



February 9, 2023 Board of Commissioners City Hall - Massie Chambers
6:30 PM

Agenda:

1. Call to order by the Mayor

Prayer

Pledge of Allegiance
2. Roll call by the Recorder.
3. Approval of minutes.
 - a. Reading of the January 12th regular meeting of the Board of Commissioners by the Recorder for approval or correction.
4. Comments from citizens.
5. Comments of the City Manager and staff.
6. Reports and comments from committees, members of the Board of Commissioners and other officers.
7. Consent agenda items.
8. Old Business.
9. New Business.
 - a. Consider Ordinance 23-1058, an ordinance to contract the municipal boundary for the 6.38 acre property at 0 Willis Branch. **FIRST READING**

- b. Consider Ordinance 23-1059, an ordinance to contract the municipal boundary for the 5.44 acre property at 257 Allen Road. **FIRST READING**
- c. Consider Ordinance 23-1060, an ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning designation of a property on Williamson Road from Agricultural to Commercial Planned Unit Development. **FIRST READING**
- d. Consider Resolution 23-1113, a resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Cyber Security Policy.
- e. Consider Resolution 23-1114, a resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Small Unmanned Aerial Systems (sUAS) Operations Policy.
- f. Consider Resolution 23-1115, a resolution of the City of Goodlettsville Board of Commissioners officially requesting members of its federal legislative delegation to provide support for its grant application for a Staffing for Adequate Fire and Emergency Response (SAFER).
- g. Consider Resolution 23-1116, a resolution ratifying the membership and appointment to the Goodlettsville Industrial Development Board.
- h. Consider Resolution 23-1117, a resolution of the City of Goodlettsville Board of Commissioners approving an application with the Firehouse Subs Public Safety Foundation Grant for the procurement of certain fire equipment.

10. Adjournment.

For more information regarding this agenda, please contact the city recorder by email at:
abaker@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to
enhance the quality of life for the community we serve.

105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212
www.goodlettsville.gov



January 12, 2023 Board of Commissioners 6:30 PM City Hall - Massie Chambers

Minutes:

Present: Jimmy D. Anderson, Jennifer Duncan, Stuart Huffman, Rusty Tinnin, and Zach Young.

Absent: None.

Also Present: Russell Freeman, Tim Ellis, Allison Baker, Sarah Jennings, Addam McCormick, Gary Goodwin, Kimberly Lynn, Julie High, Larry DiOrio, Mary Laine Hucks, Jeff McCormick, and Ken Reeves.

Mayor Rusty Tinnin called the meeting to order. Pastor Socrates Holguin offered prayer and Mayor Tinnin led the chambers in the pledge of allegiance.

City Recorder Allison Baker called the roll: Mayor Tinnin present, Vice Mayor Duncan present, Commissioner Anderson present, Commissioner Huffman present, Commissioner Young present.

Consider the minutes of the December 8, 2022 regular meeting of the Board of Commissioners by the Recorder for approval or correction. Vice Mayor Duncan made a motion to approve the minutes as written. Commissioner Huffman seconded the motion and motion passed 5-0.

Bob Adams, with Blankenship CPA Group, presented the fiscal year 2022 audit to the Board of Commissioners. Commissioner Young asked about Blankenship's process after the city received notice from the Comptroller this year that adjustments would need to be made to the audit after a thorough review by the Comptroller's Office. He wanted to know how their process has changed after this review. Mr. Adam's stated that review is done every year and they take those letters very seriously. They also added an extra layer of review to correct everything. He also stated the city receives an extra level of scrutiny since we receive the certificate from the GFOA. He compared us to an athletic team that plays a tougher schedule so there are more eyes on us with a higher level of scrutiny.

Mayor Tinnin wished City Manager Tim Ellis Happy Birthday! He also thanked Julie and Tim for a great job on the audit.

Consent agenda items.

Consider Old Business.

Consider Ordinance 22-1056, an ordinance to amend sections of the Zoning Ordinance regarding the definition of a home day care center and conditional use review by the Board of

Zoning and Sign Appeals, second reading and public hearing. Vice Mayor Duncan made a motion to consider Ordinance 22-1056. Commissioner Anderson seconded the motion. The public hearing was opened. With no one speaking in favor or against the proposed amendment, the public hearing was closed. Vote was then taken which resulted in a 5-0 vote to approve Ordinance 22-1056.

Consider Ordinance 22-1057, an ordinance of the City of Goodlettsville Board of Commissioners adopting the City of Goodlettsville Capital Investment Policy, second reading. Vice Mayor Duncan made a motion to consider Ordinance 22-1057. Commissioner Anderson seconded the motion. Vote was then taken which resulted in a 5-0 vote to approve Ordinance 22-1057.

Consider New Business.

Consider Resolution 23-1107, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner. Commissioner Anderson made a motion to consider Resolution 23-1107. Commissioner Huffman seconded the motion. Vote was then taken which resulted in a 5-0 vote to approve Resolution 23-1107.

Consider Resolution 23-1108, a resolution acknowledging forms CT-0253 as it relates to debt obligation. City Manager Ellis stated this form has been completed from debt issuance with the State Revolving Fund project. Vice Mayor Duncan made a motion to consider Resolution 22-1108. Commissioner Huffman seconded the motion. Vote was then taken which resulted in a 5-0 vote to approve Resolution 23-1108.

Consider Resolution 23-1109, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee, authorizing the procurement method of Competitive Sealed Proposals in procuring an all-accessible playground system. Commissioner Huffman made a motion to consider Resolution 23-1109. Vice Mayor Duncan seconded the motion. Commissioner Young asked if this would be a group that designs and procures the equipment. City Manager Ellis stated this contract would be for a playground manufacturer that would also do the installation. It would be a turnkey project. Vote was then taken which resulted in a 5-0 vote to approve Resolution 23-1109.

Consider Resolution 23-1110, a resolution approving an application for the Staffing for Adequate Fire and Emergency Response Program (SAFER) Grant from the U.S. Department of Homeland Security to the City of Goodlettsville, Tennessee, acting by and through the Goodlettsville Fire Department, for the recruitment and hiring of nine firefighters. City Manager Ellis stated this would fund 100% of the salaries for three years. This is only an application. Commissioner Anderson made a motion to consider Resolution 23-1110. Vice Mayor Duncan seconded the motion. Commissioner Young confirmed it is stated that you do not have to retain the positions after the three years. He wanted to mention the cost of nine full-time employees plus benefits is a significant amount and wanted to know if we are preparing for the budget increase after four years if we were to keep these firefighters on staff. He stated he is all for this as it will bring us closer to opening a second hall and wanted to make sure the long-term budget would be considered. City Manager Ellis stated this is why we are not making an application for 12 firefighters. We feel confident we can fund the nine without any issues. He said over the past three years, our local option sales tax has increased

over two million dollars. If we keep trending in this direction, we can fund this project and continue other projects as well. Vote was then taken which resulted in a 5-0 vote to approve Resolution 23-1110.

Consider Resolution 23-1111, a resolution acknowledging the acceptance of a grant from KABOOM! for the purchase, technical design and support in constructing a play structure at Brooks Park. City Manager Ellis stated in 2021 we passed a resolution approving this application. Since the resolution was passed and now, KABOOM is asking the city to contribute \$8,500 for this \$100,000 project. Commissioner Huffman made a motion to consider Resolution 23-1111. Vice Mayor Duncan seconded the motion. Vote was then taken which resulted in a 5-0 vote to approve Resolution 23-1111.

Consider Resolution 23-1112, requesting that members of the State of Tennessee Legislature introduce and support legislation that would prevent or eliminate the collection of hotel taxes within the City of Goodlettsville by another government entity for the purposes of funding current or future capital projects, such as convention centers and stadiums. City Manager Ellis stated people that stay in Goodlettsville pay the largest occupancy tax of any place in the State of Tennessee and adding an additional fee would potentially penalize the local hotels. Commissioner Huffman made a motion to consider Resolution 23-1112. Vice Mayor Duncan seconded the motion. Commissioner Young stated he will abstain due to a conflict of serving on both commissions. He stated he met with Metro Tourism, Kimberly Lynn, and City Manager Ellis to impress upon them the penalty this is. He feels it may have fallen on deaf ears. Vote was then taken which resulted in a 4-0 vote to approve Resolution 23-1112 with Commissioner Young abstaining.

With no further business, Commissioner Huffman made a motion to adjourn. Vice Mayor Duncan seconded the motion. The meeting adjourned at approximately 7:00 pm with a 5-0 vote.



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Ordinance 23-1058 An ordinance to contract the municipal boundary for the 6.38 acre property at 0 Willis Branch. FIRST READING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: Ordinance 23-1058 Dept. of Origin: Planning For Agenda of: February 9, 2023 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 23-1058

SUMMARY STATEMENT:

An ordinance to contract the municipal boundary for the 6.38 acre property at 0 Willis Branch.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 23-1058.

ORDINANCE 23-1058

AN ORDINANCE TO CONTRACT THE MUNICIPAL BOUNDARY FOR THE 6.38 ACRE PROPERTY AT 0 WILLIS BRANCH

WHEREAS, per Tennessee Code Annotated Section 6-51-201(b)(1) the City of Goodlettsville City Commission determines the contraction of the 6.38-acre property connected to the adjacent 20.4-acre property at 1237 Willis Branch Road which is outside the municipal boundary appears to be in the best interest of the affected territory due the limited city services available to the vacant property and the unique location and conditions of the property; and,

WHEREAS, the 6.38 acre property is vacant and the public roadway frontage for the 6.38 is part of the owner occupied adjacent 20.4 acre property commonly referred to as 1237 Willis Branch Road, Goodlettsville which is outside the municipal boundary; and,

WHEREAS, the Goodlettsville Planning Commission at the January 9, 2023 meeting voted to recommend the contraction of the municipal boundary on Willis Branch Road per the property location and condition of the property; and

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. Pursuant to the provisions of Section 6-51-201, Tennessee Code Annotated there is hereby adopted an ordinance to contract the 6.38-acre property at 0 Willis Branch Road referenced as Sumner County Tax Map 143 Parcel 05205 000 from the City of Goodlettsville municipal boundary as shown on “Exhibit A”

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) day from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 23-1058
“EXHIBIT A”





AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Ordinance 23-1059 An ordinance to contract the municipal boundary for the 5.44 acre property at 257 Allen Road. FIRST READING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: Ordinance 23-1059 Dept. of Origin: Planning For Agenda of: February 9, 2023 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 23-1059

SUMMARY STATEMENT:

An ordinance to contract the municipal boundary for the 5.44 acre property at 257 Allen Road.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 23-1059.

ORDINANCE 23-1059

AN ORDINANCE TO CONTRACT THE MUNICIPAL BOUNDARY FOR THE 5.44 ACRE PROPERTY AT 257 ALLEN ROAD

WHEREAS, per Tennessee Code Annotated Section 6-51-201(b)(1) the City of Goodlettsville City Commission determines the contraction of the 5.44-acre property at 257 Allen Road appears to be in the best interest of the affected territory due to the limited city services provided and the property owner disputing that the 2018 annexation of the property was requested by the property owner; and,

WHEREAS, the property contains a one-family dwelling unit on the 5.44 acre property and the property is not served by the City of Goodlettsville sewer system or trash and recycling service; and,

WHEREAS, the contraction of the 5.44 acre property at 257 Allen Road will not alter the Allen Road right of way that is within the City of Goodlettsville municipal boundary; and,

WHEREAS, the Goodlettsville Planning Commission at the January 9, 2023 meeting voted to recommend the contraction of the municipal boundary on Allen Road per the property owner requesting the contraction due to a dispute of the property owner not agreeing to the property being annexed by Resolution 18-814 dated August 23, 2018; and

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. Pursuant to the provisions of Section 6-51-201, Tennessee Code Annotated there is hereby adopted an ordinance to contract the 5.44-acre property commonly referred to as at 257 Allen Road, Goodlettsville, referenced as Sumner County Tax Map 139 Parcel 09801 000 from the City of Goodlettsville municipal boundary as shown on “Exhibit A”

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) day from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 23-1059
"EXHIBIT A"





AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Ordinance 23-1060 An ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning designation of a property on Williamson Road from Agricultural to Commercial Planned Unit Development. FIRST READING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: Ordinance 23-1060 Dept. of Origin: Planning For Agenda of: February 9, 2023 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 23-1060

SUMMARY STATEMENT:

An ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning designation of a property on Williamson Road from Agricultural to Commercial Planned Unit Development.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Planning Commission voted in January to not recommend passage to the Board of Commissioners based on the north adjacent residential zoning designations and proposed limited development improvements and concept plan.

ORDINANCE NO. 23-1060

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 BY CHANGING THE ZONING DESIGNATION OF A PROPERTY ON WILLAMSON ROAD FROM AGRICULTURAL TO COMMERCIAL PLANNED UNIT DEVELOPMENT

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of commercial and industrial buildings, structures; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of business, commercial, and industrial areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the City's Comprehensive Land Use Plan intent and purpose includes but is not limited to defining future land use of area including future commercial and industrial zoning classifications; and,

WHEREAS, the Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on January 9, 2023 to not recommend its passage to the Board of Commissioners based on the north adjacent residential zoning designations and proposed limited development improvements and concept plan; and,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the property classification from A, Agricultural to CPUD, Commercial Planned Unit Development for the referenced property attached as "EXHIBIT A" and described as follows:

MAP 141 PARCEL 0600 -1032 WILLIAMSON ROAD WHICH CONTAINS APPROXIMATELY 8.00 ACRES AS SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF SUMNER COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

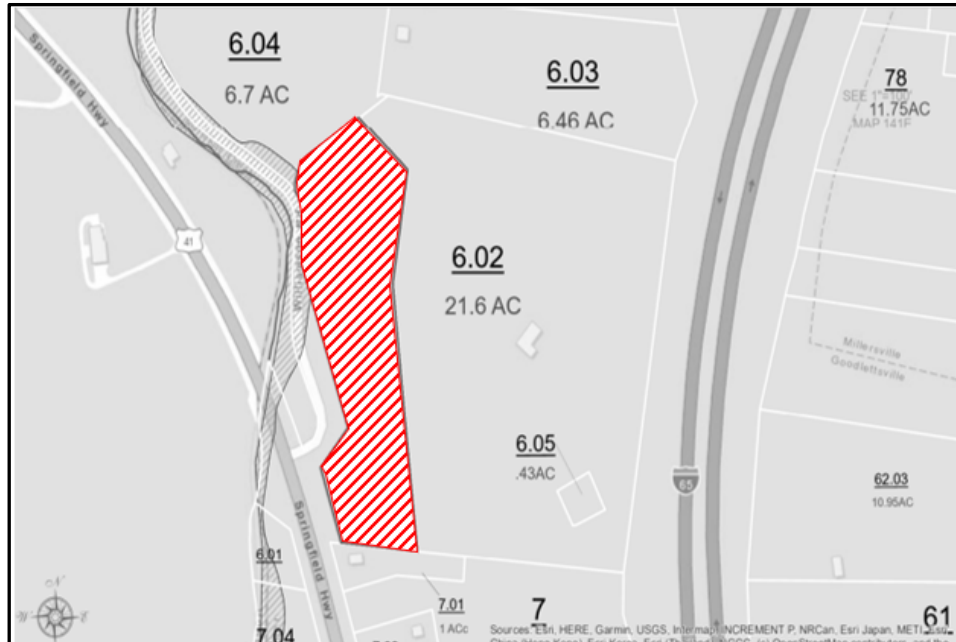
CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____
Passed Second Reading: _____

ORDINANCE 23-1060
“EXHIBIT A”





AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Resolution 23-1113 A resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Cyber Security Policy. <u>PRESENTED BY:</u> Tim Ellis, City Manager Julie High, Assistant City Manager	Agenda Item: Resolution 23-1113 Dept. of Origin: Administration For Agenda of: February 9, 2023 Originator: Tim Ellis Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Resolution 23-1113

SUMMARY STATEMENT:

A resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Cyber Security Policy.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff recommends approval of Resolution 23-1113.

Resolution NO. 23-1113

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSION ADOPTING THE CITY OF GOODLETTSVILLE CYBER SECURITY POLICY.

WHEREAS, the State of Tennessee General Assembly by the passage of Public Chapter 1111 all municipal utilities must adopt and implement a Cyber Security Policy; and,

WHEREAS, the City of Goodlettsville desires to develop and implement a Cyber Security Policy for all city operations.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Cyber Security Policy as attached hereto as Exhibit 1.

Section 2. That this resolution shall take effect immediately upon its adoption, the welfare of The City of Goodlettsville requiring it.

Date adopted: February 9, 2023

Mayor Rusty Tinnin

Attest

City Recorder

Approved as to form and legality

City Attorney



City of Goodlettsville

Sensitive Information and Cyber Security Policy

DATE ADOPTED: February 9, 2023

Section 1: Common Policy Elements

Purpose (1.01)

The City of Goodlettsville (City) recognizes that information and associated systems/applications are a key asset and must be securely protected. Therefore, the following policy is to ensure that all data systems are properly safeguarded within a secure environment.

The City's information exists in many forms, such as:

- Data stored in external systems managed by Third Party Service Providers, multi-tenant cloud platforms, and general software;
- Data stored on computer disks and other storage media;
- Data transmitted across the networks;
- Information printed or written on paper or
- spoken in conversations in person or over the telephone.

Protection of information and information systems is essential for the City of Goodlettsville to maintain its reputation as a trusted and respected government organization. This document sets the direction for the city's cyber security and information technology security.

Enforcement (1.02)

This policy applies to all personnel employed by the city, any person or organization contracted to or acting on behalf of the city and any person or organization employed to work on the city's premises or facilities and all activities of the city.

Technology Resource Administrator Designee (1.03)

The City Manager will be responsible for the appointment of the Technology Resource Administrator. It is his/her responsibility for establishing and managing the security of all systems.

Exceptions (1.04)

Not all departments in the city have the same technological advances. While the policies reflect current technology and security advances, technologies in some departments may not be of immediate compliance with the policy. Use of such technologies must be reviewed by the Technology Resource Administrator.

Section 2: Information Security

Commitment Statement (2.01)

Information is a valuable City asset and must be protected from unauthorized disclosure, modification, or destruction. Prudent information security policies and procedures must be implemented to ensure that the integrity, confidentiality and availability of City information are not compromised.

Security Responsibility, Review and Evaluation (2.02)

The Technology Resource Administrator is responsible for establishing and managing the security of all systems. Technology Resources will, as needed, but at a minimum on an annual basis review the most current best practices regarding the use of technology and will amend procedures, and/or controls to reflect the most appropriate solution for security of city information.

User Responsibility (2.03)

City technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties in a secure electronic environment. It is the responsibility of every user to ensure that such resources are not misused and to adhere to all City security policies and procedures.

Section 3: Risk Assessment

Risk assessments are performed periodically across city information system environments to determine, address, and mitigate security threats.

Section 4: Organizational Security

Management Commitment (4.01)

City management is fully committed to actively supporting security within the organization through clear direction and acknowledgment of information security responsibilities.

Allocation of Information Security Responsibilities (4.02)

The Technology Resources Administrator will be the contact for all technology security related matters; however, departments may designate a security liaison to serve as the primary point of contact to the Technology Resources Administrator. Departments may also implement additional procedures as necessary to meet City security requirements.

Security of Third-Party Access (4.03)

All prospective third-party agents will be provided with a copy of the City's Information Security Policies and will be required at all times to comply with said policies. When third-party agents have access to City-owned technology resources, they must observe the same standards as City employees. When third-party agents are working in a city environment without being directly supervised, City employees must be vigilant about logging off sessions, logging out or securing PC access, and keeping paper information properly discreet.

Section 5: Asset Classification and Control

Ownership of assets (5.01)

All information and assets associated with information processing will be owned by designated City staff. The asset owner will be responsible for ensuring that information and assets associated with information processing facilities are appropriately classified; and reviewing access restrictions and classifications, taking into account applicable access control policies.

Acceptable Use of Assets (5.02)

City information technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties. The use of such resources imposes certain responsibilities and obligations on users and is subject to City policies. Departments may establish more stringent procedures consistent with this document. The City reserves the right to retrieve and read any data composed, transmitted or received through online connections and/or stored on City equipment.

Data Classification (5.03)

All City information and information entrusted to the city from outside agencies falls into one of three sensitivity classifications:

- **CONFIDENTIAL** – This category includes protected health information as defined by HIPAA, and similar information. Access to confidential information must be tightly controlled based on need to know. Except as specifically allowed by HIPAA and other federal and state laws, disclosure to other parties is not allowed, and may result in significant civil and criminal penalties.
- **RESTRICTED** – This is the default classification for any information not specifically designated. Disclosure of restricted information could cause harm to the general health, safety and welfare of affected parties. This information will be disclosed to third parties only if reviewed by the appropriate body and, if approved for disclosure, a confidentiality or non-disclosure agreement has been signed.
- **PUBLIC** – Examples include any data deemed applicable under the Tennessee Public Records act. This information has been explicitly approved by the city as suitable for public dissemination.

Section 6: Physical and Environmental Security

Secure Areas (6.01)

Access to any City data center, network operations center, or telecommunications or other similar information processing facility will be restricted and physically controlled. Access to any office, computer room, or work area that contains confidential information will be physically restricted.

Equipment Security (6.02)

Production systems, including, but not limited to servers, network equipment, and telephone systems will be located within a physically-secured area. Appropriate precautions including removing or encrypting sensitive or confidential data will be taken when sending equipment offsite for maintenance.

Section 7: Network Administration and Security Management

Connection Approval (7.01)

Devices connected to and any connections, inbound or outbound, should only be used and managed by city owned computer assets. Exceptions are

only be granted by management. Unapproved devices can be disconnected and confiscated without notification.

Firewalls (7.02)

Firewalls should be deployed to restrict inbound and outbound connections to the City of Goodlettsville's network. Firewall configuration requirements should be in place that restrict connections between networks that are not managed by the City of Goodlettsville and any system or components that contain sensitive or confidential data. Personal firewalls should be implemented on a laptop or employee-owned computers with direct access to the Internet and the City network, and the firewall configurations cannot be altered by the end users.

Wireless Security (7.03)

Proper security controls, such as authentication, logging, and encrypted transmission should be used for wireless devices. Additionally, processes should be in place to detect rogue access points, manage users, and monitor access point usage.

Backups (7.04)

The City performs regular backups of user files stored on the City's file servers and storage media that are centrally managed by the City's Technology Resource Administrator. This process will be coordinated in conjunction with the City's User departments based on their individual business needs. The backups occur at primary and secondary locations to ensure that the information and media is safely secured.

Section 8: Media Handling and Disposal

Media Storage and Handling (8.01)

All media will be stored in a safe, secure environment, in accordance with manufacturers' specifications. Where necessary, authorization will be required for media removed from the City and a record of such removals will be kept in order to maintain an audit trail.

Disposal of Data/Media (8.02)

When Data/media is worn, damaged or otherwise no longer required under public record requirements, it will be disposed of in a secure manner according to MTAS Records Retention Guidelines. To prevent the compromise of confidential information through careless or inadequate disposal of computer media, formal procedures will be established for secure media disposal.

Section 9: Access Control

Access Authorization (9.01)

All confidential information will be protected via access controls to ensure that it is not improperly disclosed, modified, deleted, or rendered unavailable. A supervisor and/or manager will initiate the user access approval process, and the privileges granted will remain in effect only until the employee's job function changes or the employee leaves the employment of the City.

Clear Desk & Screen Policy (9.02)

Departments that process confidential information will consider adopting a clear desk policy for paper and removal of storage media and a clear screen policy, in order to minimize the risks of unauthorized access to and loss of such information. Users must also consider turning off computers at the end of each day.

Password Policy and Guidelines (9.03)

All individuals are responsible for safeguarding their system access login and password credentials. Passwords must not be shared with or made available to anyone. They must never be left in a location easily accessible or visible to others. Individuals must never leave themselves logged into an application or system where someone else can unknowingly use their account. The use of power-on passwords and password-protected screensavers will be required where the PC or any device that contains confidential information. Some users must adhere to regular password changes to help prevent an attacker from making use of a password that may have been discovered or otherwise disclosed.

Section 10: Management Responsibility and Training

All department directors should attend annual security and review training because management responsibilities will include making sure that employees are properly trained on information security awareness and remain vigilant against fraudulent activities. Such activities could include malicious emails that could contain attachments causing potential threats. The user is held to some responsibility, but it is the department director's responsibility to make sure the employee is properly trained on how to recognize and avoid such incidents.

Section 11: Incident Response Plan & Reporting

Any suspected or observed breaches of confidential or restricted information must be reported to the Technology Resource Administrator and appropriate supervisor immediately. The information gained from the evaluation of information security incidents will be used to identify recurring or high impact incidents

Purpose (11.01)

The purpose of this Incident Response Plan is to outline the responsibilities for responding to "information security incidents". "Information security incident" means an actual or reasonably suspected event that has one or more of the following consequences:

- Loss of theft of sensitive information
- Unauthorized use, disclosure, acquisition of or access to, or other unauthorized processing of personal information that may reasonably compromise the privacy or confidentiality, integrity, or availability of sensitive information; or
- Unauthorized access to or use of, inability to access, loss or theft of, or malicious infection of the City of Goodlettsville's IT systems or third-party systems that reasonably may compromise the privacy or confidentiality, integrity, or availability of sensitive information.

Goals (11.02)

Specifically, the City of Goodlettsville's goals for this incident response plan is to define the cyber incident response process and provide step-by-step guidelines for establishing a timely, consistent, and repeatable incident response process and mitigate or minimize the effects of any information security incident on the City of Goodlettsville, its customers and employees.

Accountability and Internal Procedures (11.03)

Any suspected or observed breaches of confidential or restricted information must be reported to the Technology Resource Administrator and appropriate supervisor immediately.

Upon identification of an information security incident, the Technology Resource Administrator or appropriate qualified IT personnel shall move quickly to perform the following steps, as applicable:

A) Securing the City of Goodlettsville's operations

1. Secure systems and fix vulnerabilities that may have caused the breach.
2. Secure physical areas potentially related to the breach. Lock them and change access codes, if needed.
3. Mobilize a breach response team to prevent additional data loss. The exact steps to take depend on the nature of the breach, but should normally include forensics, legal, information security, information technology, operations, human resources, communications, and executive management.
4. Consider hiring independent forensic investigators to help determine the source and scope of the breach. They will capture forensic images of affected systems, collect and analyze evidence, and outline remediation steps.
5. Consult with legal counsel and consider hiring outside legal counsel with privacy and data security expertise to advise on federal and state laws that may be implicated by a breach.
6. Stop additional data loss by taking all affected equipment offline immediately, but don't turn any machines off until forensic experts arrive.
7. Closely monitor all entry and exit points, especially those involved in the breach.
8. Update credentials and passwords of authorized users. If a hacker steals credentials, systems will remain vulnerable until those credentials are changed, even if the hacker's tools have been removed.
9. Remove improperly posted information from the web. If the incident involved personal information improperly posted on your website, immediately remove it. Be aware that internet search engines store, or "cache," information for a period of time. Contact the search engines to ensure that they don't archive personal information posted in error.
10. Search online for exposed data to make sure that no other websites have saved a copy. If you find any, contact those sites and ask them to remove it.
11. Interview employees who discovered the breach. Also, talk with anyone else who may know about it.
12. Do not destroy any forensic evidence during your investigation and remediation.

B) Remediate weakness and fix vulnerabilities

1. If third parties were involved in the information security incident, examine what personal information they can access and decide if their access privileges need to change. Also, ensure they are taking the necessary steps to prevent another breach from occurring. If your service providers say they have remedied vulnerabilities, verify that they really fixed things.
2. Work with forensics experts to analyze whether any network segmentation plan was effective in containing the breach and make changes as necessary.
3. Find out if measures such as encryption were enabled when the breach happened.
4. Analyze backup or preserved data.
5. Review logs to determine who had access to the data at the time of the breach and analyze who currently has access. Then determine whether that access is needed and restrict access if it is not.

C) Notify appropriate parties

The Technology Resource Administrator, in conjunction with competent legal counsel and management, shall work together to determine applicable breach notification laws. Depending on the circumstances and types of information involved in the incident, there may be several laws or regulations that apply, or none at all.

Evaluation of Incident Response Plan (11.04)

Following any information security incident, the Technology Resource Administrator shall determine whether changes to this incident response plan are necessary and shall make such changes, as necessary, to improve the future handling of information security incidents. Technology Resource Administrator shall consider the City of Goodlettsville's effectiveness in detecting and responding to the incident and identify any gaps or opportunities for improvement. Technology Resource Administrator shall also seek to identify one or more root causes for the incident and, according to risk, shall recommend appropriate actions to minimize the risks of recurrence.



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Resolution 23-1114 A resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Small Unmanned Aerial Systems (sUAS) Operations Policy. <u>PRESENTED BY:</u> Tim Ellis, City Manager	Agenda Item: Resolution 23-1114 Dept. of Origin: Administration For Agenda of: February 9, 2023 Originator: Tim Ellis Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Resolution 23-1114

SUMMARY STATEMENT:

A resolution of the City of Goodlettsville Board of Commission adopting the City of Goodlettsville Small Unmanned Aerial Systems (sUAS) Operations Policy.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff recommends approval of Resolution 23-1114.

Resolution 23-1114

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSION ADOPTING THE CITY OF GOODLETTSVILLE SMALL UNMANNED AERIAL SYSTEMS (sUAS) OPERATIONS POLICY.

WHEREAS, the use of Small Unmanned Aerial Systems (sUAS) provides great benefits to municipal operations; and,

WHEREAS, the City of Goodlettsville desires develop a Small Unmanned Aerial Systems (sUAS) program; and

WHEREAS, .it is in the best interest of the City of Goodlettsville to develop and implement policies for Small Unmanned Aerial Systems (sUAS) Operations.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Small Unmanned Aerial Systems (sUAS) Operations Policy and is attached hereto as Exhibit I.

Section 2. That this resolution shall take effect upon adoption, the welfare of The City of Goodlettsville requiring it.

Date adopted: February 9, 2023

Mayor Rusty Tinnin

Attest

City Recorder

Approved as to form and legality

City Attorney



CITY OF GOODLETTSVILLE

Policy: Small Unmanned Aerial Systems (sUAS) Operations Policy

Effective Date: February 9, 2023

- 1.0 POLICY STATEMENT: It is the mission of those personnel of the City of Goodlettsville who are trained in the use of sUAS, colloquially known as “drones,” to use this resource to protect the lives and property of citizens, first responders, City property, and infrastructure. In general, sUAS can be utilized in circumstances which would save life, property, and to detect possible unseen hazards.

sUAS can support City employees in any activity that would benefit from an aerial perspective. Examples of such activities include, but are not limited to, locating and apprehending subjects, missing persons, search and rescue operations, inspection of power lines, structure fires, as well as any task that can best be accomplished from the air in an efficient and effective manner.

State and federal laws proscribe the manner in which sUAS may be employed. The City’s overriding policy is to strictly comply at all times with any and all applicable state and federal laws regarding the use of sUAS and/or drones, specifically Tennessee Code Annotated § 39-13-609, Tennessee Code Annotated §§ 39-13-901 – 39-13-907, and 14 CFR 107.

2.0 DEFINITIONS AND STATUTORY REFERENCES:

- 2.1 Tennessee Code Annotated § 39-13-609 is the “Freedom from Unwarranted Surveillance Act.” This act governs law enforcement use of drones.
- 2.2 Tennessee Code Annotated §§ 39-13-901 – 39-13-907 pertains to the use drones for both law enforcement and non-law enforcement purposes, and sets forth lawful and unlawful capturing of images. These statutory provisions include the specific permissible uses and impermissible uses discussed in this policy.
- 2.3 14 CFR 107, also referred to as FAA part 107, applies to the registration, airman certification, and operation of civil small unmanned aircraft systems within the United States. This part also applies to the eligibility of civil small unmanned aircraft systems to operate over human beings in the United States. [Note – “CFR” means the Code of Federal Regulations and “FAA” means Federal Aviation Administration.]
- 2.4 Small Unmanned Aerial Systems (sUAS) or Drone means a powered, aerial vehicle that:
- Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;
 - Uses aerodynamic forces to provide vehicle lift;
 - Can fly autonomously or be piloted remotely;
 - Can be expendable or recoverable; and
 - Weighs less than 55 pounds

- 2.5 Remote Pilot in Command (RPIC) is the person who:
- Has final authority and responsibility for the operation and safety of the flight;
 - Has been designated as pilot in command before or during the flight; and
 - Holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.
- 2.6 Visual Observer is a person designated by the RPIC to assist with the responsibility to see and avoid other air traffic or objects aloft or on the ground.
- 2.7 Operator/Pilot is the employee responsible for manipulating the flight controls of the sUAS. This may or may not be the RPIC.
- 2.8 sUAS Coordinator is delegated by the Team Commander. The sUAS Coordinator will: (a) monitor/update FAA waivers, as required; (b) ensure sUAS operations are in accordance to this operations policy, local, state, and federal regulations, and laws; (c) maintain flight records, training records, mission data, and maintenance records; (d) organize and conduct sUAS training and recurrent training; and (e) act as the primary point of contact between the agency and the FAA.
- 2.9 Team Commander is a supervisor who is appointed by the appropriate Department Head. While the Team Commander is not required to be a licensed pilot, they will be a sworn supervisor of the department who has the knowledge, skills, and abilities to safely and effectively manage the sUAS Program. The Team Commander is responsible for overall management and supervision of training and operations, which includes mission approval, budget preparation and control, personnel selection, etc.
- 3.0 GENERAL PROCEDURES: The following procedures shall apply to all sUAS use by any Department and shall supersede any Department-specific procedures.
- 3.1 Flight Boundaries
- The City's sUAS shall be operated in accordance with 14 CFR 107.41 regarding flight boundaries. Currently, the airspace over the City of Goodlettsville is Class G airspace, therefore there are no restrictions when operating a drone below four hundred feet (400') pursuant to part 107.41.
- Per 14 CFR 107.51, the City shall not operate a drone at an altitude higher than four hundred feet (400') above ground level or more than four hundred feet (400') above the highest obstacle being flown over.
- Line of Sight. With vision that is unaided by any device other than corrective lenses, the Operator or Visual Observer must be able to see the unmanned aircraft throughout the entire flight.

- 3.2 Groundspeed. Pursuant to 14 CFR 107.51, drone groundspeed shall not exceed 87 knots or 100 miles per hour.
- 3.3 Minimum Personnel Requirements. Each department will require a minimum of one Operator and one Visual Observer for each deployment.
- 3.4 Operations over People. Pursuant to 14 CFR § 107.39 and this Policy, the City shall not operate sUAS over a human being, including crowds or gatherings, unless (1) that human being is located under a covered structure or vehicle sufficient to provide reasonable protection from a falling sUAS, or (2) the operation satisfies the requirements of 14 CFR part 107, subpart D.
- 3.5 Personnel Responsibilities for Deployments
- 3.5.1 Operator
- 3.5.1.1 The Operator is directly responsible for and is the final authority over the operation of the sUAS.
- 3.5.1.2 Operators have absolute authority to reject a flight based on weather, sUAS limitations, physical condition, equipment status, or his or her belief as to the flight's compliance with any state law, federal law, or this policy. No member of any department, regardless of rank or title, shall order an Operator to make a flight when, in the opinion of the Operator, it cannot be completed safely.
- 3.5.1.3 Operators are responsible for compliance with all city and department policies, state laws, and federal laws and regulations.
- 3.5.1.4 The Operator's main duty during the deployment of the sUAS is to operate the sUAS safely while accomplishing the goals of the deployment.
- 3.5.1.5 Operators shall see-and-avoid any obstacle that will lessen safety during the mission.
- 3.5.1.6 Operators shall be responsive to the requests of the observer in order to accomplish the deployment.
- 3.5.1.7 Operators must remain knowledgeable of all FAA regulations, sUAS manufacturers' flight manuals, bulletins, and all applicable policies and procedures
- 3.5.2 Visual Observer
- 3.5.2.1 Visual Observers shall see-and-avoid any obstacle that will lessen safety during the mission.

3.5.2.2 Visual Observers shall monitor the communications and give appropriate updates.

3.5.2.3 Visual Observers shall assist the Operator in the main objective of safe operations of the sUAS.

3.5.3 sUAS Coordinator

3.5.3.1 The sUAS Coordinator shall maintain all training, flight records, Operator records, and maintenance records for each Operator and observer as well as individual airframes.

3.5.3.2 The sUAS Coordinator shall maintain contact with the FAA rules and regulations as he or she change.

3.5.3.3 The sUAS Coordinator shall evaluate airframes based on mission needs.

3.5.4 Team Commander

3.5.4.1 In the event any department deems it necessary to have a Team Commander he or she will be responsible for overall management and supervision of the operation, which includes budget preparation, physical control of equipment, and personnel selection.

3.6 Personal Equipment

3.6.1 Operators and Visual Observers should take into consideration the current weather conditions when planning to deploy and wear appropriate clothing.

3.6.2 Operators and Visual Observers shall wear clothing that easily identifies them as members of their respective Department when applicable.

3.6.3 City employees shall not utilize a sUAS, drone, other aerial vehicle, and/or related equipment that is not owned and/or registered to the City of Goodlettsville for any City of Goodlettsville task, mission, training, or other any other official capacity.

3.6.4 No City employee shall use a City-owned sUAS, drone, other aerial vehicle, and/or related equipment for personal use. Use of this equipment for personal use will result in disciplinary action, up to and including termination, and could result and could result in criminal prosecution under the Tennessee Freedom from Unwarranted Surveillance Act.

4.0 PRE-FLIGHT / POST FLIGHT ACTIONS: The following procedures shall apply to all sUAS use by any Department and shall supersede any Department-specific procedures.

4.1 Inspections

4.1.1 Operators and Visual Observers are both responsible for a thorough preflight inspection of the sUAS.

- 4.1.2 Before and after each deployment (either an incident or training), the Operator and observer shall conduct a thorough inspection of the sUAS in accordance with the instructions contained in the manufacturer's user's manual.
- 4.1.3 Any issues found that will put in jeopardy the safe operation of the sUAS shall be documented and resolved immediately or the operation cancelled. Any safety hazard, whether procedural, operational, or maintenance related should be identified as soon as possible after, if not before, an incident occurs. Any suggestions in the interest of safety should be made to the immediate supervisor without reservation.
- 4.1.4 Any issues that cannot be resolved on-site, and which have an impact on safety or the mission, should override the deployment. Those issues should be resolved before any future flight.

4.2 Planning

- 4.2.1 The Operator and Visual Observer shall familiarize themselves with all available information concerning the deployment including, but not limited to, the weather conditions, hazards, description of the incident, and deployment goals.
- 4.2.2 Operators will ensure that the location for take-off and emergency landing is adequate for a safe deployment.
- 4.2.3 Operators will ensure that he or she are aware of their surroundings should an emergency landing be necessary, which includes the ability to recover the sUAS.
- 4.2.4 Unless an exigent circumstance necessitates it, all flight operations should be planned and briefed by the Operator and Visual Observer with the Team Commander, sUAS Coordinator, Department Head, and any other relevant stakeholder prior to conducting flight operations.

4.3 Weather

- 4.3.1 Operators and Visual Observers should use their best judgment when making deployment decisions regarding weather conditions. Generally speaking, the City would not operate drones in adverse weather conditions such as tornados, rain, hail, snow, or high winds. High winds are defined as level 8 or 34 – 40 knots (39 – 46 miles per hour).

4.4 Maintenance

- 4.4.1 The manufacturer's maintenance service schedule shall be followed and properly documented. Maintenance records shall be maintained by the sUAS Coordinator.
- 4.4.2 Any issues that arise during the maintenance that are outside the City's ability to troubleshoot and correct shall be forwarded to the manufacturer's technical support.

5.0 DEPLOYMENT PRIORITIES: The following procedures shall apply to all sUAS use by any Department and shall supersede any Department-specific procedures.

5.1 Law Enforcement and the Respect for Civil Rights

5.1.1 Fourth Amendment requirements shall apply to the use of evidence derived from drone surveillance. The City shall obtain a warrant based on probable cause in advance of the use of a drone to gather evidence that is intended to introduce in a court of law.

5.1.2 Law enforcement personnel should balance use of drones against other means of gathering information in a particular investigative need, assessing whether such alternative means are less intrusive than the deployment of drones.

5.2 The sUAS shall not be used for the purpose of investigative surveillance without prior approval from the Chief of Police and in accordance with all City policies, state, and federal laws. The City Manager shall be notified if drones are used for this purpose.

5.3 If several separate requests for sUAS support are received simultaneously, such requests shall be prioritized by the sUAS Team Commander.

5.4 Requests for sUAS support shall be prioritized as follows:

1. Search and rescue
2. In-progress calls involving a threat to the safety of persons
3. Structure fire
4. Outdoor fire
5. Hazmat response
6. Power line/utility inspections that effect the safety and/or lives of the public
7. Searches for fleeing criminal suspects
8. Crime in progress calls
9. Traffic control operations
10. Post incident assessment
11. Routine power line/utility inspections
12. Public relations/recruiting
13. Any other incident deemed beneficial by the appropriate department head and approved by the City Manager or his designee

6.0 TRAINING: The following procedures shall apply to all sUAS use by any Department and shall supersede any Department-specific procedures. In general, nothing in this policy shall prevent training from being conducted jointly between Departments.

6.1 Objective

6.1.1 To maintain a level of proficiency with the sUAS, Operators are required to attend regularly scheduled training. Training will be coordinated by the individual department sUAS Coordinator and announced in advance for scheduling purposes.

- 6.1.2 Membership in the sUAS unit is a collateral duty and in addition to an Employee's regular duties. Therefore, an employee remaining part of the sUAS unit is contingent upon his or her attendance at such training. No more than two consecutive training dates can be missed before an Operator is considered training deficient.

6.2 Initial Training

- 6.2.1 In conjunction with fulfilling all FAA requirements for Operator duties, the new member will also become familiar with sUAS operations, the aircraft, and their equipment.
- 6.2.2 Before a member can fly as an Operator, he or she must be certified as such by completing flight training with the City's sUAS Instructors.

6.3 Recurrent Training

- 6.3.1 All Operators shall maintain flight certification. Members who do not have any documented training or flight time within a sixty (60) day span will lose their certification and must re-certify prior to flying as an Operator or Visual Observer.
- 6.3.2 Recurrent training is not limited to actual operating/observer skills but includes knowledge of all pertinent sUAS/aviation matters.
- 6.3.3 Each Operator will complete the online FAA recurrent training within twenty-four (24) calendar months from the date the Operator received his or her Part 107 sUAS license, if applicable.
- 6.3.4 Failure to re-certify after six (6) months shall result in removal from the sUAS unit.
- 6.3.5 The requirement to attend recurrent training applies to all Operators regardless of experience, flight history, and knowledge of sUAS operations.
- 6.3.6 Training records shall be maintained by the sUAS Coordinator.

6.4 Instructors

- 6.4.1 Instructors shall be designated by the sUAS Coordinator in writing. If an Operator is designated as an instructor by the sUAS Coordinator, he or she may be given instructor duties. Such duties can include developing training courses, provide training and student evaluations, and documentations. The sUAS Coordinator may also serve as an instructor.
- 6.4.2 All Operators are encouraged to assist with training new members, especially those with the most flight time and knowledge of sUAS operations.
- 6.4.3 Each Department may, as their budget permits, contract with third-parties for instruction and training so long as such parties are licensed and/or permitted by FAA regulations and the training is conducting in accordance with this Policy.

6.5 Miscellaneous

- 6.5.1 Depending on the nature of the training request, the City shall make reasonable efforts to accommodate the hours of training so as to minimize the impact to regular staffing needs.
- 6.5.2 All requests for training shall be approved through the Employee's department and are considered working hours for the purposes of payroll.
- 6.5.3 Training shall only be conducted at approved locations and follow the provisions within the approved Federal Aviation Administration rules and regulations.

7.0 DOCUMENTATION AND EVIDENCE: The following procedures shall apply to all sUAS use by any Department and shall supersede any Department-specific procedures.

7.1 Generally Applicable Record Keeping

- 7.1.1 All flights shall be documented in a flight log on a form or database designed for that purpose. The flight log shall contain the following information:
 - A record of pre-flight inspection(s);
 - The weather;
 - All flight time ;
 - The reason for the flight;
 - The time, date, and location of the flight;
 - The names of sUAS Team Commander, RPIC, Operator, and Visual Observer; and
 - A summary of the activities covered, actions taken, and outcomes from the deployment.
- 7.1.2 The flight log shall not contain any recorded images or video.
- 7.1.3 Regardless of the original purpose of the deployment, if due to an unforeseen circumstance a deployment becomes for law enforcement purposes all requirements for a law enforcement deployment shall apply, regardless of which City department is supplying the operators for the original mission.

7.2 Recorded Images or Video

- 7.2.1 In general, images captured that are incidental to an otherwise lawful purpose are subject to Tennessee Code Annotated § 39-13-905 and:
 - 7.2.1.1 May not be used as evidence in any criminal or juvenile proceeding, civil action, or administrative proceeding;
 - 7.2.1.2 Are not subject to disclosure, inspection, or copying under Tennessee Code Annotated Title 10, Chapter 7 (Tennessee Public Records Act); and,

7.2.1.3 Are not subject to discovery, subpoena, or other means of legal compulsion for its release.

7.2.2 While live-feed video is used for operating and navigating the aircraft, most deployments **will not require that video to be recorded**. However, if a mission requires video or photographic recording, then that recording shall be (a) retained for six (6) months if for non-law enforcement purposes, or (b) retained in accordance with Tennessee Code Annotated § 39-13-609 if for law enforcement purposes.

7.2.3 Due to the large digital file size captured by the high-resolution camera equipment on the sUAS, it shall be standard procedure to not record while the aircraft is flying unless specifically necessary for the mission. If recording is necessary, it shall be done in accordance with this Policy and all relevant statutory requirements. **All recording shall be kept the absolute minimum necessary.**

7.2.4 The sUAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the City of Goodlettsville.

7.2.5 Tennessee Code Annotated § 39-13-903 defines what is considered an unlawful capture of images. If **any Employee** has knowledge or discovers that images were captured that are unlawful according to statute, the Employee shall immediately notify the relevant Department Head, the City Attorney, and the City Manager.

8.0 **FIRE DEPARTMENT PROCEDURES:** The Fire Department shall generally use drones for search and rescue, and surveying incident scenes for safety including fires, traffic, and natural disasters. If such use transitions into a criminal or potential criminal investigation, such as an arson investigation, any recordings shall be considered for a law enforcement purpose and treated as described in this policy.

8.1 Other uses include, but are not limited to:

- For the purpose of fire suppression;
- For the purpose of rescuing a person whose life or well-being is in imminent danger;
- Search and rescue operations;
- Assessment of a response scene for firefighter safety, including structures, traffic accidents, and water-responses;
- At the scene of a spill, or a suspected spill, of hazardous materials; and
- Recurrent pilot training and/or other Departmental training.

8.2 The Fire Department may use a drone for other purposes upon justification and approval of the City Manager or the City Manager's designee. In that case, the Fire Department Operator shall review Tennessee Code Annotated § 39-13-902 to ensure compliance.

- 8.3 The Fire Department may use a drone for other purposes upon justification and approval of the City Manager or the City Manager's designee. In that case, the Fire Department Operator shall review Tennessee Code Annotated § 39-13-902 to ensure compliance.

9.0 POLICE DEPARTMENT PROCEDURES:

- 9.1 The Operator is responsible for video/photograph evidence chain of custody procedures.
- 9.2 The Operator is responsible for writing any supplemental report or supporting documentation to the incident.
- 9.3 Tennessee Code Annotated § 39-13-902 lists the lawful purposes for which an entity may capture an image by use of a drone or sUAS. In general, these uses include law enforcement purposes
- 9.4 The City's Police Department shall use drones strictly in accordance with Tennessee Code Annotated § 39-13-902 and Tennessee Code Annotated § 39-13-609.
- 9.5 The use of a drone to search for and collect evidence or obtain information or other data **shall constitute a search** under the Fourth Amendment to the U.S. Constitution. A drone may be used for such purposes under these circumstances:
- 9.5.1 If used in compliance and consistent with applicable federal aviation administration rules, exemptions, or other authorizations; and,
- 9.5.2 If the City first obtains a search warrant signed by a judge explicitly authorizing the use of a drone; or,
- 9.5.3 If a judicially recognized exception to the warrant requirement exists at the time of use.
- 9.6 Any decision to deploy the sUAS will include consideration of the protection of citizens' civil rights and reasonable expectations of privacy. sUAS Operators and Visual Observers will ensure that operations of the sUAS intrude to a minimal extent upon the citizens and residents of the City of Goodlettsville. **sUAS Operators will—at all times—maintain an awareness of the privacy rights of the public, and balance all operations with the need to accomplish the mission while maintaining public privacy and the freedom from intrusion.**
- 9.7 Compliance with all FAA regulations will not automatically satisfy Fourth Amendment requirements.
- 9.8 Only data that has evidentiary value will be retained after the mission has been concluded. Said data will be safeguarded to protect the privacy of citizens who may be depicted in the data. All other data will be destroyed through electronic deletion within three (3) business days of conclusion of the flight. Digital logs of aircraft mission profiles are exempt from this requirement.
- 9.9 The sUAS shall not be equipped with weapons at any time.

10.0 MISCELLANEOUS: Pursuant to Resolution 5-55-2021, the following additional stipulations apply the use of sUAS:

10.1 This Policy and any subsequent amendments shall be reviewed and approved by the City Attorney in addition to the City Manager prior to implementation.

10.2 The cost of any public records request associated with drone use shall be borne by the budget of the department which authorized the drone use pertinent to the public records request.



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Resolution 23-1115 A resolution of the City of Goodlettsville Board of Commissioners officially requesting members of its federal legislative delegation to provide support for its grant application for a Staffing for Adequate Fire and Emergency Response. <u>PRESENTED BY:</u> Tim Ellis, City Manager	Agenda Item: Resolution 23-1115 Dept. of Origin: Administration For Agenda of: February 9, 2023 Originator: Tim Ellis Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Resolution 23-1115

SUMMARY STATEMENT:

A resolution of the City of Goodlettsville Board of Commissioners officially requesting members of its federal legislative delegation to provide support for its grant application for a Staffing for Adequate Fire and Emergency Response.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff recommends approval of Resolution 23-1115.

RESOLUTION NO. 23-1115

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS OFFICIALLY REQUESTING MEMBERS OF ITS FEDERAL LEGISLATIVE DELEGATION TO PROVIDE SUPPORT FOR ITS GRANT APPLICATION FOR A STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER).

WHEREAS, the City of Goodlettsville prides itself in providing top level emergency services to all of its residents and businesses; and

WHEREAS, in providing top level emergency services the City of Goodlettsville has an immediate need for additional firefighters and emergency response personnel; and

WHEREAS, the Federal Emergency Management Agency (FEMA) is currently accepting applications for the staffing of firefighters and emergency responders through its Staffing For Adequate Fire and Emergency Response (SAFER) grant program; and

WHEREAS, the City of Goodlettsville has made application for a Staffing For Adequate Fire and Emergency Response (SAFER) grant in order to staff nine additional firefighters and emergency responders.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, THAT THIS RESOLUTION SERVE AS AN OFFICIAL REQUEST TO THE HONORABLE UNITED STATES SENATOR MARSHA BLACKBURN, THE HONORABLE UNITED STATES SENATOR BILL HAGERTY AND THE HONORABLE UNITED STATES CONGRESSMAN JOHN ROSE THAT EACH PROVIDE SUPPORT OF THE CITY OF GOODLETTSVILLE'S STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT APPLICATION.

This resolution shall take effect from and after its adoption, the welfare of The City of Goodlettsville requiring it.

Passed this 9th day of February, 2023.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> RESOLUTION 23-1116 A resolution to ratify the membership and appointment to the Goodlettsville Industrial Development Board. <u>PRESENTED BY:</u> Mayor Rusty Tinnin	Agenda Item: Resolution 23-1116 Dept. of Origin: Administration For Agenda of: February 9, 2023 Originator: Mayor Rusty Tinnin Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Resolution 23-1116

SUMMARY STATEMENT:

This resolution to ratify the membership and appointment to the Goodlettsville Industrial Development Board.

FINANCIAL SUMMARY:

This resolution will have no fiscal impact on the City of Goodlettsville.

RECOMMENDED ACTION:

Mayor recommends approval of Resolution 23-1116.

RESOLUTION NO. 23-1116

A RESOLUTION RATIFYING THE MEMBERSHIP AND APPOINTMENT TO THE GOODLETTSVILLE INDUSTRIAL DEVELOPMENT BOARD.

WHEREAS, as a requirement in the City's charter, the public good is served through citizen advisory and policy boards; and,

WHEREAS, the citizens of Goodlettsville are best served when all positions on those boards are filled;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT THE FOLLOWING APPOINTMENT BE RATIFIED AS FOLLOWS:

INDUSTRIAL DEVELOPMENT BOARD

Josh Pierce (unexpired term of Scott Langford)

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Adopted: February 9, 2023

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



AGENDA SUMMARY SHEET

Board of Commissioners
City of Goodlettsville

<u>SUBJECT TITLE: RESOLUTION 23-1117</u> A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN APPLICATION WITH THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT FOR THE PROCUREMENT OF CERTAIN FIRE EQUIPMENT. <u>PRESENTED BY:</u> Tim Ellis, City Manager Ken Reeves, Fire Chief	Agenda Item: Resolution 23-1117 Dept. of Origin: Fire For Agenda of: February 9, 2023 Originator: Ken Reeves Cost of Item: \$50,000.00 – Total 100% Grant Funding
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AGENDA ITEM ATTACHMENTS:

Resolution 23-1117

SUMMARY STATEMENT:

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN APPLICATION WITH THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT FOR THE PROCUREMENT OF CERTAIN FIRE EQUIPMENT.

FINANCIAL SUMMARY:

\$50,000.00

RECOMMENDED ACTION:

Staff recommends approval of Resolution 23-1117

RESOLUTION NO. 23-1117

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN APPLICATION WITH THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT FOR THE PROCUREMENT OF CERTAIN FIRE EQUIPMENT.

WHEREAS, the City of Goodlettsville is constantly seeking funding measures for the purchase of additional equipment and projects; and,

WHEREAS, the Firehouse Subs Public Safety Foundation provides grants to local governments for the purchase of various public safety equipment; and,

WHEREAS, the City of Goodlettsville Fire Department desires to purchase battery powered rescue tools for utilization by the department.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That an application for a Firehouse Subs Public Safety Foundation Grant in the amount of \$50,000.00 for the procurement of battery powered rescue tools is hereby approved.

Section 2. The City Manager is authorized to execute any and all documents associated with the application and subsequent contracts.

Section 3. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

MAYOR RUSTY TINNIN

Date adopted: February 9, 2023

ATTEST

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY