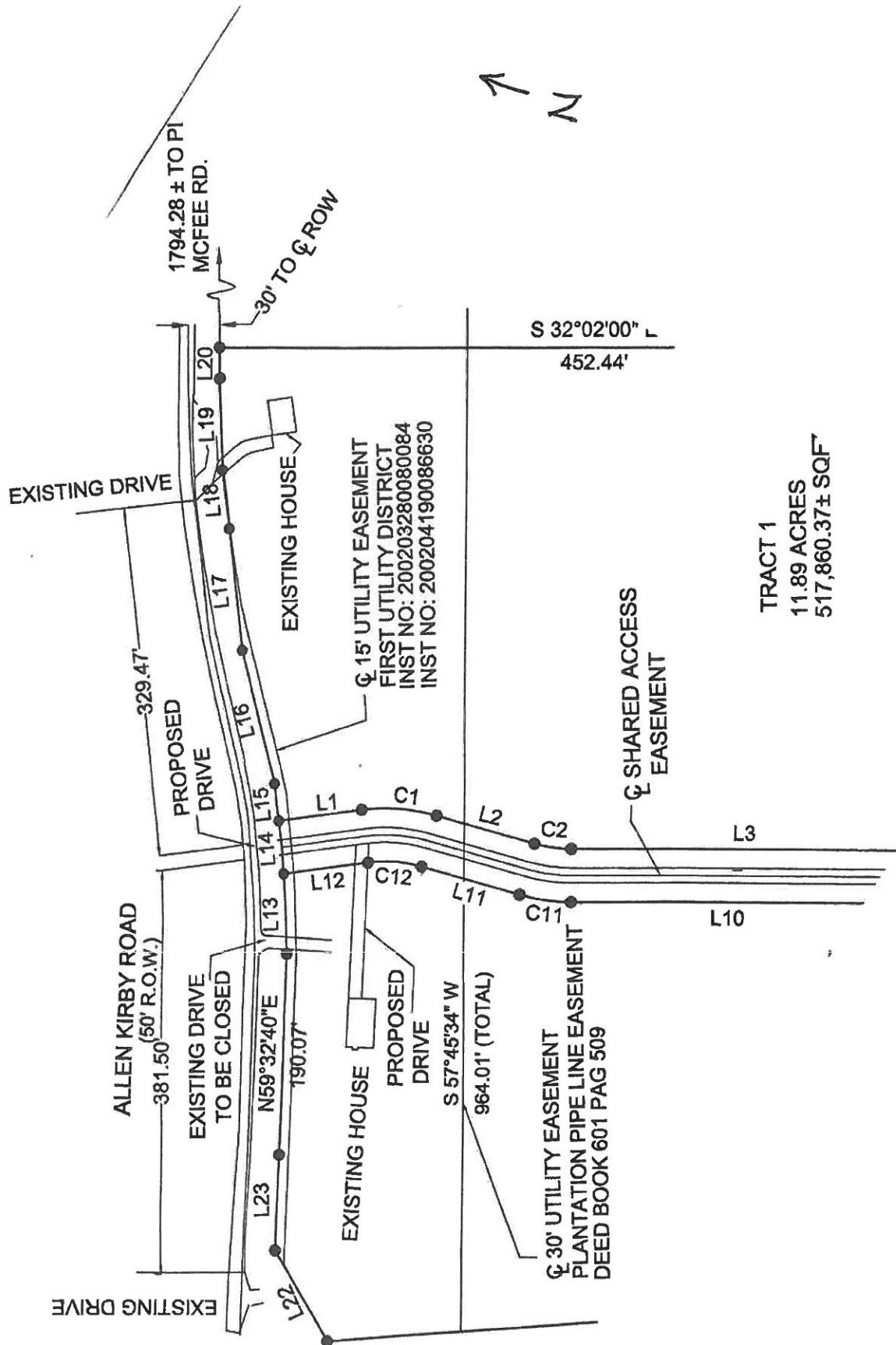
PROPOSED MOTION: Move to approve proposed driveway access, which will be 329' west of and 381' east of the two existing driveways serving existing residences, provided the existing driveway located 75' west of the proposed new driveway access is removed.

BOARD ACTION:

MOTION BY: _____ **SECONDED**

BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>HONKEN</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____





AGENDA NUMBER VII.B.

MEETING DATE October 11, 2012

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Consider Approval to Elect Voting Delegate (1) and Alternate Voting Delegates (2) to the National League of Cities Conference

INTRODUCTION:

This agenda item is to elect voting delegates for the National League of Cities Conference in November.

BACKGROUND:

Each year the Board of Mayor and Aldermen elect a voting delegate and two alternate voting delegates.

DISCUSSION:

At the Annual Business Meeting on Saturday, December 1, 2012 the Town of Farragut is entitled to cast one vote based on the 2010 population. The Board is to elect one voting delegate and two alternate delegates for the Annual National League of Cities Conference in November.

PROPOSED MOTION:

To nominate _____ as the voting delegate and _____ and _____ as alternate voting delegates.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>HONKEN</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

NATIONAL LEAGUE of CITIES

2012 Officers

President
Ted Ellis
Mayor
Bluffton, Indiana

First Vice President
Marie Lopez Rogers
Mayor
Avondale, Arizona

Second Vice President
Chris Coleman
Mayor
Saint Paul, Minnesota

Immediate Past President
James E. Mitchell, Jr.
Council Member
Charlotte, North Carolina

Executive Director
Donald J. Borut

August 30, 2012

Allison M. Myers
Town Recorder / Treasurer
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37922

Dear Town Recorder / Treasurer Myers:

The National League of Cities (NLC) Annual Business Meeting will be held on Saturday, December 1, 2012, at the conclusion of the Congress of Cities and Exposition in Boston, Massachusetts. As a direct member city, your city is entitled to vote at this meeting. Based on population as of the 2010 Census, each member city casts between one and twenty votes. The number of votes for each population range can be found below.

POPULATION	VOTES	POPULATION	VOTES
Under 50,000	1 vote	500,000 – 599,999	12 votes
50,000 – 99,999	2 votes	600,000 – 699,999	14 votes
100,000 – 199,999	4 votes	700,000 – 799,999	16 votes
200,000 – 299,999	6 votes	800,000 – 899,999	18 votes
300,000 – 399,999	8 votes	900,000 and above	20 votes
400,000 – 499,999	10 votes		

To be eligible to cast a city's vote, a voting delegate and alternate must be officially designated by the city using the enclosed credentials form. This form will be forwarded to NLC's Credentials Committee. NLC bylaws expressly prohibit voting by proxy. City elected officials should be made aware of this request so that decisions can be made as to who will be the voting delegate and alternate(s).

At the Congress of Cities, the voting delegate must pick up and sign for the city's voting card at the Credentials Booth before the Annual Business Meeting and must be present at the Annual Business Meeting to cast the city's vote. The Credentials Booth will be open during scheduled times throughout the Congress of Cities and Exposition.

Please return the completed form to NLC by fax (202-626-3109) before October 31, 2012, and keep the original for your files. If you have any questions, please contact Mae Davis, Member Relations Representative at mdavis@nlc.org or 202-626-3150; or contact Gail Remy, Director of Member Relations at remy@nlc.org, or 202-626-3026.

Thank you,



Donald J. Borut
Executive Director

